

THE ELECTRONIC MILITARY PERSONNEL OFFICE FIELD USER'S GUIDE

Version 4.6.9.2



Field Services Division
1 AUGUST 2011

SUMMARY

The Field User's Guide is a comprehensive guide for eMILPO users containing eMILPO functional and technical guidance. The Field User's Guide is divided into three sections containing the following documents: eMILPO Functional Guide, eMILPO Reports Guide, and USER MANUAL FOR eMILPO. These documents are updated to reflect the latest eMILPO Release, 4.6.9.2. The consolidated document is available via the eMILPO AHRS Web Portal "Field User's Guide/FAQs". The following is a detailed explanation of the three documents by section:

- Section I: [eMILPO Functional Guide](#). The eMILPO Functional Guide is a functional document published by Field Services Division which provides HR Specialists guidance regarding eMILPO's Modules/Functions/Sub-functions. It details responsible agencies, references, related system reports, work center actions, functional proponent POC information, and most importantly, general guidance for submitting eMILPO transactions. It can be used in the absence of, or in conjunction with, applicable regulations.

- Section II: [eMILPO Reports Guide](#). The eMILPO Reports Guide provides HR Specialists and other end-users information and guidance for "AAA/Canned" Datastore reports. It gives brief and in-depth guidance that users must use for periodic data reconciliation and situational awareness. HR Specialists must follow the guidance and produce eMILPO reports as required, which are essential to help commanders maintain strength accountability, deployment availability, awareness of Soldiers that meet promotion criteria, and Soldiers who have Suspension of Favorable Personnel Actions, etc.

Features:

- A quick reference for all Datastore reports by name, frequency, responsible agency, general guidance, and hyperlinks to the data with complete report design
- Standard Datastore icons familiarization table
- How to create, locate, and export Datastore reports

- Section III: [eMILPO User's MANUAL](#). The eMILPO User's Manual is a technical document published by eMILPO's developers which explains how to use eMILPO. It provides step-by-step screen shots of eMILPO functions and system navigation tools.

It is vital for HR Specialists to use the eMILPO Field User's Guide to help submit eMILPO transactions and for a comprehensive understanding of eMILPO reports. If you need help with a particular topic, please contact the functional proponent POC listed at the end of each function prior to risking submission of erroneous transactions which could be detrimental to a Soldier's record.

Any questions/suggestions for enhancements can be addressed to: Hrc.emilpo.helpdesk@conus.army.mil

eMILPO FIELD USER'S GUIDE

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Section III: eMILPO User Manual

User Manual for eMILPO

eMILPO Functional Guide

Updated 1 AUGUST 2011

Welcome to the eMILPO Functional Guide. This section provides user level guidance for functions within eMILPO and their functional proponents. The following format will be used in this section: Module-Function-Sub-function. Functions that have sub-functions can be identified by the + (plus) sign to the right of the name. It lists appropriate references, provides work center actions, compliments regulations, policies, and the eMILPO User Manual. (See example below):

Personnel Accounting (Module)

- ❖ Arrival+ (Function)
 - Soldier Arrival (Sub-Function)
 - OCONUS (Sub-Function)

At the end of each function/sub-function are functional proponent phone numbers. However, units and S1s must contact their BDE S1 or Installation Military Personnel Division PAS for assistance and not immediately call the Tier II/Tier III Helpdesk or the proponent directly. The intent is for MPDs and BDE S1 PAS to call on behalf of their customers to ensure issues are properly documented and avoid redundancy. If you discover the phone number listed is not valid or functional ownership has changed, please contact us at hrc.eMILPO.helpdesk@conus.army.mil

In addition to functional proponent phone numbers, some areas have applicable system codes. We have attempted to ensure the functional areas have updated codes; however, the authoritative source for eMILPO system codes is the Data Standard Tool: "DB Helper". The link for DB Helper is <https://www.ask.army.mil/dbhelper>. Although there are codes related to functional areas in this document for your use, it is recommended that users verify the validity of the codes via DB Helper. We have provided the <https://www.ask.army.mil/dbhelper> link when relevant throughout the document for your use.



The eMILPO User's Manual is a companion to the **Field User's Guide**. It provides "step by step" screen shots and procedures for both Workflow and System Services. The document may take a few minutes to open; recommendation is to save it on your hard drive for future reference. If you experience problems retrieving it, contact the AHRS Help Desk at helpdesk@ahrs.army.mil.

The eMILPO **Field User's Guide** was developed to provide Human Resource Specialists and other eMILPO end-users with a tool to assist with eMILPO functions; therefore if you have suggestions to improve this document, send your comments to hrc.eMILPO.helpdesk@conus.army.mil

For an overview of eMILPO enhancements, see the 'Release Notes' under 'eMILPO' on the AHRS Web Portal.

Personnel Services

The “**Personnel Services**” module in eMILPO provides users the capability to update Soldier’s records in many functional areas which in most cases will also post to their Enlisted Record Brief (ERB)/Officer Record Brief (ORB). HR Specialist must ensure they submit appropriate transactions based on Soldiers request and availability of source documents to substantiate the action.

➤ Emergency Notification

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- OMPF Records Custodian/IPERMS

Reference(s):

- AR 600-8-1, Casualty Notification, Assistance, and Insurance, dated 30 April 2007
- DD Form 93, Record of Emergency Data

General guidance:

- This function allows users to input data for creating the DD Form 93 for a new accession or a Soldier requiring a change to their DD Form 93. This function also allows the DD Form 93 to be digitally signed and automatically uploaded to IPERMS. The DD Form 93, when completed and signed, becomes an official and legal document that designates the beneficiaries of certain benefits in the event the individual is in a missing status or deceased. The DD Form 93 provides the names and addresses of the person(s) to be notified in case of an emergency, sickness or death.
- The updating office is responsible for data accuracy and correct distribution, to include manually uploading completed forms into IPERMS when the auto upload feature is inaccessible. The BDE S1/MPD must grant permissions to subordinate users based on local policy. BDE S1/MPDs who provide access are advised to provide training on the complete and accurate data required for this critical task.
- The DD Form 93 is applicable for all Regular Army, Army National Guard and U.S. Army Reserve Soldiers.
- The DD Form 93 is the source document to notify family in case of an emergency, sickness or death.
- All Soldiers must complete a DD Form 93 to indicate whom they want notified should they become a casualty. The data collected includes emergency notification information, beneficiary data for certain benefits (i.e., death gratuity, arrears of pay, and allotments) should the Soldier become missing and disposition of remains (if the Soldier desires).
- Ensure entries are correct and complete data when submitting the DD Form 93. Use ten digit phone numbers.
- Users can enter the Person Authorized to Direct Disposition (PADD) information in eMILPO under "Additional Emergency Contact Information". After selection, the system will display the data related to the Soldier's PADD information. The Soldier can then select the individual authorized to direct disposition of the Soldier's remains and enter the address with the zip and telephone number in the general remarks block.
- The Soldier must provide the necessary information for completing the DD Form 93.
- Input into eMILPO will generate a DD Form 93. The user will digitally sign the DD Form 93 and it will be auto-uploaded into IPERMS for placement in the Soldier's OMPF. Print copies for the Soldier and unit.
- Emergency notification data cannot be added if the relationship of the individual to the Soldier is "FMLY MEMBER", unless that family member's data exists in the database. Family member data may only be added to the database by updating the Defense Enrollment Eligibility Reporting System (DEERS).
- If a Soldier makes a change to their marital status, family member information or military spouse information, a workflow notification will be sent to the HR Clerk to remind the Soldier to update the Record of Emergency Data (DD93).

- The system will list the DD93 entries in the identical order as they appear on the Emergency Notification Listing screen.

Beneficiaries for Death Gratuity Category:

- This entry allows users to designate up to 10 beneficiaries to receive Death Gratuity in 10% increments. If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system will prompt the user if this is not the case.
- If the Soldier selects someone other than their lawful spouse to receive all or a portion of the Death Gratuity the system will require the user to print the Spousal Notification Letter before they can print the DD93.

Beneficiaries for Unpaid Pay/Allowances Category:

- If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system should prompt the user if this is not the case.

Do Not Notify/Notify Instead Category:

- If the Soldier designated an individual as a "Do Not Notify" in the event of an emergency, the person designated for notification instead must be a different person.
- The system will validate the name of the individual the Soldier selected as a "Do Not Notify". This ensures the individual is defined in the database.

Related system reports are:

None

Work center actions:

- BN S1/BDE S1/MPD. Complete the DD Form 93. Follow instructions contained on the reverse side of the duplicate copies and the supplemental instructions contained in Chapter 11, AR 600-8-1. Ensure that each item is explained and fully understood. Additional instructions are contained in Table 11-2, AR 600-8-1.
- BN S1/BDE S1/MPD. Prepare a new form when there is a change in any of the items or five years since the Soldier signed the last form.
- BN S1/BDE S1/MPD.
 - Review and ensure: all items are completed or marked as shown in the detailed instructions on the form or in the supplemental instructions contained in Table 11-2, AR 600-8-1.
 - Do not staple, fold, hole-punch or mutilate copies. Secure continuation pages with a paper clip.
 - All Soldiers read and fully understand the instructions
- Soldier: Promptly notify the unit/BN PAC clerk when changes require an update to DD Form 93.
- S1: Expeditiously arrange with the BDE S1/MPD to interview the Soldier and accomplish desired change(s) as required.
- BN S1/BDE S1/MPD: Ensure Soldiers review the DD Form 93:
 - During out-processing for PCS and pre-separation.
 - Upon arrival at a new duty station.
 - In conjunction with a unit wide deployment or pre-mobilization readiness exercise.
- BDE S1/MPD. Verify the correctness and completeness of data contained on the DD Form 93.

Refer to Table 11-2, AR 600-8-1 for complete disposition instructions.

- BN S1/BDE S1/MPD. Submit updated DD93 to iPERMS, preferably via eMILPO.

- BN S1/BDE S1/MPD. Periodically (at least once annually) during the personal affairs orientation, emphasize the importance of maintaining the DD Form 93 in a current condition. DA Poster 608-10 titled "SOLDIER" may be prominently displayed as a reminder.
- BDE S1/MPD. Upon death, fax or email the most up to date copies of the DD Form 93, SGLV8286/8286S and/or SGLI-8285(if applicable) to the Casualty Assistance Center responsible for your unit.

Functional Proponent: Human Resources Command, Casualty and Memorial Affairs Operations Center, COML: (502) 613-9025 or DSN: 983-9025.

➤ Personal

Responsible agencies:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- OMPF Records Custodian/IPERMS
- US Army Human Resources Command (HRC)

Reference(s):

- AR 15-185, Army Board for Correction of Military Records
- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This function has sub-functions that allows users to update data in the following areas:
 - Address
 - Name change
 - Personal data
 - Phone number
 - SSN correction
- Data updates for Name change, Personal data, and SSN correction are performed at BDE S1/MPD level. Data updates for Address and Phone number are performed at the S1 or unit level.
- The Enlisted Record Brief (ERB) / Officer Record Brief (ORB) must be audited by the Soldier during initial in-processing to the unit, but NLT 30 days upon arrival.
- A change or correction to a Soldier's address can be performed at S1 level by submitting a DA Form 4187 to the S1. When changing the address, the business rules below must be considered and applied:
 - The Zip Code can only be entered if the Country is the United States.
 - The State can only be selected if the Country is the United States.
 - The Foreign Postal #, Gateway APO/FPO and Gateway Area cannot be entered if the Country is the United States.
 - The Foreign Postal #, Gateway APO/FPO and Gateway Area must be entered if the Country is a foreign country.
- A user can delete all address types except for Home of Record (HOR) and Entered Active Duty. The HOR is established or recorded on the most current enlistment/reenlistment documents (DD Form 4 or DA Form 1966) only. For officers it is the Entered Active Duty Address in the AD letter/order. If any changes on an erroneous or blank HOR are identified, the eMILPO clerk must submit a trouble ticket to the AHRS help desk. Include a copy of the DD Form 4 or DA Form 1966. AHRS Helpdesk email: hrc.eMILPO.helpdesk@conus.army.mil.
- The system will not allow duplicate address types for Soldiers.
- The Soldier's address effective date can be edited.
- The address effective date for a family member, Servicemember's Group Life Insurance beneficiary or emergency notification point of contact will not be displayed and cannot be edited.

When changing the personal data, the business rules below must be considered and applied:

- If the Country of Birth selected is the United States, then the State of Birth and Country of Birth must not be blank.
- The system will ensure the Soldier is between the ages of 17 and 70 by validating the Soldier's Birth Date.

When changing the phone number, the business rules below must be considered and applied:

- Phone numbers must contain numeric characters and must not exceed 10 characters in length. If the Soldier is overseas and longer digits are required, use the phone number extension block to extend the phone number length.
- Phone number extensions must contain numeric characters.
- The system will not allow duplicate phone number types for the Soldier.
- The change and/or correction to the spelling of names on official records may be made upon a Soldier's signed request on a DA Form 4187. The S1 verifies the DA Form 4187 and supporting source documents (marriage certificate, divorce decree, birth certificate, etc.) prior to forwarding request to the BDE S1/MPD.
- Ensure approved copy of DA Form 4187 is processed IAW Table 6-26, AR 600-8-104 for inclusion in the Soldier's IPERMS for name changes.
- The provisions of AR 15-185 apply for submission of actions to the Army Board for Correction of Military Records (ABCMR). It is not appropriate to request changes of name or birth data by the ABCMR unless the administrative procedures provided in AR 600-8-104 have been followed without obtaining the desired correction.
- Note eMILPO allows a space to be entered in the name field for such names as St John or St Andrew.
- The correction of the date of birth and other relevant personal data (such as race, country of citizenship, and origin of citizenship, sex and country of birth) may be made upon receipt of a DA Form 4187 with supporting documents from the Soldier.
- The update or change of a Soldier's telephone number (s) can be submitted by the S1 upon request by the Soldier on a DA Form 4187.
- The change and/or correction to a Soldier's social security number (SSN) may be made upon receipt of DA Form 4187 with supporting documents (social security card or other applicable document) from the Soldier. The S1 will verify the DA Form 4187 and supporting documents prior to forwarding request to the BDE S1/MPD.

Related system reports are:

- AAA – 338 Demographic Profile Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS (Management Information System).

Work center actions:

- S1/Unit eMILPO Clerk. Ensure Soldier is arrived in the unit through eMILPO before taking action.
- S1/Unit eMILPO clerk. Produce the ERB or ORB for the Soldier to review.
- Soldier. Request change of Name, SSN or DOB on a DA Form 4187 with required documentation.
- S1/Unit eMILPO Clerk. Approve and make appointment (if necessary) for Soldier to visit BDE S1/MPD for Name, SSN or DOB changes.
- BDE S1/MPD. Review request for accuracy and required documentation (if necessary) and prepare or amend documents, such as ID Cards, DD Form 93, SGLV Form 8286, SGLV Form 8285, SSA Forms, and the W-4 (2003) Form (Department of the Treasury, Internal Revenue Service) "Employee's Withholding Allowance Certificate". Submit personal transaction to update eMILPO. Distribute approved DA Form 4187 without a copy of substantiating document to Cdr, U.S. Army Central Personnel Security Clearance Facility, Fort Meade, MD 20755-5250.
- For all officer and enlisted personnel, upload a copy to Soldier's IPERMS.
 - Return original supporting documents to Soldier (if submitted).
- S1/Unit eMILPO Clerk. Clear action pending file when transaction accepted.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division,
(KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045
Officer Personnel Management Directorate: Leader Development Division, Personnel Actions Branch
COML: 502-613-6702

➤ Service / Miscellaneous Dates

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- IPERMS Custodian
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-280, Army Retention Program
- AR 614-30, Overseas Service
- AR 640-30, Photographs for Military Personnel File

General guidance:

- Data update is performed at BDE S1/MPD level. BDE S1/MPD updates miscellaneous service dates when a change occurs.
- This function displays the following as read only information:
 - Date Initial Entry Military Service (DIEMS) - Date when the Soldier was first appointed, enlisted or conscripted in the U.S. military service. An example is a Soldier enlisted in the Army in the Delayed Entry Program on 4 June 1986 and entered active duty on 15 July 1986. The DIEMS date is 4 June 1986. The following source documents are examples of acceptable documents to verify DIEMS: appointment letter or order, active duty letter or order or enlistment documents (DD Form 4 and DD Form 1966). The DIEMS date cannot precede the Soldier's birth date plus 17 years. TAPDB updates eMILPO, as does the Officer/Warrant Officer Pre-Accession Data transaction. To request a correction, the PAS will receive supporting documentation and submit to the AHRS Help Desk: HelpDesk@ahrs.army.mil
 - Basic Active Service Date (BASD)
 - Pay Entry Base Date (PEBD)
 - Evaluation Period End Date
 - Year/Month Last Official Photo
 - Date of Last PCS
 - Expiration Term-Service Date (ETS)
- This function allows the user to update the following:
 - Basic Enlisted Service Date (BESD) - Enter the calendar date marking the beginning of any enlisted service (active or inactive) as a member of the armed forces using the DD Form 4, DD Form 1966 or orders as the source document. The BESD cannot precede the Soldier's birth date plus 17 years. Users cannot update the BESD for officers through eMILPO.
 - Individual Personnel Data Verification Date. - Enter date when the Soldier verified their individual personnel data in eMILPO. The Individual Personnel Data Verification Date cannot precede the DIEMS Date.
 - Date Returned From Overseas (DROS) – Enter the calendar date that the Soldier signed into the gaining installation upon returning from their last overseas tour. DROS update is only available if the Soldier had an overseas assignment.
 - The date entered cannot be 30 days greater or 30 days less than the Assignment End Date in the Soldier's most recent Overseas Assignment.
 - Delay in Separation Reason – Enter the appropriate reason given by the Unit Commander on the memorandum or DA Form 4187 requesting a delay in separation.

- Mandatory Medical Review Board Meeting Date – Enter the date the Brigade Commander establishes in the memorandum (or other appropriate instrument) that announces the convening date of the MMRB board unless the actual date was changed. The MMRB Meeting Date cannot precede the DIEMS Date.
 - Mandatory Medical Review Board Determination - Enter the applicable determination documented in the memorandum of record from the MMRB Board proceedings (or other appropriate instrument authenticated by the Brigade Commander).
 - To correct / update a Soldier's DTLPCS, provide the SSN, name, incorrect DTLPCS, and correct DTLPCS to AHRC-EPO-E, EDAS Section at the following email addresses: hrc.epmd.edasdataaccuracy@conus.army.mil
- When entering the Service/Miscellaneous Dates, the business rules below must be considered and applied:
 - Individual Personnel Data Verification Date cannot precede the Date Initial Entry Military Service Date.
 - MMRB Meeting Date cannot precede the Date Initial Entry Military Service Date.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action. Forward source documents not previously distributed to the BDE S1/MPD.
- BDE S1/MPD. Upon receipt of documents, verify data entry. Review appropriate personal data with Soldier and verify information accuracy. After transactions process, upload required documentation to Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067
Field Services Division, hrc.eMILPO.helpdesk@conus.army.mil

➤ **Military Spouse (MACP)**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 55-46, Travel Overseas
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The Married Army Couples Program (MACP) provides consideration for Army married couples to establish a Joint Domicile (JD) while fulfilling the Army mission. This function allows the user to enroll Soldiers in MACP through eMILPO.
- Data update is performed at BDE S1/MPD level.
- Married Army couples desiring Joint Domicile (JD) assignment to establish a common household must first enroll in the MACP. Applications based on intended marriage will not be considered, even as an exception to policy.
- Qualified couples who request enrollment (with adequate documentation) will be approved. Enrollment in the MACP guarantees JD consideration; however, it does not guarantee the couple will be assigned together at the same location, or at the same time.
- If both Soldiers are serviced by the same BDE S1/MPD, only one spouse needs to enroll. However, if they are serviced by separate BDE S1/MPDs, both must enroll. Certified or notarized copies of the original marriage certificate are acceptable.
- It is important to note that enrollment in the MACP is a "local" action only. Do not forward to HRC for approval or filing. However, a Joint Domicile request must be sent to DA to the appropriate career branch. It is important that a request for enrollment in MACP be submitted first and confirmed locally before sending a JD request (DA 4187) to DA.
- A JD assignment is when Soldiers are assigned within a 50-mile radius of each other, or within a one-hour driving distance of each other.
- Couples who enroll into MACP after receiving HQDA assignment instructions are not guaranteed JD consideration until after the requirements of those assignment instructions are met.
- Enrollment in the MACP for automatic JD consideration is open to active-duty Army couples only. Army Soldiers married to members of other service components are not authorized to enroll in MACP but may participate in the program (See AR 614-200, 5-21d for procedures). The capability exists to update the TAPDB and EDAS to reflect a Soldier is married to a member of another service component. This is called the Department of Defense Component of Military Spouse (DODSPS). If this data element is correctly annotated along with the spouse's SSN, it will clearly show the couple is not in the MACP but will allow the Human Resources Command managers to coordinate with the other service components.
- Enrollment in the MACP is continuous until termination. Soldiers may terminate enrollment at any time; however, signatures of both Soldiers are required (submit exceptions to policy to the Human Resources Command, ATTN: AHRC-EPC-O, COM: 502-613-5852) unless they are legally separated or divorced.
- Future JD consideration for legally separated couples will continue until they terminate enrollment.
- If the Soldier's marital status changes to "Divorced", "Widowed", "Annulled", "Interlocutory Decree", or "Legally Separated", the system will automatically disenroll the Soldier(s) from the program.
- The BDE S1/MPD must verify the enrollment action was successful. In order to verify, the BDE S1/MPD must access the EDAS Personnel SSN Query Function (PS Screen). Once verification is complete, the Soldier(s) must be notified by the BDE S1/MPD. When verifying EDAS, the data element "JTDOMC" does not refer to whether the couple is properly enrolled in MACP. This data element only confirms whether the couple is currently serving a joint domicile; Yes (Y) or No (N).

- When entering MACP data, the business rules below must be considered and applied:
 - The Soldier must have a spouse in the Regular Army to enroll in the MACP.
 - A Soldier cannot enroll in the MACP if the Soldier is already in the program.
 - A Soldier cannot disenroll in MACP unless the Soldier is enrolled.
 - A user cannot add or update Military Spouse information unless the Soldier has a marital status of "Married" and the Soldier's spouse's SSN exists in the database.
 - If the spouse's SSN indicates that the spouse is in the Regular Army, the system will ensure that the spouse's branch of service is "Department of the Army" and that the spouse's service component is "Regular Army".
 - The spouse's enrollment date in the MACP does not have to match the Soldier's enrollment date in the MACP.

Related system reports are:

None.

Work center actions:

- Soldier. Informs unit of desire to enroll into MACP. Provides proof of marriage (marriage certificate) to S1.
- S1/Unit eMILPO clerk. Generates a 4187, Request for Personnel Action, requesting enrollment in the MACP.
- S1/Unit eMILPO clerk. Sends DA Form 4187 with appropriate enclosures to BDE S1/MPD.
- BDE S1/MPD. Reviews request for adequacy. If proper documents are included, update the Soldier's marital status in the Family Member Function and identify the Soldier's spouse as a family member.
- BDE S1/MPD. Once the Soldier's marital status is updated, enroll the couple into the Married Army Couple's Program using the MACP Function.
- BDE S1/MPD. Verify that the Soldier is enrolled into the MACP by viewing the Military Spouse (MACP) - Summary screen. Place a copy of the approval in the Soldier's reassignment file. Inform unit of enrollment or advise if the action did not process.
- BDE S1/MPD/Unit. Inform Soldier of enrollment. This is a regulatory requirement.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division, (AHRC-EPO), COML: (502) 613-5852 or DSN: 983-5852. Officer Personnel Management Directorate, Knox-HRC-OPD-P, (502) 613-6362

➤ Family Member

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This function allows the user to add, update, or remove marital status and dependents data for one or more Soldiers. The Family Member function also allows the user to update or remove an existing family member data. The user also has the option to process military spouse data, emergency notification data, as well as SGLI data for the selected Soldier.
- Data update is performed at S1 or unit level.
- Ensure changes are processed to update the record of emergency data, emergency notification/life insurance and family member care plan when required.
- There is no view mode for this function. To view a record, select update or delete. Then, select cancel when view is complete.
- Soldiers can update their dependent address information themselves on the DEERS webpage: <https://www.dmdc.osd.mil/swg/owa/webguard.login?appl=9012&rule=02>.
 - Example: eMILPO: John Doe (NON AUTHORIZED)
 - DEERS: John S. Doe (AUTHORIZED)
- The system of record for authorized dependents is DEERS, therefore, the user is unable to add, remove, or update an authorized dependent. All changes to authorized dependents must be accomplished through DEERS.
- **Use the refresh button on the Family Member screen when not all family members appear. If the family is in DEERS, it should add the member to the screen.**
- **When entering the Family Member data, the business rules below must be considered and applied:**
- The system will not permit the addition or removal of Authorized Dependent (AUTH DEPN) family member data. This data is provided by DEERS. Only non-dependent (NOT AUTH DEPN) family members can be removed.
- eMILPO will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or a family member who is a Servicemember's Group Life Insurance Beneficiary.
- The system will not permit the removal of any family member who is designated as "Do Not Notify" in the event of an Emergency Notification.
- The system will not permit a user to change the marital status back to Single, if their current marital status is something other than Single (such as Divorced, Widowed, etc.). If a Soldier is erroneously reported as Married, change the status to Unknown. Afterwards, change the status from Unknown to Single.
- A Soldier cannot remove a spouse as a Family Member if they are designated as a military spouse. The user must use the Military Spouse (MACP) screen to remove the military spouse designation before removing the family member.
- A user cannot add more than one spouse.
- A user cannot add a spouse if their marital status is Single.

- New authorized dependent data must be added to DEERS, and the initial interface will populate the authorized dependent data and the related address information in eMILPO. However, eMILPO allows the user to update an address for an existing authorized dependent. This address update does not update DEERS. Additionally, an update to an existing authorized dependent's address via DEERS will not update eMILPO. The Soldier's data must be updated in both systems separately.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed via the reports link on the AHRIS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit in eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- Soldier must take prompt action to update family information in DEERS first. Then, Soldier can take action to update casualty documents and the eMILPO database. Authorized dependent information can only be updated through DEERS. Update, addition and deletion of family member information can be made upon receipt of a DA Form 4187 from the Soldier.
- S1/SENIOR HUMAN RESOURCES SERGEANT. Review appropriate personal data with Soldier and verify information accuracy. If information differs from current data, Soldier should provide verification documentation. Initiate DA 4187 and allied documentation (marriage certificate, birth certificate, etc.) for review by BDE S1/MPD for processing. Schedule Soldier for appointment with BDE S1/MPD as soon as possible. Prompt actions must be taken to update family information on emergency documents. Maintain a copy of action in action pending file pending update of system.
- BDE S1/MPD. BDE S1/MPD verifies documentation and enters data into eMILPO as appropriate. Source documentation is filed IAW AR 600-8-104.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.eMILPO.helpdesk@conus.army.mil.

➤ Suspension of Favorable Personnel Actions (SFPA)

Responsible agencies are:

- Unit Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-2, Suspension of Favorable Personnel Actions (SFPA)

General guidance:

- The Suspension of Favorable Personnel Actions function in eMILPO allows the user to do several things. The Soldier selection builds a listing of Soldiers. This listing shows all flags that exist in eMILPO for each Soldier. The add mode allows the eMILPO clerk to generate a new flag on a Soldier, and Remove/Finalize is used to remove a flag.
- Data update is performed at S1 level.
- Army Regulation 600-8-2, Suspension of Favorable Personnel Actions, commonly referred to as flags, prescribes Army policy, criteria, and administrative instructions concerning the suspension of favorable personnel actions. All procedures associated with eMILPO refer directly to this regulation as our baseline procedural guidance.
- The Promotions Branch, US Army Human Resources Command (HRC), is the functional proponent for AR 600-8-2.
- A flag seriously affects morale and possibly Soldiers' careers. Everyone involved in the flagging process must clearly understand the rules and procedures. If necessary, Commanders will establish additional internal controls to ensure only those with a "need to know" are informed of flags. Commanders must also ensure SFPA do not contradict AR 600-8-2, and that the DA Form 268, Report to Suspend Favorable Personnel Actions, is prepared to reflect suspension status/removal with the correct effective date IAW AR 600-8-2.
- The BDE S1/MPD, supporting personnel office, or authorized custodian of records for the Soldier will use appropriate reports to guard against accidental execution of favorable personnel actions for Soldiers who are flagged.
- Only the Commander, (or general officer, commandant, or head of a staff agency) can direct a SFPA be updated.
- The S1/Unit eMILPO clerk should check different sources such as the training NCO, legal clerk/section, 1SG, etc. to advise Commander of SFPAs requiring updates that they may not know.
- The S1/Unit eMILPO clerk should also screen for Soldiers not in compliance with AR 600-9, screen the eMILPO SFPA Report, and consult with Commander. The report should be viewed and verified for accuracy as needed, but at least monthly. This should be incorporated into local written procedures.
- When a flag is generated or updated, the S1/Unit eMILPO clerk should notify the supporting security manager, BDE S1/MPD reassignments, promotion, and records sections.
- Only the Unit Commander (general officer, commandant, or head of a staff agency) can direct removal of a flag in accordance with AR 600-8-2, paragraph 2-7, unless otherwise directed by Headquarters, Department of the Army.
- Unless otherwise stated in AR 600-8-2, the Unit Commander, Separate Unit Commander, the battalion adjutant, the battalion executive officer, the Battalion Commander or the School Commandant are the only persons authorized to authenticate the DA Form 268. All authenticators, with the exception of School Commandants, must be officers. First Sergeants will not authenticate the DA Form 268.

- The removal of a flag for Soldiers separating while in a flagged status will be authenticated by the officer in charge of the in and out processing work center; for USAR personnel the final flag will be authenticated by the personnel officer of the headquarters issuing the separation order. A DA Form 268 will be used to finalize/remove a Soldier's SFPA.
- While the Commander directs lifting of flags, the S1/Unit eMILPO clerk should consult with available sources such as the training NCO, legal clerk/section, and 1SG, when advising the Commander of SFPAs that need finalizing/removing. Also, consult with the Reenlistment NCO concerning eligibility for reenlistment.
- AR 600-8-2, paragraph 2-7, lists rules for removing flags while paragraph 2-8 lists required actions.
- Once finalized/removed, S1/Unit eMILPO clerk will notify the security manager (usually battalion S2) concerning access to classified information and either submit to withdraw or reinstate security clearance.
- S1/Unit eMILPO clerk will forward a copy of the finalized DA Form 268 to the servicing BDE S1/MPD records work center. If the Soldier is on a Centralized or Semi-Centralized Promotion List, forward a copy IAW AR 600-8-2. If pending reassignment, forward a copy to the BDE S1/MPD reassignment work center.
- S1/Unit eMILPO clerk will also forward a copy to the servicing Finance and Accounting Center on the next transmittal letter.
- Commander will furnish the Soldier with a copy of the final flag (DA Form 268).
- S1/Unit eMILPO clerk will file final DA Form 268 and retain for 1 year.
- When entering the SFPA data, the business rule below must be considered and applied:
- The SFPA Expiration Date must not precede the Soldier's Pay Entry Basic Date.
- The system shall physically delete from the database all finalized/removed SFPA Flags except those for report type "E" (FINAL-OTHER REPORT) and reason code "K" (ENTRY INTO WEIGHT-CONTROL-PROGRAM). The SFPA Flags shall be updated with the finalized information and stored in the database for three years from the date the flag was finalized.

Flag Reason Codes:

- A : Adverse Action
- B : Elimination Field Initiated
- C : Removal from Selection List-Field Initiated
- D : Referred OER
- E : Security Violation
- F : Elimination or Removal From Selection List – HQDA Initiated
- G : Adverse Action – HQDA Directed Reassignment
- H : Adverse Action – Punishment Phase
- J : APFT Failure
- K : Weight Control Program
- P : Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC
- X : Other
- FLAG TYPE CODES:
- A : Initial Report
- C : Final Favorable Report
- D : Final Unfavorable Report
- E : Final Other Report (must use this code to finalize K-Weight Control Program and P – Cdr Decision to block Automatic Promotion to PV2, PFC, SPC)
- Z : Delete Erroneous Report

Verify Codes: <https://www.ask.army.mil/dbhelper>

Related system reports are:

- AAA – 095 Suspension of Favorable Personnel Action Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

- AAA – 101 Suspense of Favorable Personnel Actions Service Expiration Suspense Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

To initiate a flag:

Rules for initiating a flag begin in paragraph 2-1, AR 600-8-2. Also read the general guidance provided above.

- S1/Unit eMILPO clerk. S1 views existing DA Form 268 to check for accuracy based on local procedure or as directed by Commander.
- S1/Unit eMILPO clerk. Consult available sources such as the training NCO, legal clerk/section, and 1SG when advising Commander of needed flagging actions. Also, consult with the reenlistment NCO concerning eligibility for reenlistment.
- S1/Unit eMILPO clerk. Screen for Soldiers not in compliance with AR 600-9, the SFPA Report, and consult with the Commander concerning flagging actions.
- S1/Unit eMILPO clerk. When a flag is initiated, the S1/Unit eMILPO clerk should consult with the supporting security manager, usually the S2 officer, to consider suspending access to classified information.
- Commander. Counsel and inform the Soldier in writing of any SFPA action.
- Unit. Forward all flags and supporting documentation to the S1.
- S1/Unit eMILPO clerk. Forward a copy of the DA Form 268 to the supporting Finance and Accounting Office on the next transmittal (Non-transferable flags only).
- S1/Unit eMILPO clerk. Ensure a completed copy of the DA Form 268 is maintained on file at battalion level. Forward a copy to the BDE S1/MPD promotions or reassignment work centers for any Soldiers currently on a Centralized or Semi-Centralized promotion list or pending reassignment.
- S1/Unit eMILPO clerk. Notify the Commander if the Soldier's ETS, ESA, or MRD is within 45 days of initiating a Flag Action so as to act promptly. If the Commander states that the case will extend beyond scheduled transition from active duty, initiate action for authority to retain Soldier beyond scheduled transition date. Make sure a copy of DA Form 268 is attached to the request. **An established term of services is a legal contract with the U.S. Government that no one in the field may authorize extending except the General Courts-martial Convening Authority. Retention beyond the ETS/ESA/MRD for elimination or dismissal from active duty is not authorized.** In all other cases, the Soldier must agree to the retention, which only HRC can approve. Only exceptional cases will be approved, IAW AR 600-8-2, paragraph 2-10. It is critical that the S1/Unit/BDE S1/MPD and Soldier understand the rules for retaining Soldiers past their ETS/ESA/MRD. Retention NCOs are also a good source for understanding the legal dos, don'ts, options, and resulting ramification in this critical area.
- BDE S1/MPD/S1. As stated earlier, the report can be run on demand, but it should be reviewed at least monthly. This should be incorporated into local procedures. There should be a separate SFPA entry for each incident, investigation, or action in the report.

To remove a flag:

AR 600-8-2, paragraph 2-7, lists rules for removing SFPAs while paragraph 2-8 lists required actions.

- S1/Unit eMILPO clerk. Once finalized/removed, S1/Unit eMILPO clerk will notify the security manager (usually S2) concerning access to classified information and either submit to withdraw or reinstate security clearance.
- S1/Unit eMILPO clerk. Provide a copy of the completed finalized DA Form 268 to the Battalion level S1 section to keep on file. If the Soldier is on a Centralized or Semi-Centralized Promotion List, forward a copy IAW AR 600-8-2. If pending reassignment, forward a copy to the BDE S1/MPD reassignment work center.
- S1/Unit eMILPO clerk. Forward a copy to the servicing Finance and Accounting Center on the next transmittal letter.
- Commander. Furnish the Soldier a copy of the final flag, DA Form 268.

- S1/Unit eMILPO clerk. File the completed DA Form 268 and retain it for one year.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, COML: (502) 613-9013 or DSN: 983-9013 or hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Individual Awards

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS Custodian
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-22, Military Awards
- AR 600-8-104, Military Personnel Information Management/Records
- ALARACT 193/2005, Subject: Wartime Awards to Members of Other U.S. Armed Forces, DTG 232051Z SEP 05
- ALARACT 229/2205, Subject: Delegation of Wartime Approval Authority - United States Special Operations Command (USSOCOM)
- ALARACT 023/2006, Subject: Delegation of Wartime Approval Authority – (CFSOCC) – Change 1
- Awards Branch, <https://www.hrc.army.mil/site/active/TAGD/awards>
- MILPER Message 06-145, Clarification to Increase Award Promotion Points for Recruiters Badge

General guidance:

- The Individual Awards function lists the military decorations Soldier(s) has received in his or her Army career. These may include awards and decorations associated with battles and expeditionary campaigns in which the Soldier(s) participated. The user has the option to add new awards, or update and/or remove existing awards.
- Data update is performed at S1/BDE S1/MPD level.
- The S1/BDE S1/MPD verifies source documents and updates data, which is reflected in the Enlisted Record Brief (ERB) or the Officer Record Brief (ORB). This procedure further allows update of the award eligibility date for the Army Good Conduct Medal (AGCM) or the Armed Forces Reserve Medal (AFRM).
- This update for military decorations, campaign service awards, non-military decorations/awards, identification badges, unit awards, combat/special skill badges, and battle campaign participation must be entered only upon receipt of orders, DA Form 638 (Series), Recommendation for Award, or award certificate which contains the permanent order number.
- If the validity of the award(s) listed on the ERB/ORB is/are questioned or challenged, the only acceptable proof of award(s) will be the order(s) or DA Form 638 (Series).
- This procedure further allows the user to enter future dates a Soldier is eligible for the AGCM or AFRM.
- The AFRM is only for enlisted personnel and USAR and ARNG officers. Regular Army officers are not authorized the award of the AFRM.
- The processing of the award will be IAW AR 600-8-22.
- The system applies the following business rule to Individual Awards: The system will automatically calculate a Soldier's eligibility date to receive an individual award, as three years from the Last Good Conduct Medal Award Date.

Related system reports are:

- AAA – 347 Enlisted Record Brief. The ERB may be accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. TOPMIS produces this report.

Work center actions:

- S1/BDE S1/MPD. Ensure the Soldier is arrived prior to taking action.
- S1/BDE S1/MPD. Upon receipt of order(s) or DA Form 638 (Series), update data through eMILPO.
- S1/BDE S1/MPD. If award(s) currently posted to ERB/ORB is/are questioned or challenged, take the following action:
 - Have Soldier produce permanent order(s) or DA Form 638 (Series).
 - If Soldier cannot produce source document(s), request review of Soldier's OMPF to validate award(s).
 - If reviewing Soldier's OMPF cannot validate award(s), coordinate with orders issuing headquarters to obtain copy of required source document.
 - If the Soldier is still unable to provide a source document, remove the award from the Soldier's record.
- S1/BDE S1/MPD. The update of awards eligibility will be accomplished:
 - Upon receipt of order(s) awarding AGCM or AFRM.
 - Upon receipt of disqualification statement for award of the AGCM, adjust eligibility date accordingly. (See AR 600-8-22)
- S1/BDE S1/MPD. Forward award orders and DA Form 638 (Series) to OMPF custodian, if not already posted. (See Table 2-3, AR 600-8-104)
- S1/BDE S1/MPD Clear action pending file once transaction has processed successfully.

Functional Proponent: Human Resources Command, Awards Branch, COML: (502) 613-9126 or DSN: 983-9126.

➤ **Servicemember's Group Life Insurance**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-1, Army Casualty Program, dated 30 April 2007
- SGLV8286 and (if required SGLV 8286S), Servicemember's Group Life Insurance Election and Certificate Form
- The Spousal notification letter

General guidance:

- The Servicemember's Group Life Insurance (SGLI) function allows users to process SGLI coverage and election. The SGLI is in effect throughout the period of full-time active duty or active duty for training and coverage continues for 120 days following the Soldier's separation or release from the Army.
- In June of 2011 the new SGLV8286 and (if required SGLV 8286S), which combined the old SGLV8286 and SGLV8285, was added to eMILPO. All SGLI coverage increases, reductions, restorations and declinations are now processed using this one form.
- Servicemember's Group Life Insurance (SGLI) coverage is \$400,000. All Soldiers' coverage was automatically increased to the maximum coverage of \$400,000 on 1 Sep 05 unless an election reduced or declined coverage on or after 1 Sep 05. Increments are now in amounts of \$50,000. Soldiers can reduce, decline or increase coverage at any time in eMILPO.
- In addition, law dictates that Spousal Notification will occur if the Soldier declines SGLI, reduces the maximum amount of SGLI coverage to a lesser amount, and/or a beneficiary other than current lawful spouse or child is elected.
- Soldiers may decline SGLI or reduce the amount of SGLI to less than \$400,000 only by election. If a Soldier elects to reduce their coverage, the dollar amount must be filled in or the insurance will be automatically increased to the maximum amount. Elections are effective the first date of the following month. Reduction of SGLI must be made in \$50,000 increments, i.e., \$350,000, \$300,000, etc.
- Soldiers who do not want any amount of SGLI must choose "NO COVG" from the SGLI Coverage drop down menu. This will check the Decline (cancel) SGLI coverage box on the SGLV8286 and (if required SGLV 8286S), and the digital signature validates the choice.
- If a Soldier who is married and eligible for insurance makes an election not to be insured, the Battalion S1/BDE S1/MPD shall notify the Soldier's spouse, in writing, of that election.
- If a Soldier is married, insured and whose spouse is designated as a beneficiary, whenever the Soldier makes an election for an amount less than the maximum amount, the Battalion S1/BDE S1/MPD shall also notify the Soldier's spouse.
- If a Soldier is married and makes a designation of any person other than the spouse or a child of the Soldier as the beneficiary for any amount of insurance, the Battalion S1/BDE S1/MPD shall notify the Soldier's spouse in writing.
- Beneficiary designation notification is not required if the spouse has previously received notification and if immediately before the new designation by the Soldier, the spouse is not a designated beneficiary for any amount of insurance.
- A notification is satisfied by a good faith effort to provide the required information to the spouse at the last address of the spouse in the records of the unit personnel center/BDE S1/MPD. Failure to provide a notification in a timely manner does not affect the validity of any election or beneficiary designation.

SGLI premium rates are:

Coverage Amount	Monthly premium rate	TSGLI Premium	Total Monthly Premium Deduction
\$50,000	\$3.25	\$1.00	\$4.25
\$100,000	\$6.50	\$1.00	\$7.50
\$150,000	\$9.75	\$1.00	\$10.75
\$200,000	\$13.00	\$1.00	\$14.00
\$250,000	\$16.25	\$1.00	\$17.25
\$300,000	\$19.50	\$1.00	\$20.50
\$350,000	\$22.75	\$1.00	\$23.75
\$400,000	\$26.00	\$1.00	\$27.00

- Commanders are encouraged to review the AAA-167, Unit Soldier Readiness Report, and have their Soldiers review their LES to ensure they are receiving the desired amount of SGLI coverage and that the appropriate deductions are made.
- More detailed information is provided by the Veterans and Benefit Services Life Insurance Program found at <http://www.insurance.va.gov/SGLISite/forms/forms.htm>. On the left hand side bar is a link “Service Member’s Life Insurance program” which has ‘Frequently Asked Questions’. There is also a link for the SGLI/VGLI handbook.
- Both the battalion/Separate Company S1 or the BDE S1/MPD may now produce the SGLI.
- All Soldiers must complete a SGLV8286 and (if required SGLV 8286S) to indicate their election in the Servicemember’s Group Life Insurance (SGLI) program. Soldiers must designate principal beneficiary(ies) on the SGLV8286. The Soldier must complete a new SGLV8286 and (if required SGLV 8286S) to change a beneficiary(ies). A designation of change of beneficiary will not be effective until the Form SGLV8286 and (if required SGLV 8286S) is digitally signed and submitted to the Soldier’s OMPF. Give a copy of the original form SGLV8286 and (if required SGLV 8286S) to the Soldier. In cases where the coverage amount has been changed, the SGLV8286 and (if required SGLV 8286S) must be forwarded to the servicing finance office.
- In cases where the coverage amount has been increased or restored, and any of the questions in Section 4 of the SGLV8286 form were answered “yes” a copy of the SGLV8286 and (if required SGLV 8286S) needs to be sent to OSGLI either by fax at 1-800-236-6142 or by email at osgli.osgli@prudential.com for approval.
- Processing the SGLV8286 and (if required SGLV 8286S): The purpose of this procedure is to input data for creating the SGLV8286 for a new accession or a Soldier requesting a change to their SGLV8286. The SGLV8286 and (if required SGLV 8286S), when completed, becomes an official and legal document that designates the amount of insurance coverage and the beneficiary(ies) designated by the Soldier.
- Input into eMILPO will generate a SGLV8286 and (if required SGLV 8286S). This form is electronically signed and uploaded to IPERMS.
- When entering the SGLI data, the business rules below must be considered and applied: There must be at least one primary beneficiary when SGLI coverage is elected.
- Primary and contingent beneficiaries cannot be the same.
- The sum of the shares to each beneficiary (primary and contingent) must equal the SGLI coverage amount to ensure that 100 percent of the total amount designated.
- The allocation method selected must be identical (percentage, dollar amount or fraction) for all beneficiaries when designating the allocation of the Soldier’s insurance coverage.
- If the allocation method selected is a percentage, the sum of the beneficiaries’ coverage must equal 100 percent.
- If the allocation method selected is a percentage, the percentage amount must be a numeric value between 1 and 100.

- If the allocation method selected is a dollar amount, the sum of the beneficiaries' coverage must equal the coverage amount that the Soldier selected.
- If the allocation method selected is a fraction, the sum of the beneficiaries' coverage must equal one.
- If the allocation method selected is a fraction, the fraction amount must be a numeric value containing a fraction between 0 – 1.
- The SGLI coverage amount data input field will be eight characters in length, will contain only numeric characters, and must not exceed \$400,000 for dollar amount, 100 percent for percentage or one for fraction.
- The SGLI coverage amount pick list will contain values in increments of \$50,000. Values for SGLI coverage amount must be between \$50,000 and \$400,000.
- If a Soldier elects not to enroll in SGLI coverage, the system will ensure that no beneficiaries are entered.
- If a family member already exists in the database as a beneficiary, and the Soldier designates the same family member, a duplicate entry is not allowed. The family member data may be updated or removed only.
- If a Soldier, who is likely to be survived by dependents, parents or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI counseling date will be a required entry in this event.
- The counseling date must not precede the SGLI Election Date.
- Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, they must be initially added to DEERs before entry in eMILPO.
- The system will validate the combination of entries selected for family member name and associated relationship, with the information in the database, before SGLI coverage information can be added.
- If the status of "sole survivor" already exists in the database, a duplicate entry containing the same data will not be allowed.
- There has been some confusion when attempting to designate and add the required language for a trustee or custodian as a beneficiary under the Uniformed Gifts to Minors Act and the Uniformed Transfer to Minors Act - such as for the trustee of an established trust for children, or trustee of a credit shelter trust establish in a will, etc.
- Ensure the form contains the appropriate language within the beneficiary box as well as the "Trustee" or "Custodian" in the "relationship" box on the SGLI before it is signed, use the following steps:
 - Go into the SLGI menu.
 - On the first screen, select the box to "add Beneficiary" and then click submit.
 - This brings up the beneficiary add page. It is important for the user to skip both "Family Member" and "Designation by relationship".
 - Instead, elect "Relation" and then select "Trustee or "Custodian"
 - Skip the name and address.
 - Choose Type/Share/Amount Option.
 - Go to the text box and type the language for Trust or UGMA/UTMA as applicable.
 - An eMILPO message will display when an attempt to delete a family member from the Family Member Screen (who is identified on DD Form 93 as the Individual Authorized to Direct Deposition of Soldier's Remains or Alternate Point of Contact) which will state that the individual must be removed from DD Form 93 before deletion can occur.

Related system reports are: None.

Work center actions:

- BN S1/BDE S1/MPD. Prepare a new form when there is a change in any of the items or five years have elapsed since the latest form was submitted.

- BN S1/BDE S1/MPD. If the Soldier elects to reduce or decline coverage, mail the Spousal Notification letter to the last known address of the spouse.
- Individual. Promptly notify the S1 when changes require an update to the SGLI.
- BN S1/BDE S1/MPD Supervisor. Review and ensure:
- All items are completed or marked as shown in the detailed instructions on the form or in the supplemental instructions contained in AR 600-8-1.
- HR Specialists and Soldiers must read and fully understand instructions.
- The Soldier and the updating HR clerk electronically sign the form, print it for the Soldier's record and submit the form to IPERMS and finance as necessary.
- BN S1/BDE S1/MPD. Ensure Soldiers review the SGLI:
- During out-processing for PCS and pre-separation.
- Upon arrival at a new duty station.
- In conjunction with a unit wide deployment or pre-mobilization readiness exercise.
- Upon the Soldier's request.
- BN S1/BDE S1/MPD. Periodically (at least once annually) during the personal affairs orientation, SRPs, etc., emphasize the importance of maintaining the SGLI in a current condition.
- BN S1/BDE S1/MPD. Upon death, fax or email the most up to date copies of the DD Form 93 and SGLV8286 to the Casualty and Mortuary Affairs Operations Center at (502) 613-9025 or cocopns@conus.army.mil

Functional Proponent: Human Resources Command, Casualty and Mortuary Affairs Operations Center, COML: (502) 613-9025 or DSN: 983-9025

➤ Education (+)

- This function has sub-functions that allows users to update data in the following areas:
 - Civilian Degree
 - Civilian Education
 - Military Education
 - ACCP/DL/eLearning

Responsible agencies:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements
- Accredited Institutions of Post Secondary Education (published annually by the American Council on Education)

General guidance:

➤ Civilian Degree

- This sub-function allows users to input or update a Civilian Education Degree. **(Note: Users must update Civilian Education Level in the Civilian Education tab before updating Degree).**
- Data update is performed at BDE S1/MPD level.
- The college or university must be listed in the Accredited Institutions of Post Secondary Education guide. Both the following source documents are required for validation: Official transcripts that show degree completion (official college transcripts with registrar's signature and school seal visible), and Degree Diploma Certificate
- Evaluated foreign colleges' or universities' credentials per AR 601-210 before accepting.
- Only career managers can enter degrees above the level of a bachelor degree for officers.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier. Request update of civilian education level through S1 with official transcripts (official college transcripts with registrar's signature and school seal visible) and Degree Diploma Certificate.
- S1/Unit eMILPO clerk. Validate source documents and make appointment (if necessary) for Soldier to visit BDE S1/MPD for records update.
- S1/BDE S1/MPD. Review and validate required documentation.
- S1/BDE S1/MPD. Update Soldier's civilian education level through eMILPO.
- S1/BDE S1/MPD. Upload source documents into IPERMS.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ **Civilian Education**

Responsible agencies are:

- Battalion and Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System (ACES)
- AR 621-202, Army Education Incentives and Entitlements
- AR 600-8-19, Enlisted Promotions and Reductions
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-201, Regular Army and Army Reserve Enlistment Program
- AR 621-108, Military Requirements for Civilian Education

General guidance:

- This sub-function allows users to maintain and update Soldier's Civilian Education Level and maintain and update enlisted Soldier's civilian education data. (Institute attending, Education Major and Semester hours). This functionality can only be performed on enlisted Soldiers. A search for warrant officers and commissioned officers will return no data.
- Data update is performed at S1/BDE S1/MPD level.
- Data entry is based on verification of official credentials from a U.S. Department of Education recognized regionally or nationally accredited institution. Accreditation status is published in The American Council on Education Publication, titled Accredited Institutions of Postsecondary Education. The publication is the primary source for validation of accreditation, however, U.S. Department of Education web sites and the local Army Education Center personnel may assist.
- This task is performed in wartime unless further guidance is given at that time.
- **(Note: Civilian Education Level must be updated before the Civilian Degree)**

Related system reports are:

- AAA – 338 Demographic Profile Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- S1/BDE S1/MPD. Ensure Soldier provides official documents, i.e. transcripts showing award of credential, prior to taking action.
- S1/BDE S1/MPD. Updates the civilian education in eMILPO.
- S1/BDE S1/MPD. Upon receipt of documents, verify accreditation; see General Guidance. Review official transcript with Soldier and verify credential. After transactions process, upload source documents into IPERMS.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ Military Education

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 95-1, Flight Regulations
- AR 135-7, Army National Guard and Army Reserve Incentive Program
- AR 350-41, Training In Units
- AR 351-1, Individual Military Education and Training
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements

General guidance:

- This sub-function allows users to update and maintain a Soldier's military education (**Resident Courses Only and courses listed in AR 351-1 Para 4-14c**).
- The S1/BDE S1/MPD entries are based on verification of source documents. This updates data maintained on the Soldier's ERB/ORB on eMILPO and feeds TAPDB (Total Army Personnel Database).
- Military education level is top fed from TAPDB.
- The DA Form 87, Certificate of Training, is the source document for military training. However, locally designed certificates of training may be used provided the certificate meets the criteria specified in AR 600-8-19.
- Military Education Course Codes may be viewed here:
<https://www.ask.army.mil/dbhelper/searchdetail.aspx?sname=MCRDCC>,

The system applies the following business rules:

- The system ensures that the Course Code entered is a valid value.
- The System ensures that the Course Code and Course Number entered is a valid combination.
- The system ensures that Completion Date is completed if the Course Status selected is "GRADUATED", "CONSTRUCTIVE CREDIT", "NON-GRAD", or "WITHDRAWN".
- The system allows the user to input academic achievements of "Commandant's List", "Distinguished Honor Graduate", and "Distinguished Leadership Graduate" for NCOES courses only.
- The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry Military Service (DIEMS) (not the Basic Active Service Date (BASD)).
- The system ensures that Course Length is completed for enlisted Soldiers.
- The user can now enter up to a three character code for the course length in terms of the number of weeks.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation prior to entering data into eMILPO. If required, upload source documents to the Soldier's IPERMS record.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ **ACCP / DL / eLearning**

Responsible agencies are:

- ATRRS via a transaction to eMILPO current courses completed after 22 Dec 11. All others manual input by BN S1, BDE S1/MPD
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 350-41, Training In Units
- AR 351-1, Individual Military Education and Training
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements

General guidance:

- This sub-function allows users to update and maintain a Soldier's Army Correspondence Course Program, Distance Learning, and eLearning data not received from ATRRS.
- The S1/BDE S1/MPD input information based on verification of source documents. This updates data maintained in eMILPO and displays the total hours on the Soldier's ERB.
- The source documentation to receive correspondence course credit, Distance Learning, and eLearning is the course completion notice.
- The system applies the following business rules:
 - The system ensures that the Course Code entered is a valid value.
 - The system ensures that Completion Date and Course Length are completed.
 - The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry Military Service (DIEMS).

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation prior to entering data into eMILPO. If required, upload source documents to the Soldier's IPERMS record.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ Lost Time

Responsible agencies are:

- Battalion S1 or Separate Company S1
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS

Reference(s):

- AR 37-104-4, Military Pay and Allowances Policy and Procedures – Active Component
- AR 600-8-104, Military Personnel Information Management/Records
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- Title 10 USC 972

General guidance:

- This function allows users to record lost time data for one or more Soldiers. Lost time is an unexcused absence, such as AWOL, in accordance with AR 630-10, paragraph 4-4b.
- Data update is performed at the BDE S1/MPD level.
- When a Soldier has lost time, his ETS and Date of Rank must both be adjusted, IAW with AR 37-104-4, para 4-3 and AR 600-8-104, Table 5-2, Step 18, para 1b (5) respectively. However, it is critical to Note that eMILPO does not update ETS. RETAIN is the only authorized source for adjusting ETS dates. The Commander determines the number of lost time days. The Commander can adjust for leave, etc based on the situation. Once the Commander determines the number of days for Lost Time, the unit must hand carry the paperwork to their servicing Career Counselor for ETS adjustments.
- The S1/Unit eMILPO clerk must ensure the action is submitted in conjunction with a duty status change.
- This transaction only updates ERB and feeds TAPDB (Total Army Personnel Database) for enlisted personnel.
- When entering the Lost Time data, the business rules below must be considered and applied:
 - The Lost Time Start Date must precede the Lost Time End Date.
 - If the Lost Time data entered for the Soldier already exists in the database, the user cannot submit a duplicate entry.
 - If there are multiple periods of Lost Time, there should be no entries of overlapping from and through dates.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier has been arrived in unit through eMILPO prior to taking action.
- S1/Unit eMILPO clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Unit eMILPO clerk. Review appropriate time lost data upon arrival.
- S1/Unit eMILPO clerk. If update is required, changes will be entered on a DA Form 4197-E and supporting documentation is furnished to the BDE S1/MPD to input into eMILPO, and to servicing Career Counselor for adjustment of the ETS.

- BDE S1/MPD. Review documentation and input time lost transaction for update of eMILPO. Ensure source documents are forwarded to IPERMS.
- S1/Unit eMILPO clerk. Clear action pending file when not only the adjusted BASD and DOR appear on eMILPO₁ but also the adjusted ETS.

Functional Proponent:

Retention Management Branch; knox.hrc.epmdreup@conus.army.mil

➤ Field Determined Security Status

Responsible agencies are:

- Unit Commander
- Personnel Reliability Program (PRP) certifying official
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- OMPF Records Custodian

Reference(s):

- AR 50-5, Nuclear Surety
- AR 50-6, Chemical Surety
- AR 380-67, The Department of the Army Personnel Security Program
- AR 600-8-11, Reassignment
- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This function allows users to update two separate areas. One is the Field Determined Security Status. This applies to all Soldiers. The other area is to update information on Soldiers in, or ever considered for the Personnel Reliability Program.
- Data update for Field Determined Security Status is performed at S1 level. Data update for the Personnel Reliability Program is processed at BDE S1/MPD level.
- Field Determined Security Status:
 - Users need to understand that field determined security status refers to the level of access allowed. Only the Commander/agency head can make this decision. The Commander determines access based on the security clearance listed on the original computer-generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the Central Clearance Facility (CCF), their judgment on a Soldier's trustworthiness / reliability, and the Soldier's need to know.
 - Only those authorities listed in Appendix F, AR 380-67 can grant an actual clearance. For the Army, the Secretary of the Army has appointed CCF as his designee. At the Commander's discretion, an interim clearance may be requested depending on the need as addressed in AR 680-67, paragraph 1-309.
 - Clearances are top fed from the Central Clearance Facility.
 - Field determined security status (access) is input by the unit. This is the tool for Commanders to maintain information based on installation or command unique requirements.
 - This data is submitted on the first two fields on the screen.
- Personnel Reliability Program Data:
 - Detailed information and guidance on the PRP program can be found in Chapter 2, AR 50-5, Nuclear Surety Program, and in Chapter 2, AR 50-6, Chemical Surety. The PRP program is an extremely critical area, and all field users should have a strong working knowledge of the intent and correct steps needed prior to submitting data. If there is any doubt, contact your security manager for more guidance. Some of the key points are:
 - DOD policy states that only DOD military or civilian personnel who are U.S. citizens will be assigned to nuclear/chemical duty positions.
 - No one will be assigned to a PRP position until the certifying official screens and certifies the Soldier as suitable for the PRP.
 - Any changes in the PRP assignment status of military personnel will be reported per AR 600-8-104 and AR 600-8-11.

- Unlike personnel security access, all PRP eMILPO entries must be performed at the BDE S1/MPD.

Field Determined Security Status codes:

- A: TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION
- B: TOP SECRET WITH INTERIM ACCESS TO SENSITIVE COMPARTMENT INFORMATION
- C: INTERIM TOP SECRET WITH INTERIM ACCESS TO SENSITIVE COMPARTMENTED INFORMATION
- D: TOP SECRET
- E: INTERIM TOP SECRET
- F: SECRET
- G: INTERIM SECRET
- H: CONFIDENTIAL
- J: INTERIM CONFIDENTIAL
- K: REVIEW OF DOSSIER BY DEPARTMENT LEVEL CENTRAL CLEARANCE FACILITY (CCF) REQUIRED
- L: CLASSIFIED DATA ACCESS NOT GRANTED TO DATE BY FIELD COMMANDER
- M: CLASSIFIED DATA ACCESS SUSPENDED
- N: CLASSIFIED DATA ELIGIBILITY DENIED BY DEPARTMENT LEVEL CCF
- P: INELIGIBILITY FOR PERSONNEL SECURITY CLEARANCE
- Y: NONE

Verify Codes: <https://www.ask.army.mil/dbhelper>

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

Field Determined Security Status.

- Commander. Decide who needs access to secure information.
- S1/Unit eMILPO clerk. Enter the field determine security status based on the Commander's recommendation.

Personnel Reliability Program Data.

- PRP Certifying official. Provide the DA Form 3180, Personnel Screening and Evaluation Record (Nuclear/Chemical Personnel Reliability Program) to the BDE S1/MPD.
- S1/Unit eMILPO Clerk. Ensure Soldier is arrived.
- The BDE S1/MPD eMILPO records clerk. Verify the clearance on the Soldier's Enlisted Record Brief (ERB) or Officer Record Brief (ORB). Using the DA Form 3180 as a source document, enter the data. Forward DA Form 3180 for inclusion in Soldiers' IPERMS.

Functional Proponent: There is no functional proponent at the Human Resources Command for this procedure. Use your normal security channels.

➤ **Citizenship(+)**

- This function has two sub-functions that allows users to update data in the following areas:
 - Naturalization
 - Non-US Citizen

➤ **Naturalization**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program

General guidance:

- This sub-function allows users to update citizenship status for Soldiers who become United States citizens through the naturalization process. **(For updating citizenship data other than becoming Naturalized or for Non-U.S. Citizen, go to the “Personnel Services” menu, select “Personal”, and input the data.)**
- Data update is performed at BDE S1/MPD level.
- The BDE S1/MPD verifies source documents, updates citizenship data and forwards documentation for inclusion in Soldier's IPERMS.
- The Soldier must provide the S1 with verification documentation, naturalization certificate (See AR 601-210) prior to initiating an appointment, complete the DA Form 4187 and schedule an appointment at BDE S1/MPD.
- When entering data, the business rules below must be considered and applied:
- The system will automatically remove assignment consideration restriction for a Soldier when the Soldier is granted citizenship.
- The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a US citizen.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy.
- If information differs from current data, verification documentation will be provided by the Soldier. See AR 601-210, paragraph 2-4, for documentation to verify citizenship.
- Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing.

- Schedule Soldier for an appointment with BDE S1/MPD.
- Maintain copy of action in action pending file pending update of system.
- BDE S1/MPD. Verify source documentation and submit citizen transaction to update eMILPO. Ensure that a copy of the naturalization certificate is uploaded into the Soldier's IPERMS record.
- S1/Unit eMILPO Clerk. Clear action pending file if transaction processed in eMILPO. Notify unit S2 of citizenship change.

Functional Proponent: Human Resources Command, Soldier Programs and Services Division, COML: (502) 613-8385 or DSN: 983-8385.

➤ Non-U.S. Citizen

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program

General guidance:

- This sub-function allows users to update citizenship status for Soldiers who are not United States citizens but who qualify as legal aliens. **(For updating citizenship data other than becoming Naturalized or for Non-U.S. Citizen, go to the “Personnel Services” menu, select “Personal”, and input the data.)**
- Data update is performed at BDE S1/MPD level.
- The BDE S1/MPD verifies source documents, updates citizenship data and uploads documentation into the Soldier's IPERMS record.
- The Soldier must provide the S1 with verification documentation prior to initiating an appointment, completing DA Form 4187 and acquiring an appointment at BDE S1. The Soldier must provide their INS I-551 issued by the Immigration and Naturalization Service (INS) showing he/she has been admitted to the United States for permanent residence. I-551 cards are valid for only 10 years and must be renewed. No resident Alien card that does not contain the picture of the applicant is valid for any reason.
- The system will automatically remove the assignment consideration restriction for a Soldier when the Soldier is granted citizenship.
- The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a US citizen.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit in eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).

- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy. If information differs from current data, the Soldier will provide verification documentation. See AR 601-210, paragraph 2-4, for documentation to verify citizenship. Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing. Schedule Soldier for appointment with BDE S1/MPD. Maintain copy of action in action pending file pending update of system.
- BDE S1/MPD. Verify source documentation and submit citizenship transaction to update eMILPO. Ensure Statement of Citizenship is uploaded into the Soldier's IPERMS record.
- S1/Unit eMILPO Clerk. Clear action pending file if transaction is processed on eMILPO.

Functional Proponent: Human Resources Command, Soldier Programs and Services Division, COML:
(502) 613-8385 or DSN: 983-8385.

➤ **Certification (+)**

This function has two sub-functions that allow users to update data in the following areas:

- Professional Certification
- Technical Certification

➤ **Professional Certification**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Human Resources Command, Applicable Branch Manager

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This sub-function allows users to update data on officer's professional certifications.
- While the system allows input at the BDE S1/MPD level, most branches only allow input at the top of the system level. The officer contacts his branch manager. For example, the engineer branch reserves the authority to enter any data on both Certified Professional Engineers, and Engineers in Training for engineer officers. However, that does not rule out the possibility of an officer, who is not an engineer, also getting certified in this area. The Soldier would contact their branch for guidance if they want it entered into their military record.

Professional certifications apply only to the following:

- Certified Professional Engineer
 - Engineer in Training
 - Certified Public Accountant
 - Certified Lawyer
 - Certified Teacher
 - Certified Medical Professional
 - Certified Architect
 - Certified Telecommunications Officer
 - Certified American College of Healthcare Executives
 - Certified Project Manager
 - Certified Facility Manager
 - Geologist in Training
 - Professional Geologist
 - Certified Government Financial Manager
 - Certified Defense Financial Manager
 - Certified Management Accountant
- The above certifications are not based on solely completing degree programs. They are based on board examinations. Transcripts are not acceptable documentation. Only the actual board issued license/certification is considered a valid source document.
 - Professional certifications will always be entered at the top of the system for those being assessed into a branch based on the certification.

Related system reports are:

- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier. Once issued a board certification/license, contact your branch manager to determine who can input it. If they allow the BDE S1/MPD to input it, make arrangements through your S1 to visit the records section.
- BDE S1/MPD. Enter data. If in any doubt whether or not you are authorized to make the entry, contact the branch manager.
- BDE S1/MPD. Uploads the certificate into the Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, COML: (502) 613-9013 or DSN: 983-9013 or hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Technical Certification

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Human Resources Command, Applicable Branch Manager

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This sub-function lists all technical certification data currently in the database for the selected Soldier. Technical Certifications allows users to update data on enlisted technical certifications.
- Technical Certifications for Enlisted Personnel are input at the BDE S1/MPD level for all Soldiers who receive a TRADOC approved Technical Certificate.
- The certificate must be compatible with the Soldier's MOS.
- The system will only allow enlisted Soldiers to be selected.
- The system will validate a Technical Certification is applicable to PMOS when the user requests Soldier's record.
- The system will not display the Soldier in the Build Soldier List (BSL) function if there are no authorized certificates for that Soldier's PMOS.
- The system will provide a pick list for Course Name (Technical Certification) which is compatible with PMOS.
- The system will REMOVE Technical Certifications automatically if the Technical Certificate no longer applies or becomes incompatible with a PMOS.
- The system will allow users to UPDATE Technical Certifications data for Date Certified and Date Expires. Expired certification data will remain in the database so the user has the opportunity to update the date(s) in cases where the Soldier recertifies. If the expired certificate no longer applies, the user must REMOVE the certification data.
- The system will populate or provide a list of Certifying Agency of Technical Certification upon entry of Technical Certification - Course Name. The system will not allow duplicate certifications.
- No outgoing transaction will be generated to update TAPDB.
- The system will require users to enter mandatory fields when action is ADD and/or UPDATE:
 - Date Certified (past or current)
 - Certifying Agency of Technical Certification (U.S. Army Training and Doctrine Command)
 - Course Name (Technical Certification)
 - Date Expires (Expiration date will not exceed 10 years from Date Certified)
- The system will validate that Technical Certifications are compatible with PMOS when users ADD and/or UPDATE.

Related system reports are:

- AAA – 347 (Enlisted Record Brief). This report is accessed through the reports link on the AHRS Web Portal Reports. NOTE: Soldiers are allowed multiple certificates in eMILPO, but the ERB will display ONLY the most current Technical Certificate (one certification only).

Work center actions:

- Soldier. Once issued a board certification/license, contact your unit S1.

- S1/Unit eMILPO clerk. Make appointment for Soldier to have their records updated.
- BDE S1/MPD. Check the Technical Certification Matrix <https://www.hrc.army.mil/site/active/select/TechCert.htm> to ensure Soldier can add the certificate. Once you have verified the certificate is valid, enter the data into eMILPO using Personnel Services/Certification/Technical Certification
- BDE S1/MPD. Print ERB for Soldier.
- BDE S1/MPD. Upload source documentation into the Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, COML: (502) 613-9013 or DSN: 983-9013 or hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ **GI Bill**

Responsible agencies are:

- Reception Battalion
- Education Incentive Branch, Soldiers Programs & Services Division, HRC

Reference(s):

- Veterans Affairs (GI Bill)
- AR 621-202, Army Educational Incentives and Entitlements

General guidance:

- This function allows users to record and maintain GI Bill eligibility and enrollment data on Soldiers, including Vietnam Era eligibility status for eligible Soldiers.
- Only the Reception Battalion can enter initial data. The Career Counselors at the installations can authorize and input subsequent changes.
- All incoming Soldiers must receive a briefing at the reception battalion within 14 days from entering active duty.
- The Soldier elects to complete the DD Form 2366 (Montgomery GI Bill Act of 1984 (Election Form) to enroll. This enrollment is automatic. Soldiers will have \$100 a month (automatic reduction from their pay) for the first 12 months they are on active duty. After their first 14 days of active duty, they cannot be refunded, suspended, or stopped from the program.
- If the Soldier does NOT elect to participate in the Montgomery GI Bill, the Soldier completes the DD Form 2366, stating they do not desire to participate (this is called disenrollment).
- The election form becomes a permanent part of the individual's OMPF.
- If at any time, the Soldier thinks there has been an error and wishes changes made, the Soldier must contact the Career Counselor at the installation directly.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier (new Soldiers only). Makes MGIB election at Reception Battalion.
- Reception Battalion. Enter data into eMILPO. It is critical that entries are correct. Forward DD Form 2366 to the OMPF.

Functional Proponent: Education Incentives Branch, SPSD, TAGD, HRC
(hrc.tagd.mgibsupport@conus.army.mil).

➤ **Assignment Considerations (+)**

- This function has two sub-functions that allows users to update data in the following areas:
 - Assignment Considerations
 - AEA

➤ **Assignment Considerations**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 40-501, Standards of Medical Fitness
- AR 380-67, The Department of the Army Personnel Security Program
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-43, Conscientious Objection
- AR 601-210, Active and Reserve Components Enlistment Program
- AR 614-100, Officer Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The Assignment Considerations sub-function allows users to record and maintain the Assignment Data Considerations during the reassignment processing for one or more Soldiers. This function also maintains both CONUS and OCONUS assignment preferences and restrictions for enlisted Soldiers.
- The user will update data at the BDE S1/MPD level.
- This transaction contains information pertaining to a Soldier's assignment restrictions and considerations. Guidance for these assignment considerations is in AR 614-200. The assigned user role in eMILPO determines what Assignment Considerations any user can input. Some eMILPO transactions, such as Duty Status or Flagging, can generate an Assignment Consideration. Some Assignment Considerations are fed into eMILPO from TAPDB.
- Assignment considerations and restrictions will be processed IAW AR 614-200.
- The BDE S1/MPD/HRC inputs information based on verification of source documents and updates the data maintained on Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- When entering data, the business rule below must be considered and applied:
- In eMILPO, assignment considerations and military spouse data must be compatible.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).

- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy.
- If information differs from current data, the Soldier will provide verification documentation.
- Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing.
- Forward DA 4187 and allied source documentation to the BDE S1/MPD.
- Maintain copy of action in action pending file pending update of system.
- BDE S1/MPD. Verify source documentation and submit assignment consideration transaction to update eMILPO based on change in assignment status.
- BDE S1/MPD. Verify request changes with source documents with the Soldier through the S1 when required.
- BDE S1/MPD. Forward documentation to be filed in Career Management Individual File IAW AR 614-200 for SGT (P) and above.
- S1/Unit eMILPO Clerk. Clear action pending file if transaction is processed on eMILPO.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division, (AHRC-EPC-O), COML: (502) 613-5045 or DSN: 983-5045.
 Operations Management Division, (AHRC-EPC-O), COML: (502) 613-5045 or DSN 983-5045/Officer
 Personnel Management Directorate: Distribution Management Officer, COML: (502) 613-9672 or DSN 983-9672.

➤ Assignment Eligibility and Availability (AEA)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 614-200, Enlisted Assignments and Utilization Management.

General guidance:

- This sub-function allows users to update the Assignment Eligibility and Availability (AEA) data for enlisted Soldiers, except for the AEA codes of Z, which also apply to officers. Some AEA codes cannot be removed by field users.
- BDE S1/MPD, PAS, and HRC can update data.
- AEA codes are a management tool used to identify the Soldier's eligibility and availability for reassignment. This task is applicable during peacetime/wartime. See Table 3-1, AR 614-200 to determine the proper AEA codes and input at Field level and at HRC level.
- When two or more AEA codes apply, report the AEA code with the longest period of stabilization. Process AEA codes immediately upon change of a Soldier's eligibility status. AEA codes are based on the type of stabilization and the Soldier's circumstances. Some AEA codes require a termination date, which will be the date the Soldier becomes eligible for an assignment.
- Note that an AEA code cannot be re-entered to extend the stabilization time period once processed at TAPDB. While the second entry will appear to take on eMILPO, it will fail to process at the top of the system. For valid cases, the BDE S1/MPD must contact the HRC Enlisted Personnel Management Division Stabilization Section.
- Stabilization actions approved by HRC and processed AEA codes will have precedence over field processed AEA codes.
- When a PCS arrival transaction processes, TAPDB will automatically set the AEA code to "L" except in situation where AEA codes "Q", "S", "3" or "8" apply.
- AEA codes of "Z" is based on the Assignment Incentive Pay (AIP) for assignment to Korea. This is the only AEA code available to officers. The code 'Z' is available only for Soldiers currently assigned to Korea.
- When overlaying the AEA Code of 'W', Organization Stabilization, the term date must be earlier than the existing date in eMILPO.
- Verify Codes: <https://www.ask.army.mil/dbhelper>

Related system reports are:

- AAA-347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action, except for the code of 'F' in which the Soldier need only be on assignment instructions to Korea.
- BDE S1/MPD. Verify requirement to update AEA code.
- BDE S1/MPD. Identify appropriate AEA code (See Table 3-1, AR 614-200).
- BDE S1/MPD. Determine if AEA code is field exclusive (See AR 614-200, para 3-8[jj].) If AEA code is HRC exclusive, forward request to update AEA code to HRC.
- BDE S1/MPD. Correct all reported errors IAW established local procedures.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division (AHRC-EPC-O), COML: (502) 613-5045 or DSN: 983-5045.

➤ Tests (+)

This function has four sub-functions that allow users to update data in the following areas:

- Army Physical Fitness Test
- Personnel Management Test (Army Personnel Test)
- ASVAB/AFCT SCORES
- Weapons Qualification

➤ Army Physical Fitness Test

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 40-501, Standard of Medical Fitness
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
- AR 600-9, The Army Weight Control Program
- FM 21-20, Physical Fitness Training

General guidance:

- This sub-function allows the Unit Commanders to maintain individual results of the APFT.
- Data update is performed at the S1 level.
- 1SG/unit clerk verifies source documents and updates current records.
- If Soldier does not meet weight standards, unit must take appropriate actions under the referenced publications.
- If an individual Soldier is exempt from weight standards, maintain the supporting documentation in the local files and forward to the appropriate CMIF Chief manager IAW Table 3-1, AR 600-8-104. The Office of the Surgeon General at Department of the Army level grants these exceptions. The need to forward documentation does not apply to temporary conditions such as pregnancy. Guidance for weight standard exceptions can be found in AR 600-9.

When entering data, the business rules below must be considered and applied:

- The height input field will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.
- The weight input field will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 pounds.
- The system does not automatically flag the Soldier upon an APFT failure. The user must submit the flag update manually.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Unit 1SG or designated representative. Verify information on Army Physical Fitness Test (APFT) card, and when applicable, body content worksheet for accuracy. Validate required signatures and forward APFT and weight verification document (s) for each individual Soldier to the S1. If the Soldier fails the APFT and/or the weight requirements, take prompt actions as outlined in the references above.
- S1/Unit eMILPO Clerk. Input data to update eMILPO.
- S1/Unit eMILPO Clerk. Clear action pending file once transaction is accepted.

Functional Proponent: Human Resources Command, Operations Management Division,
COML: (502) 613-5045 or DSN: 983-5045.

➤ Tests – Personnel Management Test (Army Personnel Test)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Personnel Test Control Officers (TCO)/Education Center

Reference(s):

- AR 601-222, Armed Services Military Personnel Accession Testing Programs
- AR 611-5, Personnel Classification Testing
- DA Pam 25-33, para 2.5, User's Guide For Army Publications and Forms

General guidance:

- This sub-function allows users to record personnel management tests that are taken throughout the Soldier's Army career and allows the user to correct or revise the Test Scores.
- Data update is performed at the BDE S1/MPD level.
- Available Personnel Management Test Types may currently be found at <https://www.ask.army.mil/dbhelper/searchdetail.aspx>. On the search page, input the search string PERS_TEST_TYP_CD in order to list the available test types. This web site is subject to change.
- Note that for the first four tests listed, the AAAT, the AFAST, the AP, and the TYPE DICT, entering data into eMILPO updates the top of the system and allows the user to query the information when needed. These four tests are not intended to be posted on the ERB.
- For the Defense Language Proficiency Test (DLPT), BDE S1s can enter Test Date and overall Test Score information. IAW AR 611-6, only DA can enter the date for "Language", "Read", "Listen", and "Speak" on the ERB. Enlisted Soldiers should contact Enlisted Personnel Management Division (EPMD) at DSN: 983-5160, COML: (502) 613-5160. EPMD will accept copies from the Soldier, BDE S1, or TCO as long as they have the TCO's signature. Officers should contact their branch manager.
- BDE S1/MPDs can enter the Test Date and Score for the Defense Language Aptitude Test (DLAB) directly into eMILPO for display on the ERB.
- Soldiers may not be administered any Personnel Management Tests without first coordinating with S1 for eligibility determinations.
- Only the TCO can administer tests. The TCO will provide an original signature copy of the results directly to the Soldier's servicing BDE S1/MPD. The Soldier will also be given a copy of the test results.
- Soldiers may retest after six months from the date of the initial test. The number of test possible will vary with the specific test. Consult TCO for sufficient rules. Soldiers may retest within six months with an exception to policy from HQDA, Education Division.
- Test scores will be updated by BDE S1/MPD upon receiving authorized documentation from the TCO.
- When entering data, the business rules below must be considered and applied:
 - The test date input is six characters in length, YYYYMM. Values for YYYY are undetermined and values for MM must be between 01 and 12.
 - The test score input field will contain a maximum of three characters in length and will contain only numeric characters.
 - Users cannot enter duplicate test data for a Soldier.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier. Request to take test through S1.
- TCO. Forward test results to BDE S1/MPD. Note: Test results cannot be hand-carried by the Soldier. The BDE S1/MPD may only accept test results directly from the TCO.
- BDE S1/MPD. Enter the test results into eMILPO. Forward the test results to the Soldier and advise him/her to keep a copy of their results.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ **Tests – Armed Services Vocational Aptitude Battery / Armed Forces Classification Test (ASVAB/AFCT)**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Personnel Test Control Officer (TCO)/Education Center

Reference(s):

- AR 600-9-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program
- AR 611-5, Personnel Classification Testing

General guidance:

- This sub-function allows users to record the details of the specialized Armed Services Vocational Aptitude Battery and Armed Forces Classification Test data. These aptitude examinations are administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications.
- Data update is performed at the BDE S1/MPD level.
- Initial ASVAB is completed during enlistment into the military.
- The BDE S1/MPD will update test scores upon receiving authorized documentation from TCO.
- After a Soldier has been on active duty for six months, he or she can request to take the Armed Forces Certification Test (AFCT), i.e. in service ASVAB, authorized by Army G1 through the S1 to the Education Center.
- Soldiers' request to take the AFCT in service ASVAB must be for career development such as advancement, specialized training and retention in the service IAW AR 611-5.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Soldier. Request to take test through S1.
- TCO. Forward AFCT results to BDE S1/MPD. The BDE S1/MPD cannot accept AFCT results hand-carried by a Soldier. The AFCT results must come directly from the TCO.
- BDE S1/MPD. Enter the test results into eMILPO and advise the Soldier to keep a copy of his/her results.

Functional Proponent: US Army Human Resources Command (HRC), Army Continuing Education System: tapcpde@conus.army.mil

➤ Tests – Weapons Qualification

Responsible agencies are:

- Unit Training NCO
- Battalion S3
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- DA Pam 350-38, Standards in Training Commission

General guidance:

- This sub-function is a tool for Commanders to maintain information for specific weapons for which the Soldier is qualified, number of hits scored, qualification badge earned, and the date of the qualification.
- Data update is performed at the S1 level.

eMILPO allows entries from the following qualification forms:

- AA – DA FORM 3595-R (M16)
- BB – DA FORM 5790-R (M16)
- CC – DA FORM 88(PISTOL)
- EE – DA FORM 7304-R (M249 AR)
- FF – CID FORM 85(PRACTICAL PISTOL)
- II – FLVA FORM 1910(MP FIREARM QL CRS)
- JJ – DA FORM 5704-R (ALT PISTOL)
- KK – DA FORM 85-R M249/M60/M240B

eMILPO allows entries for the following badges:

- Marksman
- Sharpshooter
- Expert

When accepting data, eMILPO applies the following business rules:

- The system ensures that a duplicate Weapon Type is not entered for the selected Soldier.
- The system ensures that the Qualification Date is prior to the current date.
- The system ensures the Qualification Date does not precede the Soldier's Basic Active Service Date (BASD).
- The system ensures that the Total # of Hits is not greater than 300.
- The system ensures that the Total # of Hits is not less than 0.

Work center actions:

- Unit Training NCO/Battalion S3. Verify source documentation. Source documentation may be one of the following:
 - DA Form 3595-R, Record Fire Scorecard
 - DA Form 5790, Record Firing Scorecard *Scaled Target Alternate Course
 - DA Form 88, Combat Pistol Qualification Course Scorecard
 - DA Form 5704-R, Alternate Pistol Qualification Course Scorecard
 - DA Form 5705-R, Alternate Revolver Qualification Course
 - DA Form 7304-R, Scorecard for M249 AR
 - CID Form 85, Practical Pistol
 - DA Form 85-R, Scorecard for M249, M60/M240B Machine Guns

- Unit Training NCO/Battalion S3. Forward a copy of source documentation to S1.
- S1/Unit eMILPO Clerk. Verify source documentation and update eMILPO.
- S1/Unit eMILPO Clerk. Clear the action pending file once transaction is submitted.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, COML: (502) 613-9013 or DSN: 983-9013 or hrc.tagd.jr.enlistedpromotions@conus.army.mil. Army Continuing Education System: tapcpde@conus.army.mil

➤ **Military Occupational Specialty**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 614-200, Enlisted Assignments and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure
- Smart book(web-based DA Pam 611-21) <https://smartbook.armyg1.pentagon.mil/default.aspx>

General guidance:

- The purpose of this function is to provide information on viewing and maintaining data on a Soldier's Primary Military Occupational Specialty (PMOS), Area of Concentration (AOC), Secondary MOS (SMOS), Additional MOS, Skill Qualification Indicator (SQI), Additional Skill Indicator (ASI), Language (LANG), Career Progression MOS, and Projected MOS.
- Data update for this procedure is performed at the BDE S1/MPD level.
- The award date and effective date cannot be a future date.
- A Soldier will only have one Primary MOS, Secondary MOS, Career Progression MOS, or Project MOS.
- Users update a Primary MOS but cannot deleted one. If the user chooses to update the Primary MOS, the system will provide the user with the option to change the Primary MOS to a Secondary MOS, Additional MOS, or eliminate the MOS.
- A user cannot withdraw a Secondary or Additional MOS without also withdrawing the related ASI and SQI. AR 614-200 paragraph 3-14 lists specific information regarding ASI and SQI
- If the MOS, ASI, or SQI entered for the Soldier already exists in the database, the user cannot enter a duplicate entry containing the same MOS, ASI, or SQI.
- The user will not be able to enter a MOS, ASI, or SQI that is inactive.
- The system will not display a MOS, ASI, or SQI for the user to select unless the Soldier's grade is eligible for that MOS, ASI, or SQI.
- The user will not be able to place a female Soldier into an AOC, MOS, or SQI closed to female Soldiers.
- The system will ensure the SQI or ASI selected corresponds to the Soldier's MOS. The 'Award Date' of the SQI or ASI will default to the current system date if it is left blank.
- The system will prevent updates to a Soldier's record that will result in a MOS value of '68W' and an ASI value of 'Y2'.
- The system will not allow PMOS updates for E8 (P) and E9 Soldiers.
- The system will not allow add/change/delete for ASI "8A" & "8B" for E8 (P) and E9 Soldiers.
- AR 614-200, para 3-18f addresses reclassification of primary military occupational specialty and secondary military occupational specialty.

Related system reports are:

- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

- AAA – 163 Enlisted MOS Inventory – By Name. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- Soldier. IAW local processing procedures, submit supporting documentation to the S1.
- S1. Forward source documents to the BDE S1/MPD.
- BDE S1/MPD. Verify documentation and enter data into eMILPO as appropriate.

Functional Proponent: Human Resources Command, Operations Management Division,
COML: (502) 613-5045 or DSN: 983-5045.

➤ **View Soldier Information**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS

Reference(s):

- AR 40-501, Standards of Medical Fitness
- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This function provides Commanders a quick view of a Soldier's medical record and medical readiness classification (MRC) codes. In addition, it provides a view of a Soldier's Record Status, MPC, Service Component and Duty Status. It is a view only function.
- Verify Codes: <https://www.ask.army.mil/dbhelper>

Related system reports are:

Need the related reports (if any)

Work center actions:

N/A

Functional Proponent:

Human Resources Command, Field Services Division, hrc.eMILPO.helpdesk@conus.army.mil.

➤ Overseas Assignment Data

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 614-30, Overseas Service
- AR 55-46, Travel Overseas
- AR 600-8-14, Military Personnel Information Management/Records

General guidance:

- The Overseas Assignment Data function allows users to update the overseas assignment data for officers, warrant officers, and enlisted Soldiers currently stationed overseas. The following data elements are available for update under this function:
 - Dependent Travel Status
 - Dependent Arrival Date
 - Command Sponsored Dependent Quantity
 - Non Sponsored Dependent Quantity
 - Tour Duration
 - Date Eligible to Return from Overseas (DEROS)
- Data update is performed at the BDE S1/MPD level.
- An expired DEROS will produce a discrepancy notice on the AAA-165, Unit Personnel Accountability Notices Report.
- The system does not allow the user to submit a DEROS date earlier than the Soldier's assignment date.
- See the following links for additional related guidance:
 - Deletion / Deferment Processing
 - Process a Request for Curtailment
 - Assignment Adjustment – Process a Foreign Service Tour Extension (FSTE) Curtailment
 - Process an Overseas Tour Election
- eMILPO captures Soldiers' dwell time, which is the time a Soldier spends at home station between combat or operational deployments or dependent restricted overseas assignments.
- Dwell time is displayed on the ERB/ORB (located in Section 1 – Assignment Information). Dwell time is also displayed in the Overseas Tour Credits function of eMILPO (view only).
- The dwell time counter will set to zero when a Soldier is serving an Overseas assignment to a dependent restricted area. This is accomplished during the OS Arrival process.
- **NOTE:** The dwell time counter will not reset to zero automatically after updating eMILPO. The counter will reset to zero and display the next day, triggered by a nightly system process.

Related system reports are:

- AAA-165 Unit Personnel Accountability Notices Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA-347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- S1/Unit eMILPO clerk. If update is required, furnish supporting documentation to the BDE S1/MPD to input into eMILPO.
- BDE S1/MPD. Review documentation and update overseas assignment data.
- S1/Unit eMILPO clerk. Clear action pending file when overseas assignment data reflects correctly in eMILPO.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Division, COML: (502) 613-5045 or DSN: 983-5045. Officer Personnel Management Directorate: Leader Development Division, Personnel Actions Branch COML: (502) 613-6702

PERSONNEL ACCOUNTING

The “**Personnel Accounting**” module provides users a method for maintaining accountability, for active and reserve component Soldiers assigned or attached to a unit.

Commanders at all levels are directly responsible for accurate accountability of their Soldiers in eMILPO. Supporting PAS Chiefs are directly responsible for the accountability and maintenance of all UICs registered to their PPA /PSC to include mobilized RC UICs.

Users should request guidance when unclear on how and when to enter data rather than randomly submitting actions. Submitting erroneous actions can have an adverse effect on the eMILPO database, Soldier’s record availability, and the Army’s strength accountability. Contact your supporting PAS Chief if you have any questions or are unsure of what system transactions should be entered. PAS Chiefs will contact the AHRS Help Desk at helpdesk@ahrs.army.mil if/when required.

➤ Arrival (+)

- This function has five sub-functions that allows users to update data in the following areas:
 - Soldier Arrival
 - OCONUS Arrival
 - Arrival Date Correction
 - Mass Arrival
 - Revoke Arrival

Responsible agencies are:

- Replacement detachment or similar activity
- G1/AG, Strength Manager
- Losing unit
- Gaining unit

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- These actions are performed at S1 level.
- eMILPO will arrive a Soldier to a unit without requiring the Soldier to be properly departed from the losing unit. The exception to this rule is the **Mass Arrival** process. In the **Mass Arrival** process, the system will notify users “Soldiers must be properly departed in the system prior to processing a mass arrival”.
- **Do not arrive** a Soldier to your unit who are on Temporary Change of Stations (TCS) orders. Soldiers in a TCS status must be attached. See the Attachment section in this manual for guidance on how to submit an attachment on a TCS Soldier.
- **Do not arrive a Soldier without proper authority**, i.e. PCS orders or DA Form 4187 (Local Moves)
- Submit an arrival for all Soldiers who report to a new unit for permanent duty. Submit an arrival for all Soldiers undergoing Initial Entry for Training (IET) when they report to a reception station and each new training unit (UIC). Units must ensure an arrival and subsequent departure is processed on IET Soldiers until the end of their IET period. IET ends when the Soldier is arrived at his/her first permanent duty station (UIC).
- Upon arrival at the gaining unit, Soldiers must sign-in on a DA Form 647, Personnel Register or DA Form 647-1, Personnel Register, and the unit clerk, Staff Duty Officer, or Charge of Quarters must retain a copy of the Soldier’s orders and leave form.
- Failure to report: Submit an attachment on Soldiers who fail to report to the gaining unit on the specified report date. First, ensure that the report date is not contradicted by available data. If the gaining unit and the report date have not changed, attach the Soldier effective the day prior to the prescribed report date. Use the Attachment Reason Code of Administration. Do not put an end date on the attachment. While the Soldier is attached, perform actions required by AR 630-10 (para 2-3 In Transit) to determine the Soldier’s location.
- If the Soldier is not AWOL and reports to the gaining unit, release the Soldier from attachment. The end date and start date will be the same. After performing the release from attachment submit an arrival. If the Soldier is not AWOL and not reporting to the gaining unit, release the Soldier from attachment with the ending date the same as the start date.
- If the Soldier is AWOL, release the Soldier from attachment with the ending date the same as the start date and perform the following actions:
- After location of the Soldier is verified and they are classified as AWOL, perform the following:

Step 1. Arrive the Soldier with an effective date based on the orders. Utilize the Arrival Date Correction module if required.

Step 2. After the Soldier is arrived, process a Duty Status of AWOL with an effective date based on the orders.

Step 3. Submit a DFR action on the Soldier using the 31st day of AWOL as the date of DFR. Note that the Commander must provide the servicing finance unit a copy of the DA Form 4187-R dropping the Soldier from rolls and an updated AAA-160 reflecting the Soldier on the AWOL report, within 48 hours of entering the Soldier's AWOL status into eMILPO. This should be in the AWOL section or as a note under accountability for those failing to arrive.

NOTE: All eMILPO users must take note of the default dates on entry screens. Arrival and Departure dates initially default to the system date. Users must change these dates to the correct date prior to submitting the transaction with "Save." ***Supervisors and personnel leaders need to establish internal controls to ensure correct dates are submitted. Incorrect date entries will prevent proper follow on actions.***

The Arrival function has five sub-functions:

- Soldier Arrival
- OCONUS Arrival.
- Arrival Date Correction
- Mass Arrival
- Revoke Arrival.

Use **Soldier Arrival** sub-function to arrive Soldiers to your unit individually. If the Soldier reports to your unit, but the losing unit did not submit a departure, the user's arrival input screen will display the departure date. The arrival and departure dates will equal the system date. The user must edit these dates to ensure they correspond to the date on the DA Form 647 and obtain the departure date from the Soldier's leave form or by personal interview. eMILPO will not allow a Soldier to be arrived to an inactive UIC. An error message will appear.

The **OCONUS Arrival** sub-function allows users to arrive a Soldier to an OCONUS unit. There are additional OCONUS assignment data to enter for these arrivals. They include:

Dependent Travel Status. **Note:** The Dwell time counter will be set to Zero when a Soldier's Dependent Travel Status of "Dependent Restricted Tour" has been selected for the Overseas Assignment.

Note: The Dwell Time counter will be **reset to Zero** and display the next day after a **nightly system** processing job has run in eMILPO.

Dependent Arrival Date

DEROS Date

Command Sponsored (CS) Dependent Quantity

- Tour Duration – This is currently limited to three selections: short (12 Months), long (24 months), and long (36 months). If this doesn't meet the length requirements for input, manually adjust the DEROS (Date Eligible to Return from Overseas) to match the correct projected departure.

- Non-Sponsored (NS) Dependent Quantity

The **Arrival Date Correction** sub-function allows users to correct the date and time of last arrival without submitting a revocation of arrival.

Arrival Date Correction Rules:

The date is a mandatory entry. The time is optional.

The date must be after the previous arrival date and cannot be a future date. The previous arrival date will show on the screen as a read only field.

The date cannot be before the Soldier's departure date from the most recent previous assignment.

For officers, the new date must be 30 days greater than the 1st previous (historical) arrival date.

The date cannot precede the Soldier's Pay Entry Basic Date.
Do not enter a date before the dependent arrival date. The date must be the same or after the departure date

The **Mass Arrival** sub-function is used to arrive a group of Soldiers to the same UIC on the same date. Mass Arrival cannot be performed until departures are submitted on the Soldiers. If a departure is not performed, users must use Soldier Arrival to arrive the Soldiers individually.
eMILPO has a Load function that allows the user to import a list of SSNs from a text file. This can be a valuable function when an action must be executed on multiple Soldiers. To utilize the Load function, the user must select Load and follow the on-screen instructions. The following format rules must be followed:
The file must be in ASCII text format.
The file must be created using the Notepad application under the Windows operating system.
The SSNs in the file must be listed one per line with no dashes separating the numbers.
There must be no blank lines at the end of the file.

The Revoke arrival sub-function is used to revoke the last arrival transaction that processed. eMILPO will not allow users to submit Revoke Arrival transactions that are greater than three months old. Revoke Arrival should only be used to correct an erroneous arrival. (Soldier is arrived to the wrong UIC). Do not use Revoke Arrival to attempt to correct assignment history

Arrival Rules:

The arrival date cannot be a future date. It must not precede the Soldier's departure date from previous assignments (PCS and overseas only). It also must not precede the Soldier's arrival date from previous assignments.
The arrival date must not precede the Soldier's Pay Entry Basic Date.
A Soldier cannot be arrived if an open attachment exists.
The gaining unit cannot be the same as the previous unit of assignment, nor can it be the same as the unit of attachment.
The dependent arrival date must not be prior to the arrival date and must not be after the calculated Date Eligible to Return from Overseas (DEROS) date.
The system will validate the departure data entered with the assignment type and selected to ensure the combination of data entry is valid. Consider re-wording
The user must enter a Requisition Serial Number if the Assignment type selected is CONUS or OCONUS. Soldiers need to be properly departed from their losing unit or have assignment instructions before mass arriving.

Related system reports are:

Human Resources Authorization Report (HRAR).
AAA – 162 Unit Personnel Accountability Report.
AAA – 227 EDAS Gaining Assignment Report.
AAA – 342 Alpha Roster.

Work center actions:

Replacement detachment clerk or staff duty NCO. Obtain copy of orders from Soldier. Have Soldier sign in on DA Form 647 or DA Form 647-1. Obtain a copy of the Soldier's leave form.
Replacement detachment eMILPO clerk. Submit arrival transaction after review of documents provided by replacement detachment clerk or staff duty NCO.
Brigade Strength manager/Brigade S1 NCOIC. Determine unit of assignment. Publish order or DA Form 4187 assigning the Soldier within the brigade. Distribute these assignment orders.
BN S1/Unit eMILPO clerk. Obtain copy of orders from Soldier, verify unit of assignment and have Soldier sign in on DA Form 647 or DA Form 647-1.
BN S1/Unit eMILPO clerk. Enter the arrival into eMILPO. Note: Verify the Soldier is not in a TCS status or is still in an attached status. If the Soldier has arrived as a TCS Soldier, the Soldier should be attached, not arrival. If the Soldier is still in an attached status, release Soldier from the previous attachment.

BN S1/Unit eMILPO clerk. Annotate or print Human Resource Authorization Report (HRAR). Annotate or print Unit Personnel Accountability Report.

BN S1/Unit eMILPO clerk. Slot Soldier in duty position. This may be submitted as part of the arrival transaction process or submitted later via the Slotting Module. If it is not done in five calendar days, the S1 work center will receive a work flow notice.

BDE S1/MPD eMILPO clerk. Use the OCONUS Arrival screen to update dependent travel status for dwell time calculations.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Attachment (+)

This function has two sub-functions which allow users to update data in the following areas:

- Attach Soldier
- Mass Attachment

Responsible agencies are:

- Replacement detachment or similar activity
- G1/AG, strength manager
- Losing unit
- Gaining unit

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- This function allows users to process attachment data for individual Soldiers (Attach Soldier) and/or for a group (Mass Attachment) Data update is performed at the Battalion S1 level.
- Soldiers are reported as attached in accordance with their orders, when performing Temporary Change of Station (TCS), Temporary Duty (TDY), training in a TDY status, or attached for administration.
- The attachment module applies for:
 - A TDY for 30 days or more to a unit serviced by a PAS other than their parent unit PAS.
 - A TDY to an Army service school, regardless of the length of course. For example: Advanced Noncommissioned Officers' Course, Officer Advanced Course or Combined Arms and Services Staff School.
 - A TDY to a unit (regardless of length period) serviced by the same PAS that supports the Soldier's parent (assigned) unit.
 - Temporary Change of Station (TCS). The attachment/release from attachment process will be used to account for the Soldier in a TCS status. TCS attachments are identified by the attachment reason code, "Temporary Change of Station".
 - The attached unit to give the TCS Soldier a duty title and place the Soldier in an authorized TOE/TDA position Shelly test this
 - Attached Soldier to a unit at another installation or unit while initiating action for a compassionate reassignment or hardship discharge (Attached for Administration).

To release a Soldier from attachment, update the attachment end date to reflect the effective release date.

- Use this function to further attach RC Mobilized Soldiers for TCS or 'duty at'.
- Use the Reserve Component Attachment function to attach or release from attachment Reserve Component (RC) Soldiers ordered to active duty for the reasons listed below, which will place the Soldier in a Recsta 7 status. More guidance is found in the Attach RC Soldier module guidance in the Reserve Component Accounting section of this document.
- Active duty for special work (ADSW).
- Active Guard Reserve (AGR) status.
- Ordered to active duty for 30 days or more days, federalized in execution of a civil disturbance operation plan (OPLAN) or federalized in support of domestic relief operations such as floods, earthquakes, storms or fires.
- Initial active duty for training (IADT).
- Active duty for training (ADT) for 30 days or more.

- Temporary tour of active duty (TTAD) for 30 days or more.

An attachment will only work if the Soldier's record is in eMILPO. If a "No Record Found" appears, submit a trouble ticket to the AHRS help desk as the initial assignment transaction has not yet been processed.

- Submit an attachment transaction on Soldiers who fail to report to the gaining unit on a specified report date. First, ensure that the report date is not contradicted by available data. If the gaining unit and the report date have not changed, attach the Soldier effective the day prior to the prescribed report date. Use the Attachment Reason Code of "Administration". Do not put an end date on the attachment. While the Soldier is attached, conduct the actions required by AR 630-10 (para 2-3 In Transit) to determine the Soldier's location:
- If the Soldier is not AWOL and reports to the gaining unit, release the Soldier from attachment with the ending date the same as the start date and subsequently arrive the Soldier as normal.
- If the Soldier is not AWOL and the Soldier is not reporting to the gaining unit, release the Soldier from attachment with the ending date the same as the start date.
- Arrive the Soldier with an effective date based on the orders.
- After the Soldier is arrived, process a Duty Status of AWOL with an effective date based on the orders.
- Submit the DFR action on the Soldier using the 31st day of AWOL as the date of DFR.

The system applies the following business rules to Attachments:

- If a Soldier is already attached to a unit, the system will prompt the user at the second unit to determine whether or not the first attachment should be terminated.
- The attachment start date must not be a future date.
- The attachment start date must not precede the Soldier's arrival date at his/her assigned unit; must not precede the Soldier's departure date from previous assignments (applicable for PCS only); and must not precede the Soldier's Pay Entry Base Date.
- The attachment end date must not precede the attachment start date.
- The system will ensure that the attachment dates fall within a valid range for the unit.
- A Soldier must be assigned before he/she can be attached.
- A Soldier cannot be attached to the unit if an open attachment to the unit already exists. The system will ensure that the attachment start date and attachment end date do not fall between the existing start and end dates for this unit.
- A Soldier cannot be attached to his assigned unit.
- A Soldier cannot be attached if the maximum number of attachments has been reached for that Soldier. The system will limit the number of open attachments for a Soldier to three.
- The system will not allow a duplicate duty status to be assigned to a Soldier.

Related system reports are:

- AAA – 162 Unit Personnel Accountability Report.
- AAA – 342 Alpha Roster.

Work center actions:

- Replacement detachment clerk or staff duty NCO. Obtain copy of TDY/attachment orders from Soldier(s). Have Soldier(s) sign in on DA Form 647, Personnel Register, or DA Form 647-I, Personnel Register. Attach Soldier(s) the next day after arrival.
- Replacement detachment eMILPO clerk submits attachment transaction(s): Individual or mass attachment.
- BDE S1/MPD. Determine unit of attachment. You can release the Soldier(s) from attached or leave the Soldier(s) attached even though Soldier(s) are going to be attached to another unit. This is a must for TCS Soldiers. An order must be cut to further attach any Soldier(s).

- S1/Unit eMILPO clerk. Attach Soldier(s) the next day after arrival. A release from attached transaction will be done automatically if an attachment end date is entered on the attachment transaction on the initial attachment or when you update the attachment.
- BN S1. Annotate and print Human Resource Authorization Report (HRAR). Annotate and print Unit Personnel Accountability Report.
- BN S1. Annotate Unit Commanders Finance Report (UCFR).
- BN S1. Slot Soldier(s) in duty position. This may be submitted as part of the attachment transaction process or done later.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Temporary Change Station (TCS) Attachment

Responsible agencies are:

- Unit Commanders
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- Replacement Detachment or similar activity
- CONUS Replacement Center (CRC), Individual Deployment Site (IDS), Mobilization Station (MOBSTN), or similar activity
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-101, In-, Out-, and Mobilization Processing
- AR 600-8-105, Military Orders
- DA Pam 500-5-1, Individual Augmentation Management
- DoD 7000.14-R, Financial Management Regulation
- The Consolidated Personnel Planning Guidance (PPG) under “Military Personnel Policy”, at URL <http://www.armyg1.army.mil/default.asp?pageid=37f>
- ALARACT Message, Subject: Updated Guidance on Preparing TCS and NATO Travel Orders ISO Contingency Operations, DTG 060350Z Aug 05

General guidance:

- These instructions apply to Active Army and Reserve Component (RC) Soldiers ordered to active duty in support of a military contingency operation, including augmentation to a joint headquarters.
- The purpose of TCS is to temporarily assign Soldiers as augmentees or temporary fillers to a deployed or deploying unit in support of a named contingency operation using the Attachment module. **Do not** arrive TCS Soldiers. These Soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA. When they are arrived rather than attached, the parent unit loses visibility.
- The term ‘assigned to’ indicates having a Soldier in the unit for duty and counted in the unit’s operational strength for readiness. Soldiers assigned to a unit by either an arrival or attachment. Therefore the phrase ‘assigned to’ in format 401 orders is correct, but assigns the Soldier TCS via an attachment, not an arrival.
- If a unit erroneously arrives a TCS Soldier, they must revoke the arrival, placing the Soldier back in their parent unit and then attach the Soldier to the TCS’d unit.
- Soldiers may be assigned (via attachment) TCS CONUS to CONUS, CONUS to OCONUS, OCONUS to CONUS, or OCONUS to OCONUS. Soldiers may also be TCS as fillers to non-deploying units.
- All Soldiers and units are deployed to a duty station or theater of operations in a TCS status unless exception is granted.
- The purpose of a Soldier’s deployment determines whether or not the Soldier will deploy in a TCS status. Factors to consider when making this determination are where the tasking requirement originated and under which Commander the Soldier will serve (the home station or a theater/TCS station Commander). If the Soldier is deploying:
- In response to a HQDA tasking and will deploy for 30 or more days, the Soldier will be reassigned TCS. For example, a Soldier selected to fill a HQDA requirement to deploy in support of a named operation for more than 30 days will be reassigned TCS to fill a specified paragraph and line number. The paragraph and line number must be included in the Soldier’s TCS orders. The

paragraph and line number is essential because it is used to determine pay entitlements, clothing and equipment issue, and what immunizations will be administered.

- To perform a specific mission for the home station Commander (not the theater/TCS station Commander), the Soldier can be deployed in a TDY status, as long as it is less than 30 days. For example, an officer is deployed from III Corps to gather information on the utilization of III Corps Soldiers in the theater and reports back to the III Corps Commander.
- For a period of less than 30 days, Soldiers will deploy in a TDY status unless otherwise directed by HQDA. However, it is critical to note that when going into theater's of operation, the theater Commander is responsible for all Soldiers in his theater. Coordinate with the theater first and ensure there is not a policy that all Soldiers coming into the theater are on TCS status regardless of mission or length of time.
- All command and control, personnel service support, eMILPO, and personnel accounting responsibilities pass to the gaining TCS Commander until the Soldier redeploy.
- For HRC distribution management decisions, TCS Soldiers are counted against the assigned strength of their home station units, not the TCS unit assigned strength. Having TCS Soldiers assigned to a unit does not restrict HRC replacement management decisions made for the TCS unit, which will continue to receive its normal replacement fills.
- Command and control and personnel service support are the responsibilities of the gaining Unit Commanders of TCS Soldiers; therefore, TCS Soldiers have the same responsibilities and privileges as permanently assigned unit members for the duration of their temporary assignments.
- For Unit Status Report (USR) purposes, TCS Soldiers will remain assigned to the original home station unit and will be reflected in the assigned operating strength but counted as non-available. TCS Soldiers will not be reflected in the TCS unit's assigned operating strength but will be counted as available on the USR.
- TCS extensions. Individual Augmentees normally serve 179 day TCS tours. Exceptions for extensions are found in DA Pam 500-5-1 which states the supported combatant command may request augmentees be extended beyond their expected rotation date (tours over 179 days TCS) subject to the concurrence of the appropriate supporting MACOM. In the case of Reserve Soldiers mobilized under 10 USC 12304, the extension will not go beyond 270 days total mobilized time which includes time to redeploy and be demobilized.

TCS extension procedures:

The theater of operations or TCS station must request the extension from the supporting MACOM. If supporting MACOM nonconcur, the Soldier must be returned to home station.

Individual TCS movement.

- TCS Soldiers will be attached in eMILPO, not arrived, and released from attached when the Soldiers depart their TCS unit and return to their home unit. All TCS Soldiers will be assigned via the eMILPO attachment module. Always follow the RC personnel accounting screen path for RC Soldiers.
- The gaining unit, unit of attachment, will enter the duty status (TDY) change.
- The gaining TCS unit must submit an attachment in eMILPO when Soldier arrives.
- The TCS unit must submit an eMILPO relief from attachment action when the TCS Soldier departs unit for further TCS assignment or to return to home unit.
- When TCS Soldiers arrive at any unit for processing and further assignment or for duty, the eMILPO attachment/relief from attachment process must be followed. An eMILPO duty status (PDY) action must be submitted when Soldier returns to permanent unit of assignment.

Unit TCS movement.

- Posting individual assignment history.
- No deployed unit or individual Soldier is permanently assigned to a forward deployed theater. The assignment history will reflect the Soldier's permanent or TCS unit's home station; however the duty title will reflect the deployed information for that timeframe. For example, a Soldier is assigned to a Ft Hood, TX as a Motor Sergeant and is deployed to Iraq. In the assignment history, the duty title will read MNC-I Motor Sergeant FWD (IZ). Additionally, if the TCS assignment is

OCONUS, and meets regulatory requirements, it should be recorded to the Soldier's ERB, Section 1, Assignment information, Overseas duty, through the Tour Credit module.

TCS Terminology.

- The term "assign" applies to both arrivals and attachments. If the TCS order "assigns" a Soldier to a UIC, this is done through an attachment. The order **is not** invalid.
- An individual augmentee or filler is a Soldier reassigned in a temporary status to augment or bring a deploying/deployed unit up to strength.
- The mobilization station becomes the station responsible for personnel administration and accountability of mobilized Reserve Component (RC) Soldiers.
- For RC mobilized Soldiers, the mob station and home station are the station that processes the mobilization. This must not be confused with the RC unit or individual Soldier's actual home station prior to mobilization.
- For Active Army Soldiers, the home station is the location where a Soldier is permanently assigned.

The following are examples of the various stations a Soldier may process through before arriving at designated TCS unit.

- A Soldier departs on TCS from Ft Hood, TX, through Ft Benning, GA to join a unit in the deployed theater. The home station is Ft Hood, the CONUS Replacement Center (CRC) is Ft Benning, and the TCS station is the deployed theater.
- A Soldier departs on TCS from Ft Drum, NY, to Ft Bragg, NC, to join a deploying unit. The home station is Ft Drum, and Ft Bragg is the TCS station until the unit deploys.
- A USAR Soldier is ordered to active duty from Richmond, VA and proceeds to Ft Jackson for training and further movement through Ft Benning, GA to join a unit in the deployed theater. The home station becomes Ft Jackson, Ft Benning is the CRC, and the TCS station is the deployed theater.
- A RC unit is ordered to active duty from Richmond, VA and proceeds to Ft Knox, KY for mobilization processing prior to movement to Ft Campbell, KY. Ft Knox becomes the home and mobilization station and Ft Campbell becomes the TCS station.
- RC Soldiers ordered to active duty as individuals, or as members of RC derivative UIC units, in order to provide an individual filler source will deploy from the CRC, IDS, or MOBSTN in TCS status

TCS Orders.

- Individual TCS orders will be published to authorize a reassignment in accordance with AR 600-8-105 and the Consolidated Personnel Planning Guidance (PPG).
- **Format 401** orders will be published to deploy individual Soldiers (i.e., Soldiers departing on a TCS move). This order is similar to TDY and return orders in that it is the authority for a Soldier to move in the TCS capacity and return to the home station after completion of the mission. In accordance with AR 600-8-105, the TCS order may be endorsed to authorize further movement through processing stations, within the theater, and return to home station. Under no circumstances will a Soldier be sent on a TCS move using a DD Form 1610 or format 400 orders.
- When three or more Soldiers are being deployed as individuals from the same location to the same TCS unit, the format 401 orders may be published as a group order. The provisions of paragraph 1-17, AR 600-8-105, apply when issuing group TCS orders.
- Home station will publish TCS orders for active duty Army Soldiers. The format 401 orders are normally published by the home station MPD for Active Army Soldiers and the mobilization site for RC Soldiers. The S3/G3 usually publishes the format 745 unit movement order.
- There are situations where Soldiers move in TCS status under the authority of a format 401 order to join a deploying unit and then deploy under format 745 orders. These Soldiers remain in TCS status while assigned to the gaining TCS unit and will be listed on the unit's format 745 order when the unit deploys. If a unit member is later reassigned within the theater to a unit and the unit

receives personnel support from a different headquarter, the Soldier will be issued format 401 orders and processed in eMILPO accordingly.

- Incorporate PERSTEMPO category and purpose in additional instructions on all orders where such annotation is applicable. When in doubt, seek clarification through unit operations channels. Soldiers will redeploy for out-processing through the CRC, IDS, MOBSTN, or installation that deployed them before continuing to their home stations.
- The TCS order is the authority for a Soldier to depart TCS and return. No further orders are required unless other events require amendment of the initial order or a new TCS order.
- Local orders issuing authorities are authorized to amend TCS orders to extend Soldier's tour after an extension is approved or directed by proper authority or to further reassign a Soldier after completion of training or in-processing at an intermediate location. Once the Soldier reports for duty at gaining TCS unit, the order cannot be amended to later reassign a Soldier further TCS. In this case a new TCS order must be issued. The previous order remains in effect for return to home station unless otherwise directed by authorized authority. A copy of all amendments or new TCS orders must be forwarded to the initial TCS orders issuing authority.
- Per Diem and other travel entitlements for TCS Soldiers are the same as those for Temporary Duty (TDY). Therefore, TCS Soldiers are authorized all TDY entitlements that are officially incurred during CRC, IDS, and MOBSTN processing; during the period of deployment; and during redeployment and demobilization processing. If essential Unit Mess is declared, Per Diem will be reduced accordingly.

Home Station Unit Processing.

- Commanders must establish local controls and procedures to ensure that TCS processing requirements are accomplished as outlined in this document and the referenced Army publications. For RC Soldiers, the Unit Commander is responsible for ensuring that Soldier readiness processing is completed. Home station processing is outlined below.
- Upon the Soldier's return to the home station, the losing unit will submit a release from attachment in eMILPO. The Home Station S1 will also ensure the end of the PERSTEMPO event.

Gaining TCS Unit eMILPO Processing.

The TCS S1 or MPD will submit:

- Attachments with an attachment reason code of "TCS" in eMILPO upon the arrival of TCS Soldiers. For accounting and strength management purposes, the attachment reason code of "TCS" must be recorded in the attachment entry. This is important because it provides the only automated means of identifying TCS Soldiers at AHRC. Failure to submit these correctly can cause AHRC career branches to direct replacements to the wrong installations/commands. The provisions of AR 630-10 apply to Soldiers who do not arrive at the gaining TCS unit on or before the reporting date specified in the TCS orders.
- Duty status entries (e.g., present for duty to hospital, AWOL, missing in action, confinement, etc.) and personnel information changes (e.g., promotions) while the Soldier is assigned to the theater/TCS station.
- Release from attachment in eMILPO when a Soldier departs to return to Home Station.
- The transition center supporting the CRC, IDS, or mobilization station will submit eMILPO transition actions for RC and Active Army Soldiers who redeploy and are released from active duty.
- A deployment packet will be prepared for and will accompany each deploying Soldier to the theater of operations/TCS station.

Unit Deployments.

- Soldiers deploying with a unit will be issued format 745 orders. This format will be used only to deploy a defined unit. A defined unit is an organization with a unique UIC or one which has an official name, such as 1st Platoon, Company A, 5th Battalion, or Detachment A, 56th Engineers. Informal groupings of Soldiers will not be deployed under this format. The provisions of AR 600-8-105, Paragraph 1-17, apply when issuing unit orders. Under no circumstances will format 401 orders be published as authority to move members of a deploying unit.

- When the unit departs, every deploying member must be reported through PERSTEMPO.
- The deployed unit's home station is responsible for providing the full spectrum of personnel service support (PSS) while the unit is deployed, including personnel accounting. PSS will be provided through the unit's forward deployed personnel support element or an appointed member of the unit. The home station in coordination with the theater Commander must establish how PSS will be accomplished before the unit deploys. PSS can be performed for any Soldier regardless of unit of assignment, by simply attaching to a DUIC within the users hierarchy.

TCS Soldiers who move for medical reasons.

- When a TCS Soldier is medically evacuated to a brigade medical treatment facility and then released back to the unit, TCS orders are not required. The appropriate duty status change should be entered into eMILPO.
- However, when a Soldier is medically evacuated beyond that point, the medical patient administration office must issue TCS orders to cover each destination and enter the attachment and release from attach actions through eMILPO.

Related system reports are:

None

Work center actions:

Home Station, S1/MPD.

- Conduct Soldier Readiness Processing (SRP). See AR 614-30 and AR 600-8-101.
- Prepare the TCS orders (See AR 600-8-105 for Format 401 TCS orders).
- Prepare a deployment packet for each TCS Soldier.
- Enter the correct data into the PERSTEMPO database.
- Submit eMILPO duty status (TDY) change when Soldier departs.

CRC, IDS, or MOB Station – upon initial arrival of Soldier.

- For mobilized RC Soldiers, whether part of a unit or individual such as IMAs, IRRs submit an eMILPO Mobilization action.
- For RC Attached Soldiers and retirees that report and are not in eMILPO, submit an eMILPO Trouble Ticket to ensure the appropriate Reserve Component Accounting action is submitted.
- For all Soldiers:
- Submit an eMILPO attachment action.
- Process Soldiers for deployment. Validate the SRP.
- Publish the TCS orders for RC Soldiers deploying as individual augmentees or fillers.
- Prepare two deployment packets for RC Soldiers. Keep one packet at the CRC, IDS, or MOBSTN. The second packet deploys with the Soldiers.
- Submit a release from attachment when Soldier departs. (This is done at each stop for processing and/or duty along the way.)

Overseas/TCS Station Replacement Activity.

- Submit an eMILPO attachment action.
- In-process the Soldier and validate the SRP. See AR 600-8-101.
- Submit a release from attachment when the Soldier departs.

TCS Unit S1.

- Submit an eMILPO attachment action.
- In-process the Soldier.
- Maintain eMILPO accountability for the Soldier for the duration of the Soldier's assignment to the TCS unit.

- Prior to the TCS Soldier's redeployment, ensure all personnel, medical, dental, and other documents are filed with the Soldier's deployment packet and that awards and evaluations are completed.
- Upon redeployment, out-process Soldier, and release the Soldier from attachment in eMILPO.
- Ensure the appropriate PERSTEMPO event has processed.

CRC, IDS, or MOBSTN upon Soldier's return.

- Submit an eMILPO attachment action.
- This station must ensure that the Soldier is properly accounted for, all records are consolidated, and accountability of equipment is accomplished.
- If Soldier is a RC Soldier, out-process the Soldier. Enter a release from attachment.
- Ensure the appropriate PERSTEMPO event has processed.

Home Station S1 and MPD.

- Submit eMILPO duty status for present for duty (PDY).
- In-process the Soldier.
- Ensure that all personnel, medical, and dental records are forwarded to the appropriate records custodians. Ensure the appropriate PERSTEMPO event has processed.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ **Slotting (+)**

This function has two sub-functions that allow users to update data in the following areas:

- Slotting Authorized Documents
- Slotting No Authorized Documents

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 614-100, Office Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management

➤ **Slotting – Authorized Documents.**

General guidance:

- This sub-function allows users to slot Soldiers to unit position vacancies in accordance with Commander priorities on the Human Resources Authorization Report (HRAR).
- Data update is performed at the unit level.
- This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6.
- Assigned or attached personnel can be matched to a position vacancy using the slotting function in eMILPO. The module is located under the Main Menu using the procedure for Personnel Accounting.
- The authorized document slotting function allows users to slot Soldiers by comparing the Soldier(s)' qualifications with the requirements of the authorization document. The user can slot, unslot and reslot individual Soldiers. Slotting also supports the slotting of over strength Soldiers to the paragraph level of detail.
- Users must enter the Soldier's effective date of the duty assignment. While the date can be prior to the current effective date, it cannot be before the Soldier's arrival.
- The user can make changes to erroneous entries when required.
- If the Soldier is reslotted into a new paragraph and line number, or unslotted, the previous entry will become a record on the ERB and Assignment/Duty History.
- Personnel are not officially slotted until the TAPDB is updated by one of the appropriate current duty assignment data transactions: Current Duty Assignment Data (CO), Current Duty Assignment Data (WO), Current Duty Assignment Data (EN).
- The system will automatically place a Soldier into a 9992 position when they arrive. The unit should reslot the Soldier within 7 days when an arrival or attachment transaction is completed during in-processing at the unit. However, units are encouraged to slot the Soldier as soon as possible and not wait until a valid duty position is known. Occasionally users may need to wait until a later date when the exact job position becomes known, but these should be rare cases. A workflow notice will be forward to the inbox of the unit within five days of a Soldier's arrival or attachment if the Soldier has not been slotted to a position.
- Enlisted Soldiers will be matched to positions in accordance with utilization and assignment policies outlined in AR 614-200.

- Officers will be matched/slotted to positions in accordance with utilization and assignment policies outlined in AR 614-100.
- Slotting of special duty (SD) Soldiers will be to positions in accordance with utilization policies outlined in chapter 6, section II, AR 570-4.
- Notice of duty position should be received from the unit's 1SG, BN/BDE S1 or other personnel designated in an organization's standard operating procedures (SOP).
- Personnel who are not slotted to an authorized position should be accounted for utilizing a special category position number 999 listed below:
 - 9990 - Overstrength - Soldiers in a unit who should be assigned to another unit.
 - 9991 - Identifies surplus or excess personnel who cannot be effectively utilized in the unit and who have been reported to HQDA Human Resources Command for reassignment.
 - 9992 - Incoming and assigned personnel who are awaiting assignment to an authorized position. (Do not leave a Soldier slotted as 9992 once they have arrived.)
 - 9993 - Known projected losses to the unit. Soldiers may be removed from authorized positions to more effectively evaluate the unit's personnel readiness condition.
 - 9994 - Attached Soldiers having authorized positions.
 - 9996 - Identifies Soldiers in the following categories:
 - Assigned temporarily in replacement UICs pending specific assignments
 - Assigned nonpermanent party Soldiers for basic combat training and advanced individual training units, officer or warrant officer candidate schools, formal Army Service schools and courses, allied Army Forces, joint colleges, projects (not TDY), personnel control facilities after returned to military control, and correctional holding detachments, or U.S. disciplinary barracks.
 - Soldiers attending civilian institutions for the purpose of receiving instructions (not TDY).
 - 9998 - TCS attached.
 - 9999 - Potential gains.
- Verify all coded 999 categories at a minimum of once a week to ensure those Soldiers listed still remain under the conditions they were placed.
- Users can verify duty assignment title and position number using the HRAR functionality in the Personnel Readiness module.
- Establish controls to ensure that the principal duty assignment of a person that is not slotted to an authorized MTOE or a TDA position is reported to the organization's strength manager.
- Users must report any change in duty position which adversely affects the status of enlisted bonus recipients to the unit 1SG/Senior Human Resources Sergeant/BDE Strength Manager for corrective action.
- For an Active Army (AA) UIC, the user can only select one UIC and Document Effective Date combination at a time.
- The user has the option to select a future Document Effective Date if one is available and its date is less than 30 days from the date of the current document.
- For a Multi-Component Unit (MCU), the user may see more than one UIC in the slotting function under the parent UIC. These are usually UICs that don't have an authorized document.
- Except for MCU Soldiers, the system will not allow the user to slot Active Army Soldiers across components.
- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty) and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.
- The system will notify the user if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus or Additional Specialty MOS. The user can override this discrepancy.
- The system will allow the user to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up/1 below rule – that is, the Soldier cannot be slotted to an authorization that is more than 2 ranks above his/her current rank, or 1 rank below his/her current rank) and Lang. However, the system will record the discrepancies in HRAR Section 1 – Slotted Soldiers.
- The system does not allow slotting of the same Soldier to more than one authorization.
- However, eMILPO does allow the user to slot more than one Soldier to a single authorization for the Active Army. A system message will display to notify the user and provide the option to override.

- The system will only allow the slotting of Soldiers into authorizations within the same Military Personnel Classification (MPC) (i.e. Enlisted within Enlisted, WO within WO, and CO within CO). If the user enters an invalid Military Personnel Classification (MPC), eMILPO will notify the user of the acceptable values for Enlisted, Warrant and Commissioned Officers.
- The system will allow the user to change the date, to reflect the correct date of duty assignment.
- The duty assignment date must not be a future date.
- The duty assignment date cannot precede the previous duty assignment date or the Soldier's arrival/attachment to the unit.
- The Authorized Document Slotting function is limited to the current authorization document.
- The user can update duty titles so that 'cryptic' MTOE/TDA titles can reflect duty statuses that are easier to decipher. For example, the user can change the MTOE duty title of "CR AR SGT" to read BDE SGM. *However, ensure they reflect the correct and accurate corresponding job description.*

Note: USAFMSA (<https://webtaads.belvoir.army.mil/unprotected/splash/>) provides the authorization data that reflects the official TAADS-R personnel requirements and authorizations. A maximum of two documents per UIC, per fiscal year (each with a different command control number and effective date) may exist in HQDA, TAADS-R system at any time. For each position authorized by paragraph and line number, a separate position number will be shown depicting the authorization data. ***We caution users that authorizations may be added or dropped from the Human Resources Authorization Report (HRAR) between document dates. Therefore, take the necessary action to ensure affected Soldiers are re-slotted to the appropriate duty positions.***

➤ **Slotting – No Authorized Documents.**

General guidance:

- This sub-function allows the user to assign Soldiers a current duty title on their ERBs in absence of an authorized document, while still maintaining the 999* series positions.
- This is not to be interpreted as authorized slotting.
- This sub-function will not allow users to slot Soldiers against authorized paragraph and line numbers.
- Users can build a search criterion by SSN, Last Name, or UIC. Only one Soldier may be updated at a time.
- Basic assignment data will display as read only.
- When selecting a 9992 position number, users can assign a Duty MOS, Duty Assignment Date, Duty SQI, Duty Skill Level, Duty ASI, and Duty Language Code. This data will generate the appropriate transaction to report to TAPDB to update Duty MOS data fields.
- When selecting 9990 Overstrength, 9991 Surplus Soldier, 9992 Incoming Personnel, 9993 Known Losses, or 9996 Assigned Temporary, the user can only update the effective date.
- As a Soldier's current duty title or Duty MOS changes all new updates will override the previous entry. If the Soldier needs a previous entry recorded into their records, users must input this data through the Assignment History – Assignment/Duty History module. This module will not record any current duty assignment data as a history.
- When a Soldier is no longer authorized their duty title or Duty MOS data, users must ensure that appropriate actions are taken by utilizing the codes for unslotting. This action must occur to ensure proper reporting of Duty MOS data fields 9990, 9991, 9992, 9993, or 9996 to TAPDB.
- Once the UIC's TAADS authorized document is updated within eMILPO, users will no longer be able to access this module. Proceed to the 'Slotting - Authorized Document' and slot *all* Soldiers into the authorized paragraph and line number. Use the 'Slotting - Authorized Document' to slot, reslot or unslot all future input.
- Once the authorized document is loaded into eMILPO, the Human Resources Authorization Report (HRAR) will report all Soldiers that were shown on the non-authorized document under HRAR Section-2 Unslotted Soldiers until proper slotting procedures are executed. Each Soldier will have a SEQ/POSN of 999* and the last assigned duty title given.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

Work center actions:

- Unit 1SG. Notify the S1/Unit eMILPO clerk where to slot the Soldier.
- S1/Unit eMILPO clerk. Access eMILPO and use the slotting function to assign Soldier.
- S1/Unit eMILPO clerk. Verify Soldier's qualifications for an appropriate authorized position.
- S1/Unit eMILPO clerk. Match the Soldier to position paragraph/line number, change Soldier's duty title if appropriate and submit transaction.
- S1/Unit eMILPO clerk. Verify and take corrective action on system generated discrepancy notice or notify unit 1SG or Senior Human Resources Sergeant/Unit PAS Chief if discrepancy cannot be resolved.
- S1/Unit eMILPO clerk. Process (open/view/forward/return) workflow notices generated by the system.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD

DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Duty Status

Responsible agencies are:

- Battalion or Separate Company S1
- Unit Commander

Reference(s):

- AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-10, Leaves and Passes
- AR 600-8-105, Military Orders
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The Duty Status function provides users the capability to add or remove duty statuses.
- Data update is performed at the S1 level.
- The unit must prepare a DA Form 4187 and/or verify any absences, unauthorized absences in excess of 24 hours, and return to duty. The exceptions are leave and TDY, which are supported by DA Form 31 and TDY orders, respectively.
- Any unit of attachment will prepare DA Form 4187 and forward to the Soldier's parent unit. The parent unit will enter duty status changes for attached Soldiers in eMILPO.
- Duty status changes for Soldiers who are determined to be AWOL. Units will monitor incoming Soldiers based on both orders and the AAA-165 Unit Personnel Accountability Notices report. When a Soldier fails to arrive on their report date, the Commander is responsible to investigate and try to determine the Soldier's status understanding that sometimes there are valid TDYs, extended leaves, or even deleted assignment instructions involved. During this period of investigation the unit will attach the Soldier with the attachment reason code "Administration". Once it's established the Soldier's status is either unknown, or they are AWOL, the unit will arrive the Soldier with the duty status of PDY and enter the Soldier's duty status as AWOL. The Commander must then notify the servicing finance unit within 48 hours with a copy of the AAA-160 AWOL report reflecting the Soldier's duty status and a copy of the DA Form 4187 reflecting the Soldier as AWOL. If the Soldier is still AWOL on the 30th day, the unit must complete the DFR Packet, and notify the US Army Deserter Information Point (USADIP), ATTN: ATZK-PMF-DIP, Building 148, Fort Knox, KY 40121. Telephone, DSN: 536-3711 / 3712, FAX DSN: 536-3715, or Email: knox.usadip.admin@conus.army.mil to coordinate correct entry of DFR transaction.
- See AR 600-8-10, Chapter 10, to determine the duty status effective date when a Soldier's status changes while on ordinary leave.
- **Do not** report unauthorized absences for periods of less than 24 hours in eMILPO.
- Use the remove function to revoke erroneously submitted duty status transactions. To correct duty status history, the user must remove all history from the most recent history to the point where the error occurred. The user must add the history back correctly.

Related system reports are:

- Duty Status – Listing (Individual Duty Status History Report).
- AAA – 162 Unit Personnel Accountability Report.

Work center actions:

- Unit Commander or first sergeant. Report to S1/Unit eMILPO clerk any duty status changes.

- S1/Unit eMILPO clerk. Prepare and/or verify source documentation. Submit new duty status transaction to update eMILPO.
- S1/Unit eMILPO clerk. Annotate or print Unit Personnel Accountability Report.
- S1/Unit eMILPO clerk. Annotate or print Human Resources Authorization Report (HRAR).
- S1/Unit eMILPO clerk. Annotate Unit Commanders Finance Report (UCFR).

Functional Proponent: HRC, Personnel Accounting Branch, SPSP, TAGD
DTAS_Support@conus.army.mil , TPS_Support@conus.army.mil

➤ **Assignment History (+)**

- This function has two sub-functions that allows users to update data in the following areas:
 - Assignment/Duty History
 - Tour Credits

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG, In/Out-Processing Activity

Reference(s):

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, MILPER Information Management/Records
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Message 08-070, Reissuance of Procedural Changes for Establishing OCONUS Dwell Time

General guidance:

- Assignment/Duty History
 - The purpose of this sub-function is to provide users a method to maintain a historical record of a Soldier's assignment and duty status. eMILPO will allow users to update a Soldier's duty assignment when in an attached status. The data is maintained using the eMILPO assignment history module under the Main Menu. eMILPO will forward update assignment data transactions to the TAPDB.
 - The Assignment History module lists the current and previous military assignments, both CONUS and OCONUS. The user has the option to update or remove one or more existing assignment history or duty assignment history entries, and to add a new assignment history or duty assignment history data.
 - If the Soldier's record shows an overlap of dates between assignments, the user will update the existing assignment to correct dates accordingly.
 - To update overseas tour credits, use the Tour Credit module. There is no link between assignment and duty assignment history. Data update is performed at the BN S1/BDE S1/MPD level.
 - To update Assignment History, users must enter the UIC, Last Name, or SSN.
 - This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6. Maintenance of assignment history is mandatory on all:
 - Active Army Soldiers assigned to the unit.
 - Active Army Soldiers attached to the unit.
 - This procedure records current and historical information associated with assigning or attaching enlisted or officer personnel to a specific unit, duty, and/or location. It allows the user to add, remove, update, or change personnel information and assures the transfer of data into the official Army enlisted and officer personnel database files maintained by the Human Resources Command.

- Assignment history reflects on the Enlisted Record Brief/Officer Record Brief (ERB/ORB). The ERB/ORB will be used for the Commander's or authorized representative's verification of current assignment history.
- Career advisors/managers extensively use the ERB/ORB personnel qualification records when considering a logical career path and career training for Soldiers. Assignment history reflects a wide variety of factors to consider. However, the primary considerations are Army requirements and the professional development of Soldiers. Secondary considerations include tour equity (CONUS vs. OCONUS), time-on-station, intra-installation, stabilization, promotion, individual preference, joint domicile, medical limitations, compassionate situations, unit inactivation, TDA/MTOE changes, base closure, PCS restrictions, etc. Collectively, these events reflect the Soldier's assignment life cycle and duration from a historical perspective.
- Refer to AR 614-100 for specific assignment guidance and policies concerning the officer force.
- Refer to AR 614-200 for specific assignment guidance and policies concerning the enlisted force.

Duty Assignment History will not be processed when one of the following events occur:

- Assignment to a replacement company, detachment, battalion, or similar unit organized to arrive, process, and depart incoming or outgoing Soldiers for follow-on reassignment or separation.
- Assignment or attachment to Separation Transfer Points or Transition Centers.
- Attachment to Army service schools.
- The effective dates of the assignment transaction will be the actual dates of the status change.

eMILPO applies the following business rules to Assignment History:

- The system will ensure historical assignment dates fall within a valid range.
- The system will ensure historical assignment dates are not future dates and are prior to the current assignment date.
- The system will ensure that historical assignment dates are not prior to the Soldier's start of service date.
- The Departure Date must be prior to the Arrival Date from the previous assignment.
- The Departure Date must not precede the assignment start date.
- The user cannot add Assignment history data for a UIC that already contains assignment history data for the Soldier.
- Local reassignment will no longer affect the last PCS date in the reassignment data of a Soldier's assignment history.
- Assignment history data for the current assignment can be added, updated, or deleted.
- For OCONUS Assignment Data, the State will be blank unless the assignment location is Hawaii, Alaska, or Puerto Rico. If the assignment location is Hawaii, Alaska, or Puerto Rico, the Assignment Location will be the UNITED STATES.
- In order to give more than one credit for consecutive short tours, modify the unit designation on the subsequent tours.
- MOS, SQI, and ASI are free text fields, so users can enter the actual value the Soldier held for that historical duty assignment.

Related system reports are:

- Enlisted Record Brief.
- Officer Record Brief.

Work center actions:

- BDE S1/MPD eMILPO clerk. Review the Assignment History screen on each incoming Soldier (officer or enlisted). The eMILPO clerk can update or remove one or more erroneous assignment history entries. The clerk can add previous assignment history or duty assignment history if that data was not correctly posted by the Soldier's last duty station.
- BDE S1/MPD eMILPO clerk. Verify source documents provided by the Soldier during review of data maintained on ERB/ORB.

- BDE S1/MPD eMILPO clerk. Use the "Duty Assignment History - Soldier Data" screen to add duty assignment history data for the Soldier's current assignment or attachment to the unit.
- BDE S1/MPD eMILPO clerk. Use the "Assignment History" screen to update the Deployment assignments after the Soldier completes the duty.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Tour Credits

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG, In- or Out-Processing Activity

Reference(s):

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, MILPER Information Management/Records
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Message, 08-070, Reissuance of Procedural Changes for Establishing OCONUS Dwell Time

General guidance:

- The intent of this sub-function is to allow all current and previous OCONUS assignments to reflect correctly on a Soldier's ERB/ORB, Section 1, Assignment information, Overseas Duty. It allows the user to add, update or remove overseas tour credit.
- Users can provide Soldiers credit for regular overseas tour completion, in addition tours while attached, and TCS assignments. For example, if a Soldier was assigned to Fort Hood and was attached to Korea, or perhaps TCS to Kuwait, the tour will reflect on the ERB/ORB.
- Completed tour credit can be for short or long tours, depending on the tour completion requirements for that area as stipulated in AR 614-30, Overseas Service, Table 3-2.
- eMILPO allows the user to submit multiple tour credits within one assignment when the dates overlap. For example, if a Soldier was stationed in Germany on a long tour from 1 October 2001, (20011001) to 1 May 2004 (20040501) and while there was deployed in Iraq from 1 November 2001 (20011201) to 1 December 2002 (20021201), the Soldier can get credit for both a long and short tour.
- If the Soldier returns from a combat deployment the OS tour credit will be updated to show the OS time. For example, if the Soldier was in Iraq for 12 Months, Start date: (20040301), End date: (20050301), # of Months (12) the user would select Country: (Iraq), Tour Type: (Combat), Tour Status Code (Normal Tour Completed) then click save. After saving the record the dwell time counter would be displayed as Start date (20050301), Months-Days (10 Mo 14 Days) as of 9 January 06.
- If the Soldier was serving in an Overseas Dependent Restricted Assignment the user would select the start, end date, tour type: (Short), # months and tour status code: (3-Tour W/O dependents in a Dependent Restricted Area Complete or 4-Tour W/O dependents in a Dependent Restricted Area Not Complete. The dwell time will start on the end date of the OS Tour.
- If the Soldier was serving on an Operational Deployment (Non-Combat) the user would select the start date, end date, tour type: (Operational Deployment (Non-Combat), # months and tour status code (1-Normal Tour Complete) or (2-Normal Tour Not Complete). The dwell time will start on the end date of the OS Tour.
- If the Soldier's past overseas tour credits show on the ERB incorrectly, it must be corrected in eMILPO.
- An error message will be displayed when attempting to add new OS Tour Credit using an existing OS Tour Start Date.
- The OS tour must be a minimum of 30 days to receive credit.

- Calculations allow for a short tour credit to be awarded when a Soldier has completed 8 months and 15 days or more and has a type tour of 'C' or 'O'.
- If updates are made to overseas assignments in the assignment history, ensure appropriate updates are also made to OS Tour Credits. There are no automatic updates between these two functions.
- The Soldier's name, rank, SSN, current UIC, current action, and the number of long, short, combat, operational deployment, OS restricted tours and dwell time (date with number of months and days) are read only.
- The system will allow the user to enter overseas tour start and end dates (YYYYMMDD).
- The system will allow the user to select the country
- The system will allow the user to select the tour type.
 - Short
 - Long
 - **Combat
 - **Operational deployment (non combat).
- The system will automatically populate the number of months but will allow the user to edit.
- The system will allow the user to enter the tour completion status.

Note: Only four options under tour completion status will credit the Soldier with a completed tour:

- Normal tour completed
 - Tour with dependents in command was completed
 - Tour without dependents in command was completed.
 - **Tour without dependents in dependent restricted area completed
- The start and end effective dates of the tour must be the actual dates as reflected on the Soldier's orders.
 - eMILPO will capture Soldiers' dwell time, which is the time a Soldier spends at home station between Combat or Operational Deployments (Non-Combat) or Dependent Restricted Overseas Assignments. The Soldier's dwell time start date will be the end date of the last Combat or Operational Deployments (Non-Combat) or Dependent Restricted Overseas Assignment and displayed as Months and days.
 - Dwell time will be displayed on the ERB/ORB (located in Section 1 – Assignment Information). Dwell time is also displayed in the Overseas Tour Credits function of eMILPO (view only).
 - Soldiers that previously served in a Combat or Operational Deployment (Non-Combat) for 30 consecutive days or 60 non-consecutive days will have their dwell time displayed. Dwell time counter will be calculated based upon the most recent Combat or Operational Deployment (Non-Combat) by subtracting the return date from the current date.
 - Soldiers that have never participated in a Combat, Operational Deployment (Non-Combat) or Dependent Restricted Overseas Tour: Dwell time counter will be calculated by subtracting the Soldiers Basic Active Service Date (BASD) from the current date. If the BASD is blank, the system will select the PEBD or DIEMS date to calculate Dwell Time.
 - **The codes must be entered to calculate dwell time.**

Related system reports are:

Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- In processing Clerk. Review the "Assignment Listing" screen for each Soldier, verify source documents, and post any required tour credits in the Tour Credits eMILPO module upon redeployment.
- BDE S1/MPD Clerk: Do the above during any review of the ERB and enter/correct data as needed.

- BDE S1/MPD eMILPO clerk. Use the “Assignment History” OS Tour Credit screen to update assignments and dwell time credit.

Functional Proponent: Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil , TPS_Support@conus.army.mil

➤ Reserve Component Accounting (+)

This function has five sub-functions that allow users to update data in the following areas:

- Soldier Mobilization
- Soldier Demobilization
- Unit Mobilization
- Unit Demobilization
- Attach RC Soldiers/Operational Support (ADOS)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- CONUS Replacement Center (CRC)
- Mobilization Station (MOBSTA)
- Transition Center
- Installation/BDE Mobilization Officer
- Installation/BDE Personnel Automation Section (PAS)
- National Guard Bureau (NGB)
- US Army Reserve Command (USARC)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-101, Personnel Processing (In-and-Out and Mobilization Processing)
- AR 600-8-6, Personnel Accounting and Strength Reporting
- The Army G1 Consolidated Personnel Planning Guidance (PPG), found at <http://www.armyg1.army.mil/default.asp>, under "Military Personnel Management."

General guidance:

- Despite the name of "RC Attachment", do not automatically use this function to attach a Soldier simply because he or she is reserve component. This function is used for accountability of those who remain in the RC end strength.
- The majority of RC Soldiers are brought onto active duty using either the mobilization or the RC attachment module. The RC/ADOS Attachment module is used to bring RC Trainees, AGR and ADOS Soldiers onto active duty for the reasons listed below. It must be noted; any RC Soldier brought on active duty through this module will be coded RECSTA 7 and must be further attached using the same function RC attached Soldiers may have up to three additional open attachments.
 - Active duty for special work (ADSW)
 - Active Guard Reserve (AGR)
 - Ordered to active duty for 30 days or more, federalized in support of a civil disturbance operation, or in support of domestic relief operations such as floods, earthquakes, etc.
 - Initial active duty for training (IADT)
 - Active duty for training (ADT) for 30 days or more.
 - Temporary tour of active duty (TTAD) for 30 days or more.
 - Soldier/Individual/Unit Mobilization/Demobilization.

The mobilization/demobilization eMILPO clerk must read and understand all aspects of the Reserve Component Accounting module to ensure they follow correct procedural execution and accurate strength accounting in accordance with orders information.

eMILPO RC Accounting sub-functions:

- eMILPO will query the Integrated Total Army Database (ITAPDB) and populate the initial eMILPO record. The first step creates an abbreviated record in eMILPO. An overnight process will retrieve additional data elements.
- Both Soldier Mobilization and Unit Mobilization generate TAPDB 4056 transactions on each Soldier.
- Soldier Demobilization transactions can be entered via eMILPO, however if a DD214 is completed via TRANSPROC, a separation/demobilization transaction will be generated to eMILPO on the day following the effective date of separation.

The levels of mobilization are:

- Presidential Selective Reserve Call-up (PSRC) – This does not require the approval of the U.S. Congress and does not count toward the Active-Army strength. Public law provides the President a means to activate, without Declaration of National Emergency, not more than 200,000 members of the selected reserve (all services total) and Individual Ready Reserve, for not more than 270 days. Not more than 30,000 may be members of the Individual Ready Reserve.
- Partial Mobilization – This must be approved by the U.S. Congress, and does not count toward the Active-Army strength. A Declaration of National Emergency is required to invoke Partial Mobilization. This authorizes the Secretary of Defense to order to active duty up to 1,000,000 reserve and National Guard Soldiers without their consent for not more than 24 consecutive months.
- Full Mobilization – This must be approved by the U.S. Congress, and does count toward the Active-Army strength. This requires a Declaration of National Emergency and mobilizes all forces within the current force structure. Full Mobilization includes a call-up of Army Reserve and National Guard units, Individual Ready Reserve, Standby Reserve and members of the Retired Reserve, and the resources for their support for the duration of the emergency plus six months. There is no time restriction for this type of mobilization.
- Total Mobilization – Total mobilization is the expansion of the Active Armed Forces, resulting from action by Congress and the President to organize or generate additional units or personnel, beyond the existing force structure. This also includes resources needed for their support to meet the total requirements of war or other national emergency involving an external threat to the national security of the United States.

➤ **Soldier Mobilization.**

- This sub-function allows the user to mobilize Soldiers individually from the USAR or ARNG in the event of war or national emergency. This transfers administrative control of a Soldier's record from the appropriate USAR or ARNG database to eMILPO.
- The source documents for this action are the mobilization orders and the DA Form 647, Personnel Register, or DA Form 647-1, Personnel Register.
- Once the Mobilization is submitted, further eMILPO personnel actions cannot be entered for that Soldier until the following day with the exception of SGLI and DD Form 93. A batch process runs at night that retrieves additional data elements from the Integrated Total Army Personnel Database (ITAPDB). The eMILPO clerk must wait until this process is executed to perform additional eMILPO personnel actions.
- The Soldier Mobilization module will be used to mobilize Soldiers in the following categories:
- Individual Ready Reserve (IRR). These Soldiers are ordered to active duty as individuals to report to a Reserve UIC that is pre-positioned at each MOBSTA or CRC.
- Individual Mobilization Augmentees (IMA). These Soldiers are ordered to active duty as individuals to report to active duty units (active Army UICs) they support.
- USAR and NG Soldiers that are not part of a unit mobilization.

Soldier Mobilization business rules:

- The Assignment Date must be equal to or prior to the current date.
- The Assignment Date cannot precede the ADOS Date but can be equal to the ADOS Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the Gaining UIC to ensure it is a valid Reserve or National Guard UIC.
- The system will default the Major Personnel Action (MPA) Type to 'NB' = Involuntary for mobilization.
- The system will allow the following values for MPA Reason – 'RS', 'RT', 'RU', and 'RV'.

The Soldier Mobilization function will not be used to mobilize Soldiers in the following categories; instead, see Attach RC Soldier/ADOS to process:

- Temporary Tour of Active Duty (TTAD) for 30 Days or more
- Special Work or Active Duty for Special Work (SW) or (ADSW)
- Active Guard or Reserve (AGR) on active duty UP Title 10, USC
- Guard or Reserve Soldiers on active duty for 30 days or more for training, Initial Active Duty Training (IADT) or Active Duty Training (ADT) or. This includes Soldiers activated for Basic Training (BT) and Advanced Individual Training (AIT)
- Active Duty for Operational Support (ADOS/CO-ADOS)

The Soldier Mobilization function **will not** be used to mobilize Soldiers in the following categories:

- Recalled Retirees
- Sanctuary
- RC to AC Enlistments.

These Soldiers will be mobilized using the RA Strength module in eMILPO. Access to these sub-functions is restricted to HRC level support personnel only, as each action transfers RC Soldiers to the Active Component end-strength.

➤ **Soldier Demobilization.**

- This sub-function allows users to release mobilized ARNG and USAR Soldiers from active duty (REFRAD).
- Data entry is not required, if a DD214 is completed via TRANSPROC, a separation /demobilization transaction will be generated to eMILPO on the day following the effective date of separation
- Data update is usually performed at the BDE S1/MPD level by the Transition Center. The Transition Center demobilizes the Soldier at the end of the activation period. The source document is the DD Form 214, Certificate of Release or Discharge From Active Duty.
- The Soldier Demobilization function is used to Release From Active Duty (REFRAD) mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss in this document for guidance.
- When submitting the Soldier Demobilization, the gaining UIC:
- Cannot be the same as the Soldier's current UIC.
- The system ensures that the gaining UIC is a valid Guard or Reserve UIC.

➤ Unit Mobilization.

- This sub-function allows the user to mobilize a unit of USAR or ARNG Soldiers in the event of war or national emergency. The objective of this process is to allow mass entry of Mobilization transactions.
- The source documents for this action are both the mobilization orders and the DA Form 647/DA Form 647-1.
- After the Unit Mobilization is submitted, further eMILPO personnel actions on the Soldiers cannot be entered until the following day. Exception to this is SGLI and DD Form 93 (Emergency Data) and Family member data updates can occur.
- If a Soldier in a unit being mobilized and is not properly assigned to that mobilized UIC, the Soldier's record will not appear when performing the UIC search under Unit Mobilization. The Soldier Mobilization module will be required to mobilize individual Soldiers.
- eMILPO has a 'Load' function that allows the user to import a list of SSNs from a text file. This is particularly useful if the user retrieve a large list of Soldiers via the UIC search option. The user must select 'Load' and follow the on-screen instructions. The following format rules must be followed:
 - The file must be in ASCII text format.
 - Users can create a file using the Notepad application under the Windows operating system.
 - The SSNs in the file must be listed one per line with no dashes separating the numbers.
 - There must be no blank lines at the end of the file.

Unit Mobilization business rules:

- The system ensures the Report Date is not a future date.
- The system ensures the Report Date does not precede the ADOS Date. It does allow the Report Date to equal the ADOS Date.
- The system ensures that the Report Date does not precede the previous assignment date.
- The system ensures the Report Date does not precede the Soldier's Pay Entry Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the Gaining UIC to ensure it is a valid Reserve or National Guard UIC.
- The system will default the MPA Type to 'NB' = Involuntary for all mobilizations.
- The system will allow the following values for MPA Reason – 'RS', 'RT', 'RU' and 'RV'.

➤ Unit Demobilization.

- This sub-function allows users to release all or part of the Soldiers in a previously mobilized USAR or ARNG unit and return them to their reserve component.
- The Transition Center demobilizes the unit at the end of the activation period. The source document for each Soldier is the DD Form 214, Certificate of Release or Discharge from Active Duty.
- The Unit Demobilization function is used to REFRAD a unit of mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Ensure these Soldiers (adverse action Soldiers) are **deselected** during the Unit Demobilization process. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss instruction in this document for guidance.
- eMILPO has a load function that allows the user to import a list of SSNs from a text file. This is particularly useful if the user cannot pull up a large list of Soldiers via the UIC search. To perform this action, the user must select Load and follow the on-screen instructions. The following format rules must be followed:
 - The file must be in ASCII text format.
 - The file can be created using the Notepad application under the Windows operating system.
 - The SSNs in the file must be listed one per line with no dashes separating the numbers.
 - There must be no blank lines at the end of the file.

Unit Demobilization business rules: The Demobilization Date must not precede the Mobilization Date.

- The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.
- The Gaining UIC can be the same as the Current UIC and must be a valid Guard or Reserve UIC.
- The system ensures, based on the Operational Status Codes of the Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status Codes: G, M, N, P, U, W, Z, and 1.
- The system ensures, based on the Operational Status Codes of the Gaining UIC, USAR Soldiers are only demobilized to units with the following Operational Status Codes: M, P, R, S, V, Y, and Z.
- The system will default the Separation Program Designator to 'L'.
- The system will default the Separation Program Reason to 'BK'.
- The system will purge Soldiers from eMILPO upon the 131st day after the effective date of separation.

Related system reports are:

- AAA – 162 Unit Personnel Accountability Report.
- AAA – 342 Soldier Mobilization.

Work center actions:

Soldier Mobilization/Unit Mobilization.

- Notification of mobilization, obtain mobilization orders from the Installation Mobilization Officer.
- PAS. Identify the potential gaining UIC (the UIC on the Soldier's individual mobilization order to which he/she is ordered to active duty). Ensure the following:
- UIC is properly registered on TAPDB's AO1-T organization table and the eMILPO organization table.
- PERSINS Processing Activity (PPA) for the UIC is the MOBSTA PPA.
- Unit Operational Status Code (UNOPST) is 'G' for an ARNG unit or 'V' for a Reserve unit.
- Unit Record Status Code (UNRSCD) is 'C'.
- PAS. If either table, TAPDB's AO1 table or eMILPO's organization table, needs to be updated, coordinate with Enlisted Personnel Management Directorate (EPMD), EDAS Operations Branch to:
 - Update the AO1-T, if both tables are incorrect.
 - Re-send the 3010 transaction

If the AO1-T is correct, but the eMILPO organization table is not:

- Utilize eMILPO's Modify Unit Hierarchy under the System Administrator menu to provide visibility of the mobilized UIC to appropriate users. At a minimum, add the new UIC to the following accounts:
 - S1/unit eMILPO clerk
 - eMILPO clerks of parent organizations that require visibility
 - BDE S1/MPD eMILPO clerks that support the UIC
 - PAS analysts
 - CRC/MOBSTA. Obtain copy of orders from Soldier and verify name/SSN against ID card. If there are any name changes, see Personal Updates in this document to submit changes 24 hours after Soldier Mobilization is submitted.
 - Activity clerk or Staff Duty NCO. Have Soldier sign in on the DA Form 647 or the DA Form 647-1.

- S1/Unit eMILPO clerk. Using both the mobilization orders and the DA Form 647/DA Form 647-1 as source documents, submit the Soldier Mobilization transaction through eMILPO. Follow the instructions in the eMILPO User's Manual to submit this transaction.
- S1/Unit eMILPO clerk. If after executing the SSN search, the Soldier's name is not found, re-verify the SSN. If after verifying the SSN, the Soldier's name is still not found, inform the PAS. The PAS will re-verify the discrepancy. If the Soldier's record cannot be found on eMILPO, the PAS will contact the eMILPO help desk.
- S1/Unit eMILPO clerk. During transaction input, the user must choose from the following MPA (Military Personnel Action) Reason Codes:
 - RS – Presidential Call-up – Individual
 - RT – Presidential Call-up – Unit
 - RU – Partial Mobilization – Individual
 - RV – Partial Mobilization – Unit

Note: The mobilization order determines the MPA Reason Code. Additionally, if the Soldier is part of a unit mobilization, and the user utilizes the Soldier Mobilization module because the Soldier's record is not currently in the USAR or NG UIC, the user must select RT or RV (whichever applies), not RS or RU. Even though the user had to use the Soldier Mobilization module to mobilize the Soldier, that Soldier is still part of a unit mobilization.

- S1/Unit eMILPO clerk. Annotate or print the following reports:
 - Human Resource Authorization Report (HRAR)
 - Unit Personnel Accountability Report (AAA-162)
 - Unit Commanders Finance Report (UCFR)
 - PAS. Ensure that the mobilized Soldiers are on TAPDB with a RSC of '8'.

Soldier Demobilization/Unit Demobilization.

- Transition Center. Prepare DD Form 214.
- Transition Center eMILPO clerk. Using the DD Form 214 as the source document, submit the Individual Demobilization transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit this transaction. The Soldier Demobilization function is used to Release From Active Duty (REFRAD) mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss functional guidance in this document for these cases.
- Transition Center. Distribute and file DD Form 214 and other associated separation documents IAW AR 635-5.

Functional Proponent: HRC, Reserve Component Support Cell, EPMD, FAD.
hrc.epmd.mobsupport@conus.army.mil

➤ **Attach (Reserve Component) Soldier / ADOS (Active Duty for Operational Support) Soldier.**

General guidance:

- This sub-function is used to attach or release from attachment Reserve Component (RC) Soldiers ordered to active duty for the reasons listed below:
- Active duty for special work (ADSW).
- Active Guard Reserve (AGR) status.
- Ordered to active duty for 30 days or more days, federalized in execution of a civil disturbance operation plan (OPLAN) or federalized in support of a disaster relief operation such as floods, earthquakes, storms or fires.
- Initial active duty for training (IADT).
- Active duty for training (ADT) for 30 days or more.
- Temporary tour of active duty (TTAD) for 30 days or more.

- The above Soldiers will reflect as a Record Status Code of '7'.
- This is **not** used to mobilize Soldiers.
- Do **not** use the transition/loss module when their activity duty ends but enter and 'End Date' to release them from attachment.
- Data updates are performed at the S1 and the BDE S1/MPD levels.
- The source document for this action is the active duty order, a REFRAD order, or DD214
- When the Soldier has completed his/her active duty obligation, the Attach RC Soldier module is also used to submit a Release from Attachment transaction. The attachment End Date must be populated in order to create a Release from Attachment transaction.
- The system applies the following business rules to Attach RC Soldier:
- The system will allow up to three additional attachments for USAR/ARNG Soldiers.
- The current UIC of the attached Soldier must be an activated Guard or Reserve unit.

Related system reports are:

- Human Resources Authorization Report (HRAR).
- AAA – 162 Unit Personnel Accountability Report.
- AAA – 342 Alpha Roster.

Work center actions:

- S1/Unit eMILPO clerk. Obtain a copy of the activation orders. Have Soldier sign in on DA Form 647 or DA Form 647-1.
- S1/Unit eMILPO clerk. Using both the activation orders and the DA Form 647/DA Form 647-1, submit the Attach RC Soldier transaction through eMILPO. Follow the instructions in the eMILPO User's Manual to submit this transaction.
- S1/Unit eMILPO clerk. Annotate or print the following reports: Human Resource Authorization Report (HRAR), Unit Personnel Accountability Report (AAA-162), and Unit Commanders Finance Report (UCFR)
- TC. When the Soldier has completed his/her active duty obligation, enter the Attachment End Date using the Attach RC Soldier module. This will create the Release from Attachment transaction.

Functional Proponents: HRC, Reserve Component Support Cell, FAD, EPMD
hrc.epmd.adosac@conus.army.mil

HRC, Personnel Accounting Branch, SPSP, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ **DFR/DFS (Drop From Rolls or Strength) (+)**

- This function has three sub-functions that allows users to update data in the following areas:
 - Drop from Rolls or Strength
 - Return from DFR/DFS
 - Revoke DFR/DFS

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1
- Military Personnel Division (MPD)
- United States Army Deserter Control Point (USADIP)
- HRC, Field Services Division

Reference(s):

- AR 190-9, Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-105, Military Orders
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings
- AR 635-200, Enlisted Personnel Separations

General guidance:

- The Drop From Rolls or Strength sub-function allows the user to drop one or more Soldiers from strength accountability of the Army for a variety of reasons.
- Data update is performed at the BDE S1/MPD level.
- Drop From Rolls refers to a process in strength accountability that result (not necessarily immediately) in a Soldier's separation from the Army.
- Drop From Strength refers to a process that result in a specific type of Soldier non-availability to the Army. This is typically a temporary situation.

Active-Army Soldiers will be reported as DFR for the following:

- Remain AWOL for 30 consecutive days. The DFR will be effective 0001 on the 31st day of AWOL, which is also the day the eMILPO DFR transaction will be submitted.
- Confirmed to be a deserter. (See AR 630-10, Chapters 3, 4, 5, and 6.)
- Leave the active Army to enter the USMA or other Service academy as a cadet. The DFR is effective on the date of entry to the academy.
- RC Soldiers who remain absent 30 consecutive days after reporting to an active Army unit will be gained to the active Army strength and immediately DFR. (See AR 630-10, Paragraph 5-3b for exceptions.) The DFR will be effective 0001 on the 31st consecutive day of AWOL.
- During mobilization, RC Soldiers will be DFR when they fail to report for active duty within 30 days of their established reporting date. (See AR 630-10, Chapter 6.)
- Actions required after a Soldier has been reported DFR will be accomplished. (See AR 630-10, Chapter 6.)
- DA Form 268 and DD Form 553, Deserter/Absentee Wanted by the Armed Forces, must be completed for Soldiers reported DFR. (See AR 630-10 and AR 600-8-2.)
- An attachment and a duty status transaction to change the Soldier's status to AWOL must be submitted on Soldiers who fail to report to the gaining unit on a specified report date before DFR transactions can be submitted.

- The Revoke DFR sub-module will be used if the Soldier is erroneously reported DFR.
- Users can add a new DFR for a Soldier who is returned to a present for duty status and is later entered as DFR again, for a second or more time. Do not confuse this with the option to update a Soldier's current DFR status.
- When a Soldier returns to military control (RMC), a **Return from DFR/DFS** transaction will be submitted, case processed and a separation transaction submitted if discharge is approved.
- A DA Form 4187 will be prepared to report a Soldier DFS.
- A Loss transaction from the Transition/Loss function must be submitted when Soldier's appeal has been adjudicated and Dishonorable Discharge (DD) or Bad Conduct Discharge (BCD) is upheld. The Soldier must be returned from DFS before the loss from the Army transaction is submitted.
- If the Soldier has an approved DD or BCD, a DFS Soldier may be reassigned to a Personnel Control Facility (PCF) in the geographic area. The Commander must complete all required actions before a Soldier is reassigned.
- Only use orders Formats 405 and 410 to reassign DFS Soldiers. See AR 600-8-105, Military Orders.
- Forward the Soldier's personnel records and related transfer documents to the PCF along with documents supporting the DFS action.
- Do not prepare a DFR packet or report DFS Soldiers to the U.S. Army Deserter Information Point.

Soldiers will be DFS for the following:

- Confirmed to be a POW or missing. The effective date is the date the POW or missing status is officially declared.
- Sentenced to confinement in a domestic or foreign penal institution (or detained in a foreign country) for six months or more. The Soldiers must be in a civilian confinement facility.
- Soldiers held by domestic civilian authorities remain confined in the hands of civil authorities (CCA) duty status until their sentence begins. The effective date of DFS is the date sentence begins.
- Soldiers detained by foreign authorities remain in a CCA status until their sentence begins, or after six months of detention, whichever comes first. The effective date of DFS is the date sentence begins, or after six months of detention.
- Have an approved BCD or DD, with or without military confinement. The effective date of DFS is the date the convening authority approves the action. The Soldier will be DFS, even though remaining present in the unit, in confinement, or in an excess leave status awaiting punitive discharge. The system allows users to DFS a Soldier for reason of a Bad Conduct Discharge when the Soldier is in the duty status of PDY, CCA, CMA, SMA or AWC.

The eMILPO separation transaction will be submitted for any DFS Soldiers when:

- All reviews are completed and punitive discharge without confinement is upheld.
- All reviews are completed, punitive discharge is upheld and term of confinement has been served.
- Soldiers confined by civilian or foreign authorities have served their period of confinement, and their discharges are approved.
- POW and missing Soldiers returned to military control will be arrived to eMILPO using the Return from DFR/DFS transaction. A deceased transaction will be submitted for POW and missing Soldiers declared deceased.

DFR/DFS includes the following options:

- Approved BCD or DD.
- Confirmed to be a Deserter.
- Confirmed POW or Missing.

- Leave active Army to enter Service Academy.
- RC Soldier failed to report (mobilization only).
- Remained AWOL for 30 consecutive days.
- Sentenced to confinement for six or more months.

DFR/DFS business rules:

- The date of DFR/DFS must not be a future date.
- The Soldier must not have an existing strength transaction (i.e. arrival, departure) on record with the specified effective date.
- When returning a Soldier from DFR/DFS from a different PPA, the arrival date must be after the Soldier was dropped. When returning a Soldier from your installation, an Arrival is NOT required.
- The system will retrieve Soldier's record from archive in eMILPO to bring Soldiers back to active status.

- The system will only process a DFR/DFS if a drop type is selected.
- Drop Type: **Confirmed to be a Deserter**
- The system shall ensure that the Soldier's current duty status is "AWOL". The user will not be permitted to submit the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- Drop Type: **Confirmed POW or Missing**
- The system shall ensure that the Soldier's current duty status is either "Captured (CAP)" or "Missing in Action (MIA)". The user will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The system shall ensure that the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.
- Drop Type: **Leave Active Army for Service Academy**
- The system shall ensure that the Soldier's current duty status is "Present for Duty (PDY)". The user will not be permitted to submit the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The Date of Entry to a Service Academy must not be a future date.
- Drop Type: **RC Soldier Failed to Report (During Mobilization Only)** The system shall ensure that the Effective Date of DFR is not a future date and does not precede the Soldier's assigned arrival date.
- Drop Type: **Remained AWOL for More than 30 Days** The system shall ensure that the Soldier's current duty status is "AWOL" and that the Soldier has been AWOL for 30 consecutive days. The user is not permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type and if the Soldier has not been AWOL for 30 days.
- Drop Type: **Sentenced to Confinement for Six or More Months**. The system shall ensure that the Soldier's current duty status is either "Confined by Civilian Authorities (CCA)" or "AWOL – Confined by Civilian Authorities (AWC)". The user will not be permitted to submit the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 160 Report of AWOLS. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Review supporting documents. For example court-martial packet, civil court documents, or DA Form 4187 reporting associate duty status.

- S1/Unit eMILPO clerk. Prepare DA Form 4187 reporting Soldier DFR/DFS, as required.
- S1/Unit eMILPO clerk. Obtain signature on required DA Form 4187 and distribute.
- S1/Unit eMILPO clerk. Prepare DA Form 268 and DD Form 552, as required.
- S1/Unit eMILPO clerk. Submit DFR/DFS transaction to update eMILPO.
- S1/Unit eMILPO clerk. Distribute and maintain files of associated documents IAW AR 630-10.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ **Transition/Loss (+)**

- This function has two sub-functions that allows users to update data in the following areas:
 - Soldier Transition/Loss to the Army
 - Mass Transition

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Transition Point or Center (TC)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-24, Officer Transfers and Discharges
- AR 600-8-105, Military Orders
- AR 635-200, Enlisted Personnel Separations
- DA Pam 600-8-11, Military Personnel Officer Separation Processing Procedures

General guidance:

- The **Transition/Loss** sub-function allows users to:
 - Transition enlisted Soldier(s) to commissioned officers and/or warrant officers.
 - Transition active-Army Soldiers to the Reserve or National Guard components of the Army.
 - Use the Loss selection to transition Soldiers who leave the Active component of the Army without transitioning to either the Reserve or National Guard components. Due to numerous reasons, these Soldiers are processed as a loss to the Army's strength. These reasons include voluntary and involuntary discharges, release from military control, deaths, erroneous accessions, and releases to Senior ROTC.
 - Use the Loss selection to transition **only** for those mobilized Soldiers who are the subject of adverse actions or Soldiers who are deceased. Use the Loss module instead of Soldier Demobilization or Unit Demobilization **only** to deactivate a mobilized Soldier who is being chaptered.
 - Transition activated Recalled Retirees or ADOS back to the Reserve Component use the RC Accountability function. These Soldiers were activated through eMILPO using the RC Transition to Active Duty Module under the Mobilization menu.
 - Update and/or remove existing transition/loss data.
 - **No units or BNS1s are authorized to enter Loss to the Army data on deceased Soldiers, nor revocations. Only the Human Resources Command (HRC) Casualty Operations Center is authorized, or at MPD level only after direct coordination with HRC Casualty Operations Center.**
 - Do **NOT** use the Soldier Transition/Loss function to transition Soldiers back to the Reserves or National Guard components that were mobilized through the Soldier Mobilization or Unit Mobilization modules. See **Soldier Demobilization** or **Unit Demobilization** under the Reserve Component Accounting section of this document in order to demobilize these Soldiers. However, the Loss module **is used** to separate those mobilized Soldiers who are **subject to adverse actions**. Use the Loss to the Army function instead of Soldier Demobilization or Unit Demobilization to deactivate a Soldier who is being chaptered.
 - Data update is performed at the MPD level.
 - Personnel accountability remains with the losing unit until the Soldier transitions from the Army.
 - Arrival transactions by the TC are not required unless Soldier is transitioning from a different PPA.

- Commanders must establish controls to ensure Soldiers are properly processed for transition and ensure that separation transactions are submitted properly.
- The separation transaction's effective date is the date following the transition date listed on the Soldier's DD Form 214 (Certificate of Release or Discharge from Active Duty). These Soldiers must remain in the Active Army strength, up to 2400, on the last date of active service.
- When a PPA fails to submit a separation transaction in a timely manner, the Human Resources Command will submit a Top of System (TOS) separation (5012). TAPDB will then send separation transaction to eMILPO.
- For Soldiers who have been previously transitioned from enlisted to warrant officer or commissioned officer or Soldiers who were activated by RC Transition to Active Duty, subsequent transactions may be entered for the Soldier.

➤ **Mass Transition**

- The Mass Transition sub-function is only available for Soldiers who transition from enlisted to warrant officer or commissioned officer.
- **There is no real UIC for individual Soldiers who will not transition to a reserve component (RC) unit.** There are several things to consider in eMILPO to determine if the UIC is necessary:
 - A UIC is required if the Soldier (officer, warrant officer, or enlisted) has an enlistment contract to join a reserve or guard unit.
 - A UIC is required if the Soldier was mobilized for a contingency operation and is now being released back to his/her Reserve Component unit after completing the active duty tour. However, the correct eMILPO module to transition the Soldier is not Transition/Loss to the Army. The correct eMILPO module to use for this scenario is Soldier Demobilization or Unit Demobilization.
 - A UIC **is not** required if the Soldier is being discharged from the Active Army without any further service obligation.
 - A UIC **is not** required if the Soldier is transitioning from the Active Army with remaining service obligation, but is not transferring/returning to a reserve or guard unit.
- The Transition/Loss sub-function requires users to enter the Soldier's "Post Separation" address under the category type of "Transition".
- Users may transition Soldiers having a blank BASD on the eMILPO database.
- Revocation of Erroneous Separation. If a Soldier was separated by mistake, the PAS can correct this by using the Revocation of Separation through PASS-R. However, if more than 130 days has passed from the transaction's effective date, then the record has purged from the eMILPO database, and possibly even TAPDB.
- If 130 days have passed, and TAPDB has a separated record (RECSTA "2"), submit a revocation of separation through PASS-R.
- If 130 days have passed and TAPDB has no record (blanks), you will have to submit an eMILPO trouble ticket.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through AHRS Web Portal Reports

Work center actions (not to be used for inputting data on deceased Soldiers):

- S1/Unit eMILPO clerk. Obtain a copy of the Soldier's transition/loss orders and place in suspense.
- S1/Unit eMILPO clerk. Review suspense file daily.
- S1/Unit eMILPO clerk. Do the following eMILPO update prior to submitting the Transition/Loss transaction. If the Soldier is transitioning under the category type of "Transition", add a "Post Separation" type address under the "Personal" module.

- For Soldiers who transition at home station, the S1/Unit eMILPO clerk will not submit a departure. Instead, the TC will submit the Transition/Loss transaction the following work day of Soldier's separation.
- For Soldiers who are transitioning at location other than home station, the S1 will have the Soldier sign out on DA Form 647, or DA Form 647-1, and ensure that eMILPO processes an automatic departure.
- TC. For Soldiers who transition from another location (PPA), have Soldier sign in on DA Form 647, Personnel Register, or DA Form 647-1, Personnel Register, and submit an arrival transaction. On the day following the Soldier's separation date, submit the Transition Loss transaction.
- TC. Distribute and file DD Form 214 and other associated separation documents IAW AR 635-200 and DA Pam 600-8-11.
- TC. Forward Military Personnel File IAW AR 635-200 and DA Pam 600-8-11.
- S1/Unit eMILPO clerk. Clear suspense file once Transition/Loss transaction has updated eMILPO.

Functional Proponent: HRC, Personnel Accounting Branch, SPSD, TAGD
DTAS_Support@conus.army.mil , TPS_Support@conus.army.mil

➤ PCS Departure (+)

This function has two sub-functions that allow users to update data in the following areas:

- Departure
- Revoke Departure

Responsible agencies are:

- Replacement detachment of similar activity
- G1/AG, Strength Manager
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Battalion S1
- Losing Unit
- Gaining Unit

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting.
- AR 600-8-11, Reassignment.
- AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing.
- AR 600-8-105, Military Orders.
- AR 614-200, Enlisted Assignments and Utilization Management
- AR 614-100, Officer Assignment Policies, Details, and Transfers.

➤ Departure

General guidance.

- This function allows users to depart Soldiers who are no longer assigned to a unit due to a permanent change of station (PCS) move. **This is a requirement when a Soldier departs the unit.**
- Data update is performed at the S1 level.
- This guidance applies only for PCS moves, both CONUS and OCONUS. A PCS move is one that is directed by Department of the Army. A departure transaction will not be reported without official orders by Enlisted Distribution Assignment System (EDAS), or an official Request For Orders (RFO).
- The EDAS process records assignment instructions for enlisted Soldiers moving on a PCS. If there is no reassignment record populated for the departure process, this Non-EDAS assignment data can be added through the departure screen.
- If a Soldier arrives to a unit and the losing unit failed to depart, the arrival function will auto-generate a departure.
- The expiration of a Date of Loss/Date of Expected Return from Overseas (DLOS/DEROS) will not generate a departure transaction for the losing unit. However, a workflow notice will be generated by HQDA Reassignments one day prior to the DLOS. The workflow will be for information only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.
- The Soldier must have current DA-directed reassignment data and the Soldier's duty status must be PDY.
- It is imperative that all known temporary duty (TDY) and leave dates be entered. The maximum number of TDY days is 179 and the maximum for leave is 60. The effective date of departure plus leave and/or TDY equals the Report Date. The report date cannot be earlier than the unit identification code (UIC) activation date.

- It is critical that Soldiers still sign-out on DA Form 647 or 647-1. The eMILPO clerk must use this plus the PCS orders to enter the departure and then retain copies. If the Soldier fails to arrive at the gaining command, it is the responsibility of the losing command to provide both documents as proof that the Soldier signed out and cleared.
- **Do not use the MDTC code of PM when inputting departures.**
- Report Soldiers as reassignment losses and reassign to medical-holding detachments when hospitalization exceeds, or is expected to exceed, 90 days.
- Reassignment to a medical-holding detachment or evacuation to a medical treatment facility (MTF) will be confirmed through electronic message, orders, or admission and disposition slips. Close coordination must be maintained with medical officials to determine the Soldier's status and to ensure evacuated Soldiers are properly accounted for through eMILPO.
- Departure transactions submitted in error, must be revoked as soon as errors are discovered. See Revoke Departure for guidance.

Related system reports are:

- Human Resources Authorization Report (HRAR).
- AAA – 162 Unit Personnel Accountability Report.
- AAA – 234 EDAS Individual Losing Assignment Report.

Work center actions:

- S1/Unit eMILPO clerk. Place a copy of reassignment orders in suspense file.
- Unit eMILPO clerk or Staff Duty NCO. Get orders from suspense file. If the suspense file does not have a copy of the orders, obtain a copy from the Soldier or MPD. Complete Item 14 on Soldier's DA Form 31 and have the Soldier sign out on a DA Form 647 or DA Form 647-1.
- S1/Unit eMILPO clerk. Upon receiving an eMILPO work flow notice, prepare to depart the Soldier the next day or coordinate with the reassignment section to correct the DLOS. Using the source documents stated above process the PCS departure within 24 hours or the first duty day.
- S1/Unit eMILPO clerk. Enter the PCS departure transaction into eMILPO.
- S1/Unit eMILPO clerk. Annotate or print Human Resources Authorization Report (HRAR).
- S1/Unit eMILPO clerk. Annotate or print Unit Personnel Accountability Report (AAA-162).
- S1/Unit eMILPO clerk. Annotate Unit Commanders Finance Report (UCFR).

Functional Proponent: HRC, Personnel Accounting Branch, SPSP, TAGD
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Revoke Departure

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Losing Unit.

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting.
- AR 600-8-105, Military Orders.

General guidance:

- This function allows users to revoke a previously submitted departure transaction. The revoke Departure can only be performed on Soldiers who have been departed from the losing unit but not arrived at the gaining unit. Departure transactions should be revoked for Soldiers that meet the following criteria:
- Erroneously departed.
- Returned to previous unit because their orders were revoked, rescinded, or amended.
- The departure and/or reporting date was incorrect when the departure transaction was entered.
- This sub-function is used to allow users to revoke an erroneous departure. It should not be used as a method to submit/corrections to Soldier's Assignment History or other erroneous actions as a system work-around.

Related system reports are:

- Human Resources Authorization Report (HRAR).
- AAA – 162 Unit Personnel Accountability Report.

Work center actions:

- Unit. Notify the BN S1 that the Soldier's departure transaction should be revoked.
- S1/Unit eMILPO clerk. Confirm that the PCS departure was erroneously submitted in eMILPO.
- S1/Unit eMILPO clerk. Confirm the Soldier's correct duty position and status with the Unit Commander.
- S1/Unit eMILPO clerk. Enter the revocation of PCS departure in eMILPO.
- S1/Unit eMILPO clerk. Annotate or print the Unit Manning Report (HRAR) (AAA-161).
- S1/Unit eMILPO clerk. Annotate or print the Unit Personnel Accountability Report (AAA-162).
- S1/Unit eMILPO clerk. Annotate the Unit Commander's Finance Report (UCFR).
- S1/Unit eMILPO clerk. Work error feedback and submit corrective actions as necessary.

Functional Proponent: HRC, Personnel Accounting Branch, SPSP, TAGD
DTAS_Support@conus.army.mil , TPS_Support@conus.army.mil

➤ **Regular Army Strength (RC Transition into the Regular Army) (+)**

Responsible agencies are:

HRC, Sanctuary/Retirement Team
Force Alignment Division
EPMD

Note: Soldiers that are brought on active duty using this function will be transferred into the Active Component end-strength.

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-105, Military Orders
- The Consolidated Personnel Planning Guidance (PPG), found at <http://www.armyg1.army.mil/default.asp>
- MILPER Message 09-121, Enlistment of Mobilized United States Army Reserve (USAR) or Army National Guard of the United States (ARGUS) Soldiers into the Regular Army
-
- This function has three sub-functions that allow the HRC Reserve Component Cell users only (restricted group access) to update data in the following areas:
 - Recall Retiree
 - Sanctuary/UCMJ
 - Enlistment Into RA

General guidance:

- Units who have these Soldiers that should be attached, but the RC to AC transfer action has not yet been processed, should contact their PAS to have a trouble ticket opened to ensure the record is properly coded to reflect the correct Record Status Code of 'G'.

➤ **Recalled Retirees**

- Data entry is restricted to the HRC level user.
- The source document for this action is the activation order indicating "Authority 688".
- When the Soldier has completed his/her active duty obligation, a DD214 completed via TRANSPROC will generate the correct separation/transfer transaction.
- Users may also enter a Loss to the Army transaction to remove the Soldier from the active-Army end strength. See the Transition/Loss functional guidance in this document for further guidance.

➤ **Sanctuary/UCMJ**

- Data entry is restricted to the HRC level user.
- The source document for this action is the activation order indicating "Authority 12686" for Sanctuary or activation order, 4187 indicating UCMJ processing for DFR, RC discharge/transfer order to AC for UCMJ/DFR processing
- The system will close any existing open attachments, prior to changing the Record Status to 'G'.

➤ **Enlistment Into The Regular Army (RA)**

- Data entry is restricted to the HRC level user.

- The source document for this action is enlistment contract. Used for Active First and RC to AC pilot programs.
- A Soldier can only be transitioned to Active Duty from the Reserve Components.
- The system will only process transitions for enlisted Soldiers for Enlistment into the Regular Army.

Work center actions:

- HRC, RC Support Cell. Obtain a copy of the active duty orders or enlistment contract.
- Enter the appropriate RA Strength transfer transaction through eMILPO. Follow the instructions in the eMILPO User's Manual to submit these transactions.
- Open Priority Action trouble ticket with the FSD eMILPO Helpdesk for expedited error resolution.

Functional Proponents: HRC, Sanctuary/Retirement Team, FAD, EPMD

HRC, Personnel Accounting Branch, SPSD, TAGD

hrc.epmd.sanctuarysection@conus.army.mil

hrc.epmd.retireerecall@conus.army.mil

hrc.epmd.ucmjsection@conus.army.mil

DTAS_Support@conus.army.mil

TPS_Support@conus.army.mil

CASUALTY AFFAIRS

Access to this eMILPO function is restricted to the HRC Casualty & Mortuary Affairs Operation Center

READINESS

The “**Readiness**” module will be used to monitor Soldiers strength accountability and deployment availability/non-availability using existing reports within eMILPO. This module assists users in the creation of their monthly Unit Status Report (USR).

➤ Personnel Asset Visibility Report (PAVR)

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)

Reference(s):

- AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies

General guidance:

- The purpose of this function is to produce unit readiness status data.
- This report is produced in eMILPO at the Unit, Battalion and Separate Company level.
- This process applies to all Active Army units responsible for Unit Status Reporting outlined in AR 220-1.
- The report shows personnel asset information about Soldiers within a unit for whom the Commander has utilization responsibility.
- USAFMSA provides the required data that reflects the official TAADS-R personnel requirements and authorizations.
- The unit and/or S1 will produce a report twice a month, around the first and fifteenth, before sending to the Unit Commander for verification. They will then enter any changes into eMILPO.
- Retain the report and handle as "sensitive but unclassified" until a new report is received. Then destroy the old one unless the organization or unit SOP states otherwise. There is no regulatory requirement to maintain this report.
- PAVR Calculation page offers the following calculations relating to strength accounting for the selected unit and document effective date

Personnel Information

ASGN PER

- **Assigned Strength**- Number of Soldiers assigned to unit
- **Assigned Strength Percentage** - calculated by dividing the unit's assigned strength by its required strength.

AVAL PER

- **Available Strength**- Number of Available Personnel to include attached personnel
- **Available Strength Percentage** - calculated by dividing the unit's available strength by its required strength. The user can view a list of unavailable Soldiers by clicking on the corresponding link. The authorized user can also alter the availability status of a Soldier by designating him as such when clicking on the corresponding checkbox. **Note:** A Soldier may be available though not assigned to a unit if that Soldier is attached to the unit at the time of the report. A Soldier counted towards the ASGN PER may not count for the AVAL PER if that Soldier is attached to a different unit at the time of the report or if that Soldier has a Soldier Availability code which has not expired. The percentage is calculated against the required unit strength in the same way as the ASGN PER.

MOSQ

- **Military Occupational Specialty Qualified (MOSQ)** – Number of MOS qualified personnel
- **Military Occupational Specialty Qualified Percentage** - based on a comparison of available MOS qualified personnel and required MOS qualified personnel. Available MOS qualified strength cannot exceed available strength. The user can view a list of Non-Available MOS-Qualified Soldiers by clicking on the corresponding link. The authorized user can also alter the availability status of a Soldier by designating him as such when clicking on the corresponding checkbox

Senior grade Qualified

- This field provides a count of senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic

SGPER

- **Senior Grade Personnel Available** - The Senior Grade Listing Report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 promotable or above.
- **Senior Grade Personnel Available Percentage** (Senior Grade Percentage) - based upon availability in the same way as the AVAL PER but looks only at required strength and available strength for grades higher than 'E4' promotable or higher.

TOPER

- **Personnel Turnover** -Contains a list of those Soldiers who have departed the unit within the last 90 days as of the report time frame (i.e. 16th of the end month through the 15th of the reporting month)
- **Personnel Turnover Percentage** - This option allows the user to query the system to calculate the turnover percentage of the unit during the previous three months. The system determines this by taking the number of Soldiers who have left the unit in that time period and divides it by current assigned strength and multiplies by 100.
- The system will automatically calculate the TOPER by selecting those Soldiers who fit the criteria and listing them on the TOPER list. Soldiers selected (PCS, ETS, Transition, Deceased, and Pending losses due to PCS or ETS when they fall within the report time frame.
- To perform the calculation, the user can enter the number of personnel who have departed the unit in the past 90 days and click "**GO!**" to proceed if the Soldier does not appear on the list.
Note: If this number is manually changes the Soldier will not appear on the list.

Soldier Availability Status

- **Soldier Availability Status** -The Soldier Availability Status page allows an authorized user to query the database to view and, if the option is available, modify a Soldier's availability status by declaring the designation unavailable. The update availability status fields are disabled if more than one UIC is selected.

To view and modify a Soldier's availability status, perform the following steps:

- To search for a Soldier, enter the Soldier's SSN or name in the corresponding text box or select the Soldier's SSN/Name from the corresponding pick list and then click Search to submit. If the Soldier's record is found in the database, the system displays the Soldier's data and availability status in the table below the search box. The list of Soldiers is sorted by name. The user can create a list of more than one Soldier by performing additional searches; the system adds the Soldiers to the list already displayed.
- Select the reason for the change in status from the Non-Available Reason. This is a required field.
- Select the Soldier's availability status from the Non-Available Status pick list. This is a required field.
- Enter the start and end date for the timeframe during which the Soldier is not available in the Start Date and End Date fields. These are required fields.
- Click Submit to proceed. If the user makes a Soldier unavailable, the system updates the PAVR Calculations percentages as follows:
- The ASGN PER and TOPER are not updated because the assigned count and turnover have not been altered.
- The AVAL PER is decreased because one Soldier will have been subtracted from the Available count that this percentage is determined.
- The MOSQ may be decreased if the Soldier processed is not already in a "Not MOS qualified status". In this case, the Soldier will not have counted toward this percentage. If the MOS that the Soldier possesses does not have a surplus of available personnel, the system retrieves one of the surplus Soldiers to fill the vacated position.
- The SGPER is updated if the Soldier being processed is an E4 promotable and above.

- The list of Unavailable Soldiers is updated to reflect any updates made, with those Soldier added to the Unavailable list with the reason specified. The link to the Non-Available list from the PAVR Calculations page has its count incremented by one.
- The PSBG page is updated for the grade of the Soldier processed and reduces the Available column by one for the Soldier's grade. The link for that grade from the PSBG page now reflects that Soldier's unavailable status and reason.
- The Non-Avail page also reflects this change, incrementing the count of Soldiers unavailable against the reason provided in this update.
- The Commander Waiver table on the PAVR Information page is updated to reflect any changes to Soldier status made on this page.
- The MOSSR page is updated if the updates cause the Soldiers' previously assigned skills to become shortage skills or if the updates cause an already identified shortage skill to be further affected.
- Click Close to exit the page without making any changes. The system returns the user to the PAVR Calculations page.

Non-Available

- **Non-Available** - The Non-Available page displays a list of Soldiers (along with their corresponding reasons) who are not available for deployment for the selected unit and document effective date combination. The authorized user has the option to view and waiver a Soldier's availability status.

To modify the availability status of a Soldier, perform the following steps:

- Click the Waiver checkbox (if option available).
- Click Submit to proceed. The system recalculates the Available Strength Percentage accordingly.
- To exit the page without altering any status, click Close.
- If the user selected more than one UIC, the system displays the Rank, Name, PMOS/PAOC, as read only.
- Click Close to return to the PAVR Calculations page

MOS Qualified Status

- The **MOS Qualification Status** option allows the user to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned; to view all Soldiers performing or possessing a selected MOS/AOC; to view all Soldiers performing their primary or secondary MOS/AOC or to view the status of all Soldiers within the unit. The system will submit the result of the search and allow the authorized user to view and alter the MOS qualification status of the selected Soldiers. Please refer to the Help section on MOS Qualification Status for more details.

To view or modify Soldiers' duty assignment details, perform the following steps:

- Accept the system-defaulted Search by Soldier or MOS/AOC radio button
- Enter a Soldier's name in the Name field or select the name from the pick list. Alternatively, the user can enter an MOS/AOC in the text-entry field or select the MOS/AOC from the corresponding pick list. The system facilitates the key entry by providing a type-ahead function for both fields. Click Search to submit.
- The user may choose to search for all Soldiers allocated within the PAVR to their primary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by PMOS/PAOC radio button and then click Search to submit.
- The user may choose to search for all Soldiers allocated within the PAVR to their secondary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by SMOS/SAOC radio button and then click Search to submit.
- The user may choose to search for all Soldiers within the unit and their allocated assignments or reason for being not MOS-qualified. No updates are allowed from this page. Select the View All Soldiers with Assigned MOS/AOC radio button and then click Search to submit.
- Click Close to exit the page without proceeding.
- The MOS Qualification Status-Data page displays the result of the query that the user performed on the MOS Qualification Status-Selection page.

[Search by Soldiers or MOS/AOC](#)
[View Soldiers Qualified by PMOS/PAOC](#)
[View Soldiers Qualified by SMOS/SAOC](#)
[View All Soldiers with Assigned PMOS/AOC](#)

Search by Soldiers or MOS/AOC:

- To view MOS Qualification Status by Soldiers or MOS/AOC, perform the following steps:
- If the user has selected to search for a Soldier by name, the system displays the Soldiers' Rank, Name, Primary MOS/AOC, Secondary MOS/AOC, and a Not Qualified checkbox allowing the user to designate the Soldier as not qualified to perform the associated MOS/AOC. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox. Note: If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- The user can then click Submit to proceed.
- The Military Occupational Specialty Percent (MOSQ) is recalculated. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change, as the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

View Soldiers Qualified by PMOS/PAOC:

- If the user has selected to view the status of a specific primary MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.
- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.

View Soldiers Qualified by SMOS/SAOC:

- If the user has selected to view the status of a specific secondary MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.
- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.

View All Soldiers with Assigned MOS/AOC:

- If the user has selected to view the status by assigned MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still

unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.

Not MOS-Qualified

- The **Not Available MOS-Qualified** page displays Soldiers who meet the following conditions:
- the skills possessed by the Soldiers are not required among the unit's requirements;
- the Soldier's skills may be required but there is a surplus of unit personnel available to fill the requirements;
- the user has previously (during the session) declared the Soldier to be not qualified for the role allocated;
- the Soldier is in "Unavailable" status

PROFIS - Eligible officer and enlisted personnel with deployment-essential skills are identified as PROFIS fillers and, for mobilization purposes, they fill positions in field medical units' MTOE (Modified Table of Organization and Equipment). PROFIS personnel are identified with an MTOE unit on an electronic database known as the Medical Occupational Data System (MODS). MODS is accessed monthly by MTOE Commanders who report the assignment of PROFIS fillers on their monthly Unit Status Reports (USR).

To calculate the Professional Filler Percentage, perform the following steps:

PROFREQ- Professional Fillers Required

- The number of professional level Soldiers (e.g., doctors) that are required in a unit.
- User types the number and then clicks the **GO** button.

PROFAVAL- Professional Fillers Available

- the number of professional level Soldiers (e.g., doctors) currently Available to the unit.
- User types the number and then clicks the **GO** button.

PROFPCT- Professional Fillers Percentage

- This is the percentage of professional filler Soldiers assigned to the unit.
- The percentage is calculated by dividing the PROFAVAL by the PROFREQ.

Determine Professional Fillers requirements based on medical MOS/AOC where the authorization document indicates a greater required strength than authorized strength for the position.

FEMALE SET- Contains information related to the female Soldiers assigned to the unit.

FEMASGD- Total number females assigned

FEMPCT- Percentage of females assigned

FEMPREG- Total number of females pregnant (Data from MEDPROS) MRC

PCTPREG- Percentage of pregnant females

Active Guard/Reserve - Contains information related to the National Guard and Reserve Soldiers who are currently serving in an active role at the selected unit.

Active Guard/Res ASGN: Active Guard/Reserve Assigned

Guardsmen: Number of Guard

Reservists: Number of Reserves

PAVR Information

- The PAVR Info link provides the authorized user with access to the PAVR Information page on Soldiers whose status has been updated during the course of the session. Please refer to the Help section on PAVR Information for more details.
- The PAVR Information page provides details of all Soldiers related to the selected unit/document effective date combination whose availability status has been updated by the authorized user

during the course of the PAVR session. The page also provides details of all Soldiers as reported against the current unit and document effective date combination whose qualification status has been updated during the course of the session.

- The PAVR Calculation page also provides a hyperlink to the following sections for the authorized user to navigate to other reports by clicking on the hyperlink

PSBG: Personnel by Grade Strength

- The PSBG: Personnel Grade Strength Report is a section of the PAVR Calculations page that allows the user to get a general overview of the unit's strength per grade. This report lists the REQ, AUTH, ASGD, and available (AVAIL) personnel strength counts for each Soldier grade associated with the selected UIC(s). In addition, the % Assigned is displayed for each grade, which is derived by comparing the grade's required strength count against its assigned strength count.
- The top row of the report displays the totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report. The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.
- To view the attached or assigned Soldiers for a selected MOS, click on the corresponding link in the MOS column on the MOS for Grade report. The system displays the Personnel by Grade report. Click Close to return to the MOS for Grade report.
- The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.

MOSSR: Military Occupational Specialty Shortage

- The MOSSR report is a section of the PAVR Calculations page. This report displays the MOS/AOC and the REQ, AUTH, and ASGD strength counts of that MOS/AOC for the selected UIC(s). The assigned strength count would have to be less than the required strength count for the MOS/AOC to fall into this category.
- The system also provides a link to Soldiers who possess the MOS/AOC as their secondary skill and who have been allocated within the PAVR to their primary skill. Click on the hyperlink in the Secondary MOS column to view the corresponding data.
- When the user alters the MOS qualified status of a Soldier, that change will be reflected here.
- The user can further view the definitions of the selected MOS by clicking on the corresponding hyperlink in the MOS column.
- If the data are available, the system also provides a hyperlink on the calculations in the REQ column to capture the shortage by grade for the corresponding MOS.
- The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.

ASI/SQIR: Additional Skill Identifier/SQI Shortage

- The ASI/SQISR Report displays the ASI/SQI code and the REQ, AUTH, and ASGD strength counts of those skills for which the system has identified a shortfall in personnel against the requirements of the selected document.
- The assigned strength count for the selected unit must be less than the required strength count for the selected unit for the ASI/SQI to fall into this category.
- The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.

LSSR: Language Skill Shortage

- The LSSR Report is a section of the PAVR Calculations page. For each MOS/AOC, the report displays the language abbreviation (LIC), and the required (LICREQ), assigned (LICASGD), and qualified (LICQUAL) strength counts that are associated with the selected unit/document effective date combination.
- The assigned strength count will be less than the required strength count for the MOS/AOC + Language combination to fall into this category.
- The user also has the option to view the definition of the selected MOS by clicking on the hyperlinks in the MOS column.
- The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.

Non-Avail: List of Non-Available personnel

UIC Selection: The UIC Selection page for the PAVR displays the UICs accessible to the user and the corresponding Document Effective Dates

- Select a UIC by clicking on the down arrow of the UIC pick list, and click on the UIC of choice. The system defaults to the current Document Effective Date for the selected UIC. An alternate date can be selected by clicking on the down arrow of the Document Effective Date pick list and clicking on the Date of choice. The user may also select more than one UIC. If the user selects more than one UIC, the system defaults to the current document for each UIC.
- Click "**OK**" to proceed. If the user selected more than one UIC, the system displays the PAVR Calculations page.
- Click "**Close**" to exit the page without proceeding. The system will return the user to the Main Menu.

Related system reports are:

- AAA-162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.
- AAA-342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work Center Actions:

- BN S1 or Separate Companies. On or about the 5th of each month produce the PAVR report and send to the unit CDR/1SG for verification.
- Commander or 1SG. Verify for correctness and completeness, make manual changes, and return to the S1 no later than the 10th of the month.
- BN S1 or Separate Companies. Enter any changes to eMILPO NLT the 15th of the month run report again, and send the corrected report to the Commander or 1SG for retention until the next scheduled report is received.
- BN S1 or Separate Companies. Submit PAVR data to BDE S1, IAW local USR turn-in date.

Functional Proponent: HRC EPMD Readiness Branch:

hrc.epmd.readinessbranch@conus.army.mil

➤ **Human Resource Authorization Report (HRAR) (formerly known as the UMR)**

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1 (BDE S1)

Reference(s):

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 614-100, Office Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The purpose of this function is to produce a report at battalion level and higher that reflects both unit positions and current personnel.
- This report is produced in eMILPO at the Battalion, Brigade S1, Separate Company level.
- This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6.
- The Human Resource Asset Report (HRAR) is a tool to monitor unit strength levels to meet utilization requirements. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMO positions, consistent with their qualifications. Units need to periodically reevaluate utilization of Soldiers and adjust overages and shortages by reassigning Soldiers when appropriate. Refer to AR 570-4 for special duty management policies. Refer to AR 614-100 for officer and warrant officer utilization management policies. For enlisted utilization management policies, refer to AR 614-200.
- The HRAR contains basic information on the unit organization and personnel data. (The capability to review the entire manning of a particular unit is found under the Main Menu using the procedure for Readiness.) The report shows personnel asset information about a Soldier within a unit for whom the Commander has utilization responsibility. It reflects the slotting or non-slotting outcome of matching Soldiers (faces) to manpower authorizations (spaces).
- USAFMSA provides the authorization data that reflects the official TAADS-R personnel requirements and authorizations. A maximum of two documents per UIC, per fiscal year (each with a different command control number and effective date) may exist in HQDA, TAADS-R system at any time. For each position authorized by paragraph and line number, a separate position number will be shown depicting the authorization data. **Users are cautioned that authorizations may be added or dropped from the Human Resources Authorization Report (HRAR) between document dates. Therefore, take the necessary action to ensure affected Soldiers are re-slotted to the appropriate duty positions.**
- The personnel data reflects a TAPDB extract of Soldier information on Active Army and Army Reserve (Army National Guard and Army Reserve components). For each position number, supporting personnel data (Rank, Position Title, Component, PMOS/PAOC, Bonus MOS, ASI, SQI, Language Qualification, Security Level and Date of Loss) will be shown on each Soldier occupying the position.
- The report can be generated for action or for information purposes only. It may be generated or printed by strength managers and S1s manage organizations and unit personnel. Each time the application is opened a new report it reflects the current unit manning details.
- The unit and/or S1 will produce a report twice a month, around the first and fifteenth, before sending to the Unit Commander for verification. They will enter any changes into eMILPO.

- Retain the report and handle as "sensitive but unclassified" until a new report is received. Then destroy the old one unless the organization or unit SOP says otherwise. There is no regulatory requirement to maintain this report.
- Only Section 5: Changed Authorizations will be available for viewing if the selected Document Effective Date is other than the current date.

Related system reports are:

- Personnel Asset Visibility Report. This report is produced in eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- BN S1. Produce the report and send to the unit 1SG for verification.
- Commander or 1SG. Verify for correctness and completeness, make manual changes, and return to the BN S1.
- S1. Enter any changes to eMILPO, run the report again, and send the corrected report to the Commander or 1SG for retention until the next scheduled report is received.

Functional Proponent: HRC EPMD Readiness Branch:

hrc.epmd.readinessbranch@conus.army.mil

➤ **Soldier Availability Deployment Tracking**

Responsible agencies:

- Unit Commanders
- Battalion or Separate Company S1 (S1)
- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- This function allows users to update and track availability of Soldiers for deployment.
- It is important that Commanders ensure the availability of unit Soldiers is part of their USR scrub and entered into eMILPO as well as reported on the USR.
- While S1s and the BDE/MPD can update data, it is a Unit Commander's responsibility, generally delegated for input to the S1.
- The user can enter a Soldier as non-available, update an existing status, or remove a nonavailable status, thus making the Soldier deployable. This information will update the top of the system for use by Department of the Army.

The user can select from the following status:

- NAT - Nonavailable - Temporary (Status)
- NAP - Nonavailable-Permanent (Status)
- SIT - In-processing/Awaiting transportation
- ARC - Available - Rear Detachment Cadre
- SPR - Stabilized/PCS/Retiring
- DEP – Deployed
- Note: Soldiers who are currently deployed as part of a unit or as an individual deployment. Use the non-availability function in eMILPO to set the Dwell count to zero. Unit deployers use (DEP) – “Deployed”. Individual deployers use (NAT) non-available temporary; reason (DP) deployed. This is an important distinction and has readiness reporting impacts.
- Add URL for non-availability excel spreadsheets.
- If users select Nonavailable Permanent, the user must input the reason and start date.
- If users select Nonavailable Temporary, the user must input the reason, start, and end dates. Start dates must be the effective date of the non-available status. Do not enter future dates.
- For end dates, use the date status will expire. The date must be after the start date.
- Entering the following Suspension of Favorable Personnel Actions in eMILPO will automatically update the Soldier's status to Nonavailable - Temporary.
 - AA – Adverse Action
 - BA – Field Initiated Elimination (Check name)
 - Entering any of the following duty status in eMILPO will automatically update the Soldier's status to Nonavailable - Temporary.
 - AWC - Confined by civilian authorities
 - AWL - Absent Without Leave

- CCA - Confined by Civilian Authorities
 - CMA - Confined by Military Authorities
 - HOS - Hospitalized (non-battle incurred)
 - HOW – Hospitalized (battle incurred)
 - SCA - Sentenced by Civil Authorities for 30 - 180 days
 - SMA - Sentenced by Military Authorities
 - MIS – Missing
 - MIA – Missing in Actions
 - CAP – Captured
 - INT – Interned
 - Verify Codes: <https://www.ask.army.mil/dbhelper>
- The dwell time counter will set to zero when a Soldier is put in a Soldier availability Deployment Tracking code of Deployed or Non-available Temp with reason of Deployed (DP) for combat or operational deployments (Soldier availability Deployment Tracking function).
 - Note: The Dwell Time counter will be reset to Zero and display the next day after a nightly system processing job in eMILPO has run.
 - The Unit Personnel Accountability Report (AAA-162) now reflects Soldiers' nonavailability status and reason under the columns "Dpl Navail St" and "Dpl Navail Reason".
 - Soldier Deployment Availability Data table is available in Datastore to allow users to query Soldiers individually or by UIC, who are nonavailable for deployment.
Note: Entering a Soldier Availability Deployment Tracker, Status DEP or NAT-DP in the system will automatically generate a PERSTEMPO Deployment Event.

Related system report:

AAA-162, Unit Personnel Accountability Report.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO clerk. Enter the data on each Soldier when they deploy and redeploy. For other reasons, verify the requirement.
- S1/Unit eMILPO clerk. Identify appropriate status and reason. If the reason is AWOL, the user will receive a message to submit appropriate duty status change.
- Commander. Verify each Soldier's nonavailable status on the AAA-162 for USR reporting.
- S1/Unit eMILPO clerk BDE/MPD. Correct all reported errors IAW established local procedures.
- MOB stations will enter the correct Non-availability code
- BDE/MPD eMILPO clerk. Use the "Readiness, Soldier-Availability Deployment Tracking" to update or correct Nonavailability codes

Functional Proponent: HRC EPMD Readiness Branch:

hrc.epmd.readinessbranch@conus.army.mil

➤ Mass Soldier Availability Deployment Tracking (+)

Responsible agencies are:

- Unit Commanders
- Battalion S1/PSDR or Separate Company (S1)
- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- U.S. Total US Army Human Resources Command (HRC)

- This function has three sub-functions that allow users to mass add, update and remove start/end dates:
 - Mass Add
 - Mass Update
 - Mass Remove

Reference(s):

- AR 220-1, Unit Status Reporting
- AR 614-200, Enlisted Assignments and Utilization Management
- ALARACT Message, Subject: Status of Rear Detachments and Personnel Availability, DTG 010239Z May 04

General guidance:

- This function allows the user to Mass Add, Mass Update and Mass Remove Non-available code of 1-DEP for Soldiers deploying or Redeploying as a unit.
- The user selects a search criteria - UIC or the user has the option to load a file containing SSN's of Soldiers to be processed by clicking "**Load**". The system will display the SSN File Load for the user to identify the file.
- The Non-Availability Status defaults to read-only text that indicates DEP-DEPLOYED
- Enter the Start Date in the provided text-entry field. This is a required field and cannot be a future date.
- Enter the End Date in the provided text-entry field, if necessary. NOTE: The End date, at the time of entry, cannot be a future date. User will leave the End Date blank for new deployments or updated deployments that have not ended. This is a required field. Enter estimated date of return from deployment.
-
- Click **Save** to save the attempt to add or update Soldier availability information for the selected Soldiers.
- The system will display a message on the summary screen to inform the user if the update failed (and why), if the update was inserted or if the record was removed successfully.
- Non-Available Deployment information is the responsibility of the Unit Commander, and is generally delegated to the BN S1 level for input. BN S1, BDE, and MPD level users are authorized to enter Non-Availability information.
- This information will not be sent to TAPDB.
- The dwell time counter will be set to zero when a Soldier is put in a Non-available Deployment Tracking code of Deployed until the code is removed or closed. The Dwell Time counter will be reset to Zero and display the next day, after a nightly system processing job has ran in eMILPO.
- The Unit Personnel Accountability Report (AAA-162) now reflects Soldiers' Non-available status and reason under the column "Non Avail Stat"

- Soldier Deployment Availability Data table is available in Datastore to allow users to query Soldiers individually or by UIC, who are Non-available for deployment.
- The system displays a disclaimer informing the user that saving the soldier data page will result in the removal of DEP records for all the soldiers selected on the previous page.

Related system reports are: AAA-162, Unit Personnel Accountability Report.

Work center actions:

- S1/Unit eMILPO clerk. Identify Soldiers deploying or redeploying as a unit.
- S1/Unit eMILPO clerk. Select Mass Add to add a DEP-DEPLOYED Non-Available Status for Soldiers deploying as a unit. Select Mass Update to update the start or end date of a Non-Available Status of DEP if the start or end dates are incorrect, or to insert the deployment End date when a deployment has completed. Select Mass Removal to remove a Non-Available Status of DEP.
- S1/Unit eMILPO clerk. Print the summary page for source documentation.
- Commander. Verify each Soldier's Non-available status on the AAA-162.
- MOB stations will enter the correct Non-availability code.

Functional Proponent: HRC EPMD Readiness Branch:

hrc.epmd.readinessbranch@conus.army.mil

DEPLOYED THEATER ACCOUNTING SOFTWARE (DTAS)

The “**DTAS**” module will be used as a method of providing the Mobile System User a data extract of deploying Army Soldiers. This data extract can then be loaded into the DTAS Mobile System after deployment. It provides the Theater Strength Manager a view of incoming, deploying personnel in DTAS.

➤ DTAS Soldier Record

Responsible agencies are:

- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- DTAS Mobile User

Reference(s):

- eMILPO PAS Chief's Technical Reference
- DTAS Users Manual
- DTAS Functional Guidance

General guidance:

- The purpose of this function is to provide the Mobile System User a data extract of deploying Army Soldiers. This data extract can then be loaded into the DTAS Mobile System after deployment.
- The Soldier List can be built by selecting Soldiers based on SSN, last name, or UIC.
- The Soldier List will include Soldier data elements required to populate the DTAS Mini-Record.
- This function requires access to eMILPO. If the Mobile System user does not have eMILPO access, they can request an eMILPO account through their supporting Personnel Automation Section (PAS) or have the unit eMILPO clerk pull the file.

Related Actions: DTAS Mass Add Wizard in DTAS Functional Guidance. DTAS Mass Attach Wizard in DTAS Functional Guidance.

Related system reports are:

None

Work center actions:

- PAS. Provide eMILPO access to Mobile System User as requested.
- Mobile System User. Select criteria for file, based on SSN, Last Name or UIC.
- Mobile System User. Select Soldiers deploying by selecting or deselecting the check box by the Soldiers name.
- Mobile System User. Once all deploying Soldiers are selected, click on OK. A link is displayed, click on the link, select Save. Save the file to a portable medium (floppy disk, memory stick, etc).
- Mobile System User. Load saved file into DTAS using the DTAS Mass Add Wizard and DTAS Mass Attach Wizard in DTAS Functional Guidance.

Functional Proponent: SPSD; DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ TRN Upload

Responsible agencies are:

- Brigade S1/Military Personnel Division Personnel Automation Section (PAS)
- Mobilization Station Military Personnel Division

Reference(s):

- eMILPO PAS Chief's Technical Reference
- Tactical Personnel System (TPS) Manual
- DTAS Functional Guidance

General guidance:

- The purpose of this function is to provide the Theater Strength Manager a view of incoming, deploying personnel in DTAS.
- The DTAS function allows a user to create a DTAS Soldier Record download file and upload a TRN file from the Tactical Personnel System (TPS).

Related system reports are:

None

Work center actions:

Functional Proponent: SPSD; DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

REASSIGNMENTS

The “**Reassignments**” module provides users a method of identifying, scheduling and documenting attendance of Soldiers who have been identified via EDAS for a Permanent Change of Station (PCS) move.

➤ **Schedule Briefing / Prepare Reassignment Checklist**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The Schedule Briefing function allows the user to schedule briefing dates for Soldiers who are being reassigned, but did not receive a reassignment through EDAS. This function will not generate a workflow notice to the S1.
- The Reassignment Checklist is a workflow task that notifies the authorized user to perform reassignment procedures in accordance with a Soldier's reassignment. The system displays the Soldier's present unit details as well as those of the unit to which the Soldier is being reassigned. The system also displays the checkpoints for the user to review and perform.
- This function allows the user to conduct initial screening for Soldier eligibility, prepare the reassignment notification, schedule the reassignment entitlements briefing, and schedule the S1 interview. These actions must occur within 30 days of the EDAS (Enlisted Distribution Assignment System) cycle/RFO/Notification date.
- Data update is performed at the BDE S1/MPD level.
- The system will not allow the user to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Related system reports are:

- AAA-069 - EDAS Special Letter of Instruction
- AAA-234 - EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Prepare a reassignment file for each Soldier. Paragraph 2-7, AR 600-8-11 lists items that should be included in the reassignment file.
- BDE S1/MPD. Conduct an initial screening to determine general eligibility and identify Special Management Command (SMC) assignments. Use DA Form 5118, Reassignment Status and Election Statement, and table 2-1, AR 600-8-11 for general eligibility determination, and tables 2-1 and 2-5, AR 600-8-11 for SMC assignment screening. If Soldier is ineligible, see deletion procedures in AR 600-8-11.
- BDE S1/MPD. If initial screening reveals Soldier is eligible for reassignment, prepare a reassignment notification. Complete Part I of the Reassignment Notification and print and fill out DA Form 5118, Part I, from Form Flow.
- BDE S1/MPD. When an EDAS cycle processes, it generates workflow notices that prompt the user to perform tasks. Prepare an eMILPO Reassignment Checklist by selecting the workflow task for the Soldier on assignment instructions. Complete the Reassignment Checklist and schedule the reassignment entitlements briefing. List schedule date, time and location on the form.
- BDE S1/MPD. Forward the Reassignment Notification to the S1 for action. Suspend for follow-up.

- S1. Receive the reassignment notification from the BDE S1/MPD and screen for special processing requirements. *Note* the date of reassignment entitlements briefing.
- S1. Complete Part II of the Reassignment Notification. Print out and complete Part II of DA Form 5118.
- S1. Schedule the Soldier for a S1 interview.
- S1. Screen the notification for special processing requirements. Note the date of the entitlements briefing and the S1 interview. Inform the Soldier of appointments and ensure Soldier completes Part III of the Reassignment Notification and Part III of DA Form 5118. Brief the Soldier on requirements listed in the Reassignment Checklist.
- Soldier. Complete Part III of the Reassignment Notification and Part III of DA Form 5118. Comply with special processing requirements. Report to the S1 and BDE/MPD as scheduled.
- Unit. Ensure Soldier attends S1 and MPD appointments as scheduled.
- S1. Review Reassignment Notification and DA Form 5118. Identify issues that disqualify the Soldier for reassignment. If a review reveals disqualifying factors, move onto deferment or deletion procedures. Suspend the action for the S1 reassignment interview. After review, print and give the Soldier the Reassignment Notification and DA form 5118 to take to the Soldier's Reassignment Briefing.
- BDE S1/MPD. Receive the reassignment notification from the Soldier at the briefing. Identify special processing requirements and take appropriate action.

Functional Proponent: HRC-EPMD-FSI-Branch@conus.army.mil

➤ Briefing Attendance

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)
- Army Community Service (ACS)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This function allows the user to record reassignment briefing attendance. The Schedule Attendance function tracks whether the Soldiers who were scheduled for reassignment briefings attended. The user may log Soldiers who failed to attend the briefings and has the option to reschedule them.
- Data update is performed at the BDE S1/MPD level.
- The ACS must conduct a reassignment entitlements briefing
- within 30 days of the EDAS (Enlisted Distribution Assignment System) cycle/RFO/Notification date
- .
- AR 600-8-11, paragraph 2-27 through 2-30 covers briefings and interviews for enlisted Soldiers and paragraph 3-6 through 3-9 references briefings and interviewing officers.
- This procedure covers recording briefing attendance in eMILPO and rescheduling reassignment entitlement briefings (if needed).
- The system will not allow the user to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Related system reports are:

- AAA-069 EDAS Special Letter of Instruction
- AAA-234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Schedule Soldier for a reassignment entitlements briefing.
- ACS. Conduct the reassignment entitlements briefing.
- BDE S1/MPD. Record the briefing attendance in eMILPO under the Reassignments, Briefing Attendance function. Reschedule the briefing for Soldiers that missed the originally scheduled briefing.
- BDE S1/MPD. Notify the S1 of Soldiers who failed to attend the reassignment entitlement briefing. Provide the rescheduled briefing dates.
- S1. Notify the unit of Soldiers who failed to attend the reassignment entitlement briefing.
- Unit. Note the rescheduled brief date. Ensure the Soldier attends the next reassignment briefing.

Functional Proponent: HRC-EPMD-FSI-Branch@conus.army.mil

➤ HQDA Reassignment

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This function allows the user to process a HQDA-directed reassignment for officers, warrant officers, and enlisted Soldiers.
- Data update is performed at the BDE S1/MPD level.
- HQDA-directed officer assignments are not processed through EDAS (Enlisted Distribution Assignment System). The officer's Request for Orders (RFO) will be used as a source document to create an assignment.
- The BDE S1/MPD should issue Permanent Change of Station (PCS) Orders approximately 90-120 calendar days from the Soldier's anticipated departure date, once all required actions are complete.
- The system will ensure that the selected Reassignment Type and Reassignment Reason are valid combinations.
- The system will automatically calculate the Soldier's Date of Loss (DLOS) from the Soldier's Number of TDY Days and the Number of Leave Days. If Soldier is currently assigned in OCONUS (Outside the Continental United States), the report date will be adjusted based off the DEROS (Date Eligible to Return from Overseas) date.
- The expiration of DLOS/DEROS will not generate a departure transaction for the losing unit. However, a workflow notice will be generated by HQDA Reassignments one day prior to the DLOS. The workflow will be for information only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.
- The system will ensure that the DLOS Date is less than or equal to the Report Date (unless Soldier is assigned to OCONUS).
- The Gaining UIC must not be the same as the Home UIC.
- A Soldier cannot be reassigned unless the Soldier's Duty Status is PDY.
- A Soldier cannot be reassigned unless the Soldier has a current assignment.
- A Soldier's Report Date must not exceed the UIC active date.
- The system will generate an error message, as an indication to the user, if there are no EDAS Reports to view or print.
- The report date must be filled in for the "calculate" button to work.
- Known issue: Currently, if a Soldier's home UIC is an OCONUS unit, the DLOS/DEROS is populated. So, the user cannot just click on "calculate" to get his report date. It has to be input by the user to save the departure information. The user can input any date and press calculate for making the application calculate the report date based upon the DEROS, TDY, and leave days.

Related system reports are:

- AAA-069 EDAS Special Letter of Instruction
- AAA-234 EDAS Individual Losing Assignment

Work center actions:

HQDA Directed Officer Reassignment.

- BDE S1/MPD. Prepare reassignment orders, IAW AR 600-8-105, Military Orders. Provide to the S1 in a timely manner.
- S1. Ensure the unit receives the orders in a timely manner.
- Unit. Ensure the Soldier receives the orders in a timely manner.
- BDE S1/MPD. Process the officer reassignment in eMILPO by selecting the Reassignment, HQDA Reassignments function and entering required data in the HQDA Reassignments - Soldier Data screen. The screen will generate a DLOS transaction. If Soldier is assigned to OCONUS, the DLOS date is the DEROS date.
- BDE S1/MPD. Confirm the DLOS processed by viewing the results in the HQDA Reassignments - Summary.
- Losing unit S1. One day prior to the Soldier departure date, eMILPO will send the departing S1 a notification workflow that the Soldier will depart on the scheduled date. This is an information notice only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.

HQDA Directed Enlisted Assignments.

- BDE S1/MPD. Prepare reassignment orders using local procedures and software, IAW AR 600-8-105, Military Orders.
- BDE S1/MPD. Ensure the unit receives the orders in a timely manner.
- Unit. Ensure the Soldier receives the orders in a timely manner.
- BDE S1/MPD. Process Enlisted HQDA reassignments by going to the Reassignment, HQDA Reassignments function and entering required data in the HQDA Reassignments - Soldier Data screen. The screen will generate a DLOS transaction.
- BDE S1/MPD. Confirm that the DLOS processed by viewing the results in the HQDA Reassignments - Summary.
- Losing unit S1. One day prior to the Soldier departure date, eMILPO will send the departing S1 a notification workflow that the Soldier will depart on the scheduled date. This is an information notice only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.

Functional Proponent: HRC-EPMD-FSI-Branch@conus.army.mil

PERSTEMPO

PERSTEMPO is a congressionally mandated program, directed by the Office of the Secretary of Defense (OSD). The PERSTEMPO functionality in eMILPO is an integrated system used by all three Army components. It is the Army's method to track and manage individual rates of deployment (time away from home), unit training events, special operations/exercises and mission support TDY(s). The integration of Component data gives the Army a consolidated view of its deployment across all components. The PERSTEMPO functionality in eMILPO and eMILPO Datastore query tool enable Army organizations to track and report individual deployments.

General Guidance:

When Soldiers are entered in eMILPO on a PERSTEMPO Deployment Event, the Soldier(s) will have an assigned Assignment Eligibility and Availability (AEA) Code of “N” to ensure they are not erroneously reassigned during deployment. Upon their return (end date of deployment), they will be automatically assigned an AEA code of “L”.

Note: In the Soldier Availability Deployment Tracking function, entering a Soldier Aval DT, Status DEP or NAT-DP in the system will automatically generate a PERSTEMPO Deployment Event.

- The High Deployment Per Diem (HDPD) and General Officer Management were put on hold due to the National Security Waiver signed 8 Oct 2001, and remains suspended until further notice. However, field and headquarters organizations are expected to continue deployment data tracking and reporting in order for the Army to immediately and accurately assess the deployment posture of its Soldiers.
- Tracking and reporting of PERSTEMPO requires command attention. Analysis shows that considerable under-reporting and verification of data continues to occur. Sustained efforts are required to keep units focused on reporting all PERSTEMPO deployments.
- PERSTEMPO events will be input by PERSTEMPO Users in a timely manner. In most instances, PERSTEMPO events should be entered prior to departure on TDY, Operational deployment, exercises, unit training, or Hospitalization away from duty station. To support the PERSTEMPO input units should have more than one trained user/clerk.
- Creditable PERSTEMPO Events are those days away from home that fall into the following categories:
 - Operations
 - Exercise
 - Unit Training (To include Hospitalization away from duty station)
 - Mission Support TDY
- PERSTEMPO consists of the following areas:
 - Unassociated Soldier Events
 - Individual Event
 - Mass Event
 - Outprocessing Report

➤ Unassociated Soldier Events

Responsible agencies:

- PERSTEMPO User

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- FY00 National Defense Authorization Act, Section 586 and 435, Title 10
- FY04 National Defense Authorization Act, Section 541 and 436, Title 10
- eMILPO PAS Chief's Technical Reference

General guidance:

- This function allows the PERSTEMPO user to view, update, and remove PERSTEMPO records of Soldiers that have event records in PERSTEMPO, but are not otherwise on ITAPDB or eMILPO. We are required by law to maintain PERSTEMPO data for six years.
- Search Criteria is based on SSN or Last Name.
- To ensure events are entered accurately, request copies of deployment orders, TDY orders, travel vouchers, etc, and enter the data as shown on the documentation.

Related system reports are:

None

Work center actions:

- PERSTEMPO users will ensure all Soldier events are entered in a timely manner.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

➤ Individual Event

Responsible agencies are:

- PERSTEMPO User

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- FY00 National Defense Authorization Act, Section 586 and 435, Title 10
- FY04 National Defense Authorization Act, Section 541 and 436, Title 10
- eMILPO PAS Chief's Technical Reference

General guidance:

- This function allows users to add, update or remove an event for a single selected Soldier or build a list of Soldiers in order to add, update or remove events for the Soldiers on the list individually.
- It is possible to add the same event data for multiple Soldiers under this function. However, it is much quicker to add an event for multiple Soldiers as a Mass Event, as the user will only have to select the Soldiers from a list, enter the event data, and the event will update for all selected Soldiers simultaneously.
- The PERSTEMPO Soldier selection process includes not only the Soldiers who have records in eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the PERSTEMPO Individual Event History Listing Page will list Soldiers who will not be listed elsewhere in eMILPO.
- To ensure events are entered accurately, request copies of deployment orders, TDY orders, travel vouchers, etc, and enter the data as shown on the documentation.

Related system reports are:

None

Work center actions:

- PERSTEMPO users will ensure all Soldier events are entered in a timely manner.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

➤ **Mass Event(+)**

Responsible agencies are:

- PERSTEMPO User

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- FY00 National Defense Authorization Act, Section 586 and 435, Title 10
- FY04 National Defense Authorization Act, Section 541 and 436, Title 10
- eMILPO PAS Chief's Technical Reference

General guidance:

- Mass Event allows users to add, update or remove a PERSTEMPO event for a group of Soldiers simultaneously. It consists of the following functions: Mass Add, Mass Update and Mass Removal.
 - **Mass Add** allows you to create a new event for one or more selected Soldiers. Soldier selection is based on SSN, UIC or Last Name. For example, you can search for a UIC, select several Soldiers and define an event to be created with the same parameters for all those Soldiers.
 - **Mass Update** allows you to update the information on an existing event for one or more selected Soldiers. Search Criteria is based on UIC, Start Date, End Date, Category, Purpose or SSN. For example, you can search for an event by UIC, with a certain start date and category. Then, change the parameters for all or some of the Soldiers included on that event. When updating an event, you do not need to retype the entire event, just input those items that are changed.
 - **Mass Removal** allows you to remove a previously entered event, due to cancellation or incorrect input. Event search is based on UIC, Start Date, End Date, Category, Purpose or SSN. For example, you can search for an event by UIC, with a certain start date and category. Then, delete the event for all or some of the Soldiers included on that event.
- To ensure events are entered accurately, request copies of deployment orders, TDY orders, travel vouchers, etc, and enter the data as shown on the documentation.

Related system reports are:

None

Work center actions:

- PERSTEMPO User – Add, Update or Remove Mass Events as necessary.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

➤ **Outprocessing Report**

Responsible agencies are:

- PERSTEMPO user

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records
- FY00 National Defense Authorization Act, Section 586 and 435, Title 10
- FY04 National Defense Authorization Act, Section 541 and 436, Title 10
- eMILPO PAS Chief's Technical Reference

General guidance:

- The Outprocessing Report allows you to review and print a complete PERSTEMPO record (including the Soldier Deployment History) for a selected Soldier.
- Outprocessing -- during outprocessing AC and RC Soldiers (reassigned, attached, recalled or ordered to active duty, PCS, ETS, REFRAD, retired, or separated from the AC, ARNG, and USAR) will verify their PERSTEMPO counter with the unit PERSTEMPO clerk or an official designated by the Commander. The Individual Deployment History Outprocessing Verification Report will be signed by the reviewing official and the Soldier.

Related system reports are:

None

Work center actions:

- PERSTEMPO User – Print an Outprocessing report as part of the Soldier's Outprocessing process. Include the Soldier's entire period assigned to the unit in the Period Covered selection. Click on the PDF Icon at the top of the page to create a report for verification by the Reviewing Official.
- PERSTEMPO User – In coordination with the Soldier, verify accuracy of the report, ensuring it includes all PERSTEMPO events since the Soldier arrived at the unit. If it is incorrect, update the Soldiers PERSTEMPO information using the Individual Event function. To ensure accuracy for any events not shown on the Outprocessing Report, request copies of deployment orders or TDY Vouchers/Advice of Payment Vouchers as proof of the event details.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

PROMOTIONS

The “**Promotions**” module within eMILPO provides Human Resources Specialists with a method to input, report, and monitor their Soldier’s promotions/reductions. eMILPO users can submit E-2 promotions, E-3 automatic promotions and E-4 Promotions based on TIG/TIS. E-5 > promotions will be top-fed from TAPDB to eMILPO. This module will not be used for officer promotions/reductions. They are top-fed from TAPDB to eMILPO

➤ Enlisted Reductions

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 140-111, U.S. Army Reserve Reenlistment Program
- AR 600-8-19, Enlisted Promotions and Reductions
- AR 600-8-105, Military Orders

General guidance:

- This function allows users to reduce the grade of Soldiers for misconduct (civil conviction), court martial sentence, inefficiency, failure to complete training, and discharge under other than honorable conditions. The S1/MPD will process all reduction transactions IAW Chapter 10, AR 600-8-19.
- Data updates for Reductions because of failure to complete training will be performed at the BDE S1/MPD level. Data updates for Reductions because of other reasons will be performed at the BDE/BN S1 level.
- Soldiers who enlist or reenlist in the Regular Army or Army Reserves (AR 140-111) in a higher grade than entitled will be reduced to the appropriate grade.
- A reduction board is required for Soldiers in the grade of CPL/SPC who will be reduced more than one grade and for Soldiers in the grade of SGT through SGM who will be reduced for misconduct (civil conviction) under paragraph 10-3, AR 600-8-19 (except under Table 10-2) or for inefficiency under paragraph 10-5, AR 600-8-19.
- Date of rank and effective date for reduction will be based on the reduction documents (i.e. DA Form 2627), except for failure to complete required NCOES training.
- Soldiers conditionally promoted who fail to remain eligible to meet the NCOES requirement or are denied enrollment/ fail to successfully complete the required NCOES course, will be administratively reduced as follows:
 - Soldier will be reduced to the grade and DOR previously held prior to being conditionally promoted.
 - Effective date for administrative reduction will be the date the Soldier failed the required NCOES course or failed to remain eligible to meet the NCOES requirement.
 - As a minimum, the DA Form 1059, Service School Academic Evaluation Report, memorandum signed by the Commandant or the promotion authority is the source document required to publish administrative reduction orders.

Use order format 306, AR 600-8-105, for administrative reduction orders (pay special attention to Note 5).

- All reduction transactions will be verified by the BN S1 OIC/NCOIC.
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates.
- They must be equal to or less than the system date.
- Current promotion transactions entered through eMILPO will not take effect until the next day.
- Promotions entered erroneously with future dates must be removed from the queue or "stacker file" by the eMILPO Help Desk. Users must contact their Personnel Automation Section to coordinate this process.
- Automatic promotions from TAPDB (Total Army Personnel Database) are only sent one time.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

Reductions (other than failure to complete training)

- Unit. Provide the S1/MPD the reduction document.
- MPD/S1/Unit eMILPO clerk. Receive the reduction document, review for accuracy and compliance with AR 600-8-19 and other applicable regulations, and within one working day, submit appropriate reduction transaction. Otherwise, notify unit of necessary corrections.
- Unit. If required, make necessary corrections and return to the S1 within one working day.
- MPD/S1/Unit eMILPO clerk. After submitting the reduction transaction, print the Enlisted Reduction Summary page, file in the Soldier's promotion file, and retain IAW AR 25-400-2.
- BN S1/Unit. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.
- Reductions (failure to complete training)
- Commandant. Provide unit with DA Form 1059 or memorandum on failures.
- Unit. Upon receipt, provide BDE/BN S1/MPD copies of the DA Form 1059 or Commandant's memorandum for failures.
- BN S1/Unit. Within one duty day, forward documentation to servicing BDE/MPD for preparation of administrative reduction orders IAW Format 306, AR 600-8-105 and AR 600-8-19. If Soldier is promotable, remove from the promotion recommended list and/or promotion selection by-name list.
- BDE S1/MPD. Publish reduction order, input reduction transaction, and provide S1 a copy of reduction order within five duty days. Maintain original order IAW AR 25-400-2.
- BN S1/Unit. Provide Soldier a copy of reduction order or notice of removal from the recommended list.
- BN S1/Unit. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.
- Verify changes have posted to EDAS NLT 24-48 hrs. If not, check AAA-350 (Error report found in Datastore)

- Note: Soldiers are to be reduced in eMILPO, NOT EDAS!

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, @ Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil.

➤ Lateral Appointments

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The Lateral Appointment function allows the user to process the appointment of one or more enlisted Soldiers to a laterally equivalent rank and equal pay. Lateral Appointments can be processed for the following:
 - SPC to/from CPL
 - MSG to/from 1SG
- Data update is performed at the S1 level.
- While not a wartime critical task, it is performed in wartime unless further guidance is given at that time.
- Only process lateral appointments with written documents from the promotion authority.
- The S1 is primarily responsible for preparing and entering requests for lateral appointments IAW AR 614-200. The system will default the Date of Rank to the Soldier's current rank and will enable the user to change the Effective Date only to the date of appointment.
- The system will ensure the effective date is not a future date and not less than the current effective date.
- The system will not allow users to submit a Lateral Appointment on a Soldier in the grade of SGM.
- A Soldier cannot be appointed to a lateral rank unless the lateral rank exists for that Soldier's current rank (examples: SPC<->CPL, MSG<->1SG).

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center action:

- S1/Unit eMILPO clerk. Receive request (CPL/1SG) or the Human Resources Command directive (Command Sergeant Major) for lateral appointment.
- S1/Unit eMILPO clerk. For CPL/1SG lateral appointments, verify Soldier is assigned to an authorized NCO position in their career progression MOS (CPMOS) or valid 1SG position. Prepare the DA Form 4187/informal memorandum IAW AR 614-200.
- S1/Unit eMILPO clerk. Enter the lateral appointment in the Lateral Appointment Function. Verify the transaction processed by viewing the Lateral Appointment - Summary screen.
- S1/Unit eMILPO clerk. Print the Human Resource Authorization Report.
- S1/Unit eMILPO clerk. Forward a copy of the approved documentation to S1/G1/MPD for filing if necessary.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil.

➤ Promotion

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This function allows for the promotion of PV2 through SPC in accordance with Chapter 2, AR 600-8-19.
- Data update is performed at the S1 level.
- This task is performed in wartime unless further guidance is given at that time.
- Date of rank and effective date for promotion with waiver is the first of the month. Date of rank and effective date for automatic promotions is based on the TIS/TIG. For all other Soldiers, the promotion authority will determine the date of rank and effective date.
- Soldiers must be in a promotable status on the effective date of promotion.
- Commanders may promote Soldiers with waiver provided they have promotion capability within the percentage waiver restriction as outlined in AR 600-8-19, chapter 2, paragraph 2-5.
- BASD will be used to determine Time in Service (TIS).
- Assigned PV2 and PFC strength will be used to determine waiver allocations to PV2 and PFC. Waivers for CPL/SPC will be based on the authorized current strength document. All SPC waivers will be consolidated and calculated at battalion level. Battalion rollups and separate companies may promote to the SPC waiver percentage established and announced by HQDA.
- Battalion Commander will realign total SPC waiver allocations within the battalion as he or she sees fit. Then, the Battalion Commander will sign the Enlisted Advancement Report as the reviewing authority.
- Companies/detachments and separate companies/detachment supported by a battalion will participate in the battalion roll-up.
- Separate companies, that act as parent units and do not report to a battalion-level unit, will compute their waiver allocations separately.
- Commanders of battalions/separate companies/detachments with less than 10 SPC/CPL authorizations (positions) and that have no Soldier serving in the waiver zone (less than 24 months TIS) may promote one Soldier to SPC with waiver. These units are not authorized a SPC waiver allocation if they have a SPC/CPL serving within the waiver zone.
- After receiving the "Enlisted Advancement Report" from the promotion authority, review it for completeness (YES/NO annotations, initials, signature, etc). Ensure the waiver authorization ceilings do not exceed HQDA established waiver percentages.
- Unit Commanders will ensure Soldiers, eligible for promotion without waiver, but not recommended, are counseled in writing by the Soldiers' first line leader. A copy of the counseling, DA Form 4856, The Developmental Counseling Form, will be attached to the Enlisted Advancement Report. Counseling will take place as follows
 - Initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least quarterly).
- All promotions must be verified by the S1 OIC/NCOIC.
- The system will ensure that the rank selected is related to a requested MOS.
- The system will ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.

- The system will ensure the Soldier is eligible for the rank selected, meets the rank criteria and is not flagged for SFPA.

The Time-in-Service (TIS) and Time-in-Grade (TIG) criteria include:

TIS:

- E1 promotable to E2 (6 months)
- E2 promotable to E3 (12 months)
- E3 promotable to E4 (24 months)

TIG:

- E2 promotable to E3 (4 months)
- E3 promotable to E4 (6 months)

- The system will ensure only those Soldiers eligible for promotion will be displayed.
- The system will ensure the Soldier's transaction rank is equal to the Soldier's current rank.
- The system will ensure that only authorized individuals perform a change or correction to a Soldier's rank or Date of Rank.
- System edits allow the date of rank (DOR) and the effective date of rank (EDOR) to be a past or future. However, the EDOR must equal or be greater than the DOR.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.
- AAA – 294 Promotion Report. This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report, make the necessary corrections, and then forward to the promotion authority. *Note:* Data update is performed at the S1 level.
- Promotion Authority. Make YES/NO annotation for automatic promotions to PV2, PFC and SPC, and make YES annotations for promotion with waiver based on waiver allocation(s); initials by recommended Soldiers' names; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input appropriate automated system transactions for Soldiers denied automatic promotion not later than the 20th of the month. Monitor all transactions. S1/Unit eMILPO clerk. Print the Promote With Waiver Summary page and attach to the Unit Enlisted Advancement Report. The S1 files a copy IAW AR 25-400-2.
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at hrc.tagd.jr.enlistedpromotions@conus.army.mil

➤ Deny Promotion

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This function allows for promotion authority to deny automatic promotion to PV2, PFC and SPC. The S1 will process all automatic promotion denials IAW Chapter 2, AR 600-8-19.
- This task is performed in wartime unless further guidance is given at that time.
- Soldiers denied automatic promotion will be counseled in writing by their first line leader. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Unit Enlisted Advancement Report. Counseling will take place initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least quarterly).
- All automatic promotion denials must be verified by the S1 OIC/NCOIC.
- The date of denial must not be a future date.
- The system will permit the denial of promotion for PV2, PFC and SPC ranks.
- Automatic promotions from TAPDB (Total Army Personnel Database) are only sent one time. After the one-time automatic promotion is denied by eMILPO, and the Soldier has been reevaluated and considered eligible for the promotion, the Soldier must be manually promoted through the Promotion menu.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.
- AAA – 294 Promotion Report. This report is produced through eMILPO.
- AAA–162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report, make the necessary corrections; and then forward to the promotion authority.
- Promotion Authority. Deny automatic promotion to PV2, PFC and SPC by circling NO and place initials beside the Soldier's name; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the "PA" code in eMILPO to deny the automatic promotions through the Deny Promotion Function based on the promotion authority's decision on the Enlisted Advancement Report NLT the 20th day of the month preceding the month of automatic promotion.
- S1/Unit eMILPO clerk. Print the Deny Promotion Summary page and attach to the Unit Enlisted Advancement Report, along with the required counseling forms (DA Form 4856). S1 OIC/NCOIC reviews the report, then file IAW AR 25-400-2.

- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure those Soldiers denied automatic promotion, were not promoted. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil

➤ Deny Promotion List Auto Integration

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This function allows for promotion authority to deny automatic list integration for SPC/CPL/SGT. The S1 will process all automatic list integration denials IAW Chapter 3, AR 600-8-19.
- This task is performed in wartime unless further guidance is given at that time.
- Soldiers denied automatic list integration will be counseled in writing by their first line leader. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Enlisted Advancement Report. Counseling will take place as follows:
- Initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least quarterly).
- All automatic list integration denials must be verified by the S1 OIC/NCOIC.
- The system will permit the automatic list integration SPC/CPL/SGT ranks.
- The system will generate a 4285 transaction to TAPDB for those Soldiers not denied Automatic List Integration.
- The System will retain the deny data until the Soldier is promoted, reduced or no longer in the Army.
- The system will ensure only Active Duty Regular Army Soldiers are selected.

Related system reports are

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Promotion Report; make the necessary corrections; then forward to the promotion authority.
- Promotion Authority. Deny automatic list integration to SPC/CPL/SGT by circling NO and place initials beside the Soldier's name; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the Denied Automatic List Integration Soldiers through the Deny Promotion Auto list integration function, based on the promotion authority's decision and annotated on the Enlisted Promotion Report\.
- S1/Unit eMILPO clerk. Print the Deny Promotion List Auto Integration Summary page and attach to the Enlisted Promotion Report (AAA-294) along with the required counseling forms (DA Form 4856). S1 OIC/NCOIC reviews the report, then file IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil .

➤ **Special Category Promotion**

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-19, Enlisted Promotions and Reductions
- AR 601-210, Active and Reserve Components Enlistment Program

General guidance:

- This procedure allows for promotion under the Army Civilian Acquired Skills Program (ACASP), Ranger Training, US Army Marksmanship Unit (USAMU), Training promotions and Other Special circumstances.
- This task is performed in wartime unless further guidance is given at that time.
- Current promotion transactions entered through eMILPO will not take effect until the next day.
- Promotions entered erroneously with future dates must be removed from the queue or “stacker file” by the eMILPO Help Desk. Users must contact their Personnel Automation Section to coordinate this process.
- The S1 is responsible for assisting the Soldier.

For the ACASP special category promotion:

- The promotion must be authorized and specified in the Soldier's enlistment contract on the DD Form 4/1, Enlistment/Reenlistment Document, or DA Form 3286-68, Statement for Reenlistment.
- Denial of an ACASP accelerated promotion does not constitute a breach of contract.
- The S1 must process all ACASP promotion requests and forward the source documents to the promotion work center.
- The promotion work center will validate the promotion, publish promotion orders, and then forward all source documents to the Human Resources Command Junior Enlisted Promotion section for grade input.
- Specific exceptions to the eligibility criteria are as follows:
- Promotions authorized by enlistment contract under the provisions of AR 601-210.
- For the U.S. Army Marksmanship Unit special category promotion:
- The USAMU Commander may promote to SPC at 18 months, competitive marksmen in authorized marksmen positions without regard to TIS or TIMIG waivers.
- The S1 prepares promotion request and obtains promotion authority approval. Once the promotion authority approves the request, the S1 forwards the request to the promotion work center.
- The promotion work center publishes the promotion orders and forward the appropriate promotion source documents to the Human Resources Command Junior Enlisted Promotions section for grade input as necessary. The promotion work center will submit the promotion thru eMILPO for SPC and below.
- For PMOS in career management field (CMF) 18 or ranger school graduates special category promotion:
- Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

Training promotions may be made as follows:

- Promotions authorized by enlistment contract under the provisions of AR 601–210 of the Army Civilian Acquired Skill and Stripes for Education Programs and comparable ARNG programs in the ECM for IET Soldiers.
- Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified. Waivers for TIS and TIMIG:
 - Promotion to PV2 may be waived at 4 months TIS.
 - Promotions to PFC may be waived at 6 months TIS and 2 months TIMIG
 - Promotions to SPC may be waived at 18 months TIS and 3 months TIMIG.
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- The promotion work center must verify the source documents for all special category promotion actions.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.
- AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- Unit Commander. Submit request for Special Category promotion to the S1.
- S1. Verify that Soldier is qualified and authorized Special Category promotion. If qualified, forward request to the promotion authority for approval.
- Promotion Authority. Approve or disapprove the request, then return to the S1 for further processing.
- S1. Forward approved Special Category promotions to the BDE S1/MPD promotion work center (PWC) for publication of promotion orders.
- BDE S1/MPD. Validate promotion request and publish promotion orders where appropriate, provide the unit copies of the promotion orders, then submit grade change in eMILPO for SPC and below, for SGT and above forward copies of all source documents to the Human Resources Command Junior Enlisted Promotion section as necessary.
- Human Resources Command. Validate the promotion. If valid, execute the grade change in TAPDB.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil

➤ Restore/Revoke Previous Grade

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This procedure allows the agencies listed above to restore or revoke a Soldier's previously held grade.
- This task is performed in wartime unless further guidance is given at that time.
- The agencies listed above can restore/revoke a Soldier's grade provided they are in receipt of valid source documents.
- Soldier's grade will only be restored/revoked to the last grade previously held.
- The effective date of the restored grade cannot be earlier than the effective date of the grade being restored from.
- Only erroneous promotions/reductions will be revoked.
- The effective date of a revocation is the date of the erroneous promotion/reduction or date determined by the Human Resources Command Promotion Branch/promotion authority if revocation is granted with de facto status.
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- A Soldier cannot have his rank reinstated unless a previous rank exists for the Soldier.
- A Soldier cannot have his rank reinstated unless a previous reduction has occurred.
- The S1 supervisor must verify all promotion-related transactions.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is accessed through AHRS Web Portal Reports.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- Applicable Agency. Review Soldier's grade status to determine if revocation or restoration is required.
- Applicable Agency. Prepare the source document and submit the appropriate transaction to execute revocation or restoration, and then notify Soldier in writing of the action taken.
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil

➤ **Correct Date of Rank**

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This procedure allows the agencies listed above to correct a Soldier's date of rank.
- The S1/MPD is authorized to correct date of rank and effective date for decentralized and semi-centralized promotions.
- The Human Resources Command Promotion Branch will correct date of rank and effective date for SGT and above as necessary.
- Soldier's date of rank and effective date will not be corrected to a date earlier than authorized by applicable regulatory guidelines.
- The S1 OIC/NCOIC/TECH must verify all promotion-related transactions.

Related system reports are:

- AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.
- AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.
- AAA – 347 Enlisted Record Brief. This report is accessed through AHRS Web Portal Reports.

Work center actions:

- S1/MPD/Soldier. Determine that DOR is incorrect.
- S1/MPD. Conduct research and determine the correct date of rank. Correct date of rank and effective date for Soldiers in grade SPC and below. Forward appropriate source documents to Human Resources Command Enlisted Promotions Section for DOR corrections of SGT and above as necessary.
- Human Resources Command. Conduct research and determine the correct date of rank and effective for Soldiers in rank of SGT and above. If system is incorrect, update with the correct DOR and effective date.
- Applicable agency. File the source documents IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil

➤ Rank History

Responsible agencies:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This procedure allows the agencies listed above to correct a Soldier's rank history.
- Agencies listed above may correct a Soldier's rank history; however, no changes can be made to a Soldier's current grade. To make changes to the date or rank for the current grade, see Correct Date of Rank.
- This task is performed in peacetime unless further guidance is given at that time.
- Soldier's rank history will not be corrected to a date earlier than authorized by the promotion authority and applicable regulatory guidelines.
- Valid source documents must be submitted to correct Soldiers' rank history IAW AR 600-8-19.
- The S1 OIC/NCOIC/TECH must verify all promotion-related transactions.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through AHRS Web Portal Reports.

Work center actions:

- S1/MPD/Soldier. Determines that Soldier's rank history is incorrect.
- S1/MPD/HRC. Conducts research and determines the correct date of rank/rank using valid source documents. Add, update, or delete rank history in eMILPO. No changes will be made to the current date of rank.
- S1/MPD/HRC. Conducts research and determines the correct rank history that is older than the current rank. Makes necessary changes to update Soldier's rank history.
- Applicable Agency. File the source documents IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, at hrc.tagd.jr.enlistedpromotions@conus.army.mil

OTHER GUIDANCE

The following processes do not have associated modules in eMILPO. However, they require discussion in this document and are essential to HR Specialists in the field. In some cases, they have affiliated modules and details how the function works within eMILPO. The processes are identifiable by the (*) preceding the name.

➤ **Personnel Asset Inventory (PAI)**

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- Replacement Detachment (Repl. Det) or similar activity
- Transition Center
- Gaining Unit
- Installation Commander

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

General guidance:

- A Personnel Asset Inventory (PAI) is conducted by organizations assigned a unique unit identification code (UIC) if they are:
 - Active-Army units.
 - Reserve component units on active duty.
 - PAIs are primarily conducted at company or battalion levels.
 - It is a Unit Commander's responsibility.
- The objectives of the PAI are:
 - To reconcile the eMILPO database with Soldiers present in the unit, whether assigned or attached.
 - To synchronize the eMILPO database and the Total Army Personnel Database (TAPDB).
 - To ensure servicing finance offices are informed of all changes affecting both Soldiers' accountability and pay status.
 - To maintain timely, error-free personnel accounting and strength reporting.
 - To involve Commanders at all levels in the personnel strength accounting and reporting process (PASR).
- The terminology used for PAI procedures is defined as follows:
 - Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, activity or similar organization assigned a unique UIC/DUIC.
 - Unit Commander. Any company Commander, Battalion Commander, Commander or senior Army person of a U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army personnel.
 - Accountable strength. Accountable strength is the number of Soldiers assigned or attached to a unit, regardless of their duty status.
 - Strength imbalance. A strength imbalance occurs when Soldiers on the AAA-162 (Personnel Accountability Report) do not exactly match the Soldiers in the unit (boots on the ground). Another cause for strength imbalance is when either unresolved Fail to Gain Report notices or Strength Deviation Report conditions exist for a UIC. Any difference in name, rank, SSN or eMILPO record status code counts as an imbalance.
 - Failure to Gain. Units are required to research the failure to report notices and require the gaining units to account properly for the Soldiers in eMILPO. A notice is unresolved when no action has been taken by the gaining unit to either arrive the Soldier, or attach and place him/her in an AWOL status as applicable.

- Strength Deviation Report Notice. The Human Resources Command, FSD sends a monthly listing of records that have deviations between the data on TAPDB and eMILPO. The PPA is required to research these notices and take appropriate action to resolve the discrepancies. A notice is unresolved when no action has been taken to clear the error condition. Notices via the FSD Deviation Report can be prevented, by routinely reviewing and resolving error feedback notices that appear on the AAA-351 Report.
- A MPSM will be appointed in writing by Commanders of installations, divisions or activities maintaining a PPA; Commanders of installations, posts, camps and stations located on an eMILPO satellite activity for support; and Commanders of field operating agencies or activities on an installation or satellite installation.
- At installation level, the MPSM will be in the strength management office of the G1, AG, or Chief, MPD. The MPSM will never be the PAS Chief.
- The MPSM serves as the principal contact for military personnel strength information for assigned units or subordinate commands. The MPSM will monitor and analyze automated strength reports for unit strength variances and resolve all issues to ensure accurate personnel accounting.
- The rules for conducting a personnel asset inventory are as follows:
 - A PAI (physical muster formation) will be conducted:
 - At change of command. If possible, the departing Commander and the new Commander will jointly conduct the PAI. The departing Commander will not be allowed to depart until all assigned and attached Soldiers have been accounted for; unit personnel strength has been completely reconciled at both the eMILPO and TAPDB levels. If the Commander is lost due to death, extended hospitalization (60 days or more), operational relief or a similar reason, a PAI will be completed by the acting Commander or a new Commander within 15 days after assuming command.
 - When the unit's strength imbalance between eMILPO and TAPDB is two percent or more, a PAI is mandatory to reconcile differences and bring imbalance into tolerance. The PAS Chief will recommend to the MPSM, or the BDE S1 to the Commander, when and which UICs require a PAI.
 - Other reasons as defined in Chapter 5, AR 600-8-6.
 - Commanders at all levels will establish command PAI procedures and conduct inspections to ensure PAIs are properly conducted. The PAS Chief or BDE S1 will report to the appropriate Commander any recurring unit or installation strength imbalances of two percent or more which cannot be resolved. The Commander will investigate the causes and direct corrective action.
 - Units will account for all assigned and attached Soldiers during the PAI. This includes all Soldiers not physically present for the muster formation. Categories of such Soldiers include, but are not limited to: hospitalized, leave, TDY, AWOL, confined, pass, permissive TDY, sick in quarters, missing, and performing essential duties.
 - Use the DA Form 3986-R (Personnel Asset Inventory) is to document the PAI. The DA Form 3986-R can be locally reproduced on 8 ½- by 11-inch paper. The form is available at the back of AR 600-8-6, or the user may download it from the U.S. Army Publishing Agency's World Wide Web Site (<http://www.usapa.army.mil>).
 - The eMILPO AAA-162 is the baseline document for conducting a PAI. Commanders will reconcile the information on the AAA-162 with an actual physical muster formation of assigned and attached Soldiers.
 - MACOM or theater Commanders may exempt a unit located in an area of armed conflict unless stated otherwise in guidance published for specifically directed PAIs.
 - Conduct PAIs at the lowest and most practical administrative level. This is normally at the individual UIC/DUIC level.
 - Commanders of widely dispersed units may delegate the conduct of a PAI to the senior Army person at the dispersed location. The Unit Commander will receive PAIs from these locations and will process them in accordance with this procedure and local SOP.
 - The unit must obtain from the PAS/BDE S1 a listing of the latest unresolved Failure to Gain Roster and Deviation Reports pertaining to their unit. The PAS/BDE S1 will determine which

unresolved conditions are appropriate to pass to the unit; i.e., those notices they believe the unit is able to resolve. These conditions must be resolved and appropriate corrective actions must be taken to update the eMILPO database before the DA Form 3986-R is forwarded from the unit to the PAS/BDE Commander.

- The day before the PAI, the S1 will print an AAA-165 (Unit Personnel Accountability Notices) report. The unit must resolve all AAA-165 entries pertaining to the unit's UIC. Commanders are responsible to research pending gain Soldiers who are past their report dates and take action in accordance with AR 600-8-6 and 630-10. Note that Commanders must report all AWOLs to the servicing finance unit within 48 hours of determining a Soldier AWOL.
- Units must enter all corrective actions in eMILPO and print a new/updated AAA-162 which reflects all changes before the Commander signs the DA Form 3986-R.
- The unit level Commander will sign the DA Form 3986-R and forward it along with supporting documentation such as DA Forms 31, DD Forms 1610, reassignment orders, AAA-160 as needed, etc., to the PAS within five working days of the PAI.
- The PAS/BDE S1 will review changes annotated on the first AAA-162 to ensure that correct information appears in the eMILPO database. The BDE S1 is responsible for resolving the status of Soldiers on the AAA-165, Failure to Gain Notices, and Deviation Reports. The PAI is not complete until all notices and conditions from these reports and the AAA-165 conditions for that UIC are resolved. The PAI is not valid unless signed by both the Unit Commander and the PAS Chief.
- After the PAS has validated the PAI, the PAS Chief will sign the DA Form 3986-R and return the packet to the unit. The unit will then forward it through the chain of command to the MPSM.
- The MPSM is the final PAI approval authority. Tenant elements assigned to other MACOMs and Army elements of the Joint Staff and who are supported by the local PPA (PERSINS Processing Activity), will cooperate with the local Commander to ensure accurate personnel accounting and strength reporting for their units. The Brigade level command is the approval authority for all units within the brigade.
- The PAI packet is distributed as follows:
- The S1 retains complete copy until the original MPSM approves the PAI packet and returns it to the unit.
- After the MPSM approves the original DA Form 3986-R and returns it, the S1 will file it under ARIMS file number 680-31a.
- The PAS retains one copy for follow-up.
- The MPSM retains one copy.
- The BDE S1 retains a copy of all sub units' PAI, and each Commander retains one.
- Provide one copy to the departing Commander for change-of-command PAIs.

Work center actions:

- Installation/BDE Commander. Establish local SOP for PAI procedures. If conducting a large number of PAIs in a specific timeframe (for example, an installation-wide PAI), the SOP should specify scheduling and ensure PAIs are spread evenly over the available time period. For installation-wide PAIs, recommend that the MPSM, PAS, G1, S1s, Transition Center and Replacement Center conduct a strategy session first. Coordinate with the servicing finance unit for most current copies of the Unit Commander's Finance Report (UCFR).
- Unit Commander. Make arrangements to conduct the PAI (date, time, place, etc.). Notify the S1.
- S1. Coordinate with the PAS and the MPSM to determine if a representative will attend the PAI. S1 notifies the Unit Commander of the results.
- PAS. Provide all S1s with a list of Soldiers assigned to the UIC(s) scheduled for PAI(s) whose status has not been resolved from the latest Failure to Gain and Deviations Reports. Both the PAS and the BDE S1s must be prepared to assist the unit with resolution of notices. Sources of useful information for locating Soldiers include:
 - Internal/local sources of help:
 - Reassignment orders
 - Reassignment case files

- Unit-level individual Soldier files
- DD Forms 214
- Installation clearance files
- Medical and dental patient records sections
- Housing office
- Finance office

External sources of help:

- HRC, Personnel Accountability Branch, TAGD.
- The eMILPO Desk email HRC.eMILPO.helpdesk@conus.army.mil.
- U.S. Army Deserter Information Point, ATTN: ATZK-PMF-DIP, Building 298, Fort Knox, KY 40121. Telephone, DSN: 536-3711 / 3712, or FAX DSN: 536-3760.

S1. Research the latest Failure to Gain and Deviation Reports provided by the PAS. Print an AAA-165 report for the UIC(s) conducting PAI and work to resolve the notices by determining their status and enter data into the eMILPO database report the correct status.

- S1. On the last working day before the PAI, print the AAA-162 and the AAA-165 from the eMILPO database and ensure each unit has a new UCFR. Review for the following:
 - If any unit Soldiers are not reflected, enter either the attachment or arrivals as needed on the eMILPO database.
 - If any departed Soldiers reflect on the AAA-162, submit the departure transaction to the eMILPO database.
 - Print the AAA-162 after attachments, arrivals, and departures are correct on the eMILPO database.
 - Provide the corrected printed copies of the AAA-162 and AAA-165 to the Unit Commander. Complete items 1 through 10 and item 12 of DA Form 3986-R and provide to Unit Commander. Also provide the Commander a list of Soldiers with unresolved status from the latest Fail to Gain and Deviation Reports. The Commander must determine Soldiers' correct status.
- Unit Commander. Conduct PAI on the scheduled day.
- Verify each Soldier's name, SSN, and rank with the AAA-162, the Soldier's identification card and the Soldier.
- Annotate corrections on the AAA-162 and attach appropriate supporting documents (copy of birth certificate, approved name change, Social Security card, DA Form 4187 or promotion order for grade, etc.). Verify the duty status of each Soldier not present at the PAI. Attach DA Form 31, DD Form 1610, PCS orders or other document showing Soldier's status. Attach record of telephone conversation or email Note confirming the status of Soldiers attached to other units, hospitalized, or in confinement.
- Determine status of Soldiers with unresolved status from Failure to Gain and Deviation Reports and report findings to S1.
- Make all necessary corrections on the UCFR.
- Complete items 11 and 13 of DA Form 3986-R. Complete and sign item 14 of DA Form 3986-R.
- S1. On the day of the PAI, verify the status of each Soldier not physically present for the PAI. Enter arrival, departure, grade and duty status data into eMILPO database, based on the annotated AAA-162 and supporting documents. Coordinate with local Transition Center and PAS to ensure separation actions are reported correctly. Prepare required documents and coordinate with supporting BDE S1/MPD for name, SSN, and grade corrections not permitted at the S1 level as appropriate.
- After all eMILPO data entry is completed, print a new AAA-162 reflecting the changes. Also, print a new AAA-165 to verify that all of the conditions on the previous AAA-165 have been resolved.
- Attach old and new AAA-162, AAA-165, Failure to Gain, and Deviation Report to the DA Form 3986-R. Conduct PAI with the Commander. Verify Soldier's name, SSN, and rank with the AAA-162, the Soldier's identification card and the Soldier.
- Commander. Verify and sign a new AAA-162 report reflecting all required changes were entered and posted into eMILPO. Return all documents to S1.

- New Unit Commander (for change of command PAIs). Complete and sign section II of DA Form 3986-R and return to S1.
- S1. Verify the AAA-162, AAA-165, and DA Form 3986-R are completed and correct, and that supporting documents are correct and complete. All units but BDEs must forward to the PAS.
- PAS/BDE S1. Review changes annotated on the first AAA-162 and ensure correct information appears on the eMILPO database. Enter necessary data into eMILPO to reconcile it with changes Noted by the unit. Ensure the S1 resolved the status of Soldiers from the AAA-165, Failure to Gain and Deviation Reports. The PAI is not complete until all AAA-165, Failure to Gain notices and Deviation conditions for that UIC are resolved, submitted and posted to eMILPO.
- PAS/BDE S1. Verify that PAI was conducted correctly, complete, and sign DA Form 3986-R and return the complete packet to the unit.
- S1. Forward the DA Form 3986-R with supporting documents through chain of command to MPSM in accordance with local SOP. Forward the original UCFR to the local servicing finance unit. BDE S1s will forward all unit PAIs within the BDE to the brigade Commander.
- Intermediate Commander. Review PAI results, take corrective actions, as necessary, and forward PAI packet to next addressee.
- MPSM. Review and approve or disapprove the PAI. Take corrective actions as necessary. Return the DA Form 3986-R and associated documents to S1.
- S1. File PAI packet under ARIMS file number 680-31a.

Functional Proponent: HRC, Personnel Accounting Branch, SPSP, TAGD
DTAS_Support@conus.army.mil , TPS_Support@conus.army.mil

➤ **DA Form 3986-R, Personnel Asset Inventory (PAI)**

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- Commander

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- eMILPO Field User's Guide Personnel Asset Inventory Procedures

General guidance:

- The DA Form 3986-R is the authenticating document for a unit's PAI.
- For clarity, the guidance on completing the DA Form 3986-R is separate from the overall PAI procedures found preceding this guidance.
- Instructions for completing DA Form 3986-R. Units will find the Personnel Asset Inventory form online at The Army Publishing Directorate site at <http://www.usapa.army.mil>. Continue to use the October 1993 edition until the revised form is available.

Section 1 – Commander's Evaluation. The S1 fills out this section and for the Unit Commander to verify and sign after conducting the actual PAI.

- Item 1. Date. Enter the date the unit conducts the actual PAI muster formation.
- Item 2. Reporting Unit. Enter the unit name.
- Item 3. Parent Unit. Enter the next higher unit in the chain of command.
- Item 4. Command. Enter the appropriate MACOM.
- Item 5. Permanent Station Location. Enter the reporting unit station and location.
- Item 6. Unit Processing Code. Enter the complete UIC of the unit. (The revised edition of DA Form 3986 will state UIC and not UPC.)
- Item 7. Personnel Strength Zero Balance Report as of (Cycle/date). Prior to the PAI, the unit will take all measures to balance their AAA-162, Unit Personnel Accountability Report. Enter the date of the AAA-162 in block 7. Enter the aggregate numbers and the total for assigned and attached personnel as reflected on the report.
- Item 8. Gains. Enter aggregate numbers and the total of all additional assigned or attached unit Soldiers not reflected on the AAA-162 in blocks c through f.
- Item 9. Losses. Do the same for any Soldiers erroneously reflected on the AAA-162.
- Item 10. Adjusted Strength as of (date). Combine all totals from lines 7, 8, and 9. The key point here is that unit must enter all changes into eMILPO to fix strength discrepancies found in the Unit Strength before the PAI muster formation.
- Item 11. Personnel Asset Inventory (Muster Formation). Enter the number of Soldiers in the unit based on the actual unit muster formation. Also include all Soldiers accounted for with valid documentation such as leave forms, orders, etc.
- Item 12. Type Personnel Asset Inventory. Select the type of PAI conducted. Use 'other' for command directed PAIs.
- Item 13. Remarks. The Commander must remark on any strength discrepancies. He or she can also prepare a separate sheet and/or continue on another page, but must enter "See attached sheet" in block 13.

- Item 14. The Commander, or the outgoing Commander during a change of command PAI, signs and dates.

Section II – Authentication by New Commander.

- Items 15 and 16. Only use these blocks during change of command PAIs. The incoming Commander authenticates and PAI and either concurs or nonconcur.

Section III – Personnel Automation Section Coordination.

- Items 17 and 18. Remarks. For all units other than BDES, the PAS Chief either concurs or nonconcur with the unit's PAI. Concurrence constitutes a recommendation for approval by the MPSM. The PAS chief must explain any nonoccurrence that could be not resolved by the PAS and the Unit Commander in block 17 for MPSM resolution. If needed, the PAS chief will continue on a separate sheet as an attachment. The PAS chief only checks the block for the Personnel Zero Balance Report Reconciled (read as "Unit Personnel Accountability Report, AAA-162") when the unit inputs all needed data changes into eMILPO based on discrepancies found during the PAI, and then attaches a fresh AAA-162 reflecting the changes.
- The BDE S1 will recommend approval by the BDE brigade level Commander, or explain why approval is not recommended. The BDE S1 only checks the block for the Personnel Zero Balance Report Reconciled (read as "Unit Personnel Accountability Report, AAA-162") when the unit inputs all needed data changes into eMILPO based on discrepancies found during the PAI, and then attaches a fresh AAA-162 reflecting the changes.

Section IV – Authentication by Commander (Chain of Command).

- Items 19 to 33. Authentication of Immediate Commanders. Forward through command channels according to local procedures.

Section V – Military Personnel Strength Monitor Certification. The MPSM fills out this section. Section V is not applicable to BDEs and is left blank.

- Item 34. To. Enter the Unit Commander that conducted the PAI.
- Item 35. From. Make no entry.
- Item 36. Date. Enter the date the MPSM makes the determination to concur or nonconcur with the PAI results.
- Item 37. The MPSM will not approve a PAI until the personnel strength is reconciled and the unit entered all necessary changes in eMILPO.
- Item 39. The MPSM will sign both approvals and disapprovals.

Functional Proponent:

HRC, Personnel Accounting Branch, SPSD, TAGD,
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Authorization Document Process (Properly Registering UICs on eMILPO)

Responsible agencies:

- Unit Commanders
- Personnel Automation Section (PAS)
- Installation UIC Coordinator
- Installation G3
- MACOM
- US Army Human Resources Command (HRC)
- Army G3

Reference(s): AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated

General guidance:

- This guidance is informational in nature. The purpose is to give installations and PAS Chiefs a better understanding of authorization documents and the correct steps to take to ensure changes will reflect on eMILPO.
- The first thing to understand is neither this command nor eMILPO can create or change authorization documents. The U.S. Army Force Management Support Agency (USAFMSA) creates the initial draft authorization document based upon guidance from G3 and the MACOM. To create or change authorization documents, the installation strength manager must work with their MACOM. In turn, the MACOM will contact the Army G3 to request a change to their authorization document. If approved, the G3 then directs USAFMSA to initiate a change. Please Note that all changes involving strength and readiness issues have priority. USAFMSA then creates or changes the authorization document using their web based system, WEBTAADS. Once that occurs, eMILPO downloads the authorization data from USAFMSA through WEBTAADS.
- eMILPO receives a file from TAADS, the Full Total Approved Force document, biannually in February and July, and a monthly Out of Cycle (OOC) file containing updates. Readiness and strength issues drive OOC changes. USAFMSA can also send eMILPO special files at any time. **The data received from USAFMSA cannot be changed in eMILPO** as the Army G3 is the only approval authority. This helps ensure USAFMSA and eMILPO documents remain in synch.
- However, PAS chiefs should also understand that in the future, there will be some differences in authorization documents between G1 and G3 concerning MOS reclassification effective dates. Some current authorization documents contain outdated MOSs. This is because USAFMSA creates future documents. When these future documents were created, they contained MOSs that have since changed. USAFMSA is not required to update a completed document due to a MOS change. This causes eMILPO to contain outdated MOSs. Therefore, in the near future, eMILPO plans to start converting the outdated MOSs within eMILPO, for current and future documents.
- eMILPO receives UICs from Force Registration (from TAPDB) in the 3010 transaction. eMILPO stores these UICs in the unit table. When eMILPO receives the authorization data from USAFMSA, the document UIC **must** exist in eMILPO's unit table or the authorization information will not load, or in other words, eMILPO will not get the document.
- USAFMSA receives a UIC file from Force Registration. USAFMSA uses this file as an edit when building authorization documents. However, USAFMSA sometimes overrides the edit and will add a UIC that has been requested. **Problems occur when the UIC requester fails to submit and finalize all the information required to fully register the UIC in ASORTS, even though the document gets created and sent to eMILPO.** The document will never appear in eMILPO

because it fails the UIC edit, as *eMILPO* never got the UIC from Force Registration (from TAPDB) in the 3010 transaction.

- Yet another problem occurs when the UIC notification is sent to an *eMILPO* work flow, and no one processes the work flow notice to get the UIC in the system. Such work flow notices must be processed **immediately** to allow authorization documents to load. If the document fails to load in *eMILPO*, HRC-FSD will not know until we receive a trouble ticket, and even then still cannot load the document unless we received the UIC from Force Registration.
- Please make sure the MACOMS understand how important it is to **fully** register their UICs and derivative UICs in Force Registration. Otherwise, they will **not** get an HRAR, or be able to slot their personnel in *eMILPO*, even if they build their document at USAFMSA.
- While not part of the TAADS authorization approval process, once a UIC is approved, it is ready to be added to the unit hierarchy. Do not try to added it directly from the *eMILPO* menu do the following:
- The Senior System Administrator receives a workflow notice to add the new unit to the unit hierarchy. The task must be done by selecting the Open/View action for the workflow task in the Workflow Inbox.
- Once the task is opened from the Workflow Inbox, it will bring the user to a special Unit Hierarchy screen that allows the user to add the new unit into the unit hierarchy. It will not work by accessing System Administration and going to the Modify Unit Hierarchy function. The Modify Unit Hierarchy function is used only to modify a unit that already in the unit hierarchy. The special screen accessed by opening the workflow task allows the user to add a unit to the hierarchy. Remember, the ability to add a unit to the unit hierarchy is not available directly from the *eMILPO* menu.

Functional Proponent:

HRC, Personnel Accounting Branch, SPSD, TAGD,
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ UIC Scrub by Installation

Responsible agencies are:

Unit Commanders
Personnel Automation Section (PAS)
Installation UIC Coordinator
Installation G3
MACOM
US Army Human Resources Command (HRC)
Army G3

Reference(s):

AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated
“Authorization Document Process (Properly Registering UICs on eMILPO)”, eMILPO Field User’s Guide, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.
“The TAPDB Organization Change Report (AAA-180)”, eMILPO Field User’s Guide, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.
“The Total Army Locator Report (AAA-083)”, eMILPO Field User’s Guide, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.

General guidance:

It is critical that PAS Chiefs scrub their UIC on a regular basis, recommended at least semi-annually. PAS Chiefs are encouraged to read “Authorization Document Process (Properly Registering UICs on eMILPO)” as referenced above to have a clear understanding on all the steps needed to ensure UICs are registered ASORTS *and* loaded in eMILPO.
The senior System Administrator must monitor and take action on his workflow notices to add new units to the installation/unit hierarchy.
PAS Chiefs will usually only encounter the Unit Operational Codes (Unit Ops Codes) as listed below. (A complete listing is found under the Reports menus, the TAPDB Organization Change Report (AAA-180)).
A Regular Army
V Mobilized Reserve
G Mobilized Guard
R Regular Reserve
N Regular Guard
If you have UICs with Unit Ops Codes of “R” and “N” that actually have no Soldiers in them, do not call EPMD to have them removed. They are there for a reason, such as being targeted for future deployment. Only the Army G3 makes this determination and has the authority to remove them.

Related system reports are:

TAPDB Organization Change Report (AAA-080)
Total Army Locator Report (AAA-083)

Work center actions:

PAS.

- Request a listing of your UICs as registered on TAPDB AO1 from FSD, at the phone number provided below.
- Pull the AAA-080 and AAA-083 as needed.
- Confirm the Unit Ops Code for each UIC.
- If you discover UICs with either “R” or “N”, confirm whether or not they have mobilized Soldiers still assigned to them. If so, either obtain the amendment for the unit order and request a change in Unit Ops Code to EPMD, or the individual orders for any remaining unit Soldiers remaining which

further assign them other UICs, and/or demobilization orders. Enter the appropriate transaction in eMILPO. i.e., departure, arrival, demobilization. Coordination with other PAS chiefs as needed.

- In preparation for annual Army-wide PAIs, also check PSC and MACOM code. If there is a discrepancy between the UIC being registered to a PPA with an erroneous PSC code, contact EPMD.
- When you believe a UIC is erroneously registered to your PPA, obtain the documents, such as unit amendment orders, and contact EPMD Operations at the phone number below.

Functional Proponent:

HRC, Personnel Accounting Branch, SPSD, TAGD,
DTAS_Support@conus.army.mil, TPS_Support@conus.army.mil

➤ Intact Unit Move

Responsible agencies are:

- Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, Military Personnel Information Management/Records
- AR 614-5, Stabilization of Tours
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- An IUM is a relocation of entire unit (UIC) Soldiers intact, from one PPA to another. These procedures provide users requirements to ensure successful transfer and update of Soldier's electronic records during the process.
- The FSD Help Desk in conjunction with the IUM requester will complete an eMILPO Intact Unit Move Request Form and forward it to the AHRS Help Desk for execution.
- If Soldiers need to be reassigned to a Derivative UIC while the Current UIC is transferred to a new installation, the FSD Help Desk will ensure the 3010 transaction for the Derivative UIC has processed in eMILPO. Once the 3010 has processed, a new Intact Unit Move Request Form can be submitted to return the soldier to their original UIC. Soldiers will be slotted into their old positions during the IUM process.
- The IUM process can be used to effect Local CONUS assignments, CONUS assignments, Local OCONUS assignments and OCONUS assignments. Values for tour length and DEROS may be required for certain OCONUS assignments. Also, Dependent Travel Status will be defaulted to UNACCOMPANIED.
- Units are required to conduct a Personnel Asset Inventory (PAI) prior to moving in accordance with AR 600-8-6, Chapter 5.
- Commanders and S1s should also consider requirements for actions e.g. rating schemes, awards, evaluations and the transfer of Soldiers' MPRs.

IUM Rules:

- The IUM does not close open attachments for Soldiers attached OUT from the unit or Soldiers attached IN to the unit.
- The IUM does delete assignment instructions for Soldiers. Any assignment instruction that existed before the IUM is still valid after the IUM is completed.
- The IUM will not change a Soldier's duty status. Example, if a Soldier had a duty status of AWL before the IUM, the Soldier's duty status will remain AWL after the IUM.

Related system reports are:

- Unit Personnel Accountability (AAA -162)

- The Unresolved Error Reports (AAA-351)

Work center actions:

- Unit Commander. Schedule and conduct a PAI in the two week time period before the first element main element of the unit departs.
- Unit Commander. Review the Unit Personnel Accountability (AAA -162) and the Unresolved Error Reports (AAA-351) after the intact unit moves take place.
- BN S1/BDE S1. Coordinate for the movement of military personnel records.
- Unit Commander / BN S1 / Gaining PAS Chief. Ensure all Soldiers are awarded applicable Tour Credit upon arriving from an OCONUS location.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN: 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil

➤ Assignment Instructions (Process an EDAS Cycle)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- This procedure discusses how HR Specialists receive assignment instructions for assigned Soldiers in eMILPO from EDAS (Enlisted Distribution Assignment System).
- Data update is performed at the BDE S1/MPD level.
- It details receipt of EDAS assignment instruction cycles. The EDAS cycles are forward through eMILPO and generate system workflow notices for appropriate users within the BDE/MPD to process Soldiers for reassignment. eMILPO improves the information flow related to EDAS assignment instructions by generating workflow notices for the affected Soldiers and the appropriate users to minimize delays in the reassignment process.
- When assignment instructions are received from TAPDB, the system will generate a workflow notice for the appropriate user within the Soldier's BDE/MPD. The BDE/MPD eMILPO clerk will open the workflow notice, and the system will respond by generating the Reassignment Notification worksheet for the Soldier. The BDE/MPD eMILPO clerk will need to complete this form including the scheduled briefing date.
- When the user saves the changes to the Reassignment Notification, the system will automatically forward the workflow task associated with the form to the Soldier's S1.

Related system reports are:

- AAA – 069 EDAS Special Letter of Instruction
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Receives the EDAS cycle in eMILPO. Once received, the system will display a notification after the user logs in. The user will have the option to open, forward, or move workflow tasks to the Main Menu screen.
- BDE S1/MPD. Review EDAS reports. The following Army Human Resource System (AHRIS) Enterprise Datastore reports will be available to assist with EDAS cycle processing:
- EDAS Special Letter of Instruction (AAA-069) - Provides updates to the special instruction templates.
- EDAS Individual Losing Assignment (AAA-234) - Contains assignment instructions with special instructions for each Soldier.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN: 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil

➤ Deletions / Deferment Processing

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure allows users to process Deletions or Deferments from EDAS (Enlisted Distribution Assignment System) or TOPMIS as required.
- Data update is performed at the BDE S1/MPD level.
- Deletions and deferments are processed through EDAS or TOPMIS.
- DA Form 5118, Reassignment Status and Election Status, will be used in conjunction with [Table 2-1, AR 600-8-11](#) (Table 2-1 updated by MILPER Memorandum Number 05-159) to determine if Soldier requires a deletion or deferment.
- Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 120 days of assignment instruction requirement month.
- The Soldier, the Soldier's unit or the supporting BDE S1/MPD can initiate the action.
- More than one deletion or deferment request may be submitted on a Soldier, but only if the conditions are not related. Multiple deferments will not exceed a total of 120 calendar days.
- Requests for deletion or deferment will include all relevant documents as prescribed in [Table 2-1, AR 600-8-11](#).
- While the request is processing, reassignment processing will continue except for requesting port call, moving family members, shipping household goods, and terminating quarters.
- The deletion or deferment process does not apply to initial entry trainees.
- Soldiers will be advised not to take irreversible actions (for example, sale of house, POV or other personal items) while a request for deletion or deferment is pending decision.
- Applications for assignment adjustments must arrive at the Human Resources Command within 60 calendar days of the EDAS cycle date. If a situation occurs that will necessitate an assignment adjustment request after the initial 60 days, submit the request within 72 hours after situation occurs, or becomes known to Soldier.
- Requests for deletion or deferment may be disapproved locally. Disapproved requests will be routed back to the originator. The Human Resources Command will inform BDE S1/MPD of incomplete requests via EDAS.
- Deletion or deferment requests must meet the criteria in [Table 2-1, AR 600-8-11](#).
- Soldiers will comply with the original Assignment Instructions (AI) if a request is disapproved. If necessary, the Human Resources Command will adjust the arrival month.
- Soldiers will comply with the original AI at the end of an authorized deferment.
- Field approval authority for locally approved deletions and deferments should be retained no lower than at the MPD Chief or BDE Commander.

- For enlisted personnel, when a deletion is approved and received, the assignment data is removed from the system.
- For enlisted personnel, when a deferment is approved and received, the new report date is posted to the eMILPO database. The user must then click on the recalculate button in the HQDA Reassignment section to generate a new DLOS date. If OCONUS, the Soldier will get a new DEROS and Report Date. The user clerk must click on the recalculate button in the HQDA Reassignment section to generate the new dates.
- For officers and warrant officers, when a deletion or deferment is approved and received, reassignment adjustments have to be entered manually. There is currently no interface between eMILPO reassignments and TOPMIS.

Work center actions:

- Unit. Forward the DA Form 4187 with supporting documents to the S1.
- S1. Review completed DA Form 4187 and recommend approval or disapproval. If recommending approval, forward the request to the BDE S1/MPD reassignment work center. If disapproved, inform unit of reason by endorsement.
- BDE S1/MPD. If the request is Soldier or unit initiated, evaluate the request for justification and timeliness. If the request is BDE S1/MPD initiated, attach supporting documentation and forward to the Human Resources Command for consideration.
- BDE S1/MPD. If the Chief of MPD or the BDE Commander is the approval authority, prepare the endorsement IAW AR 600-8-11, Figure 2-11, and return to the BDE S1/MPD reassignment work center. If authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. If approval authority was not delegated to the BDE Commander/MPD Chief, the GCMCA will consider the request and respond by endorsement IAW AR 600-8-11, Figure 2-11, and return to the BDE S1/MPD.
- BDE S1/MPD. Perform Assignment Adjustments as needed. See the procedure process Deferment or Deletion.
- S1. Notify unit of approval or disapproval.
- Unit. Inform Soldier.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN: 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil

➤ Reassignment Process Overview

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)
- Unit/Installation Retention Office

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure provides functional guidance for the reassignment process.
- Data update is performed at the BDE S1/MPD level through EDAS (Enlisted Distribution Assignment System).
- The Enlisted Personnel Management Directorate (EPMD) serves as the functional proponent for AR 600-8-11, Reassignment, which is used as the baseline for procedural guidance.
- The authority for authorizing HQDA-directed Permanent Change of Station (PCS) moves is the Human Resources Command. The unit, S1 and BDE S1/MPD are responsible for the local reassignment process which includes notifying the Soldier, monitoring progress, and conducting interviews.
- The purpose of the reassignment function is to place the right Soldier in the right job at the right time. To do this, Soldiers must arrive at their gaining unit by their report date. This process is critical; No-Shows degrade Army readiness. It is vital that units, S1s, and BDE S1/MPD work together to meet the following suspense's:
- Soldiers must be notified of their assignment within seven days of the EDAS cycle transmittal date.
- Within 30 days of the EDAS cycle transmittal date the BDE S1/MPD must determine the Soldier's eligibility and conduct interviews. The Soldier must complete DA Form 5118, Reassignment Status and Elections Statement; DA Form 5121-R, Overseas Tour Election Statement (if assignment is OCONUS); and DA Form 4036, Medical and Dental Preparation for Overseas Movement, and attend reassignment entitlements briefings. The BDE S1/MPD is able to determine the Soldier's PCS eligibility using the completed DA Form 5118. If the Soldier is not eligible, a deletion/deferment must be submitted without delay.
- Within 60 days of the EDAS cycle transmittal date the BDE S1/MPD must submit deletions and deferments via EDAS and DLOS (Date of Loss) to the Human Resources Command through eMILPO. Deletions/deferments should be submitted as soon as possible. Waiting until close to the 60th day is not advised. The Soldier must also extend or reenlist for additional service time to meet any time in service obligation for the move.

Work center actions - N/A

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN: 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Process a Request for Curtailment

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Overseas MACOM Commander
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The purpose of this procedure is to request a curtailment for an overseas tour.
- The Soldier, the Soldier's Commander or the supporting BDE S1/MPD can initiate a request for an overseas curtailment.
- A request for curtailment will include relevant documents as prescribed in Table 2-1, AR 600-8-11.
- Soldiers will be advised not to take irreversible actions (for example, sale of house, POV or other personal items) while pending a decision on a curtailment request.
- Curtailment requests initiated by the Soldier or unit must be fully justified, endorsed by an O6 or higher and forwarded to the appropriate career branch at the Human Resources Command, to arrive as early as possible, but not later than 45 days before the requested date. Soldiers will not depart losing commands until assignment instructions are received.
- Overseas MACOM Commanders may approve exceptional curtailment cases or curtailment of pregnant Soldiers, see AR 614-30. Curtailments approved at the overseas MACOM level:
- Must be approved by a general officer within the approving headquarters responsible for personnel management within the MACOM.
- Must be reported to the Human Resources Command with information to gaining and TDY station Commanders if Soldiers have received assignment instructions (AI).
- Soldiers should not take irreversible actions (for example, sale of house, POV or other personal items) while the request is pending.
- Requests that are incomplete or do not meet regulatory requirements will be returned to the originator. The Human Resources Command will inform the BDE/MPD of incomplete requests.
- Soldiers will comply with the original DEROS (Date Eligible to Return from Overseas) if a request is disapproved.
- Approved curtailments will be confirmed through EDAS (Enlisted Distribution Assignment System). The action will be coordinated with the Human Resources Command for issuance of assignment instructions.

Work center actions:

- S1. Generate a DA Form 4187, requesting an overseas curtailment.
- S1. If recommending approval, forward the request to the BDE S1/MPD. If disapproved, inform unit of decision by endorsement.

- BDE S1/MPD. Review the request for justification and timeliness, prepare the endorsement (AR 600-8-11, figure 2-11) and forward to the approval authority. If the request is BDE S1/MPD initiated, attach supporting documentation.
- BDE S1/MPD. If Commander, BDE/MPD is the approval authority, approve/disapprove by endorsement IAW AR 600-8-11 (figure 2-11). If the authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement IAW AR 600-8-11 (figure 2-11) and return to the BDE S1/MPD.
- BDE S1/MPD. If the approval authority is the Human Resources Command, forward the request to the appropriate career branch at the Human Resources Command.
- BDE S1/MPD. If MACOM or the Human Resources Command approved, submit a change to DEROS/DROS (Date Returned from Overseas) in eMILPO under the Personnel Services Module.
- S1. Notify unit of decision.
- Unit. Inform Soldier of approval/disapproval.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN: 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ **Assignment Adjustment - Process a Foreign Service Tour Extension (FSTE) Curtailment**

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Overseas MACOM Commander
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The purpose of this procedure to process a FSTE curtailment. This procedure is only applicable in overseas commands.
- The Soldier, the Soldier's Commander, or the supporting BDE/MPD can initiate a request for a FSTE curtailment.
- Soldier must have an approved FSTE.
- Commanders at all levels must evaluate requests for adequacy of justification.
- The FSTE curtailment is not applicable to initial entry trainees.
- Curtailment requests initiated by the Soldier or unit must be fully justified, endorsed by an O6 or higher and forwarded to the appropriate career branch at the Human Resources Command, to arrive as early as possible, but not later than 45 days before the requested date. Soldiers will not depart losing commands until assignment instructions are received.
- Overseas major command (MACOM) Commanders may disapprove curtailment requests. This authority may be delegated to subordinate Commanders.
- Overseas MACOM Commanders may approve exceptional curtailment cases or curtailment of pregnant Soldiers, see AR 614-30. Curtailments approved at the overseas MACOM level:
- Must be approved by a general officer within the approving headquarters responsible for personnel management within the MACOM.
- Must be reported to the Human Resources Command with information to gaining and TDY station Commanders if Soldiers have received assignment instructions (AI).
- Soldiers should not take irreversible actions (for example, sale of house, POV or other personal items) while the request is pending.
- Requests that are incomplete or do not meet regulatory requirements will be returned to the originator. The Human Resources Command will inform the BDE/MPD of incomplete requests.
- Soldiers will comply with the original DEROS (Date Eligible to Return from Overseas) if a request is disapproved.
- Approved curtailments will be confirmed through EDAS (Enlisted Distribution Assignment System). The action will be coordinated with the Human Resources Command for issuance of assignment instructions.

Work center actions:

- S1. If the Soldier or unit generates the request, complete a DA Form 4187 requesting a curtailment. Ensure supporting documentation is included. If recommending approval, forward the request to the BDE/MPD. If disapproved, inform unit.
- BDE/MPD. If the request is Soldier or unit initiated, evaluate the request for justification and timeliness. If the request is BDE/MPD initiated, attach supporting documentation.
- BDE/MPD. If the approval authority has not been delegated to the BDE S1/MPD, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement and return to the BDE/MPD.
- BDE/MPD. If the approval authority is the Human Resources Command, forward the request to the appropriate career branch at the Human Resources Command.
- BDE/MPD. If MACOM or the Human Resources Command approved, submit a change to DEROS/DRS (Date Returned from Overseas) in eMILPO under the Personnel Services module.
- BDE/MPD. Award tour credit if applicable (see Table 3-3, AR 614-30, Overseas Service, and AR 600-8-104, Military Personnel Information Management/Records).
- BDE/MPD. Notify the S1.
- S1. Notify the unit.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ **Generate Reassignment Orders**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1 or Military Personnel Division (BDE/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders

General guidance:

- Current eMILPO functionality does not support orders generation.
- Orders will be generated using local procedures and software.
- The BDE/MPD reassignment work center should issue permanent Change of Station (PCS) Orders approximately 90-120 calendar days from the Soldier's anticipated departure date, and once all pending actions are complete.

Work center actions:

- BDE/MPD. Once all required actions are complete, prepare PCS orders.
- S1. Ensure unit receives PCS orders in a timely manner.
- Unit. Ensure Soldier receives PCS orders in a timely manner.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.epmd.epsabso@conus.army.mil

➤ Perform an Intra-Installation Reassignment

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival

General guidance:

- The purpose of this procedure is to process Intra-installation reassignments for commissioned officers, warrant officers, and enlisted Soldiers. This procedure covers "local reassignments" where the Soldier will remain in the same geographical location or PERSINS Processing Activity (PPA).
- On occasion, HQDA will direct reassignment of enlisted Soldiers remaining in the same geographical location or PPA for unit cross-leveling. These reassignments, although local in nature will be sent in EDAS (Enlisted Distribution Assignment System) cycles.
- The Soldier must be on approved assignment instructions.

Work center actions:

- BN S1/BDE S1/MPD. Prepare reassignment orders. The BDE/MPD will produce orders that move Soldiers from one unit to another. The BDE S1 will produce orders for intra-brigade/battalion moves.
- BN S1/BDE S1/MPD. Ensure the unit receives the orders in a timely manner.
- Unit. Ensure the Soldier receives the orders in a timely manner.
- Losing unit. Process Soldier from unit. A departure transaction from the losing unit is not required in eMILPO.
- Gaining unit S1. Receive Soldier and submit an arrival transaction under the Personnel Accounting - Arrival function. The system will automatically generate a departure transaction. Confirm the arrival processed by reviewing the Soldier Arrival - Summary screen.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Process an Overseas Tour Election

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure covers actions required to process an overseas tour election.
- Soldiers eligible to apply for movement of family members to overseas areas must complete a DA Form 4787, Reassignment Processing.
- Family member information must be current before family members are authorized to travel at government expense. Family travel requests for movement to a gaining overseas area will not be processed by the losing installation until all family members listed on DA Form 4787 are verified as the Soldier's dependents.
- Family member information can be updated in eMILPO under the Family Member Function.
- Ensure family members are enrolled in DEERS (Defense Eligibility Enrollment System).

Work center actions:

- Unit. Have Soldier complete DA Form 4787. Forward to S1.
- S1. Forward DA Form 4787 along with the completed DA Form 5118, Reassignment Status and Election Statement, to the BDE/MPD NLT the suspense date on the Reassignment Notification.
- BDE/MPD. Review the DA Form 4787. Confirm that family members are listed in eMILPO under the Family Member Function and in DEERS.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ **Medical and Dental Preparation for Overseas Movement**

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Dental/Medical Facilities

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure is used to prepare Soldiers and family members for overseas movement.
- Soldiers PCSing to overseas locations must complete DA Form 4036, Medical and Dental Preparation for Overseas Movement.
- If the Soldier elects to serve a "With Dependents" tour, all accompanying family members will be screened for special medical and functional needs.

Work center actions:

- S1. During the S1 reassignment interview, brief Soldier on medical and dental requirements IAW AR 600-8-11, Appendix B.
- S1. Ensure Soldier has a copy of the DA Form 4036, Medical and Dental Preparation for Overseas Movement, and understands requirements.
- Dental/Medical Facility. Conduct exams as needed. Complete DA Form 4036.
- Unit. Review for completion. Return completed DA Form 4036 to the S1.
- S1. Return completed DA Form 4036 to the BDE/MPD.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Process a Request for Early Arrival

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/ Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival
- MILPER Memorandum 95-1, Processing a Request for Deletion, Deferment and Early Arrival
- MILPER Message: 05-159, Processing Requests for Deletion, Deferment and Early Arrival Update, issued 30 Jun 05, expires Jul 07

General guidance:

- The purpose of this procedure is to process a request for a Soldier's early arrival.
- Authority to take action on locally approved requests may be delegated in writing by the GCMCA to the supporting BDE/MPD Commander, but no lower. If authority is not delegated, locally approved requests (those for 60 days or less) must be forwarded to the GCMCA for decision.
- BDE/MPD Commanders (that have delegated authority from the GCMCA) may approve early arrivals for 60 days or less prior to assignment instruction (AI) requirement month (RQRRD) for CONUS and OCONUS long tours only when Soldiers are not scheduled for training TDY enroute. All other requests must be forwarded to the Human Resources Command (AHRC-EPC-O) for decision.
- Early arrival requests exceeding 60 days prior to the AI requirement month (RQRRD) must be forwarded to the Human Resources Command for decision.
- Requests initiated by the gaining command will be coordinated with the losing command by the Human Resources Command.
- Requests for early arrival must be submitted 90 calendar days or more prior to requested new arrival month.
- Soldier initiated requests for an early arrival of 60 calendar days or less to long tour areas (with no TDY enroute) may be approved or disapproved by the BDE/MPD Commander (that have delegated authority from the GCMCA).
- The Human Resources Command is the final approval authority for requests to short tour areas.
- Requests for early arrival that involve TDY enroute must be sent to the Human Resources Command for consideration.
- Requests must include a complete justification. Incomplete requests will be returned to the originator.
- Disapproval of a request for early arrival may be done at any level. Disapproved cases will be routed back to the originator.
- The Human Resources Command approved requests for early arrival will be confirmed through EDAS (Enlisted Distribution Assignment System).
- Soldiers will comply with the original AI if a request is disapproved.

- For enlisted personnel, when an early arrival is approved and received, the new report date is posted. A new DLOS (Date of Loss) date should automatically post. If the DLOS does not reset automatically, it can be adjusted manually by clicking on the recalculate button in the HQDA Reassignment section. This will generate a new DLOS date.
- For officers and warrant officers, when an early arrival is approved and received, reassignment adjustments have to be entered manually. There is currently no interface between eMILPO reassignments and TOPMIS.

Work center actions:

- S1. Generate a DA Form 4187, requesting an early arrival. Forward to the BDE/MPD.
- BDE S1/MPD. Review the request for accuracy, prepare endorsement (AR 600-8-11, figure 2-11) and forward to the approval authority.
- BDE/MPD. If the approval authority has been delegated to the BDE S1/MPD Commander, approve/disapprove the request by endorsement (AR 600-8-11, Figure 2-11). If authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement (AR 600-8-11, Figure 2-11) and return to the BDE S1/MPD.
- BDE/MPD. If the Human Resources Command is the final approval authority, forward the request to the Human Resources Command in EDAS.
- BDE S1/MPD. Upon receipt of the decision from the Human Resources Command, review the EDAS losing Assignment Recap (AAA-233) and the EDAS Individual Losing Assignment (AAA-234) reports received in the EDAS Cycle under the eMILPO Enterprise Datastore.
- BDE/MPD. Inform S1 of decision.
- BDE/MPD. Process the losing assignment adjustment roster (AAA-132), received in the EDAS cycle.
- BDE/MPD. Recalculate the Soldier's DLOS through the HQDA Reassignment Section.
- BDE/MPD. Place a copy of the approval/disapproval in Soldier's reassignment file.
- S1. Inform the unit of approval/disapproval.
- Unit. Inform the Soldier of the decision.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

➤ Assignment Adjustment - Process a Deferment or Deletion

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival

General guidance:

- This procedure is performed when a change occurs in a Soldier's assignment, such as an approval for a deletion or deferment.
- EDAS Losing Assignment Adjustment Roster (AAA-132) will provide decisions on requests for deferments or deletions.

Work center actions:

- Process Deferment:
 - BDE/MPD. Review the EDAS Losing Assignment Adjustment Roster (AAA-132). When a request is approved or disapproved, inform the S1 of the decision.
 - BDE/MPD. If required, send the Soldier to the Transportation Office (TRANS OFC) for port call adjustment. If OCONUS, submit change to DR0S/DER0S (Date Returned from Overseas/Date Eligible to Return from Overseas).
 - TRANS OFC. Adjust port call to new report date.
 - BDE/MPD/S1. Notify Soldier to continue reassignment processing when the Assignment Adjustment Roster (AAA-132) report reveals disapproval.
 - BDE/MPD. Recalculate the Soldier's DLOS through the HQDA Reassignment Section and check to ensure reassignment data was removed for deletions.
 - BDE/MPD. When required, amend orders.
 - BDE/MPD. Notify local training office if Soldier was scheduled for training enroute.
 - BDE/MPD. The training office will coordinate with the Human Resources Command (appropriate career branch) to determine status of Soldier's training.
- Process Deletion:
 - BDE/MPD. Review the EDAS Losing Assignment Adjustment Roster (AAA-132). When a request is approved or disapproved, inform the S1 of the decision.
 - BDE/MPD. If deletion was approved, notify Soldier to stop processing for reassignment.
 - TRANS OFC. Cancel port call.
 - BDE/MPD. Revoke orders.
 - BDE/MPD. Submit eMILPO transaction to change Soldier's AEA code.
 - S1. Notify unit.
 - Unit. Inform Soldier of approval/disapproval.

Functional Proponent: EPMD Operations Management Division, Plans and Procedures. COML: (502) 613-5852 or DSN 983-5852. Email: hrc.tagd.jr.enlistedpromotions@conus.army.mil.

Reports Guide

The purpose of this section is to provide Human Resources (HR) Specialists and other end-users with information and guidance as it pertains to **eMILPO “AAA” Reports** and the **Ad Hoc Query** feature in AHRS Enterprise Datastore. This section provides guidance users must use for periodic data reconciliation and situational awareness.

eMILPO “AAA” Reports: HR Specialists must follow guidance provided and produce these reports as required. The reports are essential to commanders for maintaining strength accountability, deployment availability, awareness of Soldiers that meet promotion criteria, Soldiers that have Suspension of Favorable Personnel Actions and other essential reports.

HR Specialists are responsible for producing eMILPO “AAA” Reports by the “Frequency” outlined in this section and follow the guidance as prescribed for each. Users can only produce reports based on their assigned Unit Identification Code(s) (UIC).

Ad Hoc Query: Users can design unique reports with the Ad Hoc Query feature in AHRS Enterprise Datastore. The Ad Hoc Query feature within AHRS Enterprise Datastore provides users the capability to view the entire Army and does not have the UIC limitation of the eMILPO “AAA” Reports listed in the matrix. However, users must use constraint when creating reports and only use their UICs. If users attempt to create Army wide reports, it will be detrimental to the response time of the system based on searching every record stored in the database.

The following is provided in this section:

- A quick reference for all eMILPO “AAA” Reports by name, frequency, responsible agency, and general guidance. If more detailed information is required, it also has hyperlinks to the data with complete report design.
- Familiarization of standard icons within Datastore.
- How to create queries.
- How to export Datastore reports.

Reports Listing Matrix

PCN	Report Title	Report Location
N/A	<u>Ad Hoc Query</u>	AHRS Enterprise Datastore
N/A	<u>Audit Report</u>	eMILPO
N/A	<u>Duty Status Listing</u>	eMILPO
N/A	<u>Human Resource Authorization Report (HRAR)</u>	eMILPO
N/A	<u>Officer Records Brief</u>	TOPMIS
AAA-002	<u>EDAS Audit Sheet</u>	AHRS Enterprise Datastore
AAA-008	<u>Enlisted Levy Status Report</u>	AHRS Enterprise Datastore
AAA-069	<u>EDAS Special Letter of Instruction</u>	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-080	<u>TAPDB Organization Change Report</u>	AHRS Enterprise Datastore
AAA-083	<u>Total Army Locator Report</u>	AHRS Enterprise Datastore
AAA-095	<u>Suspension of Favorable Personnel Action Report</u>	AHRS Web Portal: eMILPO Report Menu
AAA-101	<u>SFPA Service Expiration Suspense Report</u>	AHRS Enterprise Datastore
AAA-117	<u>Enlisted Advancement Report</u>	eMILPO
AAA-125	<u>EDAS Error Report</u>	AHRS Enterprise Datastore
AAA-126	<u>EDAS Personnel Reassignment Report</u>	AHRS Enterprise Datastore
AAA-132	<u>Losing Assignment Adjustment Roster</u>	AHRS Enterprise Datastore
AAA-133	<u>Gaining Assignment Adjustment Roster</u>	AHRS Enterprise Datastore
AAA-136	<u>EDAS Gaining Assignment Modification Report</u>	AHRS Enterprise Datastore
AAA-137	<u>EDAS Losing Assignment Modification Report</u>	AHRS Enterprise Datastore
AAA-160	<u>Report of AWOLS</u>	AHRS Web Portal: eMILPO Report Menu
AAA-162	<u>Unit Personnel Accountability Report</u>	AHRS Web Portal: eMILPO Report Menu
AAA-163	<u>Enlisted MOS Inventory By Name</u>	AHRS Enterprise Datastore
AAA-164	<u>Skill Inventory By Grade</u>	AHRS Enterprise Datastore
AAA-165	<u>Unit Personnel Accountability Notices</u>	AHRS Web Portal: eMILPO Report Menu
AAA-166	<u>Military Labor Report</u>	AHRS Enterprise Datastore
AAA-167	<u>Unit Soldier Readiness Report</u>	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-174		
AAA-199	<u>Good Conduct Medal Roster</u>	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-223	<u>Enlisted Skill Inventory and Projection by MOS</u>	AHRS Enterprise Datastore
AAA-227	<u>EDAS Gaining Assignment Report</u>	AHRS Enterprise Datastore
AAA-233	<u>EDAS Losing Assignment Recap</u>	AHRS Enterprise Datastore
AAA-234	<u>EDAS Individual Losing Assignment</u>	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-294	<u>Enlisted Promotion Report</u>	eMILPO
AAA-338	<u>Demographic Profile Report</u>	AHRS Enterprise Datastore
AAA-339	<u>Religious Denomination Report</u>	AHRS Enterprise Datastore
AAA-342	<u>Alpha Roster</u>	AHRS Enterprise Datastore
AAA-343	<u>Religious Denomination Statistical Report</u>	AHRS Enterprise Datastore
AAA-347	<u>Enlisted Record Brief</u>	AHRS Web Portal: eMILPO Report Menu
AAA-351	<u>Unresolved Error Report</u>	AHRS Enterprise Datastore

Reports & Queries Quick Reference Sheet

Report Name	Frequency	Responsible Agency	General Guidance
EDAS Audit Sheet (AAA-002)	Weekly	Personnel Automation Section (PAS) eMILPO Help Desk Personnel Automation Section (PAS)	This report displays errors when the weekly assignment updates are processed in eMILPO. The total number, both processed (TOTAL CORRECT) and unprocessed (TOTAL DB ERRORS), of each reassignment-related action.
Enlisted Levy Status Report (AAA-008)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report displays losing assignments that are pending action.
EDAS Special Letter of Instruction (AAA-069)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk Enlisted Personnel Management Directorate (EPMD) Army Human Resources Command, (HRC)	This report alerts users of changing requirements by the Human Resources Command (HRC) Enlisted Personnel Management Division (EPMD). It provides updates to the special instruction templates of reassignment instructions. This information is used in the construction of Soldiers' reassignment orders.
TAPDB Organization Change Report (AAA-080)	Daily	Personnel Automation Section (PAS) Unit Identification Code Information Officer (UICIO)	This report provides the PAS with notification of any additions, deletes, or changes to UICs assigned to their PPA (PERSINS Processing Activity).
Total Army Locator Report (AAA-083)	As Needed	Personnel Automation Section (PAS)	This report displays current unit organization location data. The report lists all UICs in eMILPO.
Suspension of Favorable Personnel Actions (SFPA) Management Report (AAA-095)	Monthly	Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Installation G1/AG Headquarters, Department of the Army (HQDA)	This report is used to manage Suspension of Favorable Personnel Actions. It displays flagged Soldiers with their associated SFPA data. It is sorted by commissioned officers, warrant officers, and enlisted Soldiers.
Suspension of Favorable Personnel Action (SFPA) Service Expiration Suspense Report (AAA-101)	Monthly	Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Headquarters, Department of the Army (HQDA)	This report displays Soldiers with an active SFPA and pending reassignment.

Reports & Queries Quick Reference Sheet (Cont'd)

Report Name	Frequency	Responsible Agency	General Guidance
Enlisted Advancement Report (AAA-117)	Monthly	Unit commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Army Human Resources Command, (HRC)	This report displays Soldiers eligible for promotion through the rank of SPC, along with the Unit Waiver Allocation percentages. It is a management tool to assist commanders in the timely promotion of Soldiers. Each company and battalion should create the report. It must be produced on the 2 nd and NLT the 5 th each month.
EDAS Error Report (AAA-125)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) Personnel Automation Section (PAS) eMILPO Help Desk	This is a system-generated report that displays errors resulting from the EDAS cycle processing. If the EDAS cycle has no errors, the report will not be produced.
EDAS Personnel Reassignment Report (AAA-126)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report displays a snapshot of a Soldier's record. It is used to conduct initial screening and determine reassignment eligibility.
Losing Assignment Adjustment Roster (AAA-132)	Weekly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This is a system-generated report used by losing BDE S1/MPD to identify deletions and deferments that have been approved/disapproved by Human Resources Command (HRC).
Gaining Assignment Adjustment Roster (AAA-133)	Weekly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report is system-generated and used by gaining BDE S1/MPD to identify deletions and deferments that have been approved/disapproved by HRC.
EDAS Gaining Assignment Modification Report (AAA-136)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report is system-generated and used by BDE S1/MPD to identify Soldier(s) whose original assignment was modified by the gaining command and HRC.
EDAS Losing Assignment Modification Report (AAA-137)	Weekly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report is system-generated and used by BDE S1/MPD to identify Soldier(s) whose original assignment was modified by the gaining command and the HRC.

Reports & Queries Quick Reference Sheet (Cont'd)

Report Name	Frequency	Responsible Agency	General Guidance
Report of AWOLS (Absent Without Leave) (AAA-160)	Weekly	Unit commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)	This report displays all Soldiers reported AWOL and DFR (Dropped From Rolls) by a unit. It is used to monitor AWOL/DFR Soldiers and to verify their current duty status.
Unit Personnel Accountability Report (AAA-162)	Monthly	Unit Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Installation Personnel Automation Section (PAS) Replacement Detachment (Repl. Det.) or similar activity Transition Center	This report is the source and historical document for strength reconciliations. It displays all Soldiers assigned and attached to a specific organization and identifies their present and last duty status.
Enlisted MOS Inventory - By Name (AAA-163)	Monthly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG	This report displays an inventory of the enlisted skills MOS by Name. It is to be used in conjunction with the AAA-164 to manage personnel assignments, details, transfers, and training.
Skill Inventory by Grade (AAA-164)	Monthly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG	This report displays an inventory of Soldier skills by grade. It will be used in conjunction with the AAA-163 to manage personnel assignments, details, transfers, and training.
Unit Personnel Accountability Notices Report (AAA-165)	Daily	Battalion S1 or separate company Unit Retention office Brigade S1/Military Personnel Division (BDE S1/MPD) Installation Personnel Automation Section (PAS)	This report displays personnel discrepancies or notices for the unit. These notices list Soldiers whose personnel record contain specified unit accountability conditions that require action by the unit.HR Specialist.
Military Labor Report (AAA-166)	As Needed	Personnel Automation Section (PAS)	This report displays assigned strength by MPC (Military Personnel Class) and grade for each UIC (Unit Identification Code) reported
Unit Soldier Readiness Report (AAA-167)	Bi-Monthly	Battalion S1 or separate company Personnel Automation Section (PAS)	This report provides a depiction of Soldiers in a Non-availability (NA) status and by Non-availability reason. Use this report to validate USR "NA" information.

Reports & Queries Quick Reference Sheet (Cont'd)

Report Name	Frequency	Responsible Agency	General Guidance
Good Conduct Medal Roster (AAA-199)	Monthly	1SG/Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Official Military Personnel File (OMPF) Records Custodian	This report provides commanders with a list of Soldiers who are eligible to receive a Good Conduct Medal within the next 90 days.
Enlisted Skill Inventory and Projection Report (AAA-223)	As Needed	Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG	This report displays user-specified skill inventories of an organization. It is used to assist personnel managers with assignments, details, transfers, and training.
EDAS Gaining Assignment Report (AAA-227)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report displays EDAS gaining assignments for a specified cycle. The report may be produced by a specified EDAS cycle, UIC (unit identifier code) or group (up to 15) UICs.
EDAS Losing Assignment Recap (AAA-233)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk	This report provides the BDE S1/MPD with a recap of total assignment instructions, deletions, and deferrals received from the EDAS cycle for a PERSINS processing activity (PPA) by unit identifier code (UIC).
EDAS Individual Losing Assignment Report (AAA-234)	Weekly	Brigade S1/Military Personnel Division (BDE S1/MPD)	This report provides HR Specialists with the number of assignment instructions and special instructions by name by EDAS (Enlisted Distribution Assignment System) cycle. NOTE: The Datastore AAA-234 contains incomplete data, so it is strongly recommended not to use the Datastore AAA-234. Use the AAA-234 generated from the eMILPO portal page (Reports).
Enlisted Promotion Report (AAA-294)	Monthly	Unit Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Army Human Resources Command, (HRC)	This report displays Soldiers eligible for promotion considerations to ranks SGT/SSG and Soldiers eligible for Automatic List Integration for Active Component. The report is generated for each unit and is produced for the following month's promotion board. This is a management tool to assist commanders in the timely submission for consideration, recommendation, and counseling for fully eligible Soldiers not recommended. The report must be produced on the 2nd and NLT 5th each month.
Demographic Profile Report (AAA-338)	Quarterly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Installation Personnel Automation Section (PAS)	The purpose of this report is to provide an effective tool for the chain of command to verify family care plan information, Equal Opportunity Office overview, and other command programs.

Reports & Queries Quick Reference Sheet (Cont'd)

Report Name	Frequency	Responsible Agency	General Guidance
Religious Denomination Report (AAA – 339)	As Needed	Battalion S1 or separate company Chaplain Office Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Installation Personnel Automation Section (PAS)	This report is a demographic tool that is used by the commander. It is a by-name report that lists all Soldiers in the unit by religion.
Alpha Roster (AAA-342)	Quarterly	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Installation Personnel Automation Section (PAS)	This report lists all unit Soldiers, assigned or attached, in alphabetical order.
Religious Denomination Statistical Report (AAA-343)	As Needed	Battalion S1 or separate company Chaplain Office Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Installation Personnel Automation Section (PAS)	This report displays Soldiers religious denomination. Commanders use it to plan religious support.
Enlisted Record Brief (AAA-347)	As Needed	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)	The Enlisted Record Brief (ERB) is a summary of an enlisted Soldier's personnel record.
Unresolved Error Report (AAA-351)	Daily	Personnel Automation Section (PAS) eMILPO Help Desk	This report displays system-generated errors resulting from personnel updates that did not process in eMILPO and TAPDB.

Reports & Queries List, by Frequency

Daily	
Report Name	Responsible Agency
TAPDB Organization Change Report (AAA-080)	Personnel Automation Section (PAS) Unit Identification Code Information Officer (UICIO)
Unit Personnel Accountability Notices Report (AAA-165)	Battalion S1 or separate company Unit Retention office Brigade S1/Military Personnel Division (BDE S1/MPD) Personnel Automation Section (PAS)
Unresolved Error Report (AAA-351)	Personnel Automation Section (PAS) eMILPO Help Desk

Reports & Queries List, by Frequency (Cont'd)

Weekly	
Report Name	Responsible Agency
EDAS Audit Sheet (AAA-002)	Personnel Automation Section (PAS) eMILPO Help Desk Personnel Automation Section (PAS)
Enlisted Levy Status Report (AAA-008)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
EDAS Special Letter of Instruction (AAA-069)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk Enlisted Personnel Management Directorate (EPMD)
EDAS Error Report (AAA-125)	Brigade S1/Military Personnel Division (BDE S1/MPD) Personnel Automation Section (PAS) eMILPO Help Desk
EDAS Personnel Reassignment Report (AAA-126)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
Losing Assignment Adjustment Roster (AAA-132)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk

Reports & Queries List, by Frequency (Cont'd)

Report Name	Responsible Agency
Gaining Assignment Adjustment Roster (AAA-133)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
EDAS Gaining Assignment Modification Report (AAA-136)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
EDAS Losing Assignment Modification Report (AAA-137)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
Report of AWOLS (Absent Without Leave) (AAA-160)	Unit commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)
EDAS Gaining Assignment Report (AAA-227)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
EDAS Losing Assignment Recap (AAA-233)	Brigade S1/Military Personnel Division (BDE S1/MPD) eMILPO Help Desk
EDAS Individual Losing Assignment Report (AAA-234)	Brigade S1/Military Personnel Division (BDE S1/MPD)

Reports & Queries List, by Frequency (Cont'd)

Bi-Monthly	
Report Name	Responsible Agency
Unit Soldier Readiness Report (AAA-167)	Battalion S1 or separate company Personnel Automation Section (PAS)

Monthly	
Report Name	Responsible Agency
Suspension of Favorable Personnel Actions (SFPA) Management Report (AAA-095)	Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Installation G1/AG
Suspension of Favorable Personnel Action (SFPA) Service Expiration Suspense Report (AAA-101)	Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)
Enlisted Advancement Report (AAA-117)	Unit commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)

Reports & Queries List, by Frequency (Cont'd)

Report Name	Responsible Agency
Unit Personnel Accountability Report (AAA-162)	Unit Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Personnel Automation Section (PAS) Replacement Detachment (Repl. Det.) or similar activity Transition Center
Enlisted MOS Inventory - By Name (AAA-163)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG
Skill Inventory by Grade (AAA-164)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG
Good Conduct Medal Roster (AAA-199)	1SG/Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) Official Military Personnel File (OMPF) Records Custodian

Reports & Queries List, by Frequency (Cont'd)

Report Name	Responsible Agency
Enlisted Promotion Report (AAA-294)	Unit Commander Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)

Quarterly	
Demographic Profile Report (AAA-338)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Personnel Automation Section (PAS)
Alpha Roster (AAA-342)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Personnel Automation Section (PAS)

Reports & Queries List, by Frequency (Cont'd)

As Needed	
Report Name	Responsible Agency
Total Army Locator Report (AAA-083)	Personnel Automation Section (PAS)
Military Labor Report (AAA-166)	Personnel Automation Section (PAS)
Enlisted Skill Inventory and Projection Report (AAA-223)	Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG
Religious Denomination Report (AAA – 339)	Battalion S1 or separate company Chaplain Office Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Personnel Automation Section (PAS)
Religious Denomination Statistical Report (AAA-343)	Battalion S1 or separate company Chaplain Office Brigade S1/Military Personnel Division (BDE S1/MPD) G1/AG Personnel Automation Section (PAS)
Enlisted Record Brief (AAA-347)	Battalion S1 or separate company Brigade S1/Military Personnel Division (BDE S1/MPD)

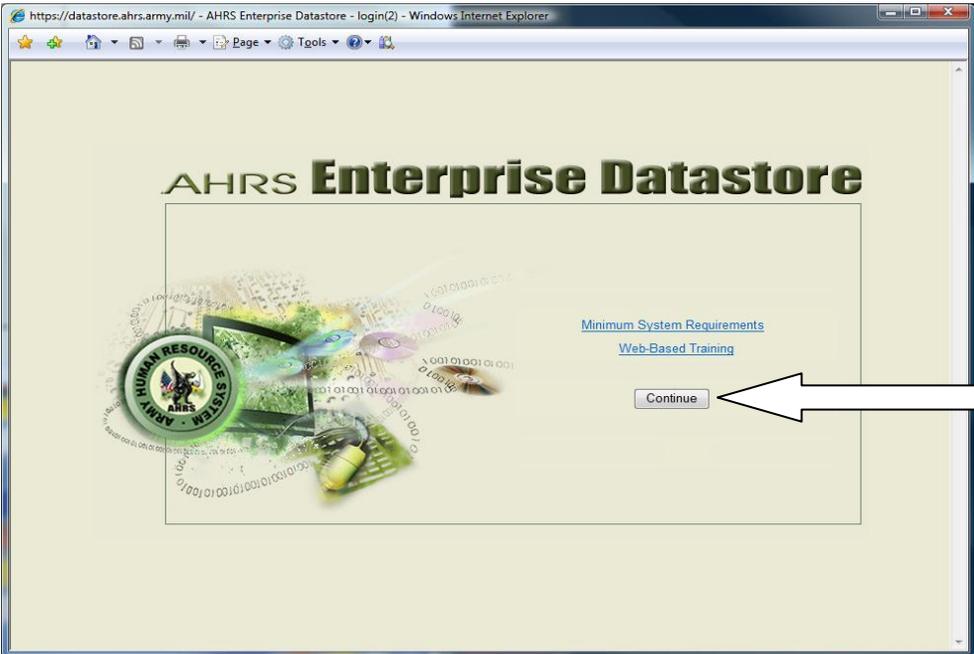
Datastore Icon Familiarization

The following are the primary editing/navigating icons used in Datastore:

ICON	Name	Typical Use
	Folder	Store information
	Set Properties	Change data output type from Report to Excel, PDF.
	View Output Version	Allows you to save your data to your desktop
	Run With options	Runs your query/report with the latest data
	Open with Query Studio	Allows you to modify your query
	Open with Report Studio	Allows you to modify your report
	Create a Report Version of your query	Self explanatory
	Schedule	Set a time/frequency for your report to run
	List View	Self Explanatory
	Details View	Self Explanatory
	Create a new folder	Self Explanatory
	New Job	Self explanatory
	New URL	Self explanatory
	New Page	Self Explanatory
	Select all Folders/Files	Self Explanatory
	Deselect all Folders/Files	Self Explanatory
	Cut	Self Explanatory
	Copy	Self Explanatory
	Paste	Self Explanatory
	Delete	Self Explanatory

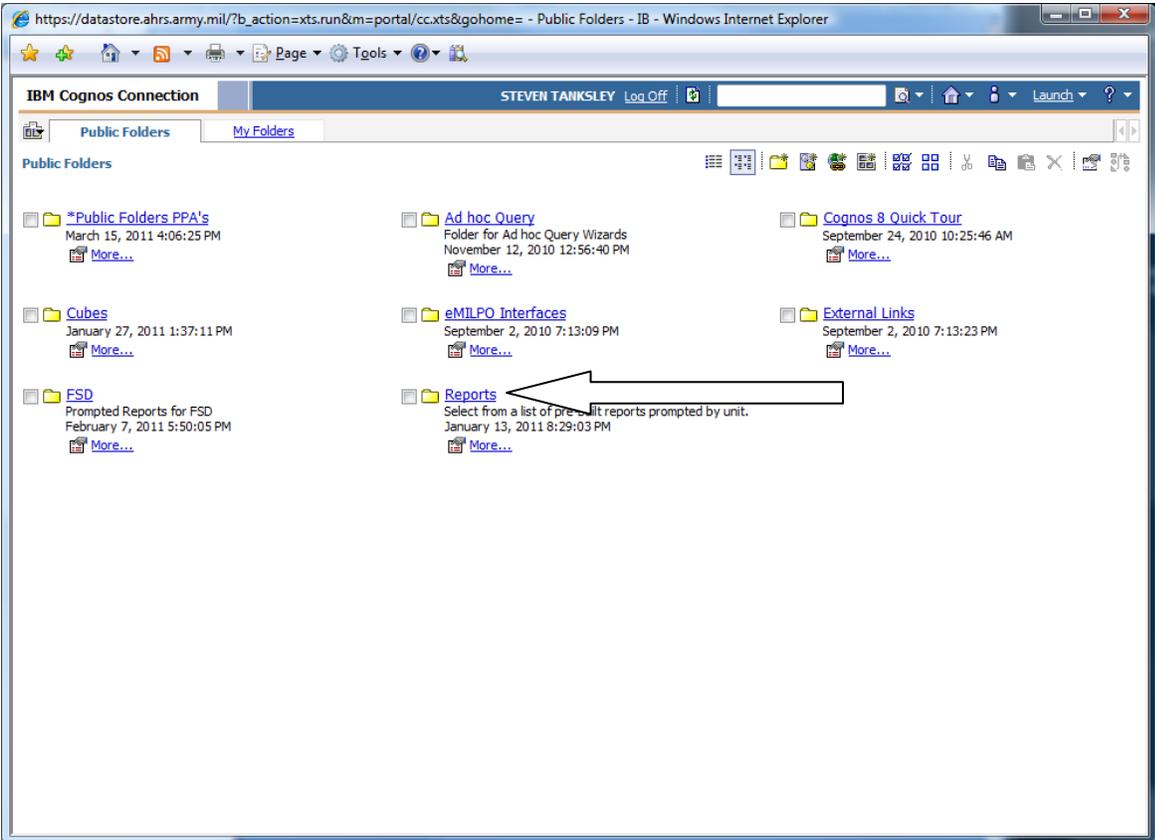
Reports & Queries Locations

Select the "AHRS Enterprise Datastore" link:



Reports & Queries Locations (Cont'd)

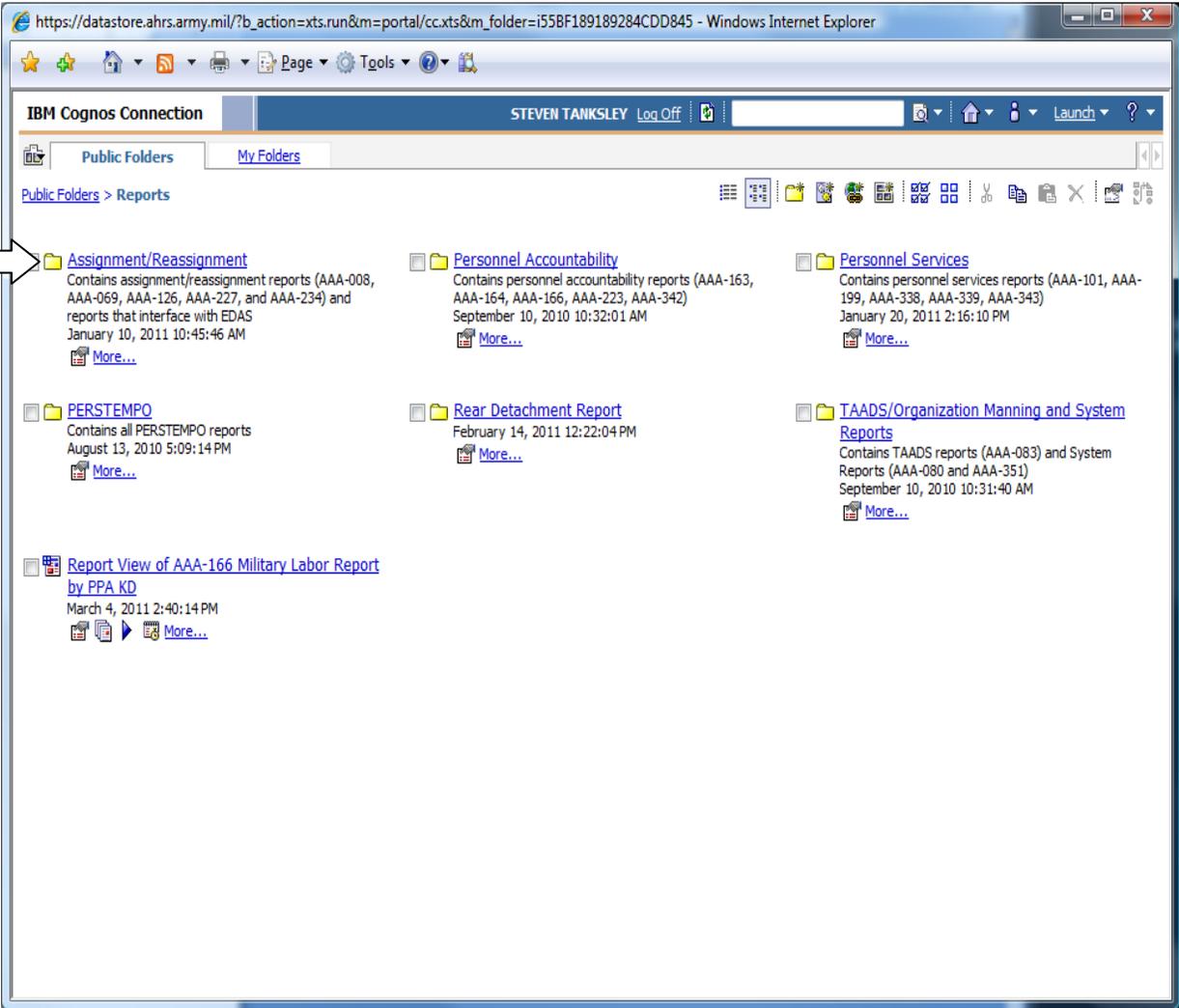
Select the "Reports" Folder:



Reports & Queries Locations (Cont'd)

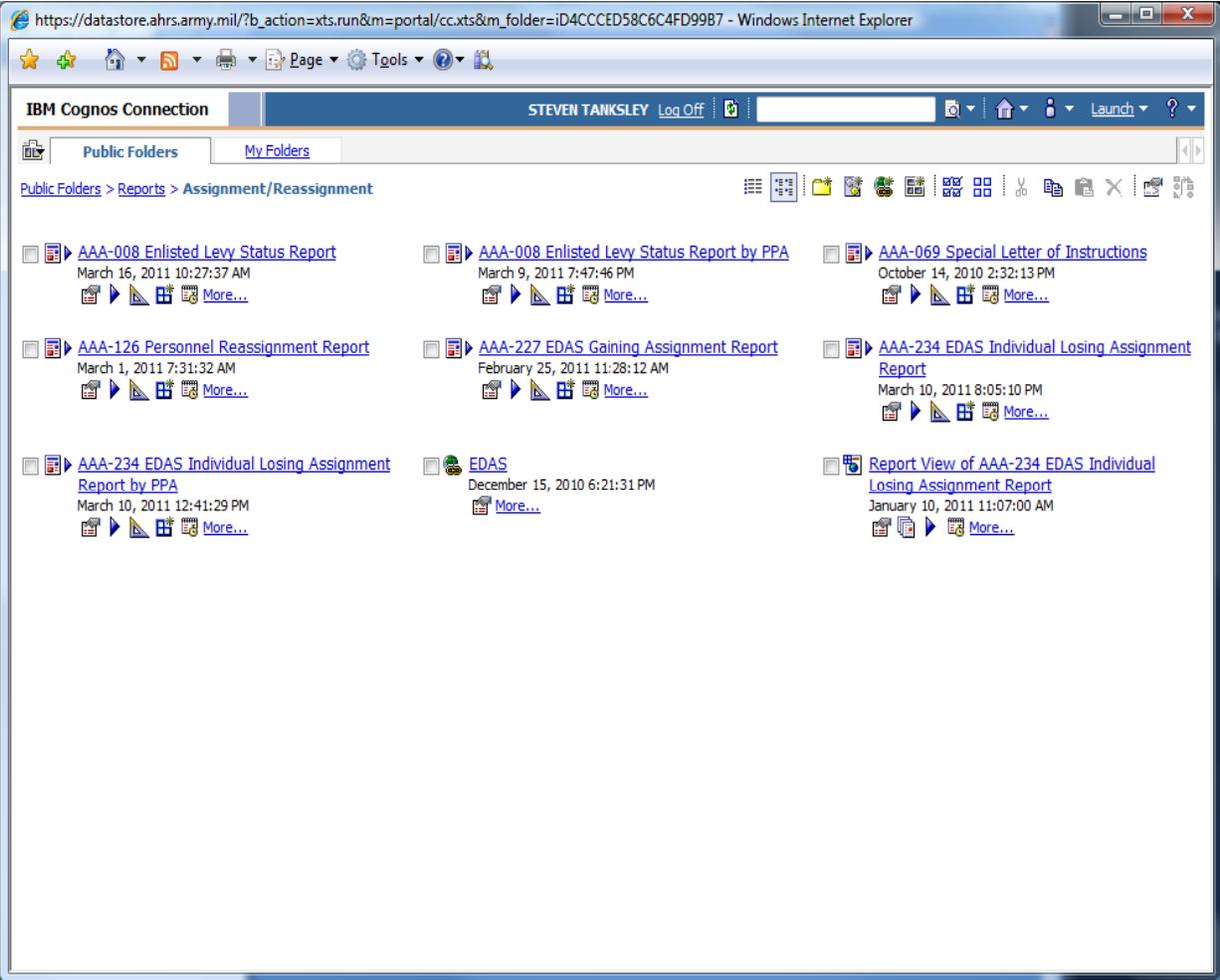
Notice the folders and their names. The names will lead you to the type of report you are looking for and need to run. Underneath the names, you will see some of the reports contained inside the folder.

Select the Assignment/Reassignment folder:



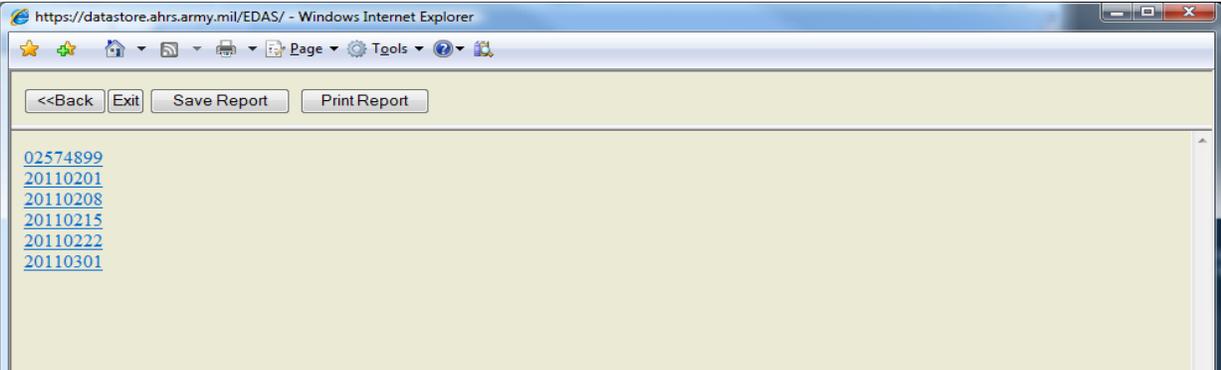
Reports & Queries Locations (Cont'd)

All reports pertaining to Assignment/Reassignments appear:



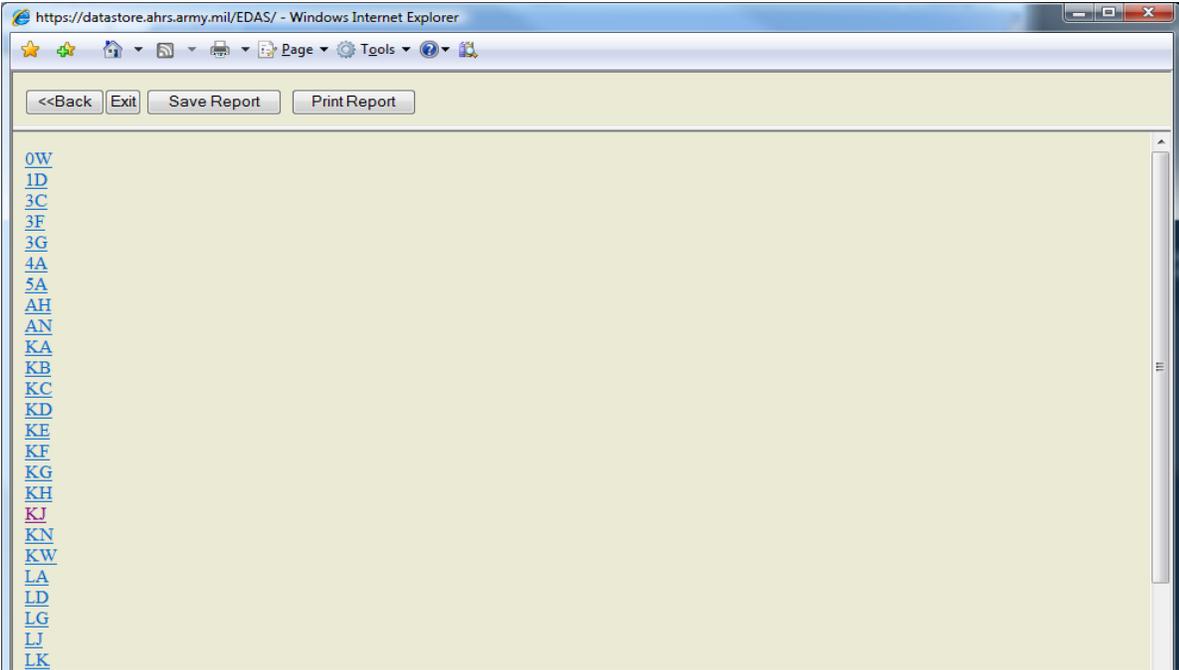
EDAS - Notice that it has a different icon. If you select this icon, you will see the following:

1. Select the cycle date

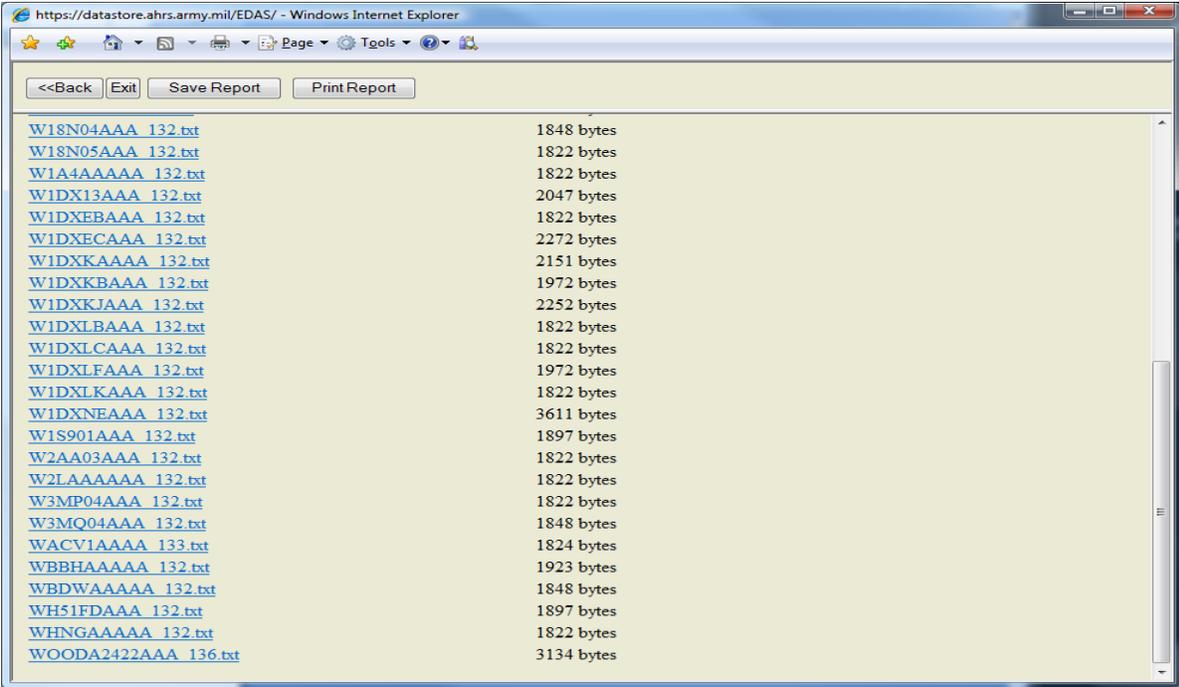


Reports & Queries Locations (Cont'd)

2. Select the PPA:

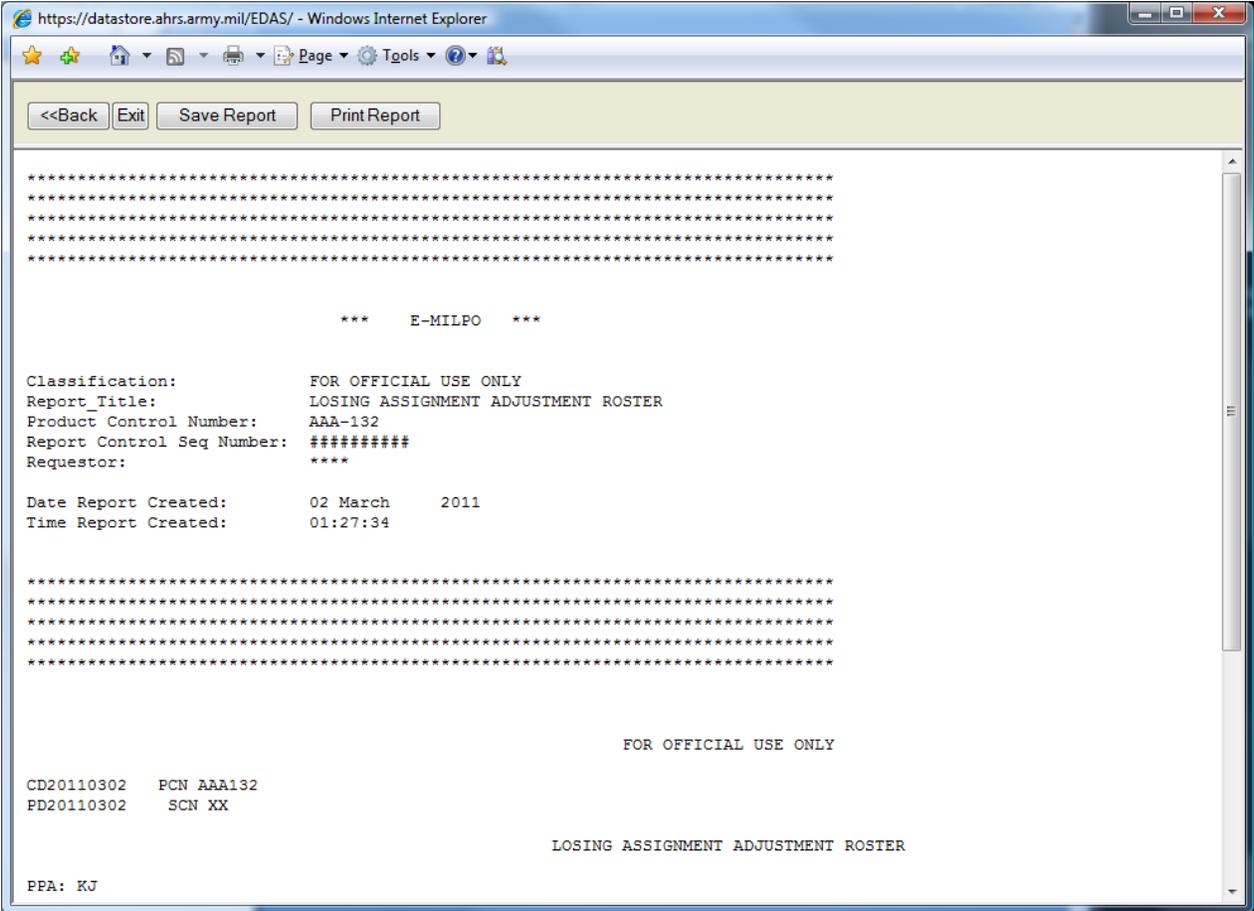


3. Select the UIC:



Reports & Queries Locations (Cont'd)

4. Report is produced:



Exporting your Reports

To print or export a report from data store, follow these steps (Note: because of some system settings, this option will not work for all users, however, the steps for building the report are the same and apply to both options) :

Option #1:

- 1) Select AAA-342 Alpha Roster (not by PPA)
- 2) Select "Run for current UICs" or "Display Children"
- 3) If you select "Display Children", you will wait until the Children UICs appear. Select one or more child UICs.
- 4) Select "Run for current UICs"
- 5) Select ALL, Enlisted, Officer, or Warrant
- 6) Select "Finish"

The report should open a new window in MS Excel. If it does not open, check your pop-up settings. If it still does not open, contact your IMO for assistance.

Option #2

- 1) Select the report you would like to export to your desktop in a different format (i.e. excel).
- 2) Select Copy
Note: You must move it to a location outside of this folder!
- 3) Go to the preferred location and select "Paste"
- 4) Select the "Select Properties" Icon
- 5) Select the "Report" tab
- 6) Check the "Override the default values", then select the format you would like
- 7) Select "OK"
- 8) Follow the link to the S-1 Net where we have the "Exporting Data from Cognos" and other useful tools to assist. We highly recommend that you review Cognos 101 first:
<https://forums.army.mil/secure/CommunityBrowser.aspx?id=1244747&lang=en-US>
- 9) You are now ready to export. Now refer to option #1 for the steps to building your reports.

1.1 Ad Hoc Query

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

Reference(s):

- eMILPO Message 5-10, subject: AHRs Data Store Update, dated 1 March 2005

General guidance:

- Users can no longer create and store queries/reports in the main Public Folder. Any new query / report will have to be stored in the individual's personal "My Folder" or in an existing Installation / PPA Public Folder which is located under the main Public Folder.
- PAS Chiefs must monitor the installation Public Folder status. Any installation or PPA with more than one Public Folder will need to combine all queries/reports into one folder. If the installation / PPA do not currently have a Public Folder, the PAS Chief will need to create one.
- Ad Hoc Query allows the user to get information not available in the data cube or standard reports. The user can design simple to complex queries to produce the required data.
- The user should keep the queries simple in the beginning. Users can modify queries to include additional elements later in the query design. A common mistake is to start out with a query that is too complex. The Ad Hoc Query is a very useful tool. However, successful queries require an understanding of the basic query principles, familiarity within the data elements available, forethought in the query design, patience, and practice.
- In general (but not always), when querying Soldier data, the user should begin with the column selection process by first choosing the SSN from the SOLDIER CORE DATA table. Choosing other tables' columns first may produce NULL (empty) results.
- Ad Hoc Query provides the user access to the entire Regular Army database, but the user must identify the specific UICs to prevent a Database work overload.
- Queries, while important and useful, take up storage space. Please make all attempts to monitor your queries and delete any no longer needed.
- In the link below are the tables, columns, and definitions of columns that can be selected in Ad Hoc Query. Research here to design your query. Then, enter Datastore Ad Hoc Query to enter your design. Check-<https://www.hrc.army.mil/site/protect/Active/FSD/CODES/DATASTORE.xls>
- The report can be found at <https://eMILPO.ahrs.army.mil/>, which requires an AKO user ID and password. Click eMILPO Reports to proceed to the eMILPO Report Menu.

Work center actions:

- PAS. Submits request for access to the AHRs Helpdesk: HelpDesk@ahrs.army.mil
- S1/MPD/AG/G1/PAS eMILPO clerk. Be careful to narrow your search if possible by using specific selection criteria such as UIC or SSN.
- S1/MPD/AG/G1/PAS eMILPO clerk. File under ARIMS file number 600-8b. Destroy report when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.2 Audit Report

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/ Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

Reference(s):

- USER MANUAL FOR eMILPO

General guidance:

- The Audit Report it provides designated eMILPO users the capability to view actions performed on eight major tables in the database. It allows users to monitor, review, and research input from other eMILPO users.
- Any work center level can produce an Audit report. However, the eMILPO clerk must have an account with System Administrator (SA) privileges. The scope or visibility of the SA is limited by the Unit Identification Code (UIC) hierarchy. This means that eMILPO clerks with SA privileges can only query for transactions that processed against their assigned UICs.

The eMILPO clerk may query by the following:

- Table Name
- Date Range
- SSN
- AKO User ID

The user may query from the following tables:

- Major Personnel Action
- Military Duty Status
- SFPA (Suspension of Favorable Personnel Actions)
- Soldier
- Soldier Lost Time
- Soldier Overseas Assignment
- Soldier Physical Qualification
- Soldier Rank

- The Audit Report does access to the history of all submitted transactions and eMILPO does not have the capability to research the history for any type of transaction. The Audit Report can only query for transactions related to the eight specified tables. For more extensive research, the PAS can use MS51 Personnel/Pay Research Tool and Data Query.

Other related reports: None.

Work center actions:

- S1/MPD/AG/G1/PAS eMILPO clerk. Produce and review the Audit Report as needed.
- S1/MPD/AG/G1/PAS eMILPO clerk. File under ARIMS file number 600-8b. Destroy report when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.3 Duty Status – Listing (Individual Duty Status History Report)

Responsible agencies are:

- Unit Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

Reference(s):

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags) (SFPA)
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-10, Leaves and Passes
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The purpose of this report is to provide users the capability to view selected Soldier's current and history of their recorded duty status. For each duty status listed, eMILPO also lists the respective effective date and time. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. It also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.
- This report is produced in eMILPO at the S1 level as required.

The possible duty statuses that a Soldier may have are:

- ADM – Administrative absence
- AWC – Absent without leave, confined by civilian authorities
- AWL – Absent without leave
- CAP – Captured
- CCA – Confined by civilian authorities
- CLV – Convalescent leave
- CMA – Confined by military authorities
- HOS – Hospitalized (Non-battle incurred)
- HOW – Hospitalized (Battle incurred)
- INT - Interned
- MIA – Missing in action
- MIS – Missing on maneuvers
- OLV – Ordinary leave
- PDY – Present for duty
- SCA – Sentenced by civilian authorities for 30-180 days
- SMA – Sentenced by military authorities
- SND – Sick, not in the line of duty (LOD)
- TDY – Temporary duty
- TRA – Departed in transient
- XLV – Excess leave

- To update a Soldier's current duty status or duty status history, see Duty Status in this document.

Other related reports:

- AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRs Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced in AHRs Enterprise Datastore.

Work center actions:

- Unit. Request duty status history for Soldier(s) as required.
- S1/Unit eMILPO clerk. Produce the Duty Status – Listing as required in eMILPO and forward to the unit as requested.
- Unit. File under ARIMS file number 600-8-104a. Destroy report when no longer needed for conducting business after transfer or separation of individual.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.4 EDAS Audit Sheet (AAA-002)

Responsible agencies are:

- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Audit Sheet (AAA-002) is a system-generated report that displays errors as a result of processing the weekly assignment updates in eMILPO. The total number, both processed (TOTAL CORRECT) and unprocessed (TOTAL DB ERRORS), of each reassignment-related transaction that was submitted is listed.
- It is intended that this report be produced by the PAS through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-002 is generated when the AHRS System Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-002 is stored on the AHRS Enterprise Datastore for viewing by the PAS. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-002 is separated by PPA (PERSINS Processing Activity).
- The AAA-002 will always be produced whenever an EDAS cycle is processed on eMILPO. If this report is not produced and available for viewing on AHRS Enterprise Datastore, then there is a problem with the cycle. If this happens, the PAS will contact the eMILPO Help Desk for resolution.
- The AAA-002 contains the following fields:
 - PREVIOUS EDAS CYCLE – This is the date of the previous EDAS cycle that should have been processed. If the previous cycle has not been processed or was out of balance, the current EDAS cycle will not process.
 - EDAS CYCLE DATE – This is the date that the current EDAS cycle was created.
 - TYPE TRANSACTION – This is a listing of the EDAS transactions by number and type as they appear on the AAA-002:
 - 3585 EDAS Losing Command Assignment Notification
 - 3586 EDAS Losing Command Assignment Notification (Department of the Army Special Instructions)
 - 3587 EDAS Losing Command Assignment Notification (Field Special Instructions)
 - 3575 EDAS Gaining Command Assignment Notification
 - 3571 Enlisted Assignment Deferral Notification
 - 3572 Enlisted Assignment Deletion Notification
 - 3553 EDAS Special Instructions
 - TOTAL CORRECT – This field shows the number of correct transactions for each transaction type.
 - TOTAL DB ERRORS – This field shows the number of database errors for each transaction.
 - AUDIT RECORD – This field shows the total number of records in the current EDAS cycle, by transaction type. In each column, the sum of the TOTAL CORRECT and the TOTAL DB ERRORS should equal the AUDIT RECORD. If this is not true, the difference will be recorded in the DIFFERENCE field.
 - DIFFERENCE – This field shows the difference between the total number of transactions in the AUDIT RECORD and the sums of the TOTAL CORRECT and the TOTAL DB

ERRORS fields. If there is a difference shown, the EDAS cycle is considered out-of-balance. If the cycle is out-of-balance, the PAS will contact the eMILPO Help Desk. If this EDAS cycle is not corrected, all EDAS cycles that follow it will be held and will not process.

For additional guidance on viewing this type of report, visit the AHRs Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 008 Enlisted Levy Status Report
- AAA – 069 EDAS Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRs System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRs System Administrator. Post AAA-002 to AHRs Enterprise Datastore.
- PAS. Produce and review the AAA-002 weekly after receiving workflow notice from eMILPO.
- PAS. If there is no AAA-002 available or the DIFFERENCE field does not contain zeros across the entire row, contact to the eMILPO Help Desk to resolve.
- PAS. File under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.5 Enlisted Levy Status Report (AAA-008)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The Enlisted Levy Status Report (AAA-008) provides the user with a list of losing assignments that are pending some type of action.
- It is intended that this report be produced by the BDE S1/MPD through the AHRN Enterprise Datastore. To produce the report, the user enters the EDAS Cycle Start Date and End Date. EDAS Cycles start on Tuesday and end on the following Monday. After the dates are selected and the user clicks on "Finish", the AHRN Enterprise Datastore produces the report.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE S1/MPD Reassignment Section should print the AAA-008 after the AHRN Systems Administrator processes these weekly updates on eMILPO.

The AAA-008 contains the following fields:

- Name
- SSN – Social security number
- RNK – Rank
- PMOS/SQI/ASI/Lang – Primary military occupation specialty, skill qualification identifier, additional skill identifier, and language identifier
- CTRL Line No – Requisition control line number
- Presb Rept Dt – Prescribed report date
- Proj Dprt Dt – Projected departure date
- Gain UIC – Gaining unit identifier code
- ASGMNT SQI/ASI/Lang – Assignment skill qualification identifier, additional skill identifier, and language identifier
- BASD – Basic active service date
- ETS Dt – Expired termination of service date
- AEA – Assignment eligibility and availability code
- Dty Sta – Duty status
- RSI – Record status indicator
- Profile – Physical profile factors
- Req Cyc Prc Dt – Requisition cycle process date

For additional guidance on viewing this type of report, visit the AHRN Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 069 EDAS Special Letter of Instruction

- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Update the AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-008 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Review reassignment files to determine each Soldier's pending action.
- BDE S1/MPD. If necessary, update the Date of Loss (DLOS). See HQDA Reassignments for further instructions.
- BDE S1/MPD. Initiate tracer action IAW AR 600-8-11 if deletion or deferment request was initiated 45 calendar days ago and no response has been received.
- BDE S1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.6 EDAS Special Letter of Instruction (AAA-069)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk
- US Army Human Resources Command, EPMD (HRC)

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Special Letter of Instruction (AAA-069) keeps the /MPD user abreast of changing requirements of the Human Resources Command EPMD. It provides updates to the special instruction templates of the reassignment instructions. This information is used in the construction of Soldiers' reassignment orders.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore or the AHRS Web Portal, eMILPO Report Menu.
- EDAS Cycles start on Tuesday and end on the following Monday. The AAA-069 will contain Special Letters of Instructions for all PPAs (PERSINS Processing Activity). Each installation will only print the pages that pertain to its PPA.

The AAA-069 contains the following fields:

- SI Cd – Special Instruction's code
- Special Instruction Text

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/> First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.

- BDE S1/MPD. Produce and review report weekly after receiving workflow notice from eMILPO. The AAA-069 will contain Special Letters of Instructions for all PPAs. Each installation will only print the pages that pertain to its PPA.
- BDE S1/MPD. Use the AAA-069 to produce the reassignment orders for those Soldiers who have reassignment instructions.
- BDE S1/MPD. File under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.7 TAPDB Organization Change Report (AAA-080)

Responsible agencies are:

- Personnel Automation Section (PAS)
- Unit Identification Code Information Officer (UICIO)

Reference(s): None

General guidance:

- The TAPBD (Total Army Personnel Database) Organization Change Report, AAA-080, contains UIC updates to TAPDB. It provides the PAS with notification of any additions, deletes, or changes to the UICs assigned their PPA (PERSINS Processing Activity).
- It is intended that the AAA-080 be produced at the PAS level through AHRS (Army Human Resource System) Enterprise Datastore. This report is generated after eMILPO receives and processes organization updates from TAPDB. After the report is generated, it is posted to the AHRS Enterprise Datastore for the PAS to review. The PAS should check the Datastore daily in order to print this report.

The AAA-080 contains three sections:

- SECTION A: PROCESSED TRANSACTIONS – UIC updates to TAPDB that process successfully
- SECTION B: UNPROCESSED TRANSACTIONS – UIC updates to TAPDB that do not process successfully
- SECTION C: ERROR MESSAGES – Abbreviated error messages for transactions that are listed in SECTION B. Errors are identified to transactions in SECTION B by the Error Message Number.

The AAA-080 contains the following fields:

- UIC – Unit Identification Code
- START DATE – Date the UIC becomes active
- END DATE – Date the UIC becomes inactive
- UNIT NAME
- OPN STAT – Unit operational status code used to show the unit's current status in the Unit Identification System
 - 1 : UNITS ORDERED TO ACTIVE DUTY OTHER THAN DURING A WAR OR NATIONAL EMERGENCY (PRESIDENTIAL CALL-UP)
 - A : AN ACTIVE ORGANIZATION OF THE REGULAR ARMY
 - B : ORG PROG FOR ACTIVATION OR ESTABLISHMENT IN ARMY
 - C : A REGULAR ARMY DISCONTINUED TDA ORGANIZATION
 - D : AN ARMY NATIONAL GUARD DISCONTINUED TDA ORGANIZATION
 - E : ACTIVE ARMY ORG PROGRAMMED FOR INACTIVATION/DISCONTINUANCE
 - F : AN ARMY NATIONAL GUARD INACTIVATED TOE ORGANIZATION
 - G : A MOBILIZED ORG OF THE ARMY NATIONAL GUARD
 - H : ARMY ORG WITH DUAL MISSION, EACH SUPPORTED BY A SEP TAADS DOC
 - I : A REGULAR ARMY INACTIVATED TOE ORGANIZATION
 - J : A US ARMY RESERVE DISCONTINUED TDA ORGANIZATION
 - K : A US ARMY RESERVE INACTIVATED TOE ORGANIZATION
 - M : PLANNED MOBILIZATION TDA ORGANIZATION
 - N : AN ACTIVE ORGANIZATION OF THE ARMY NATIONAL GUARD
 - P : A PLANNING ORGANIZATION
 - Q : ACTIVE ORG OF ARNG PROG FOR INACTIVATION/DISCONTINUANCE
 - R : AN ACTIVE ORGANIZATION OF THE US ARMY RESERVE

- S : ACT ORG OF THE US ARMY RES PROG FOR INACTIVITY/DISCONTINUANCE
- U : ORG PROGRAMMED FOR ACTV OR ESTABLISHMENT IN ARMY NAT GUARD
- V : MOBILIZED ORG OF THE US ARMY RESERVE
- W : ORG PROGRAMMED FOR ACTIVATION IN THE ARMY OF THE US
- X : ARNG ORGANIZATION THAT IS BEING REORGANIZED
- Y : ORG PROG FOR ACTIVATION/ESTABLISHMENT IN THE US ARMY RESERVE
- Z : ARMY PARENT OR SUBORG, ACTIVE AT ZERO STRENGTH
- MSN STAT – Unit mission status code associated with the UIC
- C1 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 1
- C2 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 2
- C3 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 3
- CE : US STRATEGIC ARMY FORCES, AUTH LVL OF ORG E (EXCEPTION UNIT)
- CF : CIVIL FUNCTIONS OTHER THAN DEFINED BY CODE CW
- CO : CONTINENTAL UNITED STATES (CONUS) OPERATING
- CW : CORPS OF ENGINEERS, CIVIL WORKS
- D1 : US STRATEGIC ARMY FORCES, DEPLOYING UNIT
- DP : PATIENTS
- EN : ENROUTE
- ES : PERSONNEL ENTERING MILITARY SERVICE
- FA : FOREIGN ACTIVITIES, OTHER THAN REIMBURSABLE ACTIVITIES
- FP : ACT ARMY PATIENTS IN FORGN CNTRY, AS DIRECT BY SP AUTH AR40-3
- FS : FOREIGN STUDENTS
- GR : RESERVE COMPONENTS, STATUTORY TOUR OFFICER AUGMENTATION
- GS : SPECIAL RESERVE COMPONENTS
- JF : JOINT TASK FORCE
- NF : FOREIGN MILITARY SALES, NONREIMBURSABLES
- NP : MILITARY ASSISTANCE PROGRAM
- NX : OUTSIDE DOD, NONREIMBURSABLES
- PC : PERS RETD TO MIL CON AND ASG TO PCF FOR PROC AT MILPERCEN (HRC)
- PR : ACTIVE ARMY PRISONERS
- PS : SEPARATEES
- RE : REPLACEMENTS
- RF : FOREIGN MILITARY SALES, REIMBURSABLES
- RO : INSIDE DOD, REIMBURSABLES OTHER THAN FMS AND MIL ASSIST PROG
- RP : MILITARY ASSISTANCE PROGRAM REIMBURSABLES
- RR : RETURNEES FOR REASSIGNMENT
- RX : OUTSIDE DOD, REIMBURSABLES
- ST : STUDENTS
- TH : OVERSEAS TROOPS
- TN : TRANSIENTS
- TR : ACTIVE ARMY TRAINEES
- GEO LOC – Code used for the geographic location of the unit
- PPA – Personnel Information Processing Activity
- AREA ASG – Army area code for the unit
- CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA
 - 1R FIRST US ARMY (USAR)
 - 2R SECOND US ARMY (USAR)
 - 3A THIRD UNITED STATES ARMY / UNITED STATES ARMY CENTRAL
 - 4R FOURTH US ARMY (USAR)
 - 5A FIFTH UNITED STATES ARMY / UNITED STATES ARMY NORTH
 - 5R FIFTH US ARMY (USAR)
 - 6A SIXTH UNITED STATES ARMY / UNITED STATES ARMY SOUTH
 - 6R SIXTH US ARMY (USAR)
 - AA US ARMY ACCESSIONS COMMAND (USAAC)
 - AC US ARMY CONTRACTING AGENCY (ACA)

- AE ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AAESA)
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- AR ARMY RESERVE
- AS US ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)
- AT US ARMY TEST AND EVALUATION COMMAND (ATEC)
- AU US ARMY AUDIT AGENCY (AAA)
- BA US ARMY INSTALLATION MANAGEMENT ACTIVITY
- CB US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC)
- CE US ARMY CORPS OF ENGINEERS (COE)
- CS ARMY STAFF
- CT US ARMY CENTRAL COMMAND (ARCENT)
- DF DEPARTMENT OF DEFENSE AGENCIES
- DJ US SPECIAL OPERATIONS COMMAND AND SUBORDINATE COMMANDS
- DM DIRECTED MILITARY OVERSTRENGTH
- E1 US ARMY EUROPE AND SEVENTH ARMY
- E2 21ST THEATER AREA COMMAND AND 5TH TACTICAL COMPANY
- E3 US ARMY SOUTHERN EUROPEAN TASK FORCE
- E5 V CORPS (USAREUR)
- E6 94TH AIR DEFENSE ARTILLERY BRIGADE
- E8 30TH MEDICAL BRIGADE
- EA RESERVED FOR CONTINGENCY USE
- EB FIRST PERSONNEL COMMAND
- EC PREPOSITION OF MATERIAL CONFIG TO UNIT SETS (POMCUS) USAMMAE
- ED 26TH SUPPORT GROUP, MILITARY COMMUNITY HEIDELBERG
- EF US ARMY CIVILIAN SUPPORT GROUP
- EN 7TH ARMY TRAINING COMMAND
- EQ RESERVED FOR WARTIME/CONTINGENCY USE
- ER U.S. ARMY RESERVE, EUROPE
- ES RESERVED FOR WARTIME/CONTINGENCY USE
- ET RESERVED FOR WARTIME/CONTINGENCY USE
- EU RESERVED FOR WARTIME/CONTINGENCY USE
- EV RESERVED FOR WARTIME/CONTINGENCY USE
- EX RESERVED FOR WARTIME/CONTINGENCY USE
- FC US ARMY FORCES COMMAND (FORSCOM)
- FL UNITED STATES ARMY SOUTHERN COMMAND (USARS) (EFF 1 OCT 03)
- FS US ARMY SIGNAL COMMAND
- FZ FORSCOM GROUND FORCES RDNSS ENHNCMT (GFRE) AC SUPPORT TO RC
- G6 US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND (NETCOM)
- GB NATIONAL GUARD BUREAU
- HR COMPO1 MANAGED BY USARC
- J1 US ARMY ELEMENT SUPREME HQ ALLIED POWERS EUROPE (SHAPE)
- JA JOINT ACTIVITIES (LESS SHAPE)
- KR US ARMY REGULAR, EUSA
- MA US MILITARY ACADEMY (USMA)
- MC US ARMY MEDICAL COMMAND (MEDCOM)
- MP US ARMY HUMAN RESOURCE COMMAND (HRC)
- MT MILITARY SURFACE DEPLOYMENT DISTRIBUTION COMMAND (MSDDC)
- MWUS ARMY MILITARY DISTRICT OF WASHINGTON (MDW)
- NG NATIONAL GUARD UNITS (NOT ON ACTIVE DUTY)
- P1 US ARMY PACIFIC (USARPAC)
- P8 EIGHTH US ARMY (EUSA)
- PR US ARMY RESERVE, USARPAC
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RA NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD/RESERVE
- SA OFFICE, SECRETARY OF THE ARMY
- SB FIELD OPERATING AGENCIES OF THE SECRETARIAT

- SC US ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC)
- SE ARMY STAFF FIELD OPERATING AGENCIES (RESOURCED BY OA-22)
- SF ARMY STAFF FIELD OPERATING AGENCIES (NOT RESOURCED BY OA-22)
- SJ SECRETARY OF THE ARMY JOINT AND SUPPORT ACTIVITIES
- SP US ARMY SPECIAL OPS COMMAND AND MAJOR SUB COMMANDS (USASOC)
- SR US ARMY SPECIAL OPERATIONS COMMAND (USAR)
- SS NONDEPT ARMY MGMT HQ ACTVTY (SSA OF THE SECRETARIAT)
- SU UNITED STATES ARMY SOUTHERN CMD (USARS) (OBS 1 OCT 03)
- TC US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)
- TW UNITED STATES ARMY WAR COLLEGE
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X1 US ARMY MATERIAL COMMAND (AMC)
- X2 HEADQUARTERS, USAMC
- X3 HEADQUARTERS, STAFF SUPPORT ACTIVITIES, USAMC
- X4 TRAINING ACTIVITIES, (AMC)
- X5 AMC, ALL OTHERS
- X6 MISSILE COMMAND (AMC)
- X7 TANK AUTOMOTIVE AND ARMAMENTS COMMAND (AMC)
- X8 COMMUNICATIONS ELECTRONICS COMMAND (AMC)
- X9 SIMULATION TRAINING AND INSTRUMENTATION COMMAND (AMC)
- XA CHEMICAL AND BIOLOGICAL DEFENSE COMMAND (AMC)
- XB AVIATION AND TROOP COMMAND (AMC)
- XC SOLDIER SYSTEMS COMMAND (AMC)
- XD USA LABORATORY COMMAND (AMC)
- XK MATERIEL ACQUISITION ACTIVITIES (AMC)
- XL MATERIEL ACQUISITION PROJECT MANAGERS (AMC)
- XM TEST AND EVALUATION COMMAND (TECOM) (AMC)
- XP SECURITY ASSISTANCE COMMAND (AMC)
- XQ INDUSTRIAL OPERATIONS COMMAND (AMC)
- XR TROOP SUPPORT COMMAND (TROSCOM)
- XT TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT ACTIVITY (AMC)
- XX MATERIEL READINESS ACTIVITIES (AMC)
- 4R FOURTH US ARMY
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AG THE ADJUTANT GENERAL
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- CR US ARMY INFORMTION SYSTEM COMMAND (USAR)
- CR US ARMY INFORMATION SYSTEMS COMMAND
- CZ INFORMATION SYSTEMS COMMAND (ISC)
- E0 59TH ORDNANCE BRIGADE
- E4 BERLIN COMMAND
- E7 VII CORPS (USAREUR)
- E9 4TH TRANSPORTATION BRIGADE (USAREUR)
- EE RESCINDED
- EG 11TH AVIATION GROUP (USAREUR)
- EH 56TH FIELD ARTILLERY BRIGADE (USAREUR)
- EJ 18TH ENGINEER BRIGADE
- EK 42ND MILITARY POLICE GROUP
- EL SOUTH ARMY SECURITY GROUP
- EM RESCINDED
- EN SEVENTH US ARMY TRAINING COMMAND
- EP 2ND ARMORED DIVISION (FORWARD)
- EP 2ND ARMORED DIVISION (FORWARD)
- ET RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EU RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EV RESERVED FOR WARTIME/CONTINGENCY (USAREUR)

- EW RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- FR EIGHTH US ARMY
- HS US ARMY HEALTH SERVICES COMMAND
- HS US ARMY HEALTH SERVICES COMMAND
- MD THE SURGEON GENERAL (TSG)
- P3 US ARMY, JAPAN
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RC US ARMY RECRUITING COMMAND (USAREC)
- RC US ARMY RECRUITING COMMAND (USAREC)
- SO SPECIAL FORCES
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TA US ARMY RECRUITING COMMAND (USAREC)
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TS TROOP SUPPORT AGENCY
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X9 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION TEMPORARY CARRIER
- XA ARMAMENT RESEARCH AND DEVELOPMENT COMMAND (ARRADCOM)
- XC COMMUNICATIONS RESEARCH AND DEVELOPMENT COMMAND (CORADCOM)
- XE MISSILE RESEARCH AND DEVELOPMENT COMMAND (MIRADCOM)
- XF MOBILITY EQUIPMENT RESEARCH AND DEV COMD (MERADCOM)
- XG NATICK RESEARCH AND DEVELOPMENT COMMAND (NARADCOM)
- XH TANK-AUTOMOTIVE RESEARCH AND DEVELOPMENT COMMAND (TARADCOM)
- XJ USAMC CORPORATE RESEARCH LABS
- XN RESEARCH AND DEVELOPMENT TEMPORARY CARRIER
- XS COMM AND ELECTRONICS MATERIEL READINESS COMMAND, CERCOM
- XT MISSILE MATERIEL READINESS COMMAND (MIRCOM)
- XU TANK-AUTO MATERIEL READINESS COMMAND (TARCOM)
- XV READINESS TRANSITIONAL UNITS
- XW DEPOTS SYSTEMS COMMAND (DESCOM)
- XY MATERIEL READINESS PROJECT MANAGERS
- XZ READINESS TEMPORARY CARRIER
- PSC – Code that identifies the servicing Division Special Troops Battalion, Modular Brigade S1, or Military Personnel Division
- COHORT IND – Code used to indicate cohesive operational readiness training
 - Y : YES
 - N : NO
- RAC CD – Enlisted Requisition Activity Code – The encoded representation of an activity which is authorized to submit a requirement for a Soldier with a specific grade and skill needed at a location during a given month.
- PMA OFF – Unit Personnel Management Activity Officer Abbreviated – The abbreviated designation of the personnel management activity officer when personnel management occurs.
- COUNTRY CD – Code used to identify the country
- GEO LOC NAME – Name of the geographic location
- GEO LOC NAME ABBR – Name of the geographic location abbreviated
- STATE AB – State abbreviated
- GTWY AREA – This is Unit Gateway Post Office Area Mailing information. It is the area designated by a unit for the receipt of mail at the unit's current location throughout Army, Air Force, and Fleet Post Offices (APO/FPO)
- GTWY CD – This is the Unit Gateway Post Office Mailing code. It represents the Department of Defense Post Office designated by a unit for the receipt of mail.

- GTWY PO / ZIP CD – This is the Unit Gateway Post Office number mailing information. It is the Department of Defense Post Office number designated by a unit for the receipt of mail through Army, Air Force, and Fleet Post Offices (APO/FPO)
- Verify Codes: <https://www.ask.army.mil/dbhelper>

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports: AAA – 083 Total Army Locator Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and review the AAA-080 daily. Notify the installation UICIO (Unit Identification Code Information Officer) if there are UIC record discrepancies. If required, contact EDS (Electronic Data Systems) to resolve discrepancy.
- PAS. File under ARIMS file number 600-8b. Cut off at the end of the month; hold one month and then destroy.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.8 Total Army Locator Report (AAA-083)

Responsible agencies are:

- Personnel Automation Section (PAS)

Reference(s): None

General guidance:

- The purpose of the Total Army Locator Report is to provide the user with current unit organization location data. The report lists all of the UICs in eMILPO.
- This report can be produced by any user through the AHRS (Army Human Resource System) Enterprise Datastore.

The AAA-083 contains the following fields:

- UIC – Unit Identification Code
- Unit Name
- Army Area – Army area code for the unit.
- PPA – Personnel Information Processing Activity
- CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA
 - 1R FIRST US ARMY (USAR)
 - 2R SECOND US ARMY (USAR)
 - 3A THIRD UNITED STATES ARMY / UNITED STATES ARMY CENTRAL
 - 4R FOURTH US ARMY (USAR)
 - 5A FIFTH UNITED STATES ARMY / UNITED STATES ARMY NORTH
 - 5R FIFTH US ARMY (USAR)
 - 6A SIXTH UNITED STATES ARMY / UNITED STATES ARMY SOUTH
 - 6R SIXTH US ARMY (USAR)
 - AA US ARMY ACCESSIONS COMMAND (USAAC)
 - AC US ARMY CONTRACTING AGENCY (ACA)
 - AE ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AESA)
 - AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
 - AR ARMY RESERVE
 - AS US ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)
 - AT US ARMY TEST AND EVALUATION COMMAND (ATEC)
 - AU US ARMY AUDIT AGENCY (AAA)
 - BA US ARMY INSTALLATION MANAGEMENT ACTIVITY
 - CB US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC)
 - CE US ARMY CORPS OF ENGINEERS (COE)
 - CS ARMY STAFF
 - CT US ARMY CENTRAL COMMAND (ARCENT)
 - DF DEPARTMENT OF DEFENSE AGENCIES
 - DJ US SPECIAL OPERATIONS COMMAND AND SUBORDINATE COMMANDS
 - DM DIRECTED MILITARY OVERSTRENGTH
 - E1 US ARMY EUROPE AND SEVENTH ARMY
 - E2 21ST THEATER AREA COMMAND AND 5TH TACTICAL COMPANY
 - E3 US ARMY SOUTHERN EUROPEAN TASK FORCE
 - E5 V CORPS (USAREUR)
 - E6 94TH AIR DEFENSE ARTILLERY BRIGADE

- E8 30TH MEDICAL BRIGADE
- EA RESERVED FOR CONTINGENCY USE
- EB FIRST PERSONNEL COMMAND
- EC PREPOSITION OF MATERIAL CONFIG TO UNIT SETS (POMCUS) USAMMAE
- ED 26TH SUPPORT GROUP, MILITARY COMMUNITY HEIDELBERG
- EF US ARMY CIVILIAN SUPPORT GROUP
- EN 7TH ARMY TRAINING COMMAND
- EQ RESERVED FOR WARTIME/CONTINGENCY USE
- ER U.S. ARMY RESERVE, EUROPE
- ES RESERVED FOR WARTIME/CONTINGENCY USE
- ET RESERVED FOR WARTIME/CONTINGENCY USE
- EU RESERVED FOR WARTIME/CONTINGENCY USE
- EV RESERVED FOR WARTIME/CONTINGENCY USE
- EX RESERVED FOR WARTIME/CONTINGENCY USE
- FC US ARMY FORCES COMMAND (FORSCOM)
- FL UNITED STATES ARMY SOUTHERN COMMAND (USARS) (EFF 1 OCT 03)
- FS US ARMY SIGNAL COMMAND
- FZ FORSCOM GROUND FORCES RDYNSS ENHNCMT (GFRE) AC SUPPORT TO RC
- G6 US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND (NETCOM)
- GB NATIONAL GUARD BUREAU
- HR COMPO1 MANAGED BY USARC
- J1 US ARMY ELEMENT SUPREME HQ ALLIED POWERS EUROPE (SHAPE)
- JA JOINT ACTIVITIES (LESS SHAPE)
- KR US ARMY REGULAR, EUSA
- MA US MILITARY ACADEMY (USMA)
- MC US ARMY MEDICAL COMMAND (MEDCOM)
- MP US ARMY HUMAN RESOURCE COMMAND (HRC)
- MT MILITARY SURFACE DEPLOYMENT DISTRIBUTION COMMAND (MSDDC)
- MWUS ARMY MILITARY DISTRICT OF WASHINGTON (MDW)
- NG NATIONAL GUARD UNITS (NOT ON ACTIVE DUTY)
- P1 US ARMY PACIFIC (USARPAC)
- P8 EIGHTH US ARMY (EUSA)
- PR US ARMY RESERVE, USARPAC
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RA NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD/RESERVE
- SA OFFICE, SECRETARY OF THE ARMY
- SB FIELD OPERATING AGENCIES OF THE SECRETARIAT
- SC US ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC)
- SE ARMY STAFF FIELD OPERATING AGENCIES (RESOURCED BY OA-22)
- SF ARMY STAFF FIELD OPERATING AGENCIES (NOT RESOURCED BY OA-22)
- SJ SECRETARY OF THE ARMY JOINT AND SUPPORT ACTIVITIES
- SP US ARMY SPECIAL OPS COMMAND AND MAJOR SUB COMMANDS (USASOC)
- SR US ARMY SPECIAL OPERATIONS COMMAND (USAR)
- SS NONDEPT ARMY MGMT HQ ACTVTY (SSA OF THE SECRETARIAT)
- SU UNITED STATES ARMY SOUTHERN CMD (USARS) (OBS 1 OCT 03)
- TC US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)
- TW UNITED STATES ARMY WAR COLLEGE
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X1 US ARMY MATERIAL COMMAND (AMC)
- X2 HEADQUARTERS, USAMC
- X3 HEADQUARTERS, STAFF SUPPORT ACTIVITIES, USAMC
- X4 TRAINING ACTIVITIES, (AMC)
- X5 AMC, ALL OTHERS

- X6 MISSILE COMMAND (AMC)
- X7 TANK AUTOMOTIVE AND ARMAMENTS COMMAND (AMC)
- X8 COMMUNICATIONS ELECTRONICS COMMAND (AMC)
- X9 SIMULATION TRAINING AND INSTRUMENTATION COMMAND (AMC)
- XA CHEMICAL AND BIOLOGICAL DEFENSE COMMAND (AMC)
- XB AVIATION AND TROOP COMMAND (AMC)
- XC SOLDIER SYSTEMS COMMAND (AMC)
- XD USA LABORATORY COMMAND (AMC)
- XK MATERIEL ACQUISITION ACTIVITIES (AMC)
- XL MATERIEL ACQUISITION PROJECT MANAGERS (AMC)
- XM TEST AND EVALUATION COMMAND (TECOM) (AMC)
- XP SECURITY ASSISTANCE COMMAND (AMC)
- XQ INDUSTRIAL OPERATIONS COMMAND (AMC)
- XR TROOP SUPPORT COMMAND (TROSCOM)
- XT TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT ACTIVITY (AMC)
- XX MATERIEL READINESS ACTIVITIES (AMC)
- 4R FOURTH US ARMY
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AG THE ADJUTANT GENERAL
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- CR US ARMY INFORMTION SYSTEM COMMAND (USAR)
- CR US ARMY INFORMATION SYSTEMS COMMAND
- CZ INFORMATION SYSTEMS COMMAND (ISC)
- E0 59TH ORDNANCE BRIGADE
- E4 BERLIN COMMAND
- E7 VII CORPS (USAREUR)
- E9 4TH TRANSPORTATION BRIGADE (USAREUR)
- EE RESCINDED
- EG 11TH AVIATION GROUP (USAREUR)
- EH 56TH FIELD ARTILLERY BRIGADE (USAREUR)
- EJ 18TH ENGINEER BRIGADE
- EK 42ND MILITARY POLICE GROUP
- EL SOUTH ARMY SECURITY GROUP
- EM RESCINDED
- EN SEVENTH US ARMY TRAINING COMMAND
- EP 2ND ARMORED DIVISION (FORWARD)
- EP 2ND ARMORED DIVISION (FORWARD)
- ET RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EU RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EV RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EW RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- FR EIGHTH US ARMY
- HS US ARMY HEALTH SERVICES COMMAND
- HS US ARMY HEALTH SERVICES COMMAND
- MD THE SURGEON GENERAL (TSG)
- P3 US ARMY, JAPAN
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RC US ARMY RECRUITING COMMAND (USAREC)
- RC US ARMY RECRUITING COMMAND (USAREC)
- SO SPECIAL FORCES
- TA US ARMY ACCESSIONS COMMAND (USAAC)

- TA US ARMY RECRUITING COMMAND (USAREC)
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TS TROOP SUPPORT AGENCY
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X9 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION TEMPORARY CARRIER
- XA ARMAMENT RESEARCH AND DEVELOPMENT COMMAND (ARRADCOM)
- XC COMMUNICATIONS RESEARCH AND DEVELOPMENT COMMAND (CORADCOM)
- XE MISSILE RESEARCH AND DEVELOPMENT COMMAND (MIRADCOM)
- XF MOBILITY EQUIPMENT RESEARCH AND DEV COMD (MERADCOM)
- XG NATICK RESEARCH AND DEVELOPMENT COMMAND (NARADCOM)
- XH TANK-AUTOMOTIVE RESEARCH AND DEVELOPMENT COMMAND (TARADCOM)
- XJ USAMC CORPORATE RESEARCH LABS
- XN RESEARCH AND DEVELOPMENT TEMPORARY CARRIER
- XS COMM AND ELECTRONICS MATERIEL READINESS COMMAND, CERCOM
- XT MISSILE MATERIEL READINESS COMMAND (MIRCOM)
- XU TANK-AUTO MATERIEL READINESS COMMAND (TARCOM)
- XV READINESS TRANSITIONAL UNITS
- XW DEPOTS SYSTEMS COMMAND (DESCOM)
- XY MATERIEL READINESS PROJECT MANAGERS
- XZ READINESS TEMPORARY CARRIER
- Verify Codes: <https://www.ask.army.mil/dbhelper>

Unit Msn Sts – Unit mission status code associated with the UIC

- C1 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 1
- C2 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 2
- C3 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 3
- CE : US STRATEGIC ARMY FORCES, AUTH LVL OF ORG E (EXCEPTION UNIT)
- CF : CIVIL FUNCTIONS OTHER THAN DEFINED BY CODE CW
- CO : CONTINENTAL UNITED STATES (CONUS) OPERATING
- CW : CORPS OF ENGINEERS, CIVIL WORKS
- D1 : US STRATEGIC ARMY FORCES, DEPLOYING UNIT
- DP : PATIENTS
- EN : ENROUTE
- ES : PERSONNEL ENTERING MILITARY SERVICE
- FA : FOREIGN ACTIVITIES, OTHER THAN REIMBURSABLE ACTIVITIES
- FP : ACT ARMY PATIENTS IN FORGN CNTRY, AS DIRECT BY SP AUTH AR40-3
- FS : FOREIGN STUDENTS
- GR : RESERVE COMPONENTS, STATUTORY TOUR OFFICER AUGMENTATION
- GS : SPECIAL RESERVE COMPONENTS
- JF : JOINT TASK FORCE
- NF : FOREIGN MILITARY SALES, NONREIMBURSABLES
- NP : MILITARY ASSISTANCE PROGRAM
- NX : OUTSIDE DOD, NONREIMBURSABLES
- PC : PERS RETD TO MIL CON AND ASG TO PCF FOR PROC AT MILPERCEN (HRC)
- PR : ACTIVE ARMY PRISONERS
- PS : SEPARATEES
- RE : REPLACEMENTS
- RF : FOREIGN MILITARY SALES, REIMBURSABLES
- RO : INSIDE DOD, REIMBURSABLES OTHER THAN FMS AND MIL ASSIST PROG
- RP : MILITARY ASSISTANCE PROGRAM REIMBURSABLES

- RR : RETURNEES FOR REASSIGNMENT
- RX : OUTSIDE DOD, REIMBURSABLES
- ST : STUDENTS
- TH : OVERSEAS TROOPS
- TN : TRANSIENTS
- TR : ACTIVE ARMY TRAINEES

Verify Codes: <https://www.ask.army.mil/dbhelper>

Unit Opn Sts – Unit operational status code used to show the unit’s current status in the Unit Identification System

- 1 : UNITS ORDERED TO ACTIVE DUTY OTHER THAN DURING A WAR OR NATIONAL EMERGENCY (PRESIDENTIAL CALL-UP)
- A : AN ACTIVE ORGANIZATION OF THE REGULAR ARMY
- B : ORG PROG FOR ACTIVATION OR ESTABLISHMENT IN ARMY
- C : A REGULAR ARMY DISCONTINUED TDA ORGANIZATION
- D : AN ARMY NATIONAL GUARD DISCONTINUED TDA ORGANIZATION
- E : ACTIVE ARMY ORG PROGRAMMED FOR INACTIVATION/DISCONTINUANCE
- F : AN ARMY NATIONAL GUARD INACTIVATED TOE ORGANIZATION
- G : A MOBILIZED ORG OF THE ARMY NATIONAL GUARD
- H : ARMY ORG WITH DUAL MISSION, EACH SUPPORTED BY A SEP TAADS DOC
- I : A REGULAR ARMY INACTIVATED TOE ORGANIZATION
- J : A US ARMY RESERVE DISCONTINUED TDA ORGANIZATION
- K : A US ARMY RESERVE INACTIVATED TOE ORGANIZATION
- M : PLANNED MOBILIZATION TDA ORGANIZATION
- N : AN ACTIVE ORGANIZATION OF THE ARMY NATIONAL GUARD
- P : A PLANNING ORGANIZATION
- Q : ACTIVE ORG OF ARNG PROG FOR INACTIVATION/DISCONTINUANCE
- R : AN ACTIVE ORGANIZATION OF THE US ARMY RESERVE
- S : ACT ORG OF THE US ARMY RES PROG FOR INACTIVITY/DISCONTINUANCE
- U : ORG PROGRAMMED FOR ACTV OR ESTABLISHMENT IN ARMY NAT GUARD
- V : MOBILIZED ORG OF THE US ARMY RESERVE
- W : ORG PROGRAMMED FOR ACTIVATION IN THE ARMY OF THE US
- X : ARNG ORGANIZATION THAT IS BEING REORGANIZED
- Y : ORG PROG FOR ACTIVATION/ESTABLISHMENT IN THE US ARMY RESERVE
- Z : ARMY PARENT OR SUBORG, ACTIVE AT ZERO STRENGTH
- Verify Codes: <https://www.ask.army.mil/dbhelper>
-
- Home Geo Loc – Code used for the geographic location of the unit
- Date Unit Rec Start – Date the UIC became active
- Date Unit Rec End – Date the UIC becomes inactive
- Ctry Cd – Code used to identify the country
- Addr Gtwy Abbr – This is Unit Gateway Post Office Area Mailing information. It is the area designated by a unit for the receipt of mail at the unit’s current location throughout Army, Air Force, and Fleet Post Offices (APO/FPO)
- Addr Gtwy Area – This is the Unit Gateway Post Office Mailing code. It represents the Department of Defense Post Office designated by a unit for the receipt of mail.
- State Cd – State abbreviated
- Unit Zip/APO Cd

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports: AAA – 080 TAPBD Organization Change Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and review the AAA-083 as needed.
- PAS. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.9 Suspension of Favorable Personnel Actions (SFPA) Management Report (AAA-095)

Responsible agencies are:

- Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Headquarters, Department of the Army (HQDA)

Reference(s):

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)

General guidance:

- The AAA-095 is used to manage Suspension of Favorable Personnel Actions. It lists flagged Soldiers with their associated SFPA information. It is sorted by commissioned officers, warrant officers, and enlisted Soldiers.
- It is intended that the AAA-095 be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, /MPD, PAS or G1/AG level.
- The S1/Unit will compare names on the AAA-095 report against file copies of DA Forms 268 and take appropriate action IAW AR 600-8-2.
- The date a Soldier completes a previous weight control program remains on the AAA-095 for 36 months.

The AAA-095 displays the following fields:

- MPC – Military personnel class
- Name
- SSN – Social security number
- Rank
- DYST – Current duty status
- ETS/ESA/MRD – Expiration term of service/expiration of service agreement/mandatory retirement date
- Rsn – Flag Reason Codes:
 - A : Adverse Action
 - B : Elimination Field Initiated
 - C : Removal from Selection List-Field Initiated
 - D : Referred OER
 - E : Security Violation
 - F : Elimination or Removal From Selection List – HQDA Initiated
 - G : Adverse Action – HQDA Directed Reassignment
 - H : Adverse Action – Punishment Phase
 - J : APFT Failure
 - K : Weight Control Program
 - P : Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC
 - X : Other
- Rpt Typ – Flag Type Codes:
 - A : Initial Report
 - C : Final Favorable Report
 - D : Final Unfavorable Report

- E : Final Other Report (Must use this code to Finalize K-Weight Control Program and P-Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC)
 - Z : Delete Erroneous Report
 - Verify Codes: <https://www.ask.army.mil/dbhelper>
- Eff Dt – Effective date of SFPA
 - Remarks – Reason code explanation
 - Prev Wt Exp Dt – Date Soldier’s 36-month probationary period ends; Soldier will no longer appear on the AAA-095 after this date.

Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/> First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- AAA – 101 SFPA Service Expiration Suspense Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief/ORB. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Print the AAA-095 monthly.
- S1/Unit eMILPO clerk. Review to identify discrepancies. Take action to resolve. For specific work center action steps to initiate and remove a SFPA, see the Suspense of Favorable Personnel Actions functional guidance in this document.
- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.10 Suspension of Favorable Personnel Action (SFPA) Service Expiration Suspense Report (AAA-101)

Responsible agencies are:

- Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Headquarters, Department of the Army (HQDA)

Reference(s):

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)
- AR 600-8-11, Reassignment

General guidance:

- The Suspension of Favorable Personnel Action Service Expiration Suspense Report lists the Soldiers that are pending reassignment and have an active SFPA.
- It is intended that the AAA-101 can be produced at the S1/ BDE/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.

The AAA-101 displays the following fields:

- Assigned UIC – Unit identification code to which the Soldier is assigned
- Name
- Rank
- SSN – Social security number
- Loss Dt – Reassignment date
- Attached UIC – Unit identification code to which the Soldier is attached

For specific work center action steps to initiate and remove a SFPA, see the Suspense of Favorable Personnel Actions functional guidance in this document.

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 095 Suspense of Favorable Personnel Action Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief/ORB. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Prints the AAA-101 monthly to identify flagged Soldiers that are on assignment.
- S1/Unit eMILPO clerk. Inform Unit Commander if any Soldier falls into this category. Determine if the flag is transferable IAW AR 600-8-2. If not, process deletion or deferment IAW AR 600-8-11.
- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.11 Enlisted Advancement Report (AAA-117)

Responsible agencies are:

- Unit Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-19, Enlisted Promotions and Reductions
- AR 25-400-2, The Army Records Information Management System (ARIMS)

General guidance:

- The Enlisted Advancement Report (AAA-117) provides the user with a list of Soldiers eligible for promotion through the rank of SPC, along with the Unit Waiver Allocation percentages. It is a management tool to assist Commanders in the timely promotion of Soldiers. Each company and battalion should create the report
- The Battalion S1 level or Separate Company produces the report each month for PV2/PFC promotions for the following month, or for a battalion roll-up for SPC promotions.
- The system displays the Waiver Allocation Report for the following categories, *in the grade to which they may be promoted*:
 - Total Number of Soldiers Assigned
 - Total Allowance with Waiver
 - Number of Soldiers with Less than Required TIS
 - Total Waivers Authorized

Note: To verify the Waiver Allocation Report follow the procedures in accordance with AR 600-8-19, Chapter 2, Section III, 2-5 Rules for Computing Waiver Allocations, and Table 2-2 for Steps for Computing Waiver Allocations. Each user should follow these procedures to add arrivals and delete departed Soldiers after the report is generated.

- This report is processed in wartime unless further guidance is given at that time.
- Commanders may promote Soldiers with waiver provided they have promotion capability within the percentage waiver restriction as outlined in AR 600-8-19, chapter 2, paragraph 2-6.
- See Promotion and Deny Promotion in this Field User's Guide for additional promotion guidance related to this report.

If an error message appears when generating the AAA-117 report, do the following:

- Go to your internet web page.
- Click on 'Tools'.
- Click on Internet 'Options'.
- Click on 'Advanced Tab'.
- Scroll down to 'Security'.
- Ensure the 'Do not save encrypted pages to Disk' is NOT checked.

- Save your changes by clicking the 'Apply' button.
- Click 'OK'.

Other related reports:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.
- AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Unit Enlisted Advancement Report on the second to fifth working day of the month prior to the promotion month, make the necessary corrections, and then forward to the promotion authority (Unit Commander/Battalion Commander-SPC) within one working day.
- Unit Commander. Select eligible Soldiers by annotating the report-YES for select or NO- for denial of promotion to PV2, PFC and SPC. Make YES annotations for promotion with waiver based on waiver allocation(s); initials by recommended Soldiers' names; sign the report; then return the report within two working days to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the Promotion or Deny Promotion transactions through eMILPO by the 20th of the month prior to the promotion month. The annotated and signed AAA-117 is the source document for each approved and disapproved promotion. Note: For Automatic Promotion (i.e. PV2 6 months, PFC 12 months, and SPC 24 Months) no transaction is required. Input for eMILPO will be top fed. Note: Only Submit Deny Promotion transaction one time at the Automatic Promotion period (i.e. PV2 6months, PFC 12 months, and SPC 24 Months) as TAPDB will only send this transaction one time. Also, the Deny Promotion FLAG will be automatically removed one day after the automatic promotion should have occurred or can be removed early through the SFPA section if the Commander wishes to remove the deny promotion FLAG .
- S1/Unit eMILPO clerk. Print the Promotion and Deny Promotion Summary pages and attach to the Unit Enlisted Advancement Report. S1 PERSONNEL SERGEANT reviews the report. Send one copy to the BDE/MPD Promotion work center, then, file a copy IAW AR 25-400-2. Note: For each Deny Promotion transaction that is submitted, attach the required counseling form (DA Form 4856, Developmental Counseling Form) to the AAA-117 report.
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.
- BDE S1/MPD Promotion clerk. Receive AAA-117 report from units. Monitor waiver ceilings in accordance with the regulation.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.12 EDAS Error Report (AAA-125)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Error Report (AAA-125) is a system-generated report that shows errors resulting from the EDAS cycle processing. If the EDAS cycle has no errors, this report will not be produced.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-125 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-125 is stored on the AHRS Enterprise Datastore for viewing by the BDE/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-125 is separated by PPA (PERSINS Processing Activity).
- The AAA-125 contains two sections:
 - These error codes appear in the first field of Section One:
 - E – Essential Errors: A database error occurred while trying to process the transaction (i.e. Soldier not active on database).
 - A – Associated Errors: This transaction is associated with another transaction that had a database error (E). This transaction is dependent upon a transaction that erred out earlier. It cannot process because the predecessor transaction has not updated the database.
 - Section Two contains acknowledgments to the BDE S1/MPD Reassignment Section of all EDAS errors created for a given cycle. These transactions did not process for other than essential or associated errors. Each unprocessed transaction will display a brief explanation as to why the transaction erred.
- The PAS will ensure that the BDE S1/MPD Reassignment Section knows and understands (via training) the procedures and their responsibilities for managing the AAA-125.
- The BDE S1/MPD Reassignment Section will annotate the AAA-125 with the correct data for any invalid data displayed in the transaction(s). This BDE S1/MPD Reassignment Section will monitor this report to ensure that all assignment/reassignment data that requires re-transmitting is accomplished in a timely manner. The AAA-125 will be used as a cross-reference against subsequent EDAS cycles to ensure that unprocessed transactions are retransmitted and processed. Do not file the AAA-125 until all errors have been resolved.
- The transaction number is listed in the second field in Section One. In Section Two, the transaction number is listed in the first field. Listed below are the different Assignment/Reassignment transactions that may err and appear in the transaction number field:
 - 3553 – EDAS Special Instruction (Template)
 - 3571 - Approved deferment request notification, provides a new reporting date
 - 3572 - Approved deletion request notification, removes the Soldier from an EDAS assignment
 - 3575 - EDAS Gaining Command Assignment Notification
 - 3585 - EDAS Losing Command Assignment Notification

- 3586 - EDAS Losing Command Assignment Notification - DA Special Instructions
- 3587 - EDAS Losing Command Assignment Notification - Field Special Instructions

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 EDAS Special Letter of Instruction
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-125 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-125 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Contact PAS for guidance if unable to resolve any errors on the AAA-125.
- PAS. Research and provide guidance to the BDE S1/MPD on the resolution of the AAA-125. Contact the eMILPO Help Desk if unable to resolve.
- BDE S1/MPD. After all errors have been resolved, file under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.13 EDAS Personnel Reassignment Report (AAA-126)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Personnel Reassignment Report (AAA-126) provides the BDE/MPD user with a Soldier's record snapshot. This is used when conducting the initial screening to determine reassignment eligibility.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE/MPD Reassignment Section should print the AAA-126 for each Soldier who is being reassigned after the AHRS Systems Administrator processes these weekly updates on eMILPO.

The AAA-126 contains five sections:

- Section A – Personal Data
- Section B – Qualification Data
- Section C – Security Data
- Section D – Unit Data
- Section E – Service Data

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Update the AHRS Enterprise Datastore.

- BDE S1/MPD. Produce and review report for each Soldier who is being reassigned weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Place the AAA-126 in each Soldier's reassignment file to be used to conduct the initial screening to determine reassignment eligibility. See Schedule Briefing / Prepare Reassignment Checklist for further guidance.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.14 Losing Assignment Adjustment Roster (AAA-132)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The Losing Assignment Adjustment Roster (AAA-132) is a system-generated report that identifies to the losing BDE S1/MPD any deletions and deferments that have been approved/disapproved by HQDA.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there is any approval/disapproval to deletions or deferments, the AAA-132 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-132 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-132 is separated by PPA (PERSINS Processing Activity).

The AAA-132 contains the following fields:

- PPA – PERSINS processing activity
- UIC – Unit identifier code
- Name
- SSN – Social security number
- GRD – Grade
- REQ CONTROL NBR – Requisition control number
- DELETION CODE
- DEFERMENT CODE
- NEW ARR – New arrival date to next assignment
- DISAPPROVAL CODE

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report

- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-132 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-132 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Notify S1 of approval/disapproval of deletion or deferment.
- S1. Notify unit of approval/disapproval of deletion or deferment.
- Unit. Inform Soldier of approval/disapproval of deletion or deferment.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.15 Gaining Assignment Adjustment Roster (AAA-133)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The Gaining Assignment Adjustment Roster (AAA-133) is a system-generated report that identifies to the gaining BDE S1/MPD any deletions and deferments that have been approved/disapproved by HQDA.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there is any approval/disapproval to deletions or deferments, the AAA-133 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-133 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-133 is separated by PPA (PERSINS Processing Activity).

The AAA-133 contains the following fields:

- PPA – PERSINS processing activity
- UIC – Unit identifier code
- Name
- SSN – Social security number
- GRD – Grade
- REQ CONTROL NBR – Requisition control number
- DELETION CODE
- DEFERMENT CODE
- NEW ARR – New arrival date to next assignment
- DISAPPROVAL CODE

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report

- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-133 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-133 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Notify S1 of approval/disapproval of deletion or deferment.
- S1. Notify unit of approval/disapproval of deletion or deferment.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.16 EDAS Gaining Assignment Modification Report (AAA-136)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Gaining Assignment Modification Report (AAA-136) is a system-generated report that identifies to the gaining BDE S1/MPD any Soldier(s) whose original assignment is being modified by the gaining command and Human Resources Command.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there are any modifications to Soldiers already on assignment, the AAA-136 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-136 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-136 is separated by PPA (PERSINS Processing Activity).

The AAA-136 contains the following fields:

- PPA – PERSINS processing activity
- GAINING UIC – Gaining unit identifier code
- Name
- SSN – Social security number
- GRD – Grade
- REQ CONTROL NBR – Requisition control number
- LOSING UIC – Losing unit identifier code
- UNIT ADDRESS
- REPORTING DATE
- ZIP CODE/APO
- SPECIAL INSTRUCTIONS
- SEQUENCE NUMBER
- ENL REQ SI CD – Enlisted requisition special instruction code

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report

- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHR System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHR System Administrator. Post the AAA-136 to AHR Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-136 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.17 EDAS Losing Assignment Modification Report (AAA-137)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Losing Assignment Modification Report (AAA-137) is a system-generated report that identifies to the losing BDE S1/MPD any Soldier(s) whose original assignment is being modified by the gaining command and the Human Resources Command.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there are any modifications to Soldiers already on assignment, the AAA-137 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-137 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-137 is separated by PPA (PERSINS Processing Activity).

The AAA-137 contains the following fields:

- PPA – PERSINS processing activity
- LOSING UIC – Losing unit identifier code
- Name
- SSN – Social security number
- GRD – Grade
- REQ CONTROL NBR – Requisition control number
- GAINING UIC – Gaining unit identifier code
- UNIT ADDRESS
- REPORTING DATE
- ZIP CODE/APO
- SPECIAL INSTRUCTIONS
- SEQUENCE NUMBER
- ENL REQ SI CD – Enlisted requisition special instruction code

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report

- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHR System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHR System Administrator. Post the AAA-137 to AHR Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-137 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Produce amendments to reassignment orders as necessary.
- BDE S1/MPD. Distribute amendments to S1.
- S1. Distribute amendments to unit.
- Unit. Distribute amendments to Soldier.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.18 Report of AWOLS (Absent Without Leave) (AAA-160)

Responsible agencies are:

- Unit Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The AAA-160 lists all Soldiers reported AWOL and DFR (Dropped From Rolls) by a unit. Use this report to monitor AWOL/DFR Soldiers and to verify current duty status.
- It is intended that this report be produced from the AHRs (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1 level.

The AAA-160 contains the following fields:

- Name
- SSN
- Rank
- Citizenship
- Field Determined Personnel Security Status
- Date AWOL/Date DFR
- Duty Status
- Duty Status Description

The URL to produce the report: <https://eMILPO.ahrs.army.mil/>, using AKO user ID and password.

Other related reports:

- Duty Status – Listing. This report is produced in eMILPO.
- AAA – 160 Report of AWOLS. This report is produced in AHRs Enterprise Datastore.
- AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRs Enterprise Datastore.
- AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRs Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced in AHRs Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Produce the AAA-160 weekly.
- S1/Unit eMILPO clerk. Distribute AAA-160 to each unit.
- Unit Commander. Confirm AWOL/DFR status. Notify S1 of any change in duty status.
- S1/Unit eMILPO clerk.
- Check for Soldiers AWOL over 15 days and send out inquiries as necessary.
- Check for Soldiers AWOL over 30 days and take action to DFR Soldiers (See DFR/DFS in this Field User's Guide).

- Submit Duty Status transactions (See Duty Status in this Field User's Guide) to update eMILPO as required.
- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.19 Unit Personnel Accountability Report (AAA-162)

Responsible agencies are:

- Unit
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- Replacement Detachment (Repl. Det.) or similar activity
- Transition Center

Reference(s):

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 220-1, Unit Status Reporting
- AR 600-8-6, Personnel Accounting and Strength Reporting
- Unit Commander's Finance Report
- DA Form 3986-R, Personnel Asset Inventory

General guidance:

- The Unit Personnel Accountability Report is the source and historical document for strength reconciliations. The AAA-162 list all Soldiers assigned and attached to a specific organization and identifies their present and last duty status.
- Soldiers are listed alphabetically by name.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, BDE S1/MPD, PAS or G1/AG level.

The AAA-162 contains the following fields:

- ASG/ATTCHD (Assigned or Attached)
 - NAME
 - SSN
 - Rank
 - Gain Dt (Date of gain to the unit)
 - Loss Dt (Date of loss to the unit)
 - OLD DTY ST (Old duty status)
 - NEW DTY ST (New duty status)
 - Dty St Date (Effective date of new duty status)
 - Dpl Navail St (Deployment Nonavailability Status)
 - Dpl Navail Reason (Deployment Nonavailability Reason)
 - MRC
- Monthly USR Reconciliation. Produce copies and reconcile monthly in conjunction with the Unit Status Reporting (USR) submission. The majority of USRs are turned in on the 15th in accordance with AR 220-1, Table 2-1. It is critical to enter all known changes before this date. The PAS and supported units must establish this procedure in their local standard operating procedures (SOP). The S1 and other reporting units must reconcile unit strength and submit required transactions prior to the 15th of each month, or the date of USR submission if different from the 15th. It is also critical that the strength reported on USRs match the AAA-162. Do not use <off line> or locally produced reports.
 - End of Month (EOM) Reconciliation. In addition to the mid-month USR reconciliation, units must reconcile an end-of-month (EOM) AAA-162. If strength problems exist, the PAS should consider

requiring weekly reconciliation. S1s (and separate units) will produce the AAA-162 reflecting current unit composition after processing transactions that change unit strength, such as departures, arrivals, attachments, relief from attachments and separations. Unit Commanders/ADJ must annotated and sign the EOM AAA-162, also. The PERSONNEL SERGEANT or unit eMILPO clerk will carry these reports to the PAS monthly at scheduled times.

- Other Reconciliations. Use the AAA-162 for PAI changes of command, prior to a unit move, inactivation, resignation, demobilization, or change in support personnel agency. For installations conducting an installation-wide PAI, it is recommended that the MPSM (Military Personnel Strength Monitor), PAS G1, S1a, Transition Center, and Replacement Center conduct a strategy session first.
- On the date a unit becomes temporarily without assigned or attached Soldiers, a hard copy of the AAA-162 for that unit will be produced by the PAS. Attached a statement signed by the PAS Chief reflecting the zero strength to the AAA-162.
- Units without assigned or attached Soldiers are not required to have AAA-162 reports printed until personnel are again assigned or attached.
- The terminology used for AAA-162 reconciliations is defined as follows:
- Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, activity or similar origination assigned a unique UIC.
- Unit Commander. A Unit Commander is defined here as any company Commander, Battalion Commander, Commander or senior Army person of U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army Soldiers.
- Military Personnel Strength Monitor (MPSM). At installation level, the MPSM will be appointed in writing. Commanders of installation, division, or activities maintain a PPA: Commander of installation, posts, camps and stations located on an eMILPO satellite activity for support; and Commanders of field operating agencies or activities on an installation or satellite installation. At installation level, the MPSM will be in the strength management office of the G1, AG, or Chief, MPD. The MPSM will never be the PAS Chief. The MPSM serves as the principal contact for military personnel strength information for the assigned units or subordinated commands. The MPSM will monitor and analyze automated strength reports for unit strength errors and resolve all issues to ensure accurate personnel strength accounting.
- Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/>. First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- Duty Status – Listing. This report is produced in eMILPO.
- AAA – 160 Report of AWOLs. This report is produced in AHRs Enterprise Datastore.
- AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRs Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced in AHRs Enterprise Datastore.

Work center actions:

- PAS. Schedule twice monthly reconciliation's with S1s so that reconciliation's are spread uniformly throughout the month. For all others, schedule as needed and or directed.
- S1/MPD/PAS. Produce the AAA-162 Unit Personnel Accountability Report and Summary as required.
- S1/Unit eMILPO clerk. Produce one AAA-162 in conjunction with the USR (for units who provide Unit Status Reports), which will be submitted IAW AR 220-1, Table 2-1. Forward report to each Unit Commander.
- S1/Unit eMILPO clerk. Produce an additional EOM AAA-162 for reconciliation. This will be the initial phase of producing a copy for historical record.
- S1/Unit eMILPO clerk. Obtain the unit(s) AAA-162 report, Unit Commander's Finance Report, and DA Form 3986-R for all other reconciliations as needed.

- Unit Commander. For monthly and end of month unit historical AAA-162s, review with the actual unit strength. Reconcile by annotation and authenticate the original copy of the AAA-162.
- Unit Commander. For all other reconciliations, both the incoming and outgoing Commanders will review the AAA-162 if applicable. The Unit Commander will sign DA Form 3986-R once all changes and corrections are entered into eMILPO and a fresh AAA-162 is produced for attachment which shows all necessary changes were made. The Commander forwards it along with supporting documents (AAA-162 reports, DA Forms 31, DD Forms 1601, reassignment order, etc.) to the PAS within five working days of the scheduled reconciliation. *Note:* it may not be forwarded until all corrections are entered into eMILPO.
- S1/Unit eMILPO clerk. Compare results of the Commander's reconciliation with the unit status summary at the end of the report. If the unit status summary is not correct, the S1 consults with the Unit Commander and continues research to resolve discrepancies.
- S1/Unit eMILPO clerk. Submit required transactions to correct report on eMILPO for all reconciliations.
- PAS. Meet with S1/Unit eMILPO clerk to perform reconciliation of the report. The PAS analyst researches and resolves outstanding discrepancies on the report to update eMILPO.
- S1/Unit eMILPO clerk. Provide copy of updated report to unit.
- PAS. Assemble the original of the reconciled EOM AAA-162 for each unit supported by the PAS. Construct a signed memorandum to be filed with the report. The memorandum will be addressed to the Records Holding Area (RHA) and filed under ARIMS file number 600-8c. This will include the following statement: "The enclosed AAA-162 reports reflect the status of Soldiers recorded in the eMILPO database during the course of normal business of (name reporting activity), for the period (day, month, year) through (day, month, year). The AAA-162 provides a list of registered units supported by the PAS section during the period."
- PAS. Validates all other reconciliations, ensures all corrections are entered into eMILPO and the S1 has resolved the status of Soldiers from the AAA-165.
- PAS Chief. For other reconciliations, once the above actions are done, the PAS Chief signs the 3986-R and returns to the unit.
- Unit. Once the change of command, resignation, unit move, inactivation demobilization or change in supporting personnel agency reconciliations return from the PAS, the unit will forward them up through the chain of command to the MSPM. Make all needed entries on the next Unit Commander's Finance Report.
- MSPM. The MSPM is the final approval authority for all other reconciliations. Once approved, the approval authority retains a copy and returns the original to the unit.
- PAS. Hold AAA-162 for the current year, and then transfer them, along with the above memorandum, to the Records Holding Area (RHA). The RHA will hold these files for 12 months and then retire them to the National Personnel Records Center (NPRC). The NPRC stores the reports for 75 years and then destroys (See AR 25-400-2.)
- S1/Unit eMILPO clerk. File one copy of the AAA-162 for record under ARIMS File Number 600-8c and retain for the current year, plus 1 year, in an inactive file. The AAA-162 is destroyed at the end of the inactive period.
- Units subordinate to the battalion. Destroy old reports upon receipt of new AAA-162 reports.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.20 Enlisted MOS Inventory - By Name (AAA-163)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

Reference(s):

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-163 is to display an inventory of the enlisted skills MOS by Name. It is to be used in conjunction with the AAA-164 to manage personnel assignments, details, transfers, and training.
- It is intended that the AAA-163 be produced at the S1/MPD/G1/AG/PAS levels through AHRS (Army Human Resource System) Enterprise Datastore.

The AAA-163 displays the following fields:

- PMOS - Primary military occupation specialty
- PASI – Primary addition skill identifier
- LANG – Language identifier
- Name
- SSN - Social security number
- Rank
- SEX
- PULHES – Physical profile factors
- FDS - Field determined security clearance
- UIC - Unit identification code
- DMOS - Duty military occupation specialty
- PMC - Personnel Management Code
- SMOS - Secondary military occupation specialty
- SASI - Secondary additional skill identifier
- Bonus MOS/I - Bonus military occupation skill identifier
- BASD - Basic active service date
- AEA CDE TERM - Assignment eligibility and availability code
- DPN – Number of dependents

Other related reports:

- AAA – 164 Skill Inventory by Grade. This report is produced in AHRS Enterprise Datastore.
- AAA – 223 Enlisted Skill Inventory and Projection by MOS Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk/Brigade S1/G1/AG/MPD. Produce and review the AAA-163 monthly.
- S1/Unit eMILPO clerk/Brigade S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.21 Skill Inventory by Grade (AAA-164)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

Reference(s):

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-164 is to display an inventory of Soldier skills by grade. This report is to be used in conjunction with the AAA-163 to manage personnel assignments, details, transfers, and training.
- It is intended that the AAA-164 be produced at the S1/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.
- The AAA-164 allows the user to choose from three different data cubes of skills-related data. Once a data cube is chosen, the user is allowed to modify the parameters of the report to drill down to a level of data that meets the user's statistical requirements.

The AAA-164 is broken down into four separate data cubes:

- ASI Inventory By Grade
- MOS Inventory By Grade
- SQI Inventory By Grade

Other related reports:

- AAA – 163 Enlisted MOS Inventory by Name. This report is produced in AHRS Enterprise Datastore.
- AAA – 223 Enlisted Skill Inventory and Projection by MOS Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/G1/AG/MPD. Produce and review the AAA-164 monthly.
- Unit eMILPO clerk/S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.22 Unit Personnel Accountability Notices Report (AAA-165)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Unit Retention office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The AAA –165 contains personnel discrepancies or notices for the unit. These notices list Soldiers whose personnel record contain specified unit accountability conditions for which action must be taken at the unit.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu the S1/MPD/PAS levels. The S1/Unit eMILPO clerk and BDE S1/MPD agencies that maintain UIC responsibility (i.e. Transition Center, In-processing) are responsible for producing this report and resolving the following discrepancies for their assigned UICs :
 - FAILURE TO GAIN. The failure-to-gain notice will be generated for the Soldier who has been departed from a previous or losing UIC (unit identifier code), but the potential gaining UIC has failed to submit an arrival in eMILPO. The effective date shown is the potential gaining reporting date as reported in the departure transaction. Research to verify that Soldier is reporting to the gaining UIC. If Soldier reported to gaining UIC, execute Arrival procedures (see Arrival in this Field User's Guide.) to arrive Soldier in eMILPO. If Soldier has not reported to gaining UIC, coordinate with PAS to research and resolve discrepancy/notice.
 - AWOL OVER 25 DAYS. The AWOL-over-25-days notice will be generated if the duty status on the Soldier's record is AWOL and if the duty status date is at least 25 days before the current date. This notice is produced to notify the unit of an individual who has been in an AWOL status for over 25 days and possibly requires a DFR (Drop From Rolls) transaction. The date shown on the report is the AWOL duty status date. Research to ensure the Soldier is still AWOL. If Soldier is not currently AWOL, execute Duty Status procedures (see Duty Status in this Field User's Guide) to update Soldier's duty status in eMILPO. If Soldier is still AWOL and has been AWOL for 25 or more consecutive days, DFR procedures may have to be executed. If the Soldier remains AWOL for 30 consecutive days, execute DFR procedures (see DFR/DFS in this Field User's Guide.) on the 31st day in order to drop the Soldier from the active-Army strength in eMILPO. The DFR will be effective 0001 on the 31st day of AWOL.
 - EXPIRED DEROS. The expired-DEROS (Date Eligible to Return from Overseas) applies only to OCONUS (outside the continental United States) units. This notice is generated when the Soldier's DEROS date is before the current date. Research to determine Soldier's situation. If Soldier has extended his/her overseas tour, update the DEROS through the eMILPO Overseas Assignment Data menu. The EXPIRED DEROS notice should not generate if the Soldier is assigned to a CONUS (continental United States) unit.
 - EXPIRED ETS/ESA. The expired ETS/ESA (expired termination of service/expired service agreement) notice is generated when the Soldier's ETS/ESA date is before the current date. Research to determine the Soldier's situation. If Soldier has separated from the active-Army,

contact the BDE/MPD Transition Center to ensure they submitted the Transition / Loss transaction in eMILPO. If Soldier has extended or reenlisted, contact your local retention office to have Soldier's ETS date updated in through Retain. ETS/ESA dates cannot be updated in eMILPO to populate TAPDB (Total Army Personnel Database). The update must come from Retain to TAPDB to eMILPO to remove the notice.

- SOLDIER DISCHARGED BY PERSCOM. The Soldier-discharged-by-PERSCOM notice is generated when PERSCOM separates the Soldier from TAPDB. This is done because DFAS (Defense and Finance Accounting System) has separated the Soldier, and the Soldier is no longer getting paid. If Soldier has separated from the active-Army, contact the BDE S1/MPD Transition Center to ensure that the Transition/Loss transaction is submitted in eMILPO. If Soldier has not separated from the active-Army, contact PAS for assistance to resolve discrepancy.

The following notices existed in SIDPERS-3, but have been removed from eMILPO:

- FAILURE TO LOSE
- ASSIGNED NOT JOINED OVER 10 DAYS
- This report must be produced and reconciled daily for assigned UICs.
- The PAS will monitor and assist with the resolution of AAA-165 notices as necessary. Local SOP should be in place for the processing of the AAA-165.

Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/> First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- Duty Status – Listing. This report is produced in eMILPO.
- AAA – 160 Report of AWOLS. This report is produced in AHRs Enterprise Datastore. “portal page”
- AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRs Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced in AHRs Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/MPD. Produce the AAA-165 daily.
- Unit eMILPO clerk/S1/MPD. Research and resolve notices appearing on the AAA-165. Refer to General guidance above for discrepancies/notices information.
- Unit eMILPO clerk/S1/MPD. Submit necessary eMILPO transactions to resolve notices.
- Unit eMILPO clerk/S1/MPD. Notify local retention office if necessary to update ETS/ESA dates to resolve notice.
- Unit eMILPO clerk/S1/MPD. File the latest AAA-165 under file number 600-8b and destroy the previous one.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.23 Military Labor Report (AAA-166)

Responsible agencies are:

- Personnel Automation Section (PAS)

Reference(s):

- AR 680-29, Military Personnel, Organization, and Type of Transaction Codes

General guidance:

- The purpose of the Military Labor Report is to provide the user with a list of assigned strength by MPC (Military Personnel Class) and grade for each UIC (Unit Identification Code) reported.
- It is intended that this report be produced at the PAS level through the AHRS (Army Human Resource System) Enterprise Datastore.

The AAA-166 contains the following fields:

- UIC
- Unit Stat – Unit mission status code associated with the UIC (See AR 680-29, par 2-15, for code definitions.)
- AREAX – Army area location of unit
- Date
- CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA
- # by UIC – Number of Soldiers assigned to UIC
- MPC
- # by MPC – Subtotals of enlisted, warrant, and officers.
- Pay Grade
- # by Pay Grade – Subtotals of each assigned pay grade

Other related reports: AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and forward the AAA-166 as needed or requested.
- Requestor. File under ARIMS file number 600-8b. Destroy report when no longer needed to conduct business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.24 Unit Soldier Readiness Report (AAA-167)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Personnel Automation Section (PAS)

Reference(s):

- AR 680-29, Military Personnel, Organization, and Type of Transaction Codes

General guidance:

- The purpose of the Unit Soldiers Readiness Report is to provide the user with a list of assigned.
- It is intended that this report be produced at the
- The AAA-167 contains the following fields:
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Work center actions:

- Unit eMILPO clerk/S1/G1/AG/MPD. Produce and review the AAA-167 monthly.
- Unit eMILPO clerk/ S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.25 Good Conduct Medal Roster (AAA-199)

Responsible agencies are:

- 1SG/Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Official Military Personnel File (OMPF) Records Custodian

Reference(s):

- AR 600-8-22, Military Awards
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-37, Unfavorable Information

General guidance:

- The purpose of the Good Conduct Medal Roster is to provide the Commander with a list of Soldiers who are eligible to receive a Good Conduct Medal within the next 90 days.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore or the AHRS Web Portal, eMILPO Report Menu.

This report displays Soldiers eligible for the Army Good Conduct Medal (AGCM) in two categories:

- Those eligible in three months.
- Those overdue.

The Unit Commander is the approval authority for the AGCM.

The AAA-199 contains the following fields:

- Unit
- Unit Address
- Category – The Soldier may fall into one of two categories:
- Soldier is eligible to receive an AGCM within the next three months.
- Soldier is overdue to receive an AGCM.
- Name
- Rank
- SSN – Social security number.
- GCMS Date – Army Good Conduct Medal suspense date.
- ETS – Expiration of Term of Service.
- DTY Sta – Current duty status.
- FLAG ACT – Current suspension of favorable personnel actions.
- Reenl – Reenlistment eligibility code.
- Remarks – This is where the Commander circles (YES) or (NO) when deciding if the Soldier receives the AGCM.

Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/> First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- AAA - 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- BDE S1/MPD. Generate AAA-199 monthly for each unit. Forward to the S1.
- S1. Receive AAA-199 and suspense for all units.
- S1. Sort the roster by unit and forward rosters to respective Commanders for review and approval or disapproval. Maintain suspense copy to ensure action is accomplished within the established date.
- 1SG. Receives roster and reviews for potentially disqualified Soldiers. 1SG reviews eligible Soldiers with the respective platoon sergeants. 1SG presents recommendations on who should receive the AGCM to the company Commander.
- Commander. Reviews roster and indicates "YES" for approval or "NO" for disapproval. If a Soldier is disqualified, the Commander will inform the Soldier, and the action will be processed per AR 600-37 and paragraph 4-8 of AR 600-8-22. After all annotations have been made, the Commander signs the AAA-199 and returns the annotated and signed roster to the S1.
- S1. Review roster to ensure all processing actions have been accomplished and forward original AAA-199 to the BDE S1/MPD.
- BDE S1/MPD. Process approvals and disapprovals IAW AR 600-8-22.
- BDE S1/MPD eMILPO clerk. Submit Individual Awards transactions through eMILPO to award the AGCM to the Soldiers and to update their AGCM eligibility dates. See Individual Awards in this manual for further guidance.
- BDE S1/MPD. File the roster IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.26 Enlisted Skill Inventory and Projection Report (AAA-223)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

Reference(s):

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-223 is to provide a user-specified skill inventory of an organization. This report is used to assist personnel managers with assignments, details, transfers, and training.
- It is intended that this report be produced at BDE S1/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.

The AAA-164 allows the user to query the following fields to produce the report:

- MOS – Military occupation specialty
- SQI – Skill qualification identifier
- ASI – Additional Skill Identifier
- Language – Language code identifier
- Rank

Once user-specified data has been selected, the AAA-164 is produced, and the following fields are displayed:

- UIC – Unit identification code
- Sex
- Soldier Count
- Rank
- Count By Rank
- MOS
- SQI
- ASI
- LANG

Other related reports:

- AAA – 163 Enlisted MOS Inventory By Name. This report is produced in AHRS Enterprise Datastore.
- AAA – 164 Skill Inventory By Grade. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- BDE S1/MPD/G1/AG - Produce and review the AAA-223 as needed.
- BDE S1/MPD/G1/AG - File under ARIMS file number 614a. Destroy report when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.27 EDAS Gaining Assignment Report (AAA-227)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Gaining Assignment Report (AAA-227) lists each EDAS gaining assignment for a given cycle. The report may be produced by a specific EDAS cycle for a specific UIC (unit identifier code) or group (up to 15) of UICs.
- The intent is that the BDE S1/MPD produces the report through the AHRs Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE S1/MPD Reassignment Section should print the AAA-227 after the AHRs Systems Administrator processes these weekly updates on eMILPO.

The AAA-227 contains the following fields:

- UIC – Gaining unit identifier code
- ASI – Additional skill identifier
- REPT DATE – Report date
- PAY/RANK – Pay grade
- PMOS – Primary military occupation specialty
- ASI LANG – Additional skill identifier language
- SEX
- PSI – Personnel security investigation
- DDS – Defense Department Security
- SII – Special investigation
- PRP – Personnel requirement by position
- PHY – Physical factors
- EDAS CYCL DATE – current EDAS cycle
- REQ – Requisition control serial number/year month requisition cycle
- NAME INDIVIDUAL
- SSN – Social security number
- LOSING UNIT INFO: UIC – Losing unit identifier code
- MACOM – Major command
- UNIT HOME GEOGRAPHIC LOCATION
- SP INSTRUCTIONS – Any additional information pertaining to the gaining assignment report

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report

- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHR System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHR System Administrator. Update the AHR Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-227 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614a. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.28 EDAS Losing Assignment Recap (AAA-233)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference(s):

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Losing Assignment Recap (AAA-233) provides the BDE S1/MPD with a recap of total assignment instructions, deletions, and deferments received from the EDAS cycle for a PERSINS processing activity (PPA) by each unit identifier code (UIC).
- The intent is for the BDE S1/MPD to produce the report through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-233 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-233 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-233 is separated by PPA.

The AAA-233 contains the following fields:

- PPA
- EDAS CYCLE DATE
- UIC
- ASSIGNMENT INSTR – Number of assignment instructions for a specified UIC
- DELETIONS – Number of deletions for a specified UIC
- DEFERMENTS – Number of deferments for a specified UIC
- TOTALS – Lists totals for each category: assignment instructions, deletions, and deferments
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-233 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-233 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.29 EDAS Individual Losing Assignment Report (AAA-234)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The AAA-234 provides the Personnel Reassignments Work Center with the number of assignment instructions and special instructions by name by EDAS (Enlisted Distribution Assignment System) cycle.
- It is intended that this report be produced weekly by the BDE S1/MPD. *eMILPO* notifies the reassignment clerk each Tuesday that the report is available. Each report covers a one-week period (Tuesday through Monday); however, it can be produced for a longer period by typing in the desired EDAS cycle beginning and ending dates. The system will generate an error message, as an indication to the user, if there are no EDAS Reports to view or print.
- The report contains specific assignment instructions for the Soldier, together with selected data from the Soldier's record.

Note. The Datastore AAA-234 contains incomplete data, so it is strongly recommended not to use the Datastore AAA-234. Use the AAA-234 generated from the *eMILPO* portal page (Reports).

For additional guidance on viewing this type of report, visit the AHRs Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 002 EDAS Audit Sheet
- AAA – 008 Enlisted Levy Status Report
- AAA – 069 EDAS Special Letter of Instruction
- AAA – 125 EDAS Error Report
- AAA – 126 EDAS Personnel Reassignment Report
- AAA – 132 Losing Assignment Adjustment Roster
- AAA – 133 Gaining Assignment Adjustment Roster
- AAA – 136 EDAS Gaining Assignment Modification Report
- AAA – 137 EDAS Losing Assignment Modification Report
- AAA – 227 EDAS Gaining Assignment Report
- AAA – 233 EDAS Losing Assignment Recap
- AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Print report weekly after receiving workflow notice from *eMILPO*.
- BDE S1/MPD. File report in Soldier's reassignment file.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.30 Enlisted Promotion Report (AAA-294)

Responsible agencies are:

- Unit Commander
- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- US Army Human Resources Command (HRC)

Reference(s):

- AR 600-8-19, Enlisted Promotions and Reductions
- AR 25-400-2, The Army Records Information Management System (ARIMS)

General guidance:

- The Enlisted Promotion Report (AAA-294) lists the Soldiers eligible for promotion considerations to ranks SGT/SSG and Soldiers eligible for Automatic List Integration for Active Component. A report is generated for each unit and is produced for the following month's promotion board. This is a management tool to assist Commanders in the timely submission for consideration, recommendation, and counseling for fully eligible Soldiers not recommended.
- The AAA-294 is produced in eMILPO at the Battalion S1 level or Separate Company when not supported by a Battalion S1.
- This report is processed in wartime unless further guidance is given at that time.
- Soldiers are personally responsible for ensuring their personnel records are current at all times. It is critical that this is accomplished before the Commander recommends the Soldier to appear before a promotion board.
- First line leaders will counsel Soldiers who are eligible for promotion, without waiver, but not recommended for promotion. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Enlisted Promotion Report. Counseling will take place initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least every three months) IAW AR 600-19.

If an error message appears when generating the AAA-117 report, do the following:

- Go to your internet web page.
- Click on 'Tools'.
- Click on Internet 'Options'.
- Click on 'Advanced Tab'.
- Scroll down to 'Security'.
- Ensure the 'Do not save encrypted pages to Disk' is NOT checked.
- Save your changes by clicking the 'Apply' button.
- Click 'OK'.

Other related reports:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the AAA-294 on the second to the fifth working day of the month prior to the promotion board month, make the necessary corrections, and then forward to the Commander within one working day.
- Unit Commander. Receive the AAA-294 from the S1, review for accuracy, annotate recommendations (initial each), duty performance points (if applicable), sign, attach a copy of the counseling (DA Form 4856) to the AAA-294, and return to S1 within two working days for further processing.
- S1. Receive the AAA-294 from the unit, review for completeness and compliance with AR 600-8-19.
- S1. Prepare the initial DA Forms 3355-E, Promotion Point Worksheet for each recommended Soldier. Obtain signatures and forward to BDE/MPD. Prepare the memorandum to appoint board members.
- S1. Input Deny Promotion Auto List Integration thru eMILPO for Soldiers denied by the promotion authority. See Field User's Guide for Deny Promotion List Auto Integration.
- S1. File AAA-294 IAW AR 25-400-2.
- BDE S1/MPD. Review recommendations. Complete DA Forms 3355-E and return to S1.
- S1. Hold the promotion board, create DA Forms 3357-E (Board Recommendation), and obtain signatures.
- S1. Prepare the promotion board proceedings and Commander's endorsement. Compile proceedings, endorsement, DA Forms 3355-E, source documents, obtain signatures when necessary, copy, and forward to BDEMPD.
- BDE S1/MPD. Enter promotion points directly into TAPDB (Total Army Personnel Database) via EDAS (Enlisted Distribution Assignment System). **Note: eMILPO will send TAPDB a 4285 Transaction adding the promotion point data to EDAS IAW ALI requirement for those Soldiers recommended for Automatic List Integration by promotion authority.**
- Human Resources Command. Eligible promotion points are considered at the Force Alignment Review (FAR) when determining cutoff scores.
- Human Resources Command. Establish cutoff scores and post the HQDA (Headquarters, Department of the Army) by-name listing to the TAPDB.
- BDE S1/MPD. Receive the by-name listing and monthly cutoff scores. Screen against Soldiers on the EDAS C10 roster. Prepare promotion orders or notifications to Soldiers who are not fully eligible.
- BDE S1/MPD. Submit GRCH and NPRC transactions directly into the TAPDB via EDAS.
- BDE S1/MPD. Update DA Form 2-1, Enlisted Record Brief (ERB).
- S1 Unit eMILPO clerk. Annotate or produce the following:
 - Human Resource Authorization Report (HRAR)
 - Unit Personnel Accountability Report (AAA-162)
 - Unit Commanders Finance Report (UCFR)
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.31 Demographic Profile Report (AAA-338)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference(s):

- DA Pam 350-20, Unit Equal Opportunity Training Guide

General guidance:

- The purpose of this report is to provide an effective tool for the chain of command to verify family care plan information, Equal Opportunity Office overview, and other command programs.
- The AAA-338 can be run in AHRS (Army Human Resource System) Enterprise Datastore by local level commands as required.
- The statistical results contained in this report are based on information maintained in the ERB/ORB (Enlisted Records Brief/Officer Records Brief).

This report can be designed by the user to query and/or display statistics from the following fields:

- Ethnic group
- Race
- Sex
- Married to SVC (service) MBR (member)
- MPC (military personnel class)
- Pay grade
- Single parent
- Civilian Education

Work center actions:

- S1/Unit eMILPO clerk/Brigade S1/G1/MPD. Produce the AAA-338 quarterly.
- S1/Unit eMILPO clerk/Brigade S1/G1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: There is no functional proponent at the Human Resources Command for this report. Use your normal EOO (Equal Opportunity Office) channels.

1.32 Religious Denomination Report (AAA – 339)

Responsible agencies:

- Battalion or Separate Company S1 (S1)
- Chaplain Office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference(s):

- AR 165-1, Chaplain Activities in the United States Army
- FM 16-1, Religious Support

General guidance:

- The Religious Denomination Report, AAA-339, is a demographic tool that is used by the Commander. This is a by-name report that lists all Soldiers in unit by religion.
- It is intended that this report be produced by S1/MPD/G1/AG/PAS through AHRS (Army Human Resource System) Enterprise Datastore.

This report contains the following fields:

- UIC – Unit Identification Code
- Unit Name
- Religion
- Name
- SSN – Social security number
- Rank

Report information is based on data maintained in the ERB/ORB (Enlisted Record Brief/Officer Record Brief).

For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

- AAA – 343 Religious Denomination Statistical Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Chaplain Office. Request AAA-339 as needed.
- PAS. Produce AAA-339 when requested.
- PAS. Forward AAA-339 to Chaplain Office.
- Chaplain Office. File under ARIMS file number 600-8b. Destroy old reports when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.33 Alpha Roster (AAA-342)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- This report lists all unit Soldiers, assigned or attached, in alphabetical order.
- This report can be run in AHRN Enterprise Datastore or the AHRN Web Portal, eMILPO Report Menu, at the necessary command level as required.
- This report can be generated by specific military personnel class (MPC). The following options are available when you choose MPC:
 - All
 - Enlisted Soldier
 - Warrant Officer
 - Commissioned Officer

The AAA-342 displays the following fields:

- Name
- SSN (social security number)
- VSSN (verification social security number)
- MPC (military personnel class)
- Rank
- PMOS/AOC SQI ASI Lang (primary military occupational specialty/area of concentration, skill qualification identifier, additional skill identifier, language)
- Br (Branch)
- PRJ Loss Report/DPRT Date (projected loss report/departure date)
- Type (type of projected loss report)
- CURR/PNDG/PREV UIC (current/pending gain/previous unit identifier code)
- Unit
- RSI (record status indicator)
- STA (duty status)
- Losing/Gaining UIC (losing and gaining unit identifier codes)

This report may contain the following RSIs:

- 1 : ACTIVE - ASSIGNED TO RESERVE COMPONENT
- 2 : INACTIVE - SEPARATED
- 3 : INACTIVE - DROPPED FROM ROLLS
- 5 : INACTIVE - PRE-ACCESSED WITH ORDERS
- 6 : INACTIVE PREACCESSION RECORD NOT AVAILABLE FOR ORDERS
- 7 : INACTIVE - NON-STRENGTH RESERVE/GUARD INDIVIDUAL ON ACTIVE DUTY
- 8 : INACTIVE - NON-STRENGTH RESERVE/GUARD INDIVIDUAL ASSIGNED ACTIVE DUTY
- 9 : INACTIVE - NON-STRENGTH SEPARATED
- E : INACTIVE - ON EXTENDED ACTIVE DUTY
- G : ACTIVE - ASSIGNED TO ACTIVE COMPONENT
- H : ACTIVE - CONDITIONAL RELEASE PENDING

- M : INACTIVE - ON INACTIVE RESERVE STATUS
- Q : ORDERED TO ACTIVE DUTY UNDER PRESIDENTIAL CALL-UP OR PARTIAL MOBILIZATION
- S : ACTIVE - ON ADT/FTTD OVER 30 DAYS (AGR)
- T : INACTIVE - MOBILIZED FOR FEDERAL DUTY
- V : INACTIVE-REGULAR ARMY TRAINEE AWAITING ACCESSION TRANSACTION
- 4 : INACTIVE - PERSONNEL IN PROCESS OF SSN REFILE
- A : ACTIVE - INTRADEPARTURE
- B : ACTIVE - INTRAASSIGNED - NOT JOINED FROM ANOTHER UNIT
- C : ACTIVE - INTERASSIGNED - NOT JOINED
- D : INACTIVE - MASTER RECORD TO BE DELETED
- F : ACTIVE - PENDING RESEARCH - PREVIOUS RSC WAS "C"
- J : ACTIVE - RECIEPT OF TDR RECORD PRIOR TO GAIN
- K : INACTIVE - INDIVIDUAL HAS BEEN LOST FROM THIS SIDPERS
- L : ACTIVE - PENDING RESEARCH - PREVIOUS RSC WAS "B"
- N : ACTIVE - INTRA-ATTACHED
- : ACTIVE DUTY OPERATIONAL SUPPORT (ACTIVE COMPONENT)
- P : ACTIVE - ORDERS PENDING
- R : INACTIVE - RESERVE POSITION RECORD ESTABLISHED
- U : ACTIVE - ON ADT/FTTD OVER 89 DAYS (AGR)
- W : ACTIVE - PENDING RESEARCH PREVIOUS RSC WAS "A"
- X : INACTIVE - OTHER
- Y : INACTIVE – TRANSFER DATA RECORD

Follow this web address to produce the report: <https://eMILPO.ahrs.army.mil/> First, log in, then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

- Duty Status – Listing. This report is produced in eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS (Army Human Resource System) Enterprise Datastore.
- AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/G1/MPD. Produce the AAA-342 quarterly.
- Unit eMILPO clerk/S1/G1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

1.34 Religious Denomination Statistical Report (AAA-343)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Chaplain Office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference(s):

- AR 165-1, Chaplain Activities in the United States Army
- FM 16-1, Religious Support

General guidance:

- The AAA-343 lists the numbers of Soldiers in the unit that belong to each religious denomination. Commanders use it to plan religious support during peacetime and for mobilization or wartime contingency operations.
- It is intended that the AAA-343 be produced at the good order S1/MPD/G1/AG/PAS levels through AHRS (Army Human Resource System) Enterprise Datastore.
- Report information is based on data maintained on the ERB/ORB (Enlisted Record Brief/Officer Record Brief).

Other related reports:

- AAA – 339 Religious Denomination Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.
- Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- Chaplain Office. Request AAA-339 as needed.
- PAS. Produce AAA-339 when requested.
- PAS. Forward AAA-339 to Chaplain Office.
- Chaplain Office. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Chief of Chaplains, Personnel Systems Coordinator.

1.35 Enlisted Record Brief (AAA-347)

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference(s):

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- The Enlisted Record Brief (ERB) is an abbreviated summary of the enlisted personnel data on the database.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, BDE S1/MPD level as required.

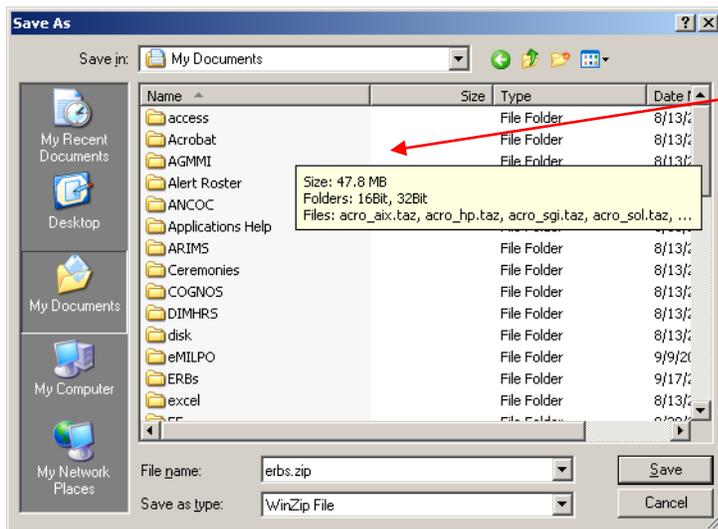
The ERB is comprised of the following sections:

- SECTION I – ASSIGNMENT INFO
 - SECTION II – SECURITY DATA
 - SECTION III – SERVICE DATA
 - SECTION IV – PERSONAL/FAMILY DATA
 - SECTION V – FOREIGN LANGUAGE
 - SECTION VI – MILITARY EDUCATION
 - SECTION VII – CIVILIAN EDUCATION
 - SECTION VIII – AWARDS AND DECORATIONS
 - SECTION IX – ASSIGNMENT HISTORY
 - SECTION X – REMARKS
- To view the ERB, the following software must be installed on your computer: Adobe Acrobat Reader 5 or later. To download the latest version, proceed to <http://www.adobe.com/products/acrobat/readstep2.html> WinZip. To download a free version of WinZip, proceed to <http://www.winzip.com>
 - There are now three ways to produce the ERB from within eMILPO; you can produce it by inputting 1-9 SSNs, by inputting a UIC/UICs or by loading a list of SSNs in a text file.
 - There are numerous ways to produce and view the ERB. There are numerous operating systems with various versions of WinZip available. So, the instructions below may be slightly different because of your operating system or WinZip version. If, after ensuring the required applications (Adobe Acrobat Reader and WinZip) are loaded on your computer, you still experience difficulty producing the ERB, contact your Personnel Automation Section (PAS) for assistance.
 - There is no longer a need to open a blank/pdf document when generating an ERB.
 - When updating the ERB, changes are often not reflected on MYERB until the next day. Soldiers can now pull up MYERB from either the HRC or EREC online sites. No zip file is needed as Soldiers can only pull up their own ERB.
 - Currently, eMILPO does not update Regimental Affiliation. Send all requests to change a Soldier's Regimental Affiliation to Commander US Army Human Resources Command (HRC) (HRC),

- Note that on Section I (Assignments), Overseas Duty, 'TCS' stands for Tour Completion Status, not Temporary Change of Station. For more information on the ERB, contact Enlisted Records and Evaluations Center or Your Installation PAS Chief.

To produce the ERB:

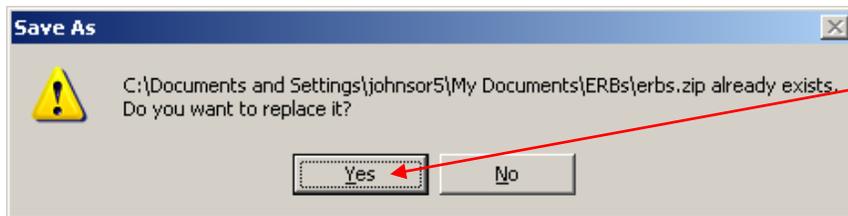
- Type in this web address: <https://eMILPO.ahrs.army.mil/>.
- Log in.
- Click on "eMILPO Reports" to proceed to the eMILPO Report Menu.
- Click on "Enlisted Records Brief (ERB)".
- Choose which method you want to use to run the ERB. The procedures for producing ERBs by entering SSNs have not changed.
- To produce ERBs by SSN, select the SSN option and press ok. On the next screen, type in the SSN of the Soldier(s). After all SSNs are entered, click "OK".
- When you submit your request for a single ERB, your browser will prompt you to open or save the ***erb.pdf file. Click "open" to proceed.
- When you submit your request for multiple ERBs, your browser will prompt you to open or save the "erbs.zip" file. Click "Open" to proceed.



Choose the folder that you wish to save the erb.zip file in.

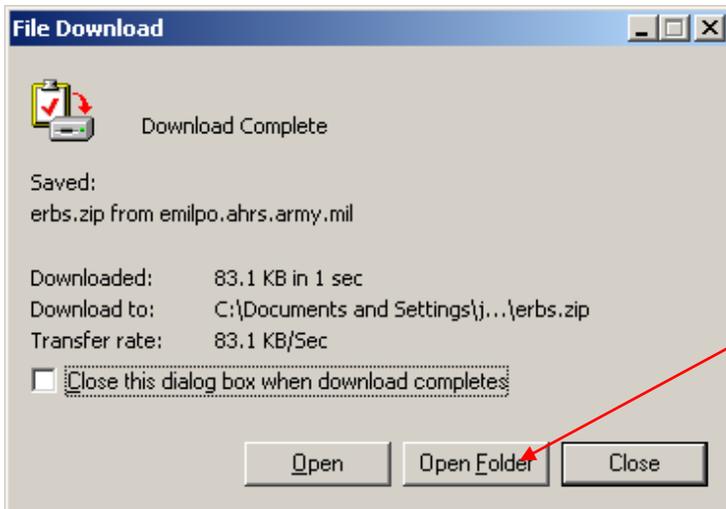
Next, click "Save" to save the file.

- If, prior to this, you have saved an erb.zip file to the same location, you will get the following message:



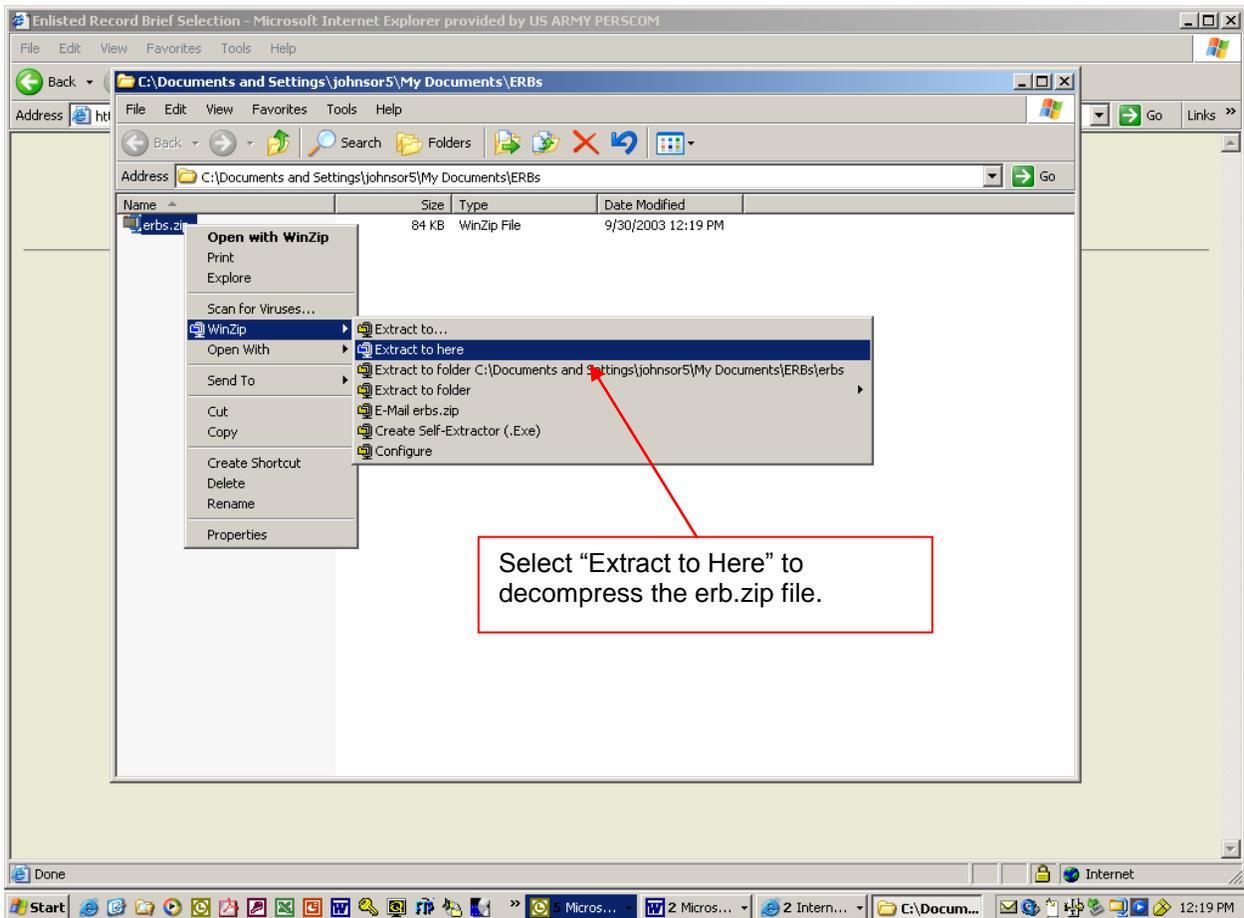
Click "Yes" to overwrite the old erb.zip file

- Click "Open Folder" to open the folder that contains the saved erb.zip file.



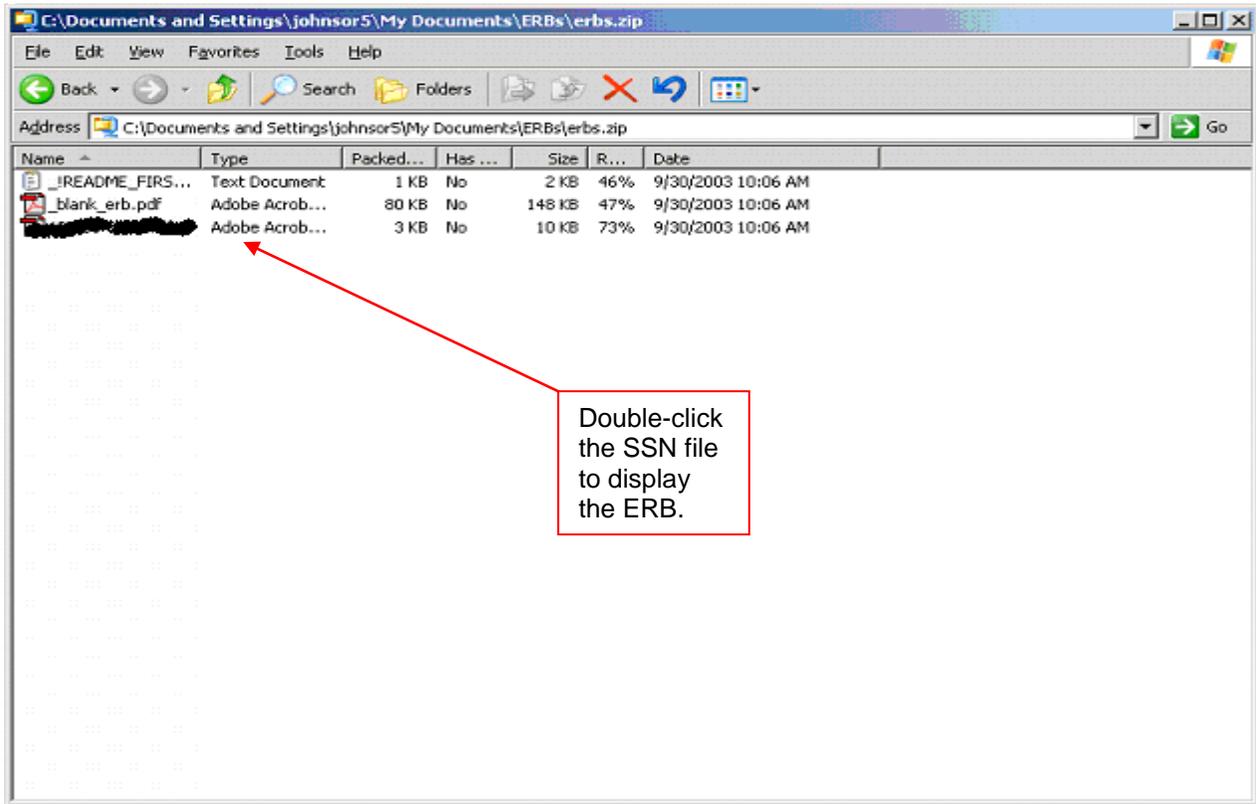
Click "Open Folder" to access the erb.zip file.

- o Right-click on the erb.zip file. Select "WinZip" from the drop-down list. Then, select "Extract to Here".



Select "Extract to Here" to decompress the erb.zip file.

- If you want to print the file only, right-click on the file(s) that contains the SSN(s) and select "Print". Otherwise, double-click on the file that contains the SSN(s) to display the ERB.



- To produce ERBs by UIC, choose the UIC option and click ok. Choose the UIC(s) you want to run ERBs for and click ok. The ERBs will be broken into batches of 100 per zip file and can be found under the “ERB Report Status” link on the eMILPO Reports Menu. Note that eMILPO will store the zip file for 7 days before it is deleted. Once you download the file, eMILPO will keep it available for only 1 hour..

The screenshot shows the 'Enlisted Record Brief Report (ERB)' page. At the top left is a circular logo with a globe and a person. The title 'Enlisted Record Brief Report (ERB)' is centered. Below the title, there are several paragraphs of instructions. A red box highlights a warning: 'You must select either SSN or UIC to enable the input fields. Selecting File Upload will redirect you to the File Upload page.' Below this, a form is shown with three radio buttons: 'SSN(s)', 'UIC' (which is selected), and 'File Upload'. A list of UIC codes is displayed below the 'UIC' radio button. A red box labeled 'Choose UIC' has an arrow pointing to the list. At the bottom of the form, there are 'OK' and 'Close' buttons. A red box labeled 'Click OK' has an arrow pointing to the 'OK' button.

Enlisted Record Brief Report (ERB)

Please enter one to nine SSNs, or select a UIC from the list and click **"OK"** to display your ERB reports.

To upload a text file containing SSNs, select **"File Upload"** and the file upload page will be displayed.

If you enter **multiple SSNs**, or your selected UIC is **within the allowable maximum number of SSNs**, your request will be processed and you will be prompted to download a zip file that contains your ERB reports.

If you select UIC and your request exceeds the maximum allowable number of SSNs, which is currently set at 100, your request will be submitted for processing. If your request is submitted for processing you will be redirected to the ERB Status Page.

You must select either SSN or UIC to enable the input fields. Selecting File Upload will redirect you to the File Upload page.

When you are done, Click **"OK"** to submit your request.

SSN(s) UIC File Upload

- AR0000
- NG0000
- W6ED01
- W6ED02
- W6ED07
- W6ED24
- W6ED27
- W6ED30
- W6ED37
- W6ED41

Choose UIC

Click OK

OK Close

If you select a UIC that has more than 100 Soldiers you will be taken to the ERB Report Status screen. Check this screen for your ERB's. DO NOT CONTINUE TO REQUEST THE SAME UIC's.

ERB Report Status

Date: 06/21/2011

Unclassified

The status of your requested ERBs are posted. Click the Update link to see the latest results. eMILPO reports is currently set to store your zip file(s) for 30 days before being deleted. Once you download your files eMILPO will keep them available for future downloads for 1 hour(s).

Job Number	Status	Request Date/Time	Start Date/Time	End Date/Time	Download Date/Time	Source	Zip File	Messages
266	Complete	2011-06-23 14:55:35	2011-06-23 14:59:56	2011-06-23 15:06:12		W	1680583e1a530cd677b48c4f00e9d3fa_part_2	Click on the link provided to download your reports.
267	Complete	2011-06-23 14:55:35	2011-06-23 15:07:12	2011-06-23 15:13:21		W	1680583e1a530cd677b48c4f00e9d3fa_part_1	Click on the link provided to download your reports.
265	Complete	2011-06-23 14:55:35	2011-06-23 14:56:07	2011-06-23 14:58:56		W	1680583e1a530cd677b48c4f00e9d3fa_part_3	Click on the link provided to download your reports.

File Download

Do you want to open or save this file?

Name: erbs.zip
 Type: Compressed (zipped) Folder
 From: emilpotest.ahrs.army.mil

Open Save Cancel

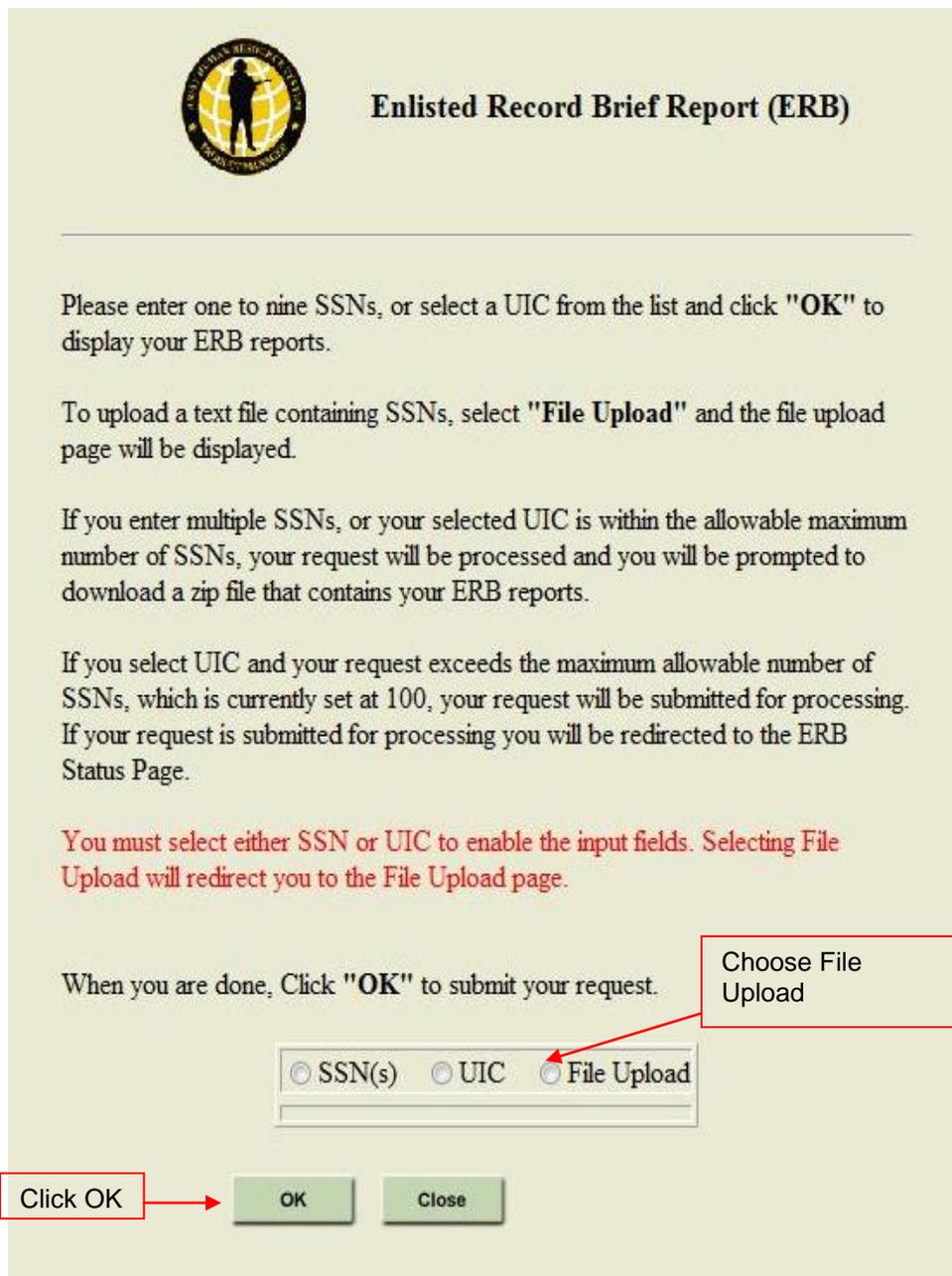
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click on the link for the zip file you wish to

Click open or save to open the file or to save it on your computer.

- When you click on the file link, your browser will prompt you to open or save the “.zip” file. Click “Save” to save the file to your computer or “Open” to open the zip file “. It is recommended that users “Save” the file to their computers.

- To produce ERBs using a text file, first you have to create a .txt file with nothing but SSNs in it. You can use SSNs either with or without the dashes. Once you have the .txt file on your computer, choose File Upload from the ERB Menu and click OK.



The image shows a screenshot of the Enlisted Record Brief Report (ERB) interface. At the top left is a circular logo with a globe and a person. The title "Enlisted Record Brief Report (ERB)" is centered at the top. Below the title, there are several paragraphs of instructions. A red box highlights the "File Upload" radio button in the selection menu. Another red box highlights the "OK" button at the bottom. A red arrow points from the "File Upload" box to the "OK" button.

 **Enlisted Record Brief Report (ERB)**

Please enter one to nine SSNs, or select a UIC from the list and click "OK" to display your ERB reports.

To upload a text file containing SSNs, select "File Upload" and the file upload page will be displayed.

If you enter multiple SSNs, or your selected UIC is within the allowable maximum number of SSNs, your request will be processed and you will be prompted to download a zip file that contains your ERB reports.

If you select UIC and your request exceeds the maximum allowable number of SSNs, which is currently set at 100, your request will be submitted for processing. If your request is submitted for processing you will be redirected to the ERB Status Page.

You must select either SSN or UIC to enable the input fields. Selecting File Upload will redirect you to the File Upload page.

When you are done, Click "OK" to submit your request.

SSN(s) UIC File Upload

Click OK →

- Find and load the .txt file on the next screen. Then click OK.

The image shows a web page titled "Enlisted Record Brief Report (ERB) File Upload" with a logo on the left. The page contains instructions for uploading a file containing SSNs. Below the text is a form with a "File:" label, an empty text input field, and a "Browse..." button. A red box with an arrow points to the "Browse..." button, containing the text "1. Click browse." Below the form are "OK" and "Close" buttons.

Below the web page is a screenshot of a Windows "Choose file" dialog box. The dialog shows the "Desktop" location with a table of files. The file "SSN List 2.txt" is highlighted. A red box with an arrow points to this file, containing the text "2. Locate the .txt file on your computer, highlight it and click open...". At the bottom of the dialog, the "File name" field contains "SSN List 2.txt" and the "File name" dropdown is set to "All Files (*.*)". A red box with an arrow points to the "Open" button, containing the text "3. Click open.".

Name	Size	Type	Date modified
SSN List 2.txt	50 bytes	Text Document	

- When you submit your request for ERBs using File Upload, your browser will prompt you to open or save the "erbs.zip" file. Click "Open" to open the zip file or "Save" to save it on your computer. It is recommended that users "Save" the file to their computers.
-



Enlisted Record Brief Report (ERB) File Upload

This page allows the user to load a file containing SSNs for the soldier list. The user has the option to enter the full path and name of the file, or click "**Browse**" to select the file. Your file can contain as many SSNs as you like. If the number of SSNs exceeds the current allowable maximum of 100 your request will be processed as a batch job and you will be redirected to the ERB Status Update page. If the file contains less than the maximum your request will be processed in real time.

If you select File Upload please ensure the file you are uploading contains one SSN per line and the file extension is .txt

- Click "OK" to submit. Click "Close" to exit without proceeding.

3. Click open or save.



Enlisted Record Brief Report (ERB) File Upload

This page allows the user to load a file containing SSNs for the soldier list. The user has the option to enter the full path and name of the file, or click "**Browse**" to select the file. Your file can contain as many SSNs as you like. If the number of SSNs exceeds the current allowable maximum of 100 your request will be processed as a batch job and you will be redirected to the ERB Status Update page. If the file contains less than the maximum your request will be processed in real time.

If you select File Upload please ensure the file you are uploading contains one SSN per line and the file extension is .txt

- Click "OK" to submit. Click "Close" to exit without proceeding.

File: C:\Users\lucy.geidner\Desktop\4.6.9.2 SQT data\Mass

3. Click OK



If you select txt file has more than 100 Soldiers you will be taken to the ERB Report Status screen. Check this screen for your ERB's. Once the ZIP File column is highlighted your EERB's will be ready for download. DO NOT CONTINUE TO REQUEST THE SAME ERB's.



ERB Report Status

The status of your requested ERBs are posted. Click the Update link to see the latest results. eMILPO reports is currently set to store your zip file(s) for 7 days before being deleted. Once you download them keep them available for future downloads for 1 hour(s).

Job Number	Status	Request Date/Time	Start Date/Time	End Date/Time	Download Date/Time	Source	Zip File	Messages
5873	In Staging	2011-07-11 14:29:02				W6ED01	9b0ca9b7ea838e66483a5cb9ef4e0898_part_4	To check the status of your request click the update link on page.
5874	In Staging	2011-07-11 14:29:02				W6ED01	9b0ca9b7ea838e66483a5cb9ef4e0898_part_3	To check the status of your request click the update link on page.
5875	In Staging	2011-07-11 14:29:02				W6ED01	9b0ca9b7ea838e66483a5cb9ef4e0898_part_2	To check the status of your request click the update link on page.
5856	In Staging	2011-07-11 14:29:02				W6ED01	9b0ca9b7ea838e66483a5cb9ef4e0898_part_1	To check the status of your request click the update link on page.
5857	In Staging	2011-07-11 14:29:02				W6ED01	9b0ca9b7ea838e66483a5cb9ef4e0898_part_5	To check the status of your request click the update link on page.
5860	In Staging	2011-07-11 14:41:56				Mass ERB John.txt	bd9c36b813efc7218b4503f9bac897f4_part_2	To check the status of your request click the update link on page.
5881	In Staging	2011-07-11 14:41:56				Mass ERB John.txt	bd9c36b813efc7218b4503f9bac897f4_part_1	To check the status of your request click the update link on page.

- Note that eMILPO will store the zip file for 7 days before it is deleted. Once you download the file, eMILPO will keep it available for only 1 hour.

Other related reports: Officer Record Brief. This report is produced through TOPMIS.

Work center actions:

- BDE S1/MPD. Review the ERB within 30 days of arrival of Soldier to gaining command and annually.
- BDE S1/MPD. Review the incomplete personnel record data and update accordingly or furnish upon request. Produce copies of ERB that requires S1 and Soldier verification.
- S1. Review the incomplete personnel record data with Soldier within 30 days of arrival in unit. Update and forward ERB to the servicing BDE S1/MPD, with source documents, for actions that cannot be inputted at S1 level.
- BDE S1/MPD. Review source documentation for validity and input data to update eMILPO.
- BDE S1/MPD. Record/forward source documentation and report IAW AR 600-8-104.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.



1.36 Unresolved Error Report (AAA-351)

Responsible agencies are:

- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference(s):

- AR 600-8-6, Personnel Accounting and Strength Reporting.

General guidance:

- The Unresolved Error Report (AAA-351) is a system-generated report that shows errors resulting from transaction processing on eMILPO.
- It is intended that this report be produced by the PAS through the AHRs Enterprise Datastore.
- The AAA-351 is made up of external errors resulting from data exchange between eMILPO and TAPDB (Total Army Personnel Database) and RECBASS to eMILPO. The AAA-351 is generated daily when the AHRs Systems Administrator processes TAPDB updates on eMILPO. Afterwards, the AAA-351 is stored on the AHRs Enterprise Datastore for viewing by the PAS. It is stored in the TAADS/Organization Manning/System Reports/351 Rpts section by date. Under each date, the AAA-351 is separated by PPA (PERSINS Processing Activity). Within the PPA folder, each AAA-351 is listed by date and time. There may be multiple AAA-351s for the same day.

The AAA-351 contains three sections:

- Section One TAPDB ERROR NOTICES – Transactions submitted on eMILPO but erred on TAPDB.
- Section Two TAPDB CHANGE NOTICE FAILURES – Transactions sent from TAPDB but erred on eMILPO.
- Section Three OTHER ERROR NOTICES – Transactions sent from RECBASS but erred on eMILPO.

Each section of the AAA-351 contains the following fields:

- SSN – Social security number
- Name
- Rank
- UIC – Unit identifier code
- Transaction that was submitted
- Error message

The AAA-352 is still generated even if there are no transaction errors for a PPA during processing. On the report will be the following messages:

- Section One “TAPDBERROR NOTICES”
- Section Two “TAPDB CHANGE NOTICE FAILURES”
- Section Three “OTHER ERRORS TRANSACTIONS”

Errors that appear on this report are resolved at the PAS by working closely with the eMILPO Help Desk as needed.

For a complete listing of the transactions and their descriptions click [HERE](#):

For a complete listing of TAPDB error codes and their definitions click on the link below:

https://www.hrc.army.mil/site/protect/Active/FSD/CODES/TAPDB_ERRORS.pdf

- It is important for each PAS to have access to use the following tools. For more helpful information in this area, see Helpful Information under Data Accuracy on the FSD web site.
- Pass Record Tool. This is used for changing TAPDB when eMILPO is correct, for requesting certain changes to TAPDB, and for sending TAPDB data to eMILPO in the form of notices.
- MS51 (PERNET MS51 Data Audit PERS/PAY Research Tool). This is used for viewing and comparing TAPDB, eMILPO, and finance data.
- Data Query. This is used to view all of the data in both the processed and the failed transaction history. It includes the entire transaction data stream and the error feedback mnemonic for failed transactions.

Other related reports: AAA – 125 EDAS Error Report

Work center actions:

- AHR System Administrator. Receive and process transactions daily from external systems.
- AHR System Administrator. Post the AAA-351 to AHR Enterprise Datastore.
- PAS. Produce and review the AAA-351 daily.

Section One

- PAS. Analyze the type of transaction and the error message to determine the action to be taken.
- PAS. Utilizing the PERNET MS51 Data Audit PERS/PAY Research Tool, research to see what UIC TAPDB and finance has the Soldier assigned to. Also monitor the transaction display and analyze the processed and unprocessed transactions. Check on EDAS/TOPMIS by name to see if an incorrect SSAN (Social Security Account Number) was typed in the Arrival.
- PAS. If the information is unclear, PAS calls S1 to confirm: (1) if the Soldier is physically in the unit, and (2) the date the Soldier signed in and/or the date the Soldier signed out to report to another unit.
- PAS. This research gives PAS the information needed to take the proper course of action to update eMILPO or to input a pass record transaction to keep database synchronization with correct information between TAPDB, SIDPERS, and DFAS. Return all errors that cannot be resolved at the PAS level to the eMILPO Help Desk for assistance.

Section Two

- PAS. Monitor this section for problems. Report to the eMILPO Help Desk as necessary for assistance. Submit DA Form 5005-R, Engineering Change Proposal-Software, as necessary. Once a particular error is reported using the DA 5005-R, it does not need to be continually reported using the DA 5005-R.
- eMILPO Help Desk
- Provide routine updates, as progress/solutions are developed to prevent future occurrences of the same error type.

Section Three

- PAS will research to ensure duplicate data is not being sent from RECBASS to eMILPO. Contact the Reception Battalion RECBASS POC to resolve this issue.
- PAS. After all errors have been resolved, file under ARIMS file number 600-8b. Cutoff is at the end of three months. Hold three months and then destroy.

Functional Proponent: Human Resources Command, Field Service Division at HRC.eMILPO.helpdesk@conus.army.mil.

Electronic Military Personnel Office (eMILPO)

eMILPO USER'S MANUAL

CM No. eMILPO-TRA00-4692-20110714

Version 4.6.9.2

Final

July 14, 2011



Submitted to
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Contracting Officer's Representative, Army Human Resource System (AHRS)
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Contract Number: W91QUZ-06-D-0013
Delivery Order Number: 0004

Approved by
HP Enterprise Services:

Approved by
Product Director's Office:

For Official Use Only

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Amendment Record

Document Version No.	Date	Modified By	Version																												
4.6.5	03/26/2009	Colleen English Ross	Draft issue																												
4.6.5	03/26/2009	Colleen English Ross	Final issue																												
4.6.6	09/30/2009	Colleen English Ross	Draft issue																												
4.6.6	10/30/2009	Colleen English Ross	Final issue																												
4.6.7	02/12/2010	Colleen English Ross	Draft issue																												
4.6.7	03/25/2010	Colleen English Ross	Final issue																												
4.6.8	07/16/2010	Colleen English Ross	Draft issue																												
4.6.8	08/27/2010	Colleen English Ross	Final issue																												
4.6.9	12/20/2010	Colleen English Ross	Draft issue																												
4.6.9	02/11/2010	Colleen English Ross	Final issue																												
4.6.9.2	06/10/2011	Colleen English Ross	<p>Draft issue; ; the following changes were made:</p> <ul style="list-style-type: none"> • Global change of Servicemen’s to Servicemembers’ • Updated the following sections: <table border="1"> <tbody> <tr> <td>Section 17</td> <td>EEE-MIL-266 and EEE-MIL-267 (Rev2)</td> </tr> <tr> <td>Section 13.6.1.1</td> <td>EEE-MIL-489</td> </tr> <tr> <td>Section 13.6.1.2</td> <td>EEE-MIL-489</td> </tr> <tr> <td>Section 13.6.1.2</td> <td>EEE-MIL-489</td> </tr> <tr> <td>Section 13.6.1.4</td> <td>EEE-MIL-489</td> </tr> <tr> <td>Section 13.2.1.1</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.2.2.2</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.2.2.3</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.7.1.1</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.7.1.2</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.7.3.2</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.7.3.3</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.7.5.4</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> <tr> <td>Section 13.8.3.1</td> <td>EEE-MIL-600 (Rev 2)</td> </tr> </tbody> </table>	Section 17	EEE-MIL-266 and EEE-MIL-267 (Rev2)	Section 13.6.1.1	EEE-MIL-489	Section 13.6.1.2	EEE-MIL-489	Section 13.6.1.2	EEE-MIL-489	Section 13.6.1.4	EEE-MIL-489	Section 13.2.1.1	EEE-MIL-600 (Rev 2)	Section 13.2.2.2	EEE-MIL-600 (Rev 2)	Section 13.2.2.3	EEE-MIL-600 (Rev 2)	Section 13.7.1.1	EEE-MIL-600 (Rev 2)	Section 13.7.1.2	EEE-MIL-600 (Rev 2)	Section 13.7.3.2	EEE-MIL-600 (Rev 2)	Section 13.7.3.3	EEE-MIL-600 (Rev 2)	Section 13.7.5.4	EEE-MIL-600 (Rev 2)	Section 13.8.3.1	EEE-MIL-600 (Rev 2)
Section 17	EEE-MIL-266 and EEE-MIL-267 (Rev2)																														
Section 13.6.1.1	EEE-MIL-489																														
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Section 13.7.5.4	EEE-MIL-600 (Rev 2)																														
Section 13.8.3.1	EEE-MIL-600 (Rev 2)																														

Document Version No.	Date	Modified By	Version	
			Section 13.8.3.2	EEE-MIL-600 (Rev 2)
			Section 13.11.1.1	EEE-MIL-600 (Rev 2)
			Section 13.11.1.2	EEE-MIL-600 (Rev 2)
			Section 13.11.2.1	EEE-MIL-600 (Rev 2)
			Section 13.11.2.2	EEE-MIL-600 (Rev 2)
			Section 13.11.3.1	EEE-MIL-600 (Rev 2)
			Section 13.11.3.2	EEE-MIL-600 (Rev 2)
			Section 13.11.2.1	EEE-MIL-654
			Section 13.8.3.1	EEE-MIL-701
			Section 13.8.3.1.2	EEE-MIL-701
			Section 13.8.3.2	EEE-MIL-701
			Section 12.7.4 and subsections	EEE-MIL-703 (Rev 1) and EEE-MIL-704 (Rev 1)
			Section 15.2	EEE-MIL-708
			Section 12.8.1	EEE-MIL-710
			Section 12.8.1.4	EEE-MIL-710
			Section 12.8.1.5	EEE-MIL-710
			Section 10	EEE-MIL-712
			Section 10.1	EEE-MIL-712
			Section 11.2	EEE-MIL-712
			Section 12	EEE-MIL-712
			Section 12.8	EEE-MIL-712
			Section 12.8.1	EEE-MIL-712
			Section 12.8.1.3	EEE-MIL-712
			Section 12.8.2	EEE-MIL-712

Document Version No.	Date	Modified By	Version	
			Section 12.8.3	EEE-MIL-712
			Section 12.8.4	EEE-MIL-712
			Section 21.1	EEE-MIL-712
			Section 21.3	EEE-MIL-712
			Section 18.5.3.1	EEE-MIL-716
			Section 18.5.3.12	EEE-MIL-716
			Section 18.5.3.13	EEE-MIL-716
4.6.9.2	07/14/2011	Colleen English Ross	Final Issue	

Introduction to eMILPO

The Army Human Resource System (AHRS) Electronic Military Personnel Office (eMILPO) application is a web-based, multi-tiered application, using an industry standard second-generation Java enterprise edition (J2EE) platform. eMILPO is implemented on the Department of Defense (DoD) Non-Secure Internet Protocol Routing Network (NIPRNet) and accessed via the AHRS web portal hyperlink from the Army Knowledge Online (AKO) portal. eMILPO consolidates the 43 PERSINS (Personnel Information System) Processing Activity (PPA) database environments, previously deployed as a part of the Super Server/AHRS V1 project, into one physical database environment. It rehosts the U.S. Code Title 10 functionality, previously contained in the Super Server application software, in preparation for the migration to the Integrated Personnel and Payroll System–Army (IPPS-A). The application is an interim field echelon personnel support system used for the total Army.

The eMILPO system provides the U.S. Army with a reliable, timely, and efficient mechanism for performing Army personnel actions and managing strength accountability. The application provides visibility of the location, status, and skills of Soldiers both from a high level (top of the system) and a unit level (bottom of the system). This visibility is vital in determining the strength and capability of the Army and subordinate commands within the Army. The eMILPO system allows unit users, personnel managers, and commanders visibility to the following main categories of services:

Personnel Services

- Personnel Accounting
- Reassignments
- Promotion
- Readiness
- Workflow
- System Services
- PERSTEMPO

DTAS

Mission

The eMILPO project is a managed work effort planned and executed by HP for the U.S Army. The goal of the eMILPO project is to provide the Army with a reliable, timely, and efficient mechanism for managing strength accountability and performing personnel actions. The system will provide visibility of the location, status, and skills of Soldiers both from a high level and a unit level. This visibility is crucial to determining the war fighting capability of the Army and its subordinate commands.

System Enhancements

The eMILPO system offers the following enhancements over its predecessor, Super Server, in the areas of personnel strength accountability and management:

- **“Behind-The-Scenes” Transaction Processing**—eMILPO is a function-based system, unlike its predecessor, which is transaction-based.
- **Data Entry Detection**—eMILPO detects data entry on the Web pages that permit data entry and prompts you to save or discard the data before exiting the page without saving.
- **Error Detection and Identification**—eMILPO decreases the chance of “human error” before saving information to the database by providing validations of data entry and business logic on the Web page. You can make corrections in real time, without waiting to receive a report notifying you of a mistake days later.
- **“Sign-of-Life”**—A Soldier can arrive to a unit, if there by proper authority, regardless of previous record status: that is, even if they have not been departed from the previous unit.
- **Slotting**—eMILPO provides the capability to slot Soldiers by comparing the Soldier’s qualifications with the requirements of the document.
- **Automatic Departures**—The system will automatically calculate the Soldier’s Date of Loss (DLOS) from the Soldier’s Number of TDY Days and the Number of Leave Days. The Soldier’s record will automatically be removed from the losing unit on the DLOS date, unless you intervene to stop the Soldier’s departure.
- **Unit Readiness**—eMILPO offers the flexibility of unit readiness reporting, online, via the Personnel Asset Visibility Report (PAVR). eMILPO is designed to provide unit commanders with the ability to update and/or change their readiness status in real time.
- **Workflow**—eMILPO produces task notifications via workflow processing. Workflow provides authorized users with automatic notification of task actions, which are actions that you need to perform for Soldiers within your unit.

For information on the enhancements contained within the latest release of eMILPO, please see the Release Notes located on the AHRS Web Portal at <https://emilpo.ahrs.army.mil>.

System Requirements

The following requirements detail the minimum equipment and resources necessary to use eMILPO:

- **Internet Access**—eMILPO is a Web-based application and uses an Internet browser. You must have Internet access to enter the application. If Internet access is not available, you can request assistance from your communications support element. You must follow local procedures to ensure you are properly registered with your designated user administrators.
- **Minimum Internet Requirements**—eMILPO operates in Microsoft Internet Explorer Version 5.5 and higher. Ensure that you enable pop-ups for the AHRS Web sites; if you do not have access to change you pop-up blocking setting, please see your local System Administrator.
- **Recommended System Configuration**—eMILPO is best viewed using a Pentium-class processor at 1024 pixels by 768 pixels screen resolution running MS Internet Explorer Version 4.0 or above.
- **AKO Access**—You must be a registered user of the Army Knowledge Online (AKO) portal. To register with AKO, click on this link: www.us.army.mil.
- **System Responsiveness**—Please note that some of you may experience delays depending on your local area network (LAN) installation and configuration.
- **Printer Setting**—Some reports may require the landscape setting versus the portrait setting. You will be prompted to change your page orientation accordingly. Please check your printer's manual for the proper procedure for changing page orientation.

System Environment

1.37 Communications Environment

eMILPO is implemented on the Department of Defense (DoD) Non-Secure Internet Protocol Routing Network (NIPRNet) and is accessed via the AHRS Web Portal hyperlink from the Army Knowledge Online (AKO) portal.

1.38 Hardware

The Web servers and application servers are Dell servers running Microsoft (MS) MS Windows 2003 Enterprise Server. The database servers are Sun servers running Solaris 10.

1.39 Software

The eMILPO system uses BEA WebLogic on the application servers. Cognos is used for the reporting and ad hoc query capability, and Oracle is used as the database.

System Conventions

eMILPO is committed to following the standards:

- DoD Information Infrastructure Common Operating Environment (DII COE) in establishing a common reusable application
- Section 508 (29 U.S.C. ‘794d) of the Rehabilitation Act for Web accessibility to facilitate access. eMILPO endorses the use of alternative text for the identification of graphics and format devices. Please see Section 6.1.3, ALT Tags (Tool Tips), for more details.
- Common Web design standards in establishing the concepts of usability, simplicity, consistency, and user-friendliness throughout the application

1.40 User Interface Standards

eMILPO uses a simple and consistent user interface. Figure 6–1, Page Terminology, illustrates the user interface components, utility icons, and command buttons that are standard throughout the application. You can click on any of the data elements on an eMILPO page to access the glossary definition for that data element.



Figure 6–1: Page Terminology

Table 6–1, Page Inputs, describes the different user input types:

Input Type	Description
Picklist	<p>Picklists provide an efficient way for you to choose a value from a list of valid values. Picklists consist of a label describing the content and a list box containing the values. Picklists appear in three formats in eMILPO:</p> <ul style="list-style-type: none"> • A regular picklist that stores multiple values and allows you to select one value at a time. To select a value from this type of picklist, click on the down arrow to expand the picklist and select the value of choice. • A multiple-value picklist that allows you to select a single value or multiple values. This type of picklist has a scrollbar and allows you to see a range of values. Use the procedure described in the previous bullet to select a single value. To select multiple values in succession of each other, select the first one, then simultaneously hold down the Shift key and select one or more next to the first value. Alternatively, you may select the first value, simultaneously hold down the Shift key and select the last value in the range. To select multiple values not in succession of each other, click on the first value, hold down the Ctrl key and click on the next value. • A read-only picklist displays multiple values as read-only and may have a scrollbar. You may scroll up or down to view all values but cannot select a value.
Checkbox	<p>Checkboxes usually appear in groups. The grouping of checkboxes is only visual, not logical. More than one checkbox of a group can be selected at a time. A checkbox consists of a square-shaped indicator to the left of a label describing the state being set. You select a corresponding value by clicking on the square-shaped indicator.</p>
Radio button	<p>Radio buttons provide a mutually exclusive selection value. While radio buttons are displayed in a group, only one may be selected at one time. You select a corresponding value by clicking on the radio button. Selecting an alternate button in a radio button group will automatically remove the previous selection.</p>
Text-entry field	<p>Text-entry fields or text boxes are used to enter text. There are two types of text-entry fields: a single-line text entry box and a multiline text entry box. The multiline text-entry field has scroll bars that automatically turn on and off depending on the amount of text present. Both types of text boxes support simple text-editing functionality, such as backspace, copy, cut, paste, etc.</p>
List-to-List Transfer	<p>The list-to-list transfer method is used to enable you to move objects from one collection to another. The display table contains list boxes that also have commands for transferring items between the collections, usually by adding or removing from collections.</p>

Table 6–1: Page Inputs

1.40.1 eMILPO Toolbar

eMILPO does not use the standard Internet browser toolbar. eMILPO's standard utility icons and command buttons are available on every parent browser window to navigate the Web pages, interact with the system, and perform all necessary tasks. The system displays the standard browser toolbar on every minor or child window to facilitate navigation.

1.40.2 Page Banner

Each eMILPO page has a banner displaying the AHRS logo with the current page title and standard utility icons. The page title reflects the functionality and content of the page and allows you to identify the page. The utility icons provide basic navigation, online help, printing capability for the current page, and exit from the application.

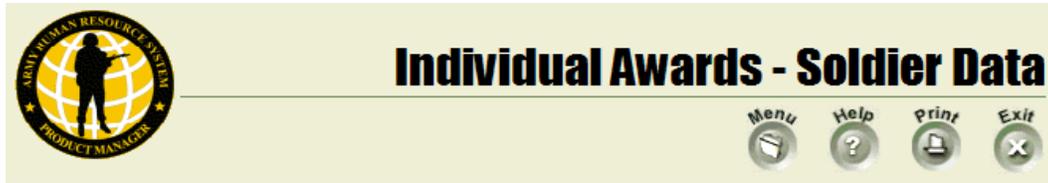


Figure 6–2: Sample Page Banner

1.40.3 ALT Tags (Tool Tips)

In accordance with Section 508 of the Rehabilitation Act, user tool tips in the form of HTML ALT tags are available to provide helpful information on links, buttons, and graphic objects. To access the tool tip, hold the cursor over an object, and the tool tip will appear.



Figure 6–3: Tool Tip

1.40.4 Mouseover

The eMILPO system uses the JavaScript mouseover effect on navigational and command buttons to provide dynamic access to information about those buttons. When you scroll your cursor over the button or hyperlink, eMILPO displays information about that button or link.

1.40.5 Required Fields

eMILPO designates required data entry fields on the Web pages that with an asterisk (*). All required fields on a Web page must be completed before being accepted by the system.

1.40.6 Online Help

eMILPO offers online help on every Web page. Clicking the Help utility icon in the upper right-hand corner of the page activates online help, as illustrated in Figure 6–4, Online Help. Online help offers step-by-step and detailed instructions to assist you with the operation of the current page.

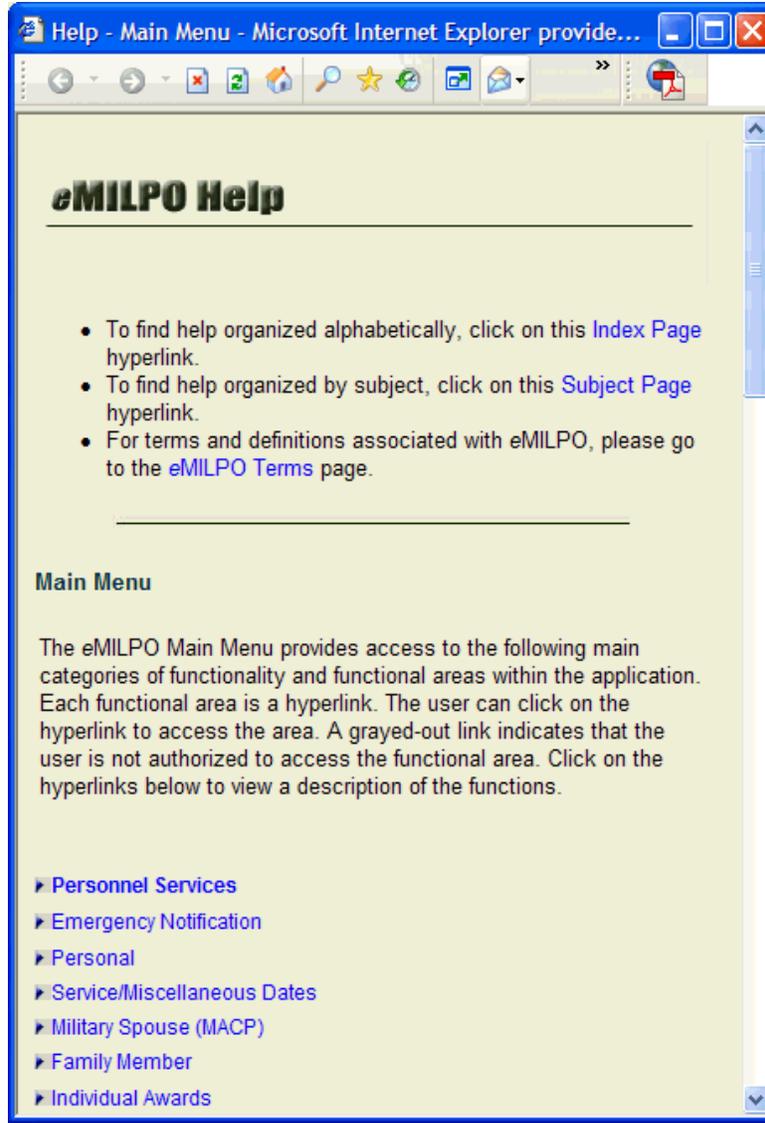


Figure 6–4: Online Help

1.40.7 Glossary

eMILPO offers a definition for data elements used on every Web page. Clicking on a data element (which appears in blue type onscreen) will activate a minor window that displays the definition of the data element. The Glossary window will time out in 5 minutes. Figure 6–5, Glossary Function, provides an example of the Glossary window for the Search Criteria data element. The Glossary function provides a clear interpretation of the name of the data element as recorded in the eMILPO data dictionary and other Army resources.

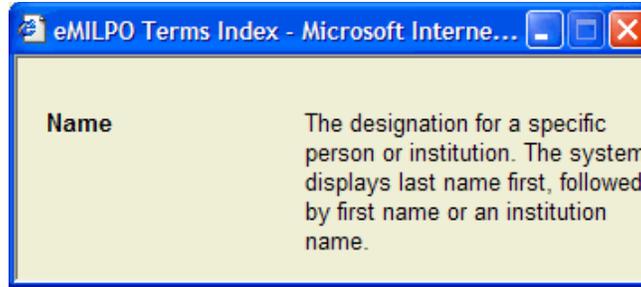


Figure 6–5: Glossary Function

1.40.8 Batch Mode Processing

To ensure efficiency in system performance as well as user time online, eMILPO implements batch-mode processing where possible. In the majority of the functional areas, you have the option to build a working list of Soldiers for processing. You will also be able to perform multiple functions at one time for a selected Soldier (that is, adding new data, viewing, updating, or revoking/removing current data). The system will loop through all selections for all selected Soldiers.

1.40.9 Notification of Lengthy Loading Actions

eMILPO will notify you of a lengthy loading action via a status bar. The status bar will be in motion while the page loads.

1.40.10 Printing in eMILPO

eMILPO assists you with printing the Web pages and reports in eMILPO in several ways. It is assumed that your printer is already installed and configured as outlined by the manufacturer. You may click the Print icon (shown in Section 6.1.11, Utility Icons) to print the current Web page.

- Some pages may require printing in landscape. eMILPO will prompt you to change the page orientation on your printer to landscape before proceeding. You will need to return the print setting to the default setting after printing.

If a .PDF version of a report is available, the .PDF utility icon will be enabled to allow you to generate a .PDF version of the report. Click on the .PDF utility icon to enable Adobe Acrobat Reader. You will be able to view, print, or save the report to a media of your choosing within the Adobe Acrobat Reader application.

1.40.11 Utility Icons

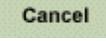
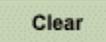
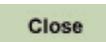
Utility icons provide navigational, help, and printing functions in eMILPO. Table 6–2, Utility Icons, describes the utility icons available on the page banner.

Icon	Location	Description
	All	The system will display the Main Menu. The system will detect data on the page and prompt you to save or discard the data before displaying the Main Menu.
	All	The system will display online Help for the current page.
	All	The system will display the Windows Print dialog box. Note: For pages that are displayed in landscape, the system will prompt you to change the page orientation.
	HRAR, Promotion Reports	The system will create a version of the current document in Adobe Acrobat .PDF format. You have the option to view, print, and/or save to a choice of medium within the Adobe Acrobat Reader application. The .PDF icon is available only in selected reports within eMILPO.
	All	The system will display the Logout confirmation page. The system will detect data on the current page and prompt you to save or discard the data before exiting the application.

Table 6–2: Utility Icons

1.40.12 Command Buttons

Command buttons allow you to interact with the system. Command buttons appear on the bottom of each page following the display tables. Table 6–3, Command Buttons, describes the standard command buttons used in eMILPO.

Button	Location	Description
	Soldier Selection	The system adds the selected item from one collection to another. For example, in the Soldier Selection process, the system adds the selected criterion/value combination to the Selection Criteria text area.
	Soldier Selection	The system interrupts a search request and returns the location cursor to the text-entry field below the Search Criteria picklist.
	Soldier Selection	The system clears all data rows in the Soldier listing.
	All	The system closes the current page and displays the Main Menu or the next appropriate page. If the current page permits user entry, the system will detect data entry and prompt you to save or discard the data.

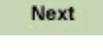
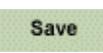
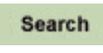
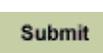
Button	Location	Description
	Soldier Selection	The system removes a highlighted criterion/value combination from a criteria text area. Note: The system will notify you if DEL was clicked before a value is highlighted (optional if time permits).
	Logout Confirmation	The system terminates your session and exits the eMILPO Logout Confirmation screen.
	Mobilization	The system displays the SSN File Load to allow you to load a text file of Social Security Numbers (SSNs).
	All	The system navigates to the next page without saving. If the current page permits user entry, the system will detect data entry and prompt you to save or discard the data.
	All	The system validates your actions or requests and displays the next appropriate page.
	Soldier Selection	The system navigates to the previously viewed page. Note: The system will disable the button if there is not a previously viewed page.
	All	The system clears all text-entry fields and returns the location cursor to the first text-entry field and resets all other form elements to their default values.
	All	The system validates your entries and notifies you of any discrepancies. The system then saves the record and moves to the next item on the list, if any exist.
	Soldier Selection	The system validates your search criteria and displays the records matching the search criteria.
	Listing Pages/Slotting	The system validates your selection and displays the Soldier data page for the first selected action. In Slotting, the system will display the Slotting—Summary page if there are no discrepancies in the slotting actions.

Table 6–3: Command Buttons

1.40.13 Action Links

Action Links behave similarly to command buttons. One such action link is Calculate. Clicking Calculate tells eMILPO to perform a calculation to populate a field using data you entered.

User Registration

The eMILPO Web site is a secure site. Commanders at all echelons are responsible for designating individuals under their command who may be granted access to the eMILPO system. The AKO Web site will be the portal to the eMILPO system. All users requesting access to eMILPO must have an AKO user ID and password.

1.41 AKO User Registration

You may obtain access to the AKO portal as follows:

1. To apply for an AKO User ID and Password, navigate to the AKO Web site at www.us.army.mil.
2. Select the “I’m a New User” link, answer the appropriate security notices, and follow the onscreen instructions to fill out and submit a User Registration request.
3. Once the registration form and password have been submitted, AKO will inform you via e-mail when the account has been approved and activated.

1.42 eMILPO User Registration

You may obtain access to the eMILPO system as follows:

1. Navigate to the AHRS Web Portal at <https://emilpo.ahrs.army.mil>. In addition, you can reach the AHRS Web Portal from AKO: Navigate to the AKO Home Page, select Self Service, select My Personnel, and then click the Army Human Resource System link under the My G-1 Personnel heading.
2. Click on you Registration link from the AHRS Web Portal page to access the eMILPO User Registration page, shown in Figure 7–1, User Registration Page.

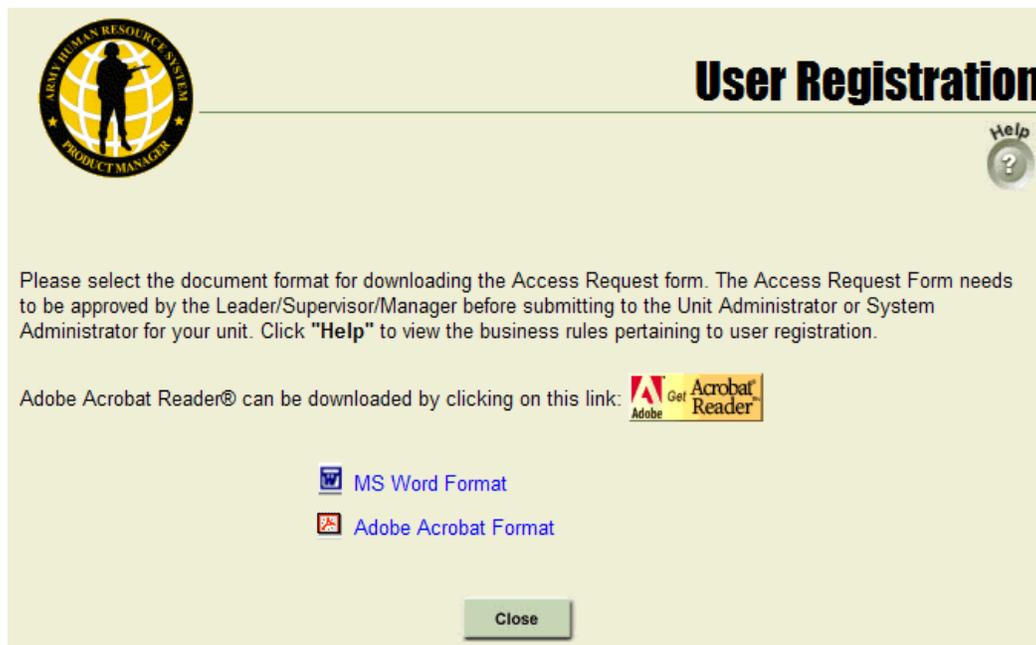


Figure 7–1: User Registration Page

If you are a first-time eMILPO user, please complete the eMILPO Access Request form and obtain the signature of your leader, manager, or supervisor before submitting the form to the System Administrator (SA) for your unit. The System Administrator will approve or deny access based on eMILPO security requirements. Only those users with the appropriate command authorizations, based on job and mission requirements with a need-to-know, will be given access.

1.42.1 Business Rules for User Registration

The following business rules apply to user registration:

- You need to be a registered AKO user and have a valid AKO user ID to request access to the eMILPO system.
- You need to be associated with a Unit Identification Code (UIC) to be granted access.
- A user may be associated with up to 15 UICs.
- A duplicate user account cannot be created for the eMILPO system if your ID already exists in the eMILPO database.
- An eMILPO user account cannot be modified or removed if your user ID does not exist in the eMILPO database.
- A new eMILPO Access Request form will need to be filled out, approved, and resubmitted to request modifications to or removal of your unit information or access control privileges.

AHRS Web Portal Page

The AHRS Web Portal Page—shown in Figure 8–1, AHRS Web Portal Page—lists and provides access to the AHRS’ family of applications. The following applications and options are available on this page:

- **eMILPO**—Provides management capability to personnel data, readiness, strength accounting, and multi-component reports at all levels. To access eMILPO on the portal page, click on the link.
 - User Registration allows you to view and download the eMILPO Access Request form in MS Word or Adobe Acrobat .PDF format. Click on the link on the portal page to access the User Registration page.
 - Release Notes introduces you to the eMILPO system. This option also outlines the application’s features and enhancements, tips for navigation, user registration, and help desk information.
 - Web-Based Training is a guide through the eMILPO system. Click on the link to access the eMILPO Web-Based Training.
 - Frequently Asked Questions—clarifies issues specific to common and technical areas throughout the application.
- **AHRS Enterprise Datastore**—Provides an enterprise view of Army Personnel assets and skills across and within PPAs. Click on the link to access the AHRS Enterprise Datastore.
 - Datastore Version 8 FAQs—Provides a list of frequently asked questions for Datastore Version 8.
- **OMPF Online**—If authorized, allows you to review your Official Military Personnel File online. Click on the link to access OMPF Online.
- **DEERS**—If authorized, allows you to change your address and your authorized dependents’ addresses in the Department of Defense Enrollment Eligibility Reporting System (DEERS).
- **Promotion to 1LT/CW2**—The Junior Office Promotions Web site allows you to process the promotion to the ranks of 1LT and CW2.
- **Promotion Worksheet**—Allows you to access the Enlisted Records Center automated promotion worksheet.
- **eMILPO Reports**—Allows you to generate the following reports:
 - AAA-069, EDAS Letter of Special Instruction
 - AAA-095, Suspension of Favorable Personnel Actions Management Report
 - AAA-160, Report of AWOLS
 - AAA-162, Unit Personnel Accountability Report
 - AAA-165, Unit Personnel Accountability Notices
 - AAA-167, Unit Soldier Readiness Report
 - AAA-199, Good Conduct Medal Roster
 - AAA-234, EDAS Individual Losing Assignment
 - Enlisted Record Brief (ERB)



Figure 8–1: AHRs Web Portal Page

Hover over the hyperlinks to view a description of the application. Click on the hyperlink to launch the application.

Login and Logout

1.43 eMILPO Login Authentication

Authentication for eMILPO occurs through the AKO logon process. With single sign-on, you log on through AKO and are authenticated for those systems to which you have access. Once authenticated and granted access to AKO, you can launch eMILPO via the AKO Portal and access the system without having to reenter your ID and password.

1.43.1 Business Rules

Please note the following business rules prior to login:

- You must be a registered AKO user.
- Your eMILPO user ID and password will be the same as your AKO user ID and password.
- If you, as an already authenticated user, attempt to log in to the eMILPO system a second time during the same session, the system will lock your account and exit the application. You must wait 15 minutes before the system will allow you to log in again.
- The session will be suspended after 15 minutes of inactivity and will require you to log back in to the eMILPO system.
- If your eMILPO unit profiles have expired (that is, the requested end date has passed), the system will display the message: “You are trying to access the system outside of the authorization window specified by your administrator. Click “OK” to return to the AHRS Web Portal.”
- If your eMILPO account has been assigned to more than one unit profile (or Associated UIC), the system will prompt you to select the desired UIC in which you want to work prior to gaining access to the eMILPO Main Menu.
- eMILPO accounts are locked if more than one login is attempted using the same user ID and password. You must wait 15 minutes before the system will allow you to log in again.

1.44 Department of Defense Security Statement

Upon clicking the eMILPO hyperlink on the AHRS Web Portal page, you will be prompted to view a standard DoD Security Statement acknowledging the level of security involved in accessing a DoD application. The security statement is shown in Figure 9–1, DoD Security Statement.

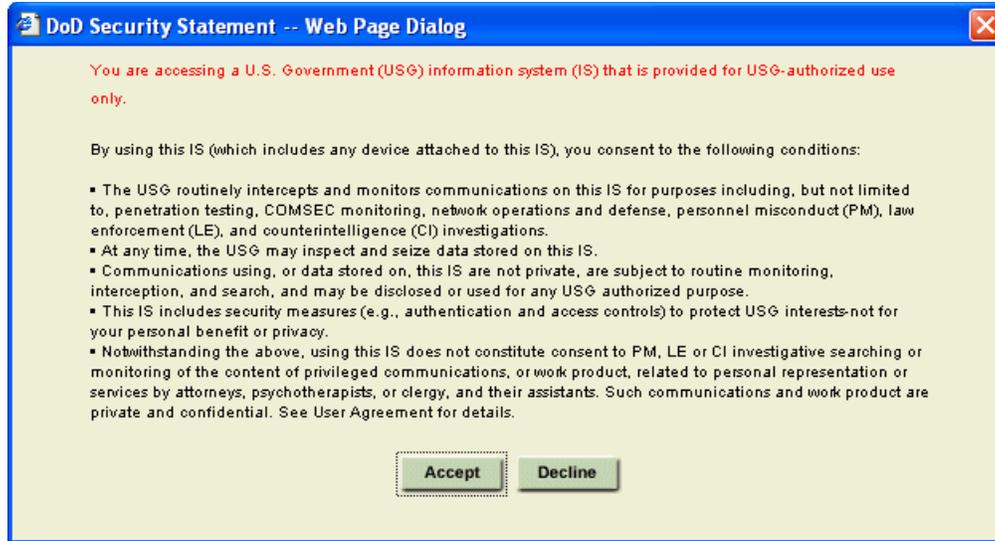


Figure 9–1: DoD Security Statement

To complete the security statement, perform the following steps:

1. Click Accept to proceed to the eMILPO login authentication.
2. Click Decline if you do not wish to acknowledge the security statement. The system returns you to the AHRIS Web Portal page.

1.45 Associated UIC Selection

Upon a successful login authentication from eMILPO, you will either be directed to the Main Menu or the Associated UIC Selection page if you are associated with more than one UIC. The Associated UIC Selection page allows you to select a UIC for the working session; the selection page is shown in Figure 9–2, Associated UIC Selection Page. eMILPO will associate users with up to 15 UICs.

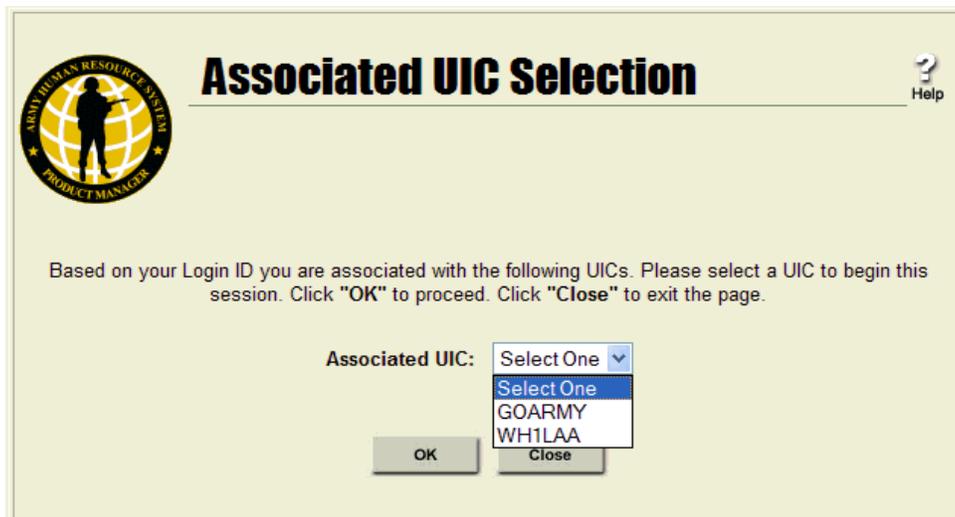


Figure 9–2: Associated UIC Selection Page

To complete the Associated UIC Selection Page, perform the following steps:

1. Expand the Associated UIC picklist and select a UIC to begin the session.

2. Click OK to proceed. The system will associate you and display the Main Menu.
3. Click Cancel to exit. You will be returned to the AHRS Web Portal page.

1.46 Logout

You may choose to exit the application on any parent browser window or any main page by clicking on the Exit icon, located in the upper right corner of every page banner. Refer to Section 6.1.11, Utility Icons, and Figure 6–2, Sample Page Banner, for further details.



Figure 9–3: Logout Confirmation Page

To log out of eMILPO, perform the following steps:

1. The system will display the Logout Confirmation page.
2. Click Exit to close the page and exit the application.

1.46.1 Business Rule for Logout

You must properly exit the application by clicking on the Exit utility icon. Exiting the application using any other means, such as clicking the X icon of the browser window, will prematurely terminate the working session and result in locking your user account. If your account is locked, you will be required to wait 15 minutes before logging in again.

Main Menu

The eMILPO Main Menu provides access to the functionality available within the application. The system also tracks your last successful login and displays the corresponding date and time. Each eMILPO functional area is a hyperlink on the Main Menu, as shown in Figure 10–1, Main Menu. You can only access functionality that you are authorized to access. Click the appropriate link to access the functional areas. The functional areas available on the eMILPO Main Menu are discussed in the subsequent sections.

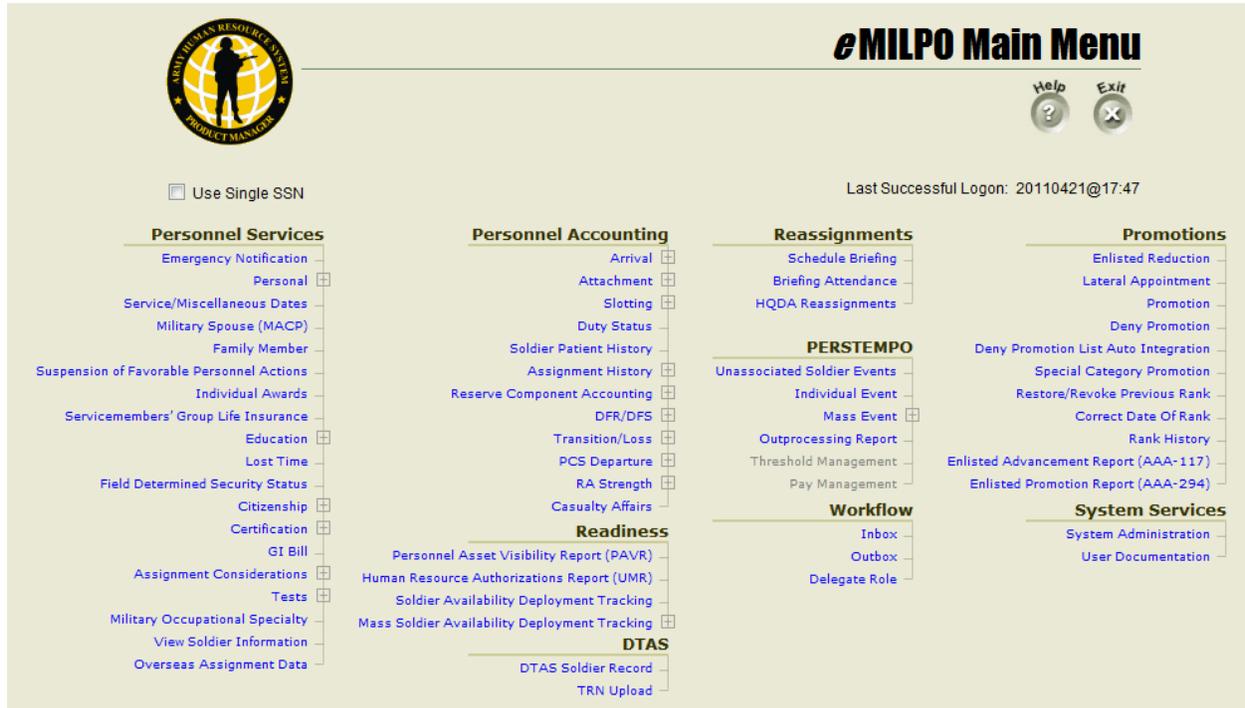


Figure 10–1: Main Menu

1.47 Personnel Services

The functional category of Personnel Services provides functions for maintaining the Soldier’s personal, family, emergency notification, education, awards, and miscellaneous data.

Table 10–1, Personnel Services Functions, lists the functions available under Personnel Services and provides a brief description.

Function	Description
Emergency Notification	Lists the selected Soldier’s current emergency notification data and allows you to add, update, or remove one or more existing emergency notification data. The emergency notification data include family member and/or beneficiary data, location of will, and commercial and SGLI life insurance data. You have the option to update or remove an existing notification data. You also have the option to print Record of Emergency Data DD Form 93 following a completed emergency notification action.

Function	Description
Personal	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Address—Lists all current addresses for the selected Soldier and allows you to add a new address, update, or remove one or more existing address data for the Soldier. • Name Change—Allows you to change the name of the Soldier in the system • Personal Data—Allows you to update the selected Soldier’s personal data, including birth date, sex, ethnic origin, religious affiliation, and citizenship data • Phone Number—Lists all phone numbers in the system for the selected Soldier and allows you to add, update, or remove one or more existing numbers • SSN Correction—Allows you to correct the Soldier’s Social Security Number (SSN) in the system
Service/Miscellaneous Dates	<p>Lists the relevant service-related dates pertaining to the Army career of the selected Soldier. You have the option to edit only the following service-related dates: Basic Enlisted Service Date, Individual Personnel Data Verification Date, Delay in Separation Reason, DEROS Date, MMRB Meeting Date, and Determination.</p>
Military Spouse (MACP)	<p>Allows you to add military spouse data for the selected Soldier or to update or remove current spouse data. You also have the option to enroll the spouse into the Married Army Couples Program (MACP) if the military spouse is a Soldier in the Regular Army and has not yet enrolled. Conversely, you can disenroll the military spouse, if desired, if the spouse is already enrolled.</p>
Family Members	<p>Lists all the family members currently recorded in the database for the selected Soldier. The system allows you to add, update, or remove marital status and dependent data for one or more Soldiers. This module does not enter the family member into DEERS.</p>
Suspension of Favorable Personnel Actions	<p>Maintains a record of personnel flagged for suspension of favorable personnel actions. You have the option to initiate new flag or to update and finalize or remove an existing flag, if allowed, as directed by a commander or HQDA.</p>
Individual Awards	<p>Lists the Soldier’s good conduct medal awards, if any exist, as well as any other individual awards that the Soldier has achieved throughout his or her Army career. You have the option to update or remove one or more existing awards as well as adding new awards. You also have the option to update the Soldier’s good conduct medal eligibility date.</p>
Education	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Civilian Education—Captures the Soldier’s completed civilian education level and lists the civilian courses and corresponding data that the Soldier has completed. You have the option to update or remove any existing civilian education data and add new data for the Soldier. • Civilian Degree—Lists the Soldier’s civilian degrees and

Function	Description
	<p>corresponding data, including year awarded and corresponding majors. You have the option to update or remove any existing civilian degrees and to add new degrees for the Soldier.</p> <ul style="list-style-type: none"> • Military Education—Notes the completed correspondence course hours and lists the military courses the Soldier has taken throughout his or her Army career. You have the option to update or remove any existing military education data and to add new data for the Soldier. • ACCP/DL/eLearning—Captures information about courses the Soldier has taken through the Army Correspondence Course Program (ACCP), the Army Distance Learning Program, and the Army eLearning Program.
Servicemembers' Group Life Insurance	Lists the selected Soldier's current SGLI election and allows you to add a new beneficiary, and to update or remove one or more existing beneficiaries.
Lost Time	Lists all the lost time data for the Soldier. Lost time is an unexcused absence, such as AWOL. You have the option to add lost time as well as to update or remove existing lost time data for the Soldier.
Field Determined Security Status	Allows you to add, update, and remove the Soldier's security clearance as well as the assignment and qualification status in the Personal Reliability Program.
Citizenship	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Naturalization—Allows you to add naturalization data for one or more Soldiers who became U.S. citizens through the process of naturalization. You also have the option to update or remove existing naturalization data for the Soldiers. • Non-U.S. Citizen—Allows you to add pertinent data for one or more Soldiers who are not citizens of the United States but who qualify as legal aliens. You also have the option to update or remove existing non-U.S. citizen data for the Soldiers.
Certification	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Professional Certification—Lists the professional certifications recorded in the database for the selected Soldier and allows you to add new certifications, or to update and remove existing certifications. • Technical Certification—Lists all technical certifications and corresponding data recorded in the database for the Soldiers. The technical certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications.
GI Bill	Allows you to record the Soldier's Montgomery GI bill eligibility status, including the college fund and Vietnam era GI bill programs. You have the option to update or remove existing GI bill eligibility data.

Function	Description
Assignment Considerations	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Assignment Considerations—Allows you to record and maintain the assignment data considered during the reassignment processing for one or more Soldiers. This module also maintains both CONUS and OCONUS assignment preferences and restrictions for Enlisted Soldiers. • AEA—Allows you to add, update, or remove AEA data for a selected Soldier
Tests	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Army Physical Fitness Test—Allows you to record the detail of the Soldier’s current physical fitness test result and weight control data obtained at the semiannual APFT/weigh-in. You may record whether the Soldier passes or fails his or her APFT. • Personnel Management Tests—Lists the details of the Personnel Management-sponsored tests that are administered by the Armed Forces to determine an individual’s potential to perform skills in certain job classifications. You have the option to add, update, or remove personnel management test data. • ASVAB/AFCT Scores—Lists the more specialized Armed Services Vocational Aptitude Battery and Armed Forces Classification Test data. You have the option to add, update, or remove personnel management test data. • Weapons Qualification—Allows you to record the Soldier’s qualified weapon type, qualification date, total number of hits for the weapon and the basic marksman qualification badge. You have the option to add, update, or remove weapons qualification data.
Military Occupational Specialty	<p>Records the ranges of primary, secondary, and additional Military Occupational Specialties (MOS) as well as Additional Skill Identifiers (ASI), Skill Qualification Indicators (SQI), and language skills possessed by the selected Soldier. With the exception of primary MOS, you have the option to add new MOS designations or to update and remove existing designations for Enlisted Soldiers from ranks E1 to E6. You have the option to view MOS designations for Soldiers from E7 and above.</p>
View Soldier Information	<p>Displays the data pertaining to the Soldier’s physical readiness for duty or deployment. View Soldier Information data includes record status, MPC, duty status, physical profile factors (PULHES), the date of the last physical exam, last HIV test, and Medical Readiness Classification (MRC) data.</p>
Overseas Assignment Data	<p>Allows you to update overseas assignment information for a selected Soldier.</p>

Table 10–1: Personnel Services Functions

1.48 Personnel Accounting

The functional category of Personnel Accounting provides functions for strength accounting, strength balancing, mobilization, loss, transition, changes in duty status, and assignment.

Function	Description
Arrival	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Soldier Arrival—allows you to arrive one or more Soldiers to their units. eMILPO supports the sign-of-life concept that dictates that if a Soldier arrives on site, the system can arrive the Soldier without requiring the Soldier to be properly departed from the losing unit. Soldier Arrival allows the assignment types of CONUS, Local CONUS, and Local OCONUS. • OCONUS Arrival—allows you to arrive one or more Soldiers to OCONUS units and assignments • Arrival Date Correction—allows you to correct the arrival date and time for one or more Soldiers • Mass Arrival—eMILPO will notify you that Soldiers must be properly departed in the system or have assignment instructions prior to processing a mass arrival. This module allows you to arrive a group of Soldiers to a unit. • Revoke Arrival—allows you to process a revocation of a previous arrival for one or more Soldiers.
Attachment	<p>Consists of the following functionality</p> <ul style="list-style-type: none"> • Attach Soldier—lists all current and open attachments for the selected Soldier and allows you to add a new attachment. You have the option to further attach the Soldiers without terminating the previous attachments. This module will also allow you to process a release from attachment for the selected Soldier. • Mass Attachment—allows you to process an attachment for a group of Soldiers.
Slotting	<p>Consists of the following functionality:</p> <p>Slotting – Authorized Documents—This allows you to slot one or more Soldiers by comparing the Soldiers' qualifications with the requirements of the authorization document. You have the option to slot, unslot, and reslot individual Soldiers or a group of Soldiers in batch-mode. This also supports the slotting of overstrength Soldiers to the paragraph level of detail.</p> <p>Slotting – No Authorized Documents—This allows you to add or update slotting type information, such as duty title, for a 999* series Soldier for whom there are no TAADS authorization documents.</p>
Duty Status	<p>This lists the 12 most current military duty statuses recorded for the Soldiers, including their effective date and time. You have the option to remove one or more existing statuses as well as add new statuses. The system will prompt you to confirm before changing a Soldier's military duty status.</p>

Function	Description
Soldier Patient History	This allows you to view the patient tracking history for Soldiers within your UIC who are hospitalized.
Assignment History	<p>Consists of the following functionality:</p> <ul style="list-style-type: none"> • Assignment/Duty History—lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The system also displays duty assignments during periods that the Soldier was attached. You have the option to add, update, or remove one or more assignment history data. If the Soldier’s record shows an overlap of dates between assignments, you will need to update an existing assignment to correct the dates accordingly. • Tour Credits—allows you to update overseas assignment information for a selected Soldier. You have the ability to add, update, or remove overseas tour data.
Reserve Component Accounting	<p>Allows you, if authorized, to mobilize members of the Guard and Reserve Component to active duty in the event of war, national emergency, or at the command of the President of the United States. Mobilization consists of the following functionality:</p> <ul style="list-style-type: none"> • Soldier Mobilization—allows you to mobilize one or more Reserve Component Soldiers ordered to active duty from the Individual Ready Reserve (IRR), Individual Mobilization Augmentees (IMA), and Troop Program Units (TPU) on a one-by-one basis. • Soldier Demobilization—allows you to return the previously mobilized Soldiers to their components. • Unit Mobilization—allows you to mobilize a unit of the Guard or Reserve Component in the event of war or national emergency. • Unit Demobilization—allows you to return the previously mobilized units to their components. • Attach RC Soldiers/Operational Support (ADOS)—allows you to attach a member of the Reserve Component to an active Regular Army unit or an activated Guard or Reserve unit and to account for RC Soldiers serving on active duty for operational support.

Function	Description
DFR/DFS	<p>This consists of the following functionality:</p> <ul style="list-style-type: none"> • Drop from Rolls or Strength—allows you to drop one or more Soldiers from strength accountability of the Army for a variety of reasons. You also have the option to update the current drop from rolls or strength data for the selected Soldier. The system shall restrict the ability to execute a Drop from Rolls or Strength to an authorized user. • Return from DFR/DFS—allows you to return one or more Soldiers to the administrative control of the Army following a DFR/DFS action. The system will automatically update the Soldier’s service dates based on the amount of lost time entered. • Revoke DFR/DFS—allows you to remove a previous DFR/DFS action if the Soldier was erroneously DFR’d. When you remove a DFR/DFS action for a Soldier, the Soldier’s record is returned to its pre-DFR/DFS state.
Transition/Loss	<p>This module consists of the following functionality:</p> <ul style="list-style-type: none"> • Soldier Transition/Loss to the Army—allows you to transition Enlisted Soldiers to Commissioned Officers, Warrant Officers, or to the Reserves or National Guard components of the Army. Soldiers may also be transitioned into a transfer or retirement status. Soldiers who leave the Active component of the Army without transitioning to either the Reserves or National Guard components, for a variety of reasons, are processed as a loss to the Army’s strength. You also have the option to remove existing transition/loss data. • Mass Transition—allows you to transition a group of Enlisted Soldiers who qualify for duty as Commissioned or Warrant Officers.
PCS Departure	<p>This module allows you to manually depart a Soldier from your unit and to revoke an erroneous departure for Soldiers in your unit.</p>
RA Strength	<p>The RA Strength component allows you to enlist a previously mobilized Soldier in to the regular Army, to recall a retiree to active duty, and to transition a Soldier to extended active duty. The RA Strength component allows you to perform the following functions:</p> <ul style="list-style-type: none"> • Recall Retiree • Sanctuary/UCMJ • Enlistment Into RA
Casualty Affairs	<p>The Casualty Affairs function allows you to process a loss event for a Soldier.</p>

Table 10–2: Personnel Accounting Functions

1.49 Reassignments

The functional category of Reassignments provides functions for processing Soldier reassignments, including the scheduling and tracking of reassignment briefings.

- Schedule Briefing—allows you to assign reassignment briefing dates for a group of Soldiers.
- Briefing Attendance—allows you to record whether the Soldiers scheduled for reassignment briefings attended the briefings. You have the option to reschedule the reassignment briefings to another date if the Soldiers fail to attend.
- HQDA Reassignments—allows you to process the reassignment from one installation to another for one or more Soldiers. The system will calculate the Soldiers' departure date based on the entered data.

1.50 Promotions

The functional category of Promotions provides functions for advancement/reduction/correction actions and lateral appointments according to Military Personnel Classification (MPC).

Function	Description
Enlisted Reduction	This allows you to process a reduction in rank of one or more Enlisted Soldiers at the rank of E2 to E9.
Lateral Appointment	This allows you to process the grade change of one or more Enlisted Soldiers who have an approved lateral appointment action.
Promotion	This module allows you to process the promotion of E1 to E4 Soldiers based on Time in Grade (TIG) and Time in Service (TIS).
Deny Promotion	This allows you to record the commander's decision to block an automatic promotion to PV2, PFC, and SPC.
Deny Promotion List Auto Integration	This allows you to process the denial of automatic integration to the promotion list for the selected Enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5.
Special Category Promotion	This allows you to process the promotion of one or more Enlisted Soldiers who fall into the category of "Special". This category includes Soldiers who attended Ranger training or other special schools. The Soldiers belonging to this category will not follow the same criteria for promotion eligibility as the majority of the active Enlisted Soldiers.
Restore/Revoke Previous Rank	This allows you to process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction.
Correct Date of Rank	This module allows you to correct the Soldier's current Date of Rank and Effective Date of Rank in the system.
Rank History	This lists all ranks recorded in the database for the selected Soldiers along with their Dates of Rank and Effective Dates of Rank. You have the option to add, update, or remove a rank history.
Enlisted Advancement Report (AAA-117)	This lists the Soldiers at the company level from E1 to E2 and E2 to E3 who are fully eligible for promotion, eligible for promotion with waiver, and not eligible for promotion.
Enlisted Promotion Report (AAA-294)	This lists the Soldiers at the battalion level from E4 to E5 and E5 to E6 who are fully eligible for promotion, eligible for promotion with waiver, and not eligible for promotion.

Table 10–3: Promotions Functions

1.51 Readiness

The functional category of Readiness provides an aggregate view of a unit's personnel, strength, and readiness status.

- **Personnel Asset Visibility Report (PAVR)**—Provides information related to a unit's readiness for deployment. The PAVR is the personnel portion of the USR. The report includes availability data for Soldiers assigned to the unit.
- **Human Resource Authorizations Report (HRAR)**—Displays the associations between authorizations and Soldiers within the unit. The UMR includes sections for slotted Soldiers and their authorizations, slotted overstrength Soldiers, unslotted Soldiers, unfilled positions, changed authorizations, and total Soldiers. The UMR also provides a cumulative total of one or more UICs.
- **Soldier Availability Deployment Tracking**—Tracks Soldiers who are unavailable for deployment. Soldier Availability Deployment Tracking includes the capability to add, update, and remove non-availability deployment data for a Soldier.
- **Mass Soldier Availability Deployment Tracking**—Allows you to process non-availability indicator details for selected Soldiers.

1.52 Workflow

The functional category of Workflow provides automatic notification to the units and authorized personnel of task actions they need to perform for Soldiers within the units under their authority. Workflow will also provide information relating to tasks and will allow the authorized user to view or forward tasks to other users as necessary.

Function	Description
Inbox	This lists tasks assigned to you and allows you to perform the following functions: delete task, forward task, open/view task, return task, and view audit log.
Delete Task	You have the option to delete a task that is currently assigned to you.
Forward Task	You have the option to forward a task that is currently assigned to you.
Open/View Task	You have the option to either open or view a task that is currently assigned to you.
Return Task	You have the option to return a task that was previously forwarded to you.
View Audit Log	You have the option to view the history of a specific workflow subject.
Outbox	This lists all workflow tasks that were originally assigned to you and have since been deleted, forwarded, or returned.
Delegate Role	This allows you, if authorized, to assign a workflow-related role from one user to another within your unit boundaries.

Table 10–4: Workflow Functions

1.53 System Services

The category of System Services provides user management capabilities for authorized users and allows access to related eMILPO documentation. The following options are available to you in the System Services module:

- System Administration—provides user and account management functions for authorized User Administrators.
- User Documentation—displays all user-related documentation for the eMILPO system, including:
 - Introduction to the eMILPO Application
 - System Requirements
 - Business Rules
 - eMILPO Terms
 - User Manual
 - Frequently Asked Questions

1.54 DTAS

The category of DTAS provides you with the ability to generate a DTAS Soldier Record data file in Extensible Markup Language (XML) format and to upload data from a Tactical Personnel System (TPS) TRN file.

1.55 PERSTEMPO

The PERSTEMPO category provides the ability to perform Congressionally-mandated tracking of Soldiers' deployed time away from home. The following options are available to you in the PERSTEMPO module:

- PERSTEMPO Unassociated Soldier Events—allows you to update or remove an unassociated event for a selected Soldier
- Individual Event—allows you to add, update, or remove an event for a selected Soldier.
- Mass Event—Mass Event consists of Mass Add, Mass Update, and Mass Removal. Mass Event functions allow you to work with multiple events at once. For instance, you can select several Soldiers and define an event to be created with the same parameters for all those Soldiers. Likewise, you can select several existing events and update them with common data changes, such as a change to their end dates. Finally, you can select several events and remove (cancel) them all at once.
- Outprocessing Report—The Outprocessing Report allows you to review and print a complete PERSTEMPO record for a selected Soldier.
- Threshold Management (which is not currently enabled)
- Pay Management (which is not currently enabled)

Search Processes

The eMILPO system provides two methods to initiate a function: the Soldier Selection Page and Search by Single SSN. The Soldier Selection Page allows you to search for one Soldier or more than one Soldier for whom to perform the selected function. The Search by Single SSN method allows you to access the records for a particular Soldier and to perform multiple functions for that Soldier.

1.56 Building a Soldier List

The Soldier Selection page allows you to query the database and build a list of Soldiers for the working session. In most functional areas, you can search for Soldiers using one or more of the following criteria: SSN, Last Name, and UIC. Please refer to Section 11.1.2, Soldier Selection Process Variations, for information which functional areas use different search criteria.

The Soldier Selection page (shown in Figure 11–1, Soldier Selection [which shows the Soldier Selection page for the Emergency Notification function]) allows you to build a list of Soldiers for the working session. You can search for Soldiers using one or more of the following criteria:

- SSN—search by all nine digits of the SSN
 - Last Name—search by the Soldier’s last name
 - UIC—search by the Soldier’s UIC
 - Assigned Soldiers—search for assigned Soldiers
- Attached Soldiers—search for attached Soldiers

Note: For the designated Casualty and Mortuary Affairs Operations Center (CMAOC) group of users, the build Soldier list will display Soldiers with a record status code of “X” (Deceased) in addition to those Soldiers with an active record status applicable to the selected function.

**Emergency Notification
Soldier Selection**

This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria: Selected Criteria:

Assigned Soldiers Attached Soldiers

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 1			
Select Deselect	Rank	Name	SSN
<input type="checkbox"/>			

Figure 11–1: Soldier Selection

Complete the following steps to build a Soldier list:

1. Expand the Search Criteria picklist and select a search criterion. You can select from the following choices: SSN (using all nine digits), Last Name, or UIC.
2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist. The system permits wild card searches for Last Name only and accepts both uppercase or lowercase letters.
3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.
4. When building the search criteria, you can select between “Assigned Soldiers” or “Attached Soldiers” to narrow the search results. The system defaults to “Assigned Soldiers”.

5. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.
6. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:
 - ADD was clicked with no search criteria selected and/or no values entered in the text-entry field.
 - DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.
 - The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.
 - The search produced too many results. You are directed to refine the search by entering additional search criteria.
7. Alternatively, you can perform the following:
 - Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text-entry field below the Search Criteria picklist.
 - Click Cancel to interrupt a lengthy or incorrect search request. The system retains the selected search criteria/value combinations and return the location of the cursor to the text-entry field below the Search Criteria picklist.
8. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following:
 - If Search was clicked with no criteria entered in the Selected Criteria text-entry field
 - If any entered values are invalid or do not exist in the database and, therefore, no Soldiers were found that match the selected criteria/value combinations, the system will display a message notifying you that invalid criteria were entered.
9. If there are no discrepancies in the search process, the system will list Soldiers that match the criteria in a table at the bottom of the page sorted by name. If no Soldiers match the criteria, the system will display a message in the first data row of the Soldier list table notifying you that no Soldiers were found.
10. If you choose to conduct an additional search using new search criteria, the system will add the Soldiers resulting from the search to the existing list and re-sort the Soldier list by name.
11. Select Soldiers by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all Soldiers. Click Deselect to deselect all Soldiers.
12. Click OK to proceed. The system will display the Emergency Notification Listing page for the first Soldier on the list.
13. Click Clear to remove all Soldiers from the Soldier list and restart the search process.
14. Click Close to exit the page without processing. The system will display the Main Menu.
15. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.56.1 System Validations

The system will validate data entry to ensure that it meets the following constraints:

- The system shall ensure that dates are entered in yyymmdd format.

- The system shall ensure that the UIC is a six-character alphanumeric code, that it is a valid UIC, and that it is within the user's hierarchy.
- The system shall ensure that SSNs are numeric and consist of nine numerals.
- The system will limit the return of a Last Name search to 400 Soldiers.

1.56.2 Soldier Selection Process Variations

The subsequent sections outline the functional areas that deviate from the standard search criteria used.

1.56.2.1 Search Criteria Picklist

The following variations to the Search Criteria picklist are applicable:

- For Soldier Arrival, OCONUS Arrival, Revoke Arrival, and Attach Soldier, the available search criteria are SSN, Gaining UIC, and Report Date.
- For Arrival, Attachment, Reserve Component Accounting, DFR/DFS, Transition/Loss, and Reassignments, you cannot select between Assigned Soldiers and Attached Soldiers when building the search criteria.
- For Mass Arrival, the available search criteria are Gaining UIC and Report Date.
- For Mass Attachment and Mass Transition/Loss, the available search criterion is UIC.
- For Slotting No Authorized Documents, you may only select one Soldier for whom to update data.
- For Soldier Patient History, the available search criteria are SSN, UIC (returns a list of Soldiers from that UIC who are in the hospital only), Hospital, and Hospital Code.
- For HQDA Reassignments, the available search criteria are SSN, Last Name, UIC, Gaining UIC, Report Date, Requisition Month, EDAS Cycle, Personnel Service Center (PSC), and Military Personnel Classification (MPC).
- For Unassociated Soldier Events, the available search criteria are SSN and Last Name.
- For Individual Event, Mass Add, and the Outprocessing Report in the PERSTEMPO module, the available search criteria are SSN, UIC, and Last Name.

1.56.2.2 Wildcard Searches

The system will not permit wildcard searches in all Arrival, Attachment, and Mass Transition/Loss functions.

1.56.2.3 Action Type Column

The following variations to the Action Type column are applicable:

- The Action Type column will not be available in all functional areas where the system generates a listing page.
- In areas that do not have an Action type column, Update and Remove actions will only be available if the Soldiers have an existing record in the system.
- In Restore/Revoke Previous Rank, the available actions will be Restore and/or Revoke.
- In OCONUS Arrival and Drop from Rolls or Strength, the available actions will be Add and/or Update.

1.56.2.4 Select Soldiers

For Assignment History, you may only select one Soldier at a time.

1.56.2.5 UIC Selection

For the Threshold Management function, you may select one or more UICs from your logon UIC hierarchy.

1.56.2.6 Event Selection

For the Mass Add and Mass Removal functions in the PERSTEMPO module, you may build a list of events to process.

1.57 Search by Single SSN

The Use Single SSN search option is available on the Main Menu. This function allows you to enter an SSN for a Soldier and perform eMILPO functions without building a Soldier list. You can perform multiple functions for the entered SSN without having to build a Soldier list for each function. To use the Use Single SSN search function, perform the following steps:

1. Check the Use Single SSN checkbox displayed on the Main Menu. Figure 11–2, Main Menu—Use Single SSN, shows the position of the check box.

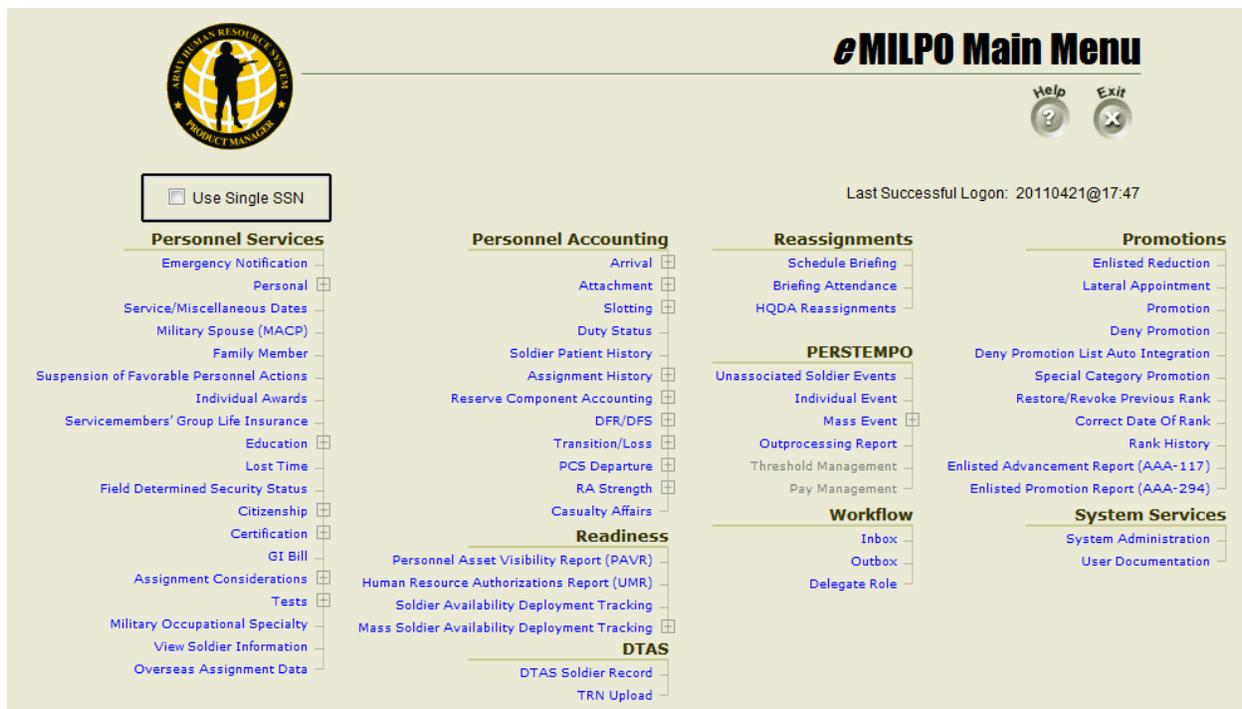


Figure 11–2: Main Menu—Use Single SSN

2. The system displays the Enter SSN text-entry field (shown in Figure 11–3, SSN Field). Enter the Soldier's SSN.

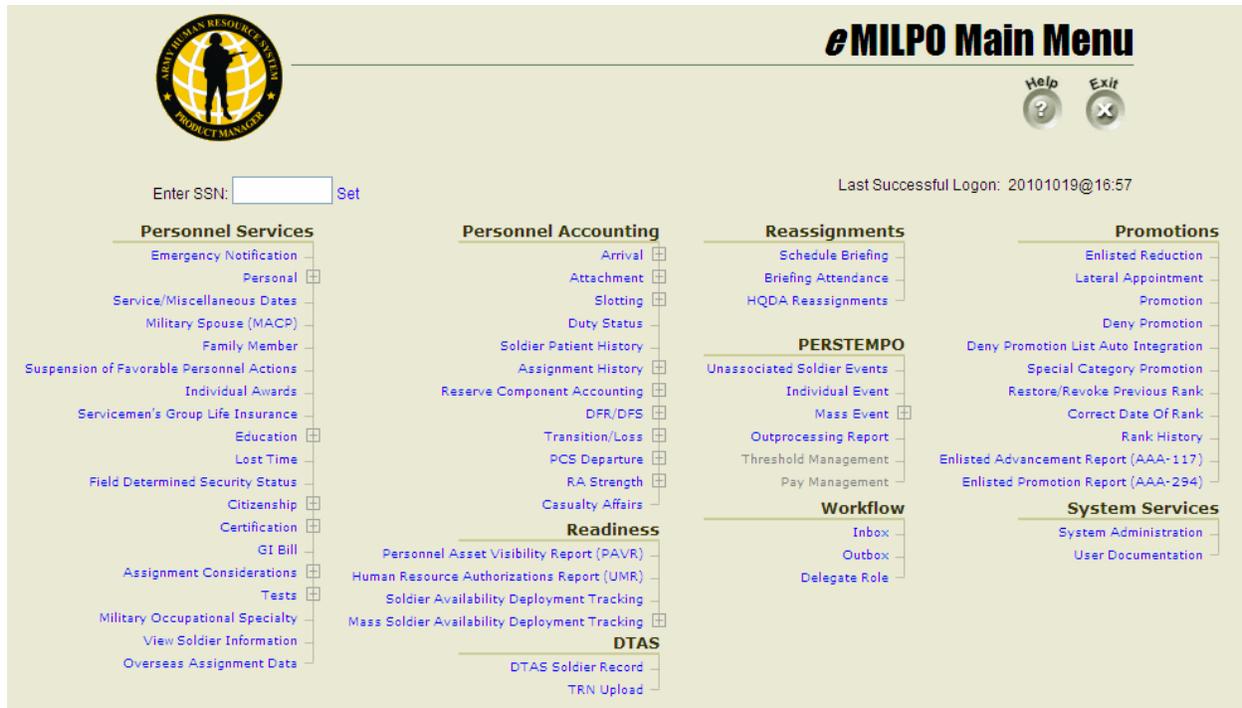


Figure 11–3: SSN Field

3. Click on the Set link to the right of the text-entry field. The screen will redisplay the Main Menu with the Soldier's SSN—as shown in Figure 11–4, Single SSN Mode. You can now on the link to the function you wish to perform.
4. To cancel the Use Single SSN session, click the Clear Single SSN checkbox to the left of the Soldier's SSN. The SSN is cleared, and you are returned to the Main Menu.

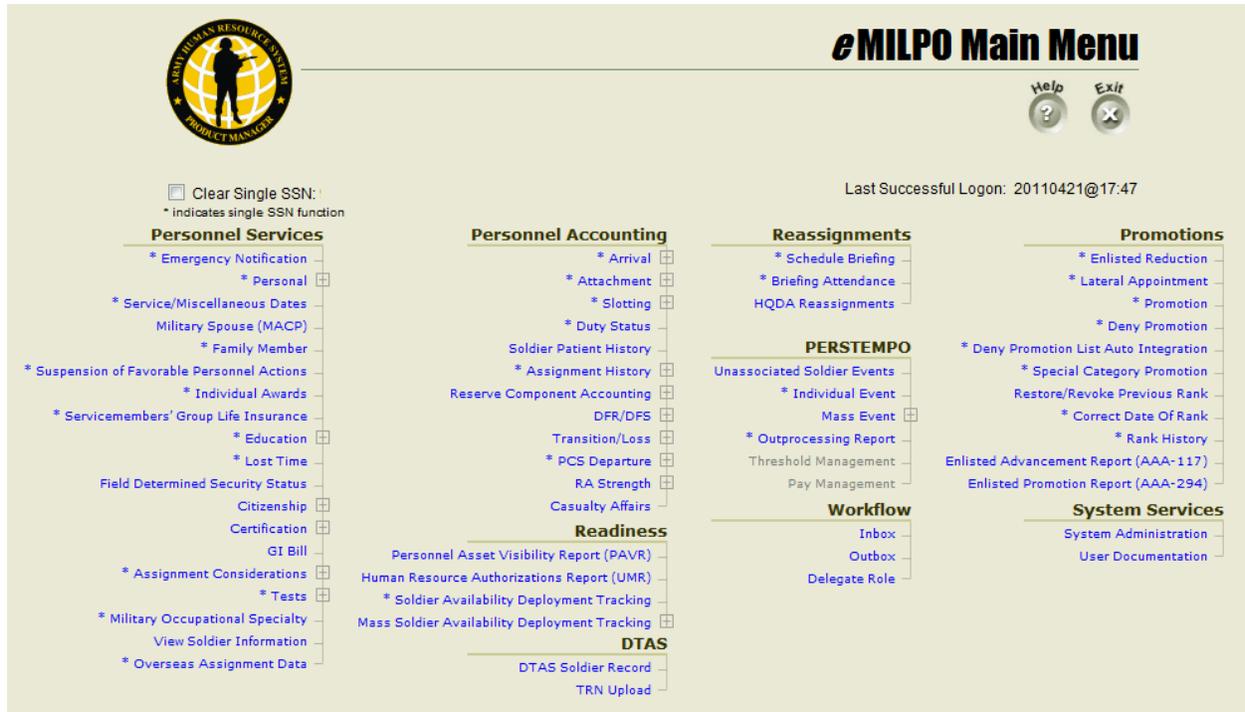


Figure 11-4: Single SSN Mode

Personnel Services

Personnel Services offers the following functional areas within eMILPO:

Emergency Notification

- Personal—This includes the following:
 - Address
 - Name Change
 - Personal Data
 - Phone Number
 - SSN Correction
 - Service/Miscellaneous Dates
 - Military Spouse (MACP)
 - Family Member
 - Suspension of Favorable Personnel Actions
 - Individual Awards
 - Servicemembers' Group Life Insurance
 - Education—This includes the following:
 - Civilian Education
 - Civilian Degree
 - Military Education
 - ACCP/DL/eLearning
 - Lost Time
 - Field Determined Security Status
 - Citizenship—This includes the following:
 - Naturalization
 - Non-US Citizen
 - Certification—This includes the following:
 - Professional Certification
 - Technical Certification
 - GI Bill
 - Assignment Considerations—This includes the following:
 - Assignment Considerations
 - AEA
 - Tests—This includes the following:
 - Army Physical Fitness Test (APFT)
 - Personnel Management Tests
 - ASVAB/AFCT Scores
 - Weapons Qualification
 - Military Occupational Specialty
 - View Soldier Information
- Overseas Assignment Data

Figure 12–1, Personnel Services Processes, provides a visual mapping of the processes associated with Personnel Services.

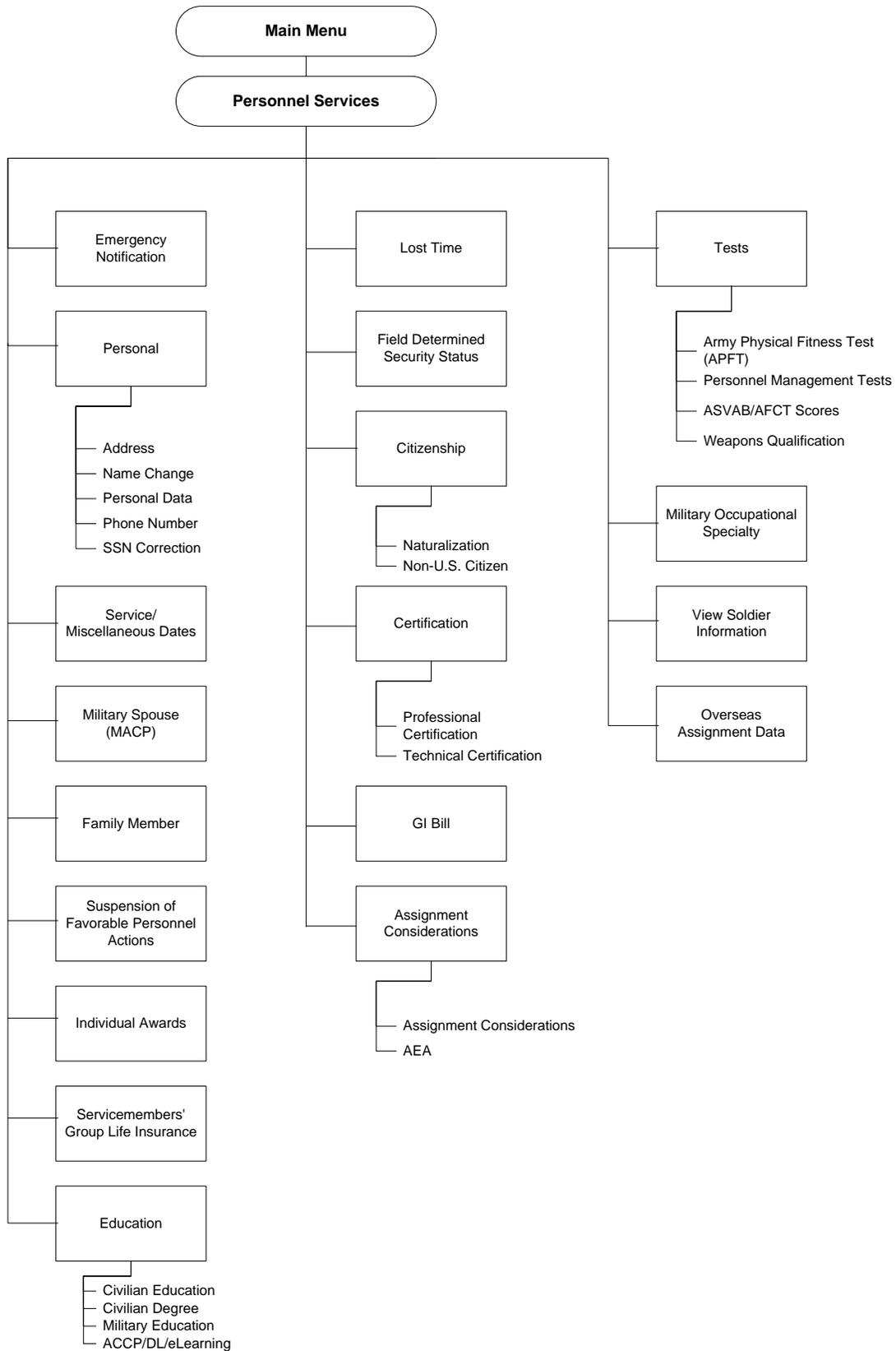


Figure 12-1: Personnel Services Processes

1.58 Emergency Notification

The Emergency Notification module allows you to add emergency notification or contact data for one or more Soldiers. The emergency notification data include family member and/or beneficiary data, location of will, commercial, and SGLI life insurance data. You have the option to update or remove one or more existing notification data. You also have the option to print Record of Emergency Data DD Form 93 for all successfully saved emergency notification entries. Figure 12–2, Emergency Notification Processes, illustrates the processes in the Emergency Notification module.

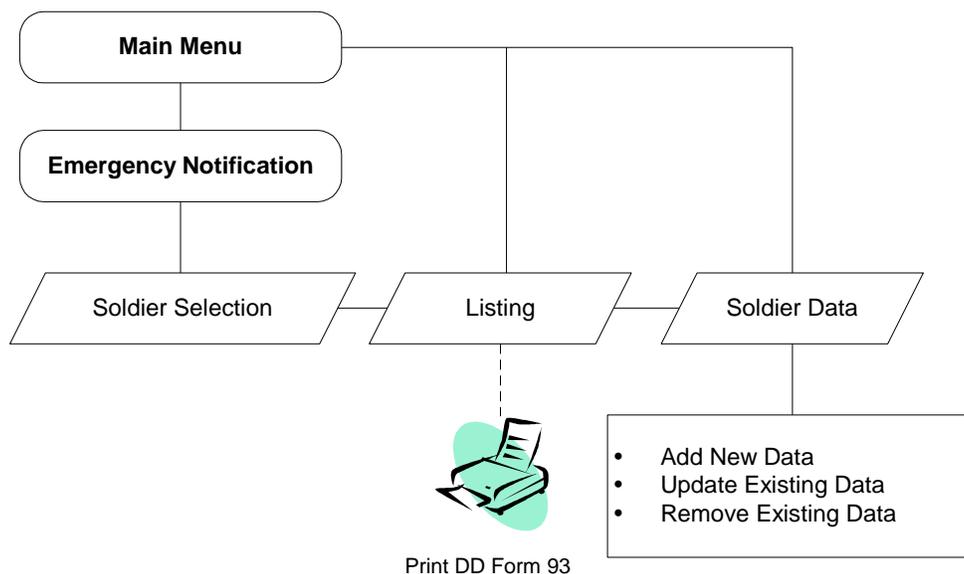


Figure 12–2: Emergency Notification Processes

To initiate the process of adding, updating, or removing Emergency Notification information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Emergency Notification Listing page.

Note: The Emergency Notification Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Emergency Notification Listing Page will list Soldiers who will not be listed elsewhere in eMILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise imported into eMILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

1.58.1 Emergency Notification Listing

The Emergency Notification Listing page—shown in Figure 12–3, Emergency Notification Listing—displays the selected Soldier’s Rank, Name, SSN, and UIC as read-only data along with the Soldier’s position in the Soldier list and the total number of Soldiers from the list. The system also displays all current emergency contact data for the selected Soldier. You can select to add, update, or remove emergency contact data.

Emergency Notification Listing

This page allows the user to process emergency notification data for the selected soldier. The Status column will display the user's completed actions. Update or remove emergency notification data by selecting the Action in the corresponding picklist. Select an Emergency Notification Category to add notification data.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.
- Click **"View/Print DD FORM 93"** to view or print the DD FORM 93. Please note that all data must be valid before the form can be displayed or printed.
- If **DEERS dependant** information is not accurate, please go to the Personnel Services/Family Member function and use the DEERS Refresh button to attempt to resolve this issue.

[View/Print DD FORM 93](#)
 [View/Print DD FORM 93 with Directions](#)
 [Generate/Print Spouse Notification Letter](#)

Date Prepared: 20090212 Date Verified:

PV1 ANTHONY BOBO		SSN:	UIC: W1EA27	3 of 36
Action	Status	Category	Name	Beneficiary Share
Select One		FATHER	CHARLES W DEDMON	
Select One		MOTHER	LISA Y BOBO	
Select One		ADDITIONAL EMERGENCY INFORMATION/PADD	LISA Y BOBO	

Add Emergency Notification Category:

Figure 12–3: Emergency Notification Listing

You can perform the following from this screen:

- The Date Prepared field is read-only. The date displayed is the current local system date.
- Enter the Date Verified in the standard yyyyymmdd format.
- You have the option to click the View/Sign DD Form 93 hyperlink to view, sign, or print all existing emergency contact data for the Soldier.
- You have the option to click the Generate/Print Spouse Notification Letter hyperlink to view or print the spouse notification letter.

- The system displays all emergency notification or contact data in the database for the selected Soldier.
- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Category column indicates the type of emergency contact.
- The remaining columns: Name and Beneficiary Share reflect the details of the contact data.

1.58.1.1 Add New Emergency Notification Data

To add new emergency notification data, perform the following steps:

1. From the Listing page, expand the Add Emergency Notification category picklist and select a category of choice. You can choose from the available categories:

Spouse

- Children
- Father
- Mother
- Do Not Notify
- Beneficiaries for Death Gratuity
- Beneficiaries for Unpaid Pay/Allowances
- Designated Person
- Insurance

Additional Emergency Information

2. After the selection has been made click Submit to proceed. The system will display the Emergency Notification—Soldier Data page for the selected action and will loop through all selected actions. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and add any new notification data for the selected Soldier.
3. Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system will detect data selected on the page and prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and will return you to the Main Menu.
 - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

If the Soldier has named a beneficiary for death gratuity other than his or her spouse, you must generate and print the spouse notification letter. See Section 12.1.1.3, Generate/Print Spouse Notification Letter, for procedures on how to print the letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter.

1.58.1.2 Update or Remove Existing Emergency Notification Data

Expand the corresponding picklist in the Action column and select an action of choice. You can select to update or remove one or more listed notification data.

1.58.1.3 View/Sign DD Form 93

To view and sign the DD Form 93, click the View/Sign DD 93 hyperlink. The system opens a PDF copy of the form that is populated with the Soldier's beneficiary data. To sign the form, the Soldier must insert his or her Common Access Card into the card reader and click in the Signature of Servicemember/Civilian block. The system displays the Sign Document dialog; click Sign to sign the document. A witness must also sign the form. To sign the form, the witness must insert his or her Common Access Card into the card reader and click in the Signature of Witness block. The system displays the Sign Document dialog; click Sign to sign the document.

1.58.1.4 Generate/Print Spouse Notification Letter

If the Soldier has named a beneficiary for death gratuity other than his or her spouse, you must generate and print the spouse notification letter. To generate the spouse notification letter, click the Generate/Print Spouse Notification Letter hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter. **Note:** If there is no current address for the spouse in eMILPO, the system generates a message notifying the user that he or she must enter an address for the spouse using the Family Member function.

1.58.2 Emergency Notification—Soldier Data

This page allows you to add emergency notification data in one or more categories for the selected Soldier. The system displays the selected Soldier's rank, name, SSN, UIC, and selected Action as read-only.

1.58.2.1 Spouse Category—Add Mode

In the Spouse category, you can designate the current spouse or other types of spouse information as notification data for the selected Soldier. Figure 12–4, Emergency Notification—Soldier Data (Spouse), shows the fields for entering spouse information.

Emergency Notification - Soldier Data

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNAAA Action: Add 1 of 2

Category: Spouse

*Dependant Indicator: NOT AUTH DEPN

*Family Member Status: Select One

Maiden Name:

*Name:

*Relationship: Select One

Civilian Title: Military Grade: Select One

*Country: Select One

APO FPO Note: If selecting APO or FPO, Country must be United States.

*Street Address:

*City:

State: Select One

Zip Code: - Phone Number:

Foreign Postal #:

Add Emergency Notification Category: Select One

Save Reset Next Close

Figure 12–4: Emergency Notification—Soldier Data (Spouse)

You can complete the following steps to add new notification data in the Spouse category:

- The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the spouse is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to eMILPO by the DEERS interface. This is a required field.
- Expand the required Family Member Status picklist and select an appropriate value. Table 12–1, Family Member Status Codes and Abbreviations, lists the values available for selection.

Codes	Abbreviations
D	DECEASED
L	LIVING
Z	UNKNOWN

Table 12–1: Family Member Status Codes and Abbreviations

- Enter the Maiden Name, if available, and the required full Name of the spouse in the provided text-entry fields.
- Expand the required Relationship picklist and select the appropriate value for the spouse. Table 12–2, Spouse Relationship Codes and Abbreviations, lists the values available from the picklist.

Codes	Abbreviations
01	Wife
02	Husband

Table 12–2: Spouse Relationship Codes and Abbreviations

- If the spouse is a civilian, provide a Civilian Title in the text-entry field, if the data are available.
- If the spouse is a member of the armed forces, provide a Military Grade from the corresponding picklist, if the data are available.
- Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
- If applicable, select either the APO or FPO checkbox.
- Enter the Street Address and City.
- Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
- You can select another category from the Add Emergency Notification category picklist to add more contact data.
- Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Soldier Listing page, if one exists. If the current page is the last or only action, the system returns you to the Soldier Listing page and updates the Status column to show all completed actions.
- Click Reset to clear all text-entry fields and return the other field elements to their defaults.
- Click Next to proceed to the next action selected from the Soldier Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the

current page is the last or only action, the system returns you to the Soldier Listing page and updates the Status column to show all completed actions.

15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.2 Spouse Category—Update Mode

In the Update mode of an existing spouse record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined above.

1.58.2.3 Spouse Category—Remove Mode

In the Remove mode of an existing spouse record, the system displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing. You have the option to click Next or Close as outlined above.

1.58.2.4 Children Category—Add Mode

The Children category allows you to process notification data for a child for the selected Soldier. Figure 12–5, Emergency Notification Soldier Data (Children), shows the Soldier Data screen layout for the Children category.

Emergency Notification - Soldier Data

Menu Help Print Exit

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: [redacted] UIC: WSNAAA Action: Add 1 of 26

Category: Children

*Dependant Indicator: NOT AUTH DEPN

*Family Member Status: Select One

*Name: [text box]

*Relationship: Select One

Civilian Title: [text box] Military Grade: Select One

Date of Birth: [text box]

Street Address: [text box]

City: [text box]

State: Select One

Zip Code: [text box] - [text box] Phone Number: [text box]

Country: Select One

Gateway APO/FPO: Select One

Gateway Area: Select One Foreign Postal #: [text box]

Add Emergency Notification Category: Select One

Save Reset Next Close

Figure 12–5: Emergency Notification Soldier Data (Children)

You can complete the following steps to add new notification data in the Child category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the child is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to eMILPO by the DEERS interface. This is a required field.

2. Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12–1, Family Member Status Codes and Abbreviations, for more details.
3. Enter the required Name in the provided text-entry field.
4. Expand the required Relationship picklist and select the appropriate value for the child. Table 12–3, Children Relationship Codes and Abbreviations, provides a list of the available values for this field.

Codes	Abbreviations
03	SON
04	DAUGHTER
13	STEPSON
14	STEPDAUGHTER
33	ADPTD-DAUGHTER
34	ADPTD-SON

Table 12–3: Children Relationship Codes and Abbreviations

5. Provide a Civilian Title in the text-entry field for the child, if the data are available.
6. If the child is a member of the armed forces, provide a Military Grade from the corresponding picklist, if the data are available.
7. Enter the Date of Birth in the provided text-entry field.
8. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
9. If applicable, select either the APO or FPO checkbox.
10. Enter the Street Address and City.
11. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
12. You can select another category from the Add Emergency Notification category picklist to add more contact data.
13. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to the next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and update the Status column to show all completed actions.
14. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
15. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the

current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

16. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.5 Children Category—Update Mode

In the Update mode of an existing Children notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined above.

1.58.2.6 Children Category—Remove Mode

In the Remove mode of an existing Children notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist.
3. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
4. You have the option to click Next or Close as outlined above.

1.58.2.7 Father Category—Add Mode

In the Father category, you can designate or process notification data for a father or stepfather for the selected Soldier. Figure 12-6, Emergency Notification—Soldier Data (Father), shows the Soldier Data screen for the Father category.

You can complete the following steps to add new notification data in the Father category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the father is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to eMILPO by the DEERS interface. This is a required field.
2. Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12-1, Family Member Status Codes and Abbreviations, for more details.
3. Enter the required Name in the provided text-entry field.
4. Expand the required Relationship picklist and select the appropriate value for the father. Table 12-4, Father Relationship Codes and Abbreviations, lists the available codes for this field.

Codes	Abbreviations
06	FATHER
12	STEPFATHER

Table 12–4: Father Relationship Codes and Abbreviations

Figure 12–6: Emergency Notification—Soldier Data (Father)

5. Enter or edit the Civilian Title of the father, if the data are available.

6. If the father is a member of the armed forces, expand the Military Grade picklist and select the appropriate value, if the data are available. Table 12–5, Military Grade & Rank Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Rank	Abbreviations
B5	GA	GENERAL OF THE ARMY
C5	GEN	GENERAL
D5	LTG	LIEUTENANT GENERAL
E5	MG	MAJOR GENERAL
F5	BG	BRIGADIER GENERAL
G5	COL	COLONEL
H5	LTC	LIEUTENANT COLONEL
I5	MAJ	MAJOR
J5	CPT	CAPTAIN
K5	1LT	FIRST LIEUTENANT
L5	2LT	SECOND LIEUTENANT
H1	CW5	CHIEF WARRANT OFFICER FIVE
H5	CW4	CHIEF WARRANT OFFICER FOUR
N5	CW3	CHIEF WARRANT OFFICER THREE
O5	CW2	CHIEF WARRANT OFFICER TWO
P5	W01	WARRANT OFFICER ONE
R1	SMA	SERGEANT MAJOR OF THE ARMY
R3	CSM	COMMAND SERGEANT MAJOR
R5	SGM	SERGEANT MAJOR
S5	1SG	FIRST SERGEANT
S6	MSG	MASTER SERGEANT
T6	PSG	PLATOON SERGEANT
T7	SFC	SERGEANT FIRST CLASS
U5	SSG	STAFF SERGEANT
V5	SGT	SERGEANT
W5	CPL	CORPORAL
W6	SPC	SPECIALIST
X5	PFC	PRIVATE FIRST CLASS
Y5	PV2	PRIVATE, TWO
Z5	PV1	PRIVATE, ONE

Table 12–5: Military Grade & Rank Codes and Abbreviations

7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
8. If applicable, select either the APO or FPO checkbox.
9. Enter the Street Address and City.
10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
11. You can select another category from the Add Emergency Notification category picklist to add more contact data.

12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page, updating the Status column to show all completed actions.
13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page, updating the Status column to show all completed actions.
15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.8 Father Category—Update Mode

In the Update mode of an existing father notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next, or Close as outlined above.

1.58.2.9 Father Category—Remove Mode

In the Remove mode of an existing father notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
3. You have the option to click Next or Close.

1.58.2.10 Mother Category—Add Mode

In the Mother category, you can designate or process notification data for a mother or stepmother for the selected Soldier. Figure 12-7, Emergency Notification—Soldier Data (Mother), shows the Soldier Data screen for the Mother category.

You can complete the following steps to add new notification data in the Mother category:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the mother is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to eMILPO by the DEERS interface. This is a required field.

Emergency Notification - Soldier Data

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNAAA Action: Add 1 of 26

Category: Mother

*Dependant Indicator: NOT AUTH DEPN

*Family Member Status: Select One

Maiden Name:

*Name:

*Relationship: Select One

Civilian Title: Military Grade: Select One

Street Address:

City:

State: Select One

Zip Code: - Phone Number:

Country: Select One

Gateway APO/FPO: Select One

Gateway Area: Select One Foreign Postal #:

Add Emergency Notification Category: Select One

Save Reset Next Close

Figure 12–7: Emergency Notification—Soldier Data (Mother)

- Expand the Family Member Status picklist and select an appropriate value. This is a required field. Refer to Table 12–1, Family Member Status Codes and Abbreviations, for more details.
- Enter the required name in the provided text-entry field.
- Expand the required Relationship picklist and select the appropriate value for the mother. Table 12–6, Mother Relationship Codes and Abbreviations, provides the available values for this picklist.

Codes	Abbreviations
05	MOTHER
11	STEPMOTHER

Table 12–6: Mother Relationship Codes and Abbreviations

5. Enter or edit the Civilian Title of the mother if the data are available.
6. If the mother is a member of the armed forces, expand the Military Grade picklist and select the appropriate value if the data are available. Refer to Table 12–7, Military Grades & Ranks Codes and Abbreviations, for more details.
7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
8. If applicable, select either the APO or FPO checkbox.
9. Enter the Street Address and City.
10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
11. You can select another category from the Add Emergency Notification category picklist to add more contact data.
12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to the next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.11 Mother Category—Update Mode

In the Update mode of an existing mother notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next, or Close as outlined above.

1.58.2.12 Mother Category—Remove Mode

In the Remove mode of an existing mother notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. You can click Save to remove the record from the database.

2. The system will prompt you to confirm that the record is being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
4. You have the option to click Next or Close as outlined above.

1.58.2.13 Do Not Notify Category—Add Mode

In the Do Not Notify category, you can designate a family member to notify instead of the family member previously designated for emergency notification. Figure 12–8, Emergency Notification—Soldier Data (Do Not Notify), shows the Soldier Data screen for the Do Not Notify category.

You can complete the following steps to add new notification data in the Do Not Notify category:

1. The system stores the family member's record in the database for the Soldier in the Notify Instead category. Select a family member category to designate as Notify Instead in the event of emergency. This is a required field.
2. The system will populate the fields with the available data for that family member and will allow you to edit these data.
3. Enter or edit the required Name for the family member as necessary.
4. You can accept the value for the Relationship displayed or expand the picklist to choose an alternative relationship type. This is a required field. Table 12–7, Do Not Notify Relationship Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
1	FMLY MEMBER
2	NEIGHBOR
3	FRIEND
4	INSTITUTION
5	TRUSTEE
6	CUSTODIAN

Table 12–7: Do Not Notify Relationship Codes and Abbreviations

5. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
6. If applicable, select either the APO or FPO checkbox.
7. Enter the Street Address and City.
8. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.

Emergency Notification - Soldier Data

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNAAA Action: Add 1 of 26

Category: Do Not Notify/Notify Instead

*Do Not Notify: Select One

-Choose-

Notify Instead: Select One

-Or Enter-

*Name:

*Relationship: Select One

Street Address:

City:

State: Select One

Zip Code: - Phone Number:

Country: Select One

Gateway APO/FPO: Select One

Gateway Area: Select One Foreign Postal #:

Add Emergency Notification Category: Select One

Save Reset Next Close

Figure 12–8: Emergency Notification—Soldier Data (Do Not Notify)

- You can select another category from the Add Emergency Notification category to add more contact data.
- Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
- Click Reset to clear all text-entry fields and return the other field elements to their defaults.

12. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.14 Do Not Notify Category—Update Mode

In the Update mode of an existing Do Not Notify category notification record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close as outlined in the previous section.

1.58.2.15 Do Not Notify Category—Remove Mode

In the Remove mode of an existing Do Not Notify category notification record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
3. You have the option to click Next or Close.

1.58.2.15.1 System Validations

The individuals designated as "Do Not Notify" and "Notify Instead" must be two different persons.

1.58.2.16 Beneficiary

The Emergency Notification category of Beneficiary covers the following options:

- Beneficiaries for Death Gratuity
- Beneficiaries for Unpaid Pay/Allowances
- Designated Person category

1.58.2.17 Beneficiary Category—Add Mode

The category of Beneficiary allows you to assign gratuity percentages to one or more beneficiaries in the event of the selected Soldier's death. Figure 12–9, Emergency Notification—Soldier Data (Beneficiaries), shows the Soldier Data screen for the Beneficiary category.

Emergency Notification - Soldier Data

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: [redacted] UIC: WSNAAA ACTION: Add 1 of 1

Category:

Choose Family Member: Select One

-Or Enter-

*Relationship: Select One

*Name: [text box]

*Percentage: [text box] Date of Birth: [text box]

*Country: Select One

APO FPO Note: If selecting APO or FPO, Country must be United States.

*Street Address: [text box]

*City: [text box]

State: Select One

Zip Code: [text box] - [text box] Phone Number: [text box]

Foreign Postal #: [text box]

Add Emergency Notification Category: Select One

Save Reset Next Close

Figure 12–9: Emergency Notification—Soldier Data (Beneficiaries)

You can complete the following steps to add new notification data in the Beneficiary category:

1. The system stores all family member data currently recorded in the database for the Soldier in the Choose Family Member picklist. Expand the picklist and select the appropriate family member. Alternatively, you may provide the requested information for the family member.
2. The system will populate the fields with the available data for that family member and allow you to edit the fields.
3. You can accept the value for Relationship displayed or expand the picklist to choose an alternative relationship type. This is a required field.
4. Enter or edit the required Name of the family member.

5. Enter a number representing the percentage received by the beneficiary in the Percentage field. This is a required data.
6. Enter the Date of Birth in the provided text-entry field.
7. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
8. If applicable, select either the APO or FPO checkbox.
9. Enter the Street Address and City.
10. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
11. You can add another beneficiary or another emergency notification by selecting a category from the corresponding picklist.
12. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and update the Status column to show all completed actions.
13. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
14. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
15. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.17.1 System Validations

The following system validations exist for this function:

- If the Soldier designates two or more beneficiaries, the sum of the beneficiaries' percentages must equal 100 percent. The system will prompt you in this event.
- If you select a Relationship other than mother, father, brother, sister, half-brother, or half-sister, the system will produce a message notifying you that only the above may be designated as beneficiaries.
- Emergency notification data cannot be added if the relationship of the individual to the Soldier is "FMLY MEMBER," unless that family member's data exist in the database.

1.58.2.18 Beneficiary Category—Update Mode

In the Update mode of an existing Beneficiary category record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close.

1.58.2.19 Beneficiary—Remove Mode

In the Remove mode of an existing Beneficiary category notification record, the system displays the current values in the database for the selected Soldier as read-only.

To remove a record, perform the following steps:

1. Click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
3. You have the option to click Next or Close.

1.58.2.20 Insurance—Add Mode

In the Insurance category, the system displays the SGLI insurance amount for the selected Soldier as read-only. You can designate an insurance company as emergency notification data for the Soldier. Figure 12–10, Emergency Notification—Soldier Data (Insurance), shows the Soldier Data screen for the Insurance category.

You can complete the following steps to add new notification data in the Insurance category:

1. The system displays the Soldier's selected SGLI Insurance Amount as read-only.
2. Enter the Insurance Company Name to be notified in the provided text-entry field as required.
3. Enter the policy number with the above company in the Policy Number text-entry field as required.
4. You can select another category from the Add Emergency Notification category picklist to add more contact data.
5. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
6. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
7. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Emergency Notification - Soldier Data

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNAAA	Action: Add	1 of 26
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Category: Insurance

SGLI Insurance Amount: \$400,000

*Insurance Company Name:

*Policy Number:

Add Emergency Notification Category:

Save Reset Next Close

Figure 12–10: Emergency Notification—Soldier Data (Insurance)

1.58.2.21 Insurance Category—Update Mode

In the Update mode of an existing Insurance record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. You may click Next or Close.

1.58.2.22 Insurance Category—Remove Mode

In the Remove mode of an existing Insurance record, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

- You can click Save to remove the record from the database.
- The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page, updating the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
- You have the option to click Next or Close.

1.58.2.23 Additional Emergency Notification Category—Add Mode

The Additional Emergency Notification category allows you to process data related to the selected Soldier’s personal affairs in the event of death. Figure 12–11, Emergency Notification—Soldier Data (Additional Emergency Information), shows the Soldier Data screen for the Additional Emergency Notification category.

Emergency Notification - Soldier Data

Menu Help Print Exit

This page allows the user to add emergency notification data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC ADAM GALVIN	SSN:	UIC: WZNFA1	Action: Add	1 of 41
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Category: Additional Emergency Notification Data

*Person Authorized to Direct Disposition of Soldier's Remains (PADD):

Location of Will/Valuable Papers:

General Remarks:

Add Emergency Notification Category:

Save Reset Next Close

Figure 12–11: Emergency Notification—Soldier Data (Additional Emergency Information)

You can complete the following steps to add new notification data in the Additional Emergency Notification category:

1. Select a Person Authorized to Direct Disposition of Soldier's Remains from the corresponding picklist. This is a required field.
2. You have the option of entering the Location of Will/Valuable Papers in free-form text.
3. Enter any pertinent General Remarks in free-form text.
4. You can add another emergency notification by selecting a category from the corresponding picklist.
5. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
6. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
7. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.58.2.24 Additional Emergency Notification Category—Update Mode

In the Update mode of an existing Additional Emergency Information, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. Alternatively, you can click Next or Close.

1.58.2.25 Additional Emergency Notification Category—Remove Mode

In the Remove mode of an existing Additional Emergency Information, the system displays the current values in the database for the selected Soldier as read-only. To remove a record, perform the following steps:

1. You can click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, as outlined in Add mode.
3. You have the option to click Next or Close.

1.59 Personal

The category of Personal in Personnel Services offers the following functions:

Address

- Name Change
 - Personal Data
 - Phone Number
- SSN Correction

Figure 12–12, Personal Processes, illustrates the processes in the Personal functional category.

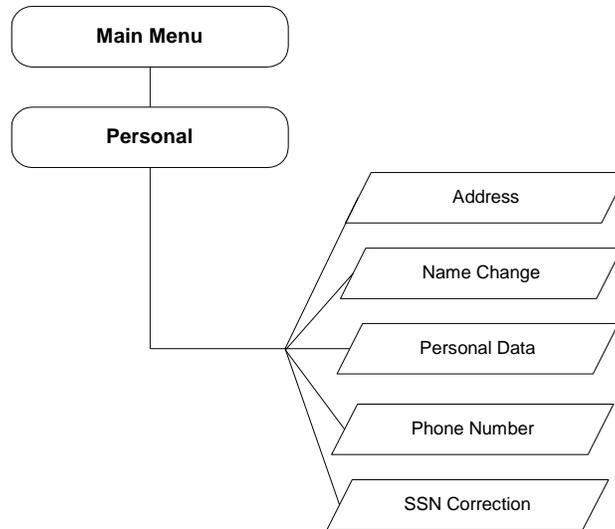


Figure 12–12: Personal Processes

1.59.1 Address

The Address module lists the available addresses recorded in the database for the selected Soldier. The types of addresses a Soldier may have include permanent residence as well as in-transit, post separation, next of kin, and many others. You have the option to add a new address, or update and remove one or more addresses. Figure 12–13, Address Processes, illustrates the processes in the Address module.

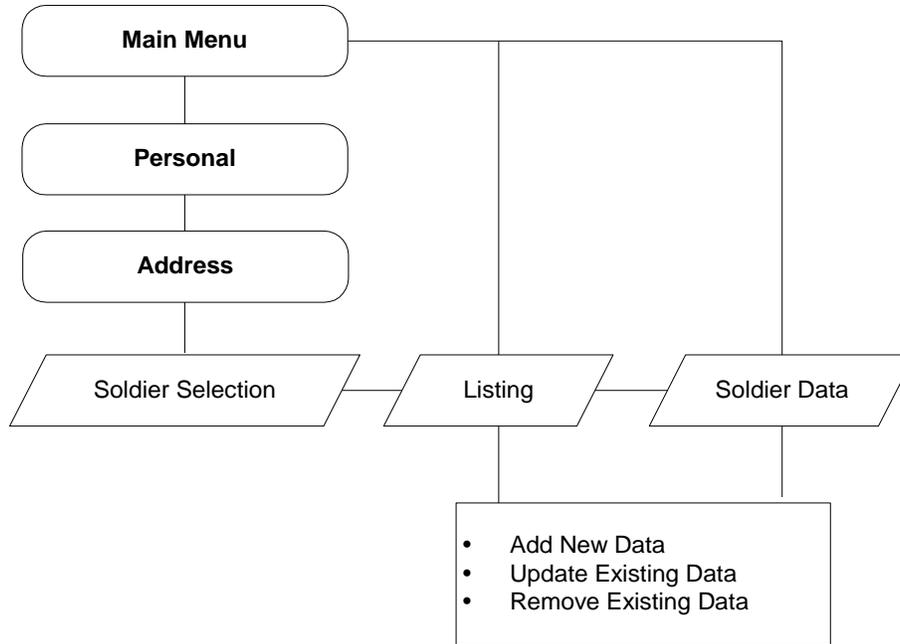


Figure 12–13: Address Processes

To initiate the process of adding, updating, or removing Address information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Address Listing page.

1.59.1.1 Address Listing

The Address Listing page—shown in Figure 12–14, Address Listing—displays all addresses that exist in the database for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC as read-only as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list. The system then lists all address types currently recorded in the database for the Soldier.

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Address Type column identifies the type of address for each address. An example of a type of address would be “Permanent Residence” or “Current Mailing.”
- The Effective Date column indicates the calendar date that the listed address became effective.



Address Listing

This page displays all the current addresses for the selected soldier. The Status column will display the user's completed actions. Update or remove an address by selecting the Action in the corresponding picklist. Click on the checkbox to add.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

2LT MATTHEW GALVIN SSN:		UIC: WDLLBD		1 of 1
Action	Status	Address Type	Effective Date	
Select One		ENTERED ACTIVE DUTY HOME OF RECORD		
Select One		CURRENT MAILING	20040804	
Select One		CURRENT HOME OF RECORD		
Select One		PERMANENT RESIDENCE		
Select One		POST SEPARATION	20060726	

Add Address

Submit Next Close

Figure 12–14: Address Listing

1.59.1.1.1 Update or Remove Addresses

You can update or remove one or more addresses on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 12.2.1.1.2, Add Address, to complete the process.

1.59.1.1.2 Add Address

Complete the following steps to add a new address:

1. Click the Add Address checkbox to add a new address.
2. Click Submit to proceed. The system will display the Address—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new address data for the selected Soldier.
3. Alternatively, you can do the following:
 - Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and will return you to the Main Menu.
 - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to

confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.59.1.2 Address—Soldier Data, Add Mode

This page allows you to add a new address for a Soldier selected from the Address—Soldier Selection page. Figure 12–15, Address—Soldier Data, Add Mode, provides a sample of page. The system displays the Soldier’s Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier’s position on the Soldier list along with the total number of Soldiers from the list.

Address - Soldier Data

Menu Help Print Exit

This page allows the user to add address data for a soldier. (*) denotes required fields.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

2LT MATTHEW GALVIN	SSN:	UIC: WDLLBD	ACTION: Add	3 of 4
--------------------	------	-------------	-------------	--------

*Address Type: Select One

Effective Date:

*Country: Select One

APO FPO Note: If selecting APO or FPO, Country must be United States.

*Street Address:

*City:

State: Select One

Zip Code: -

Foreign Postal #:

Enter Additional Addresses

Save Reset Next Close

Figure 12–15: Address—Soldier Data, Add Mode

To add a new address for a selected Soldier, perform the following steps:

1. Expand the Address type picklist and select a value of choice. Table 12–8, Address Types Codes and Abbreviations, provides a list of the available values for this picklist. This is a required field.

Codes	Abbreviations
NK	NEXT OF KIN
EN	EMERGENCY NOTIFICATION
AD	ENTERED ACTIVE DUTY HOME OF RECORD
BF	BENEFICIARY
CE	CIVILIAN EMPLOYER
CM	CURRENT MAILING
CR	CURRENT RESIDENCE
DY	DUTY
FM	FAMILY MEMBER
LV	LEAVE
PM	PERMANENT MAILING

Table 12–8: Address Types Codes and Abbreviations

2. Enter the Effective Date of the address in the provided text-entry field.
3. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
4. If applicable, select either the APO or FPO checkbox.
5. Enter the Street Address and City.
6. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
7. You have the option to click the Enter Additional Addresses checkbox if there is more than one address to add.
8. Click Save to save the current record. The system will validate any discrepancies on the page and forward you to next action selected from the Listing page, if one exists. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
9. Click Reset to clear all text-entry fields and return the other field elements to their defaults.
10. Click Next to proceed to the next action selected from the Listing page, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.

11. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.59.1.2.1 System Validations

The system performs the following validations for this function:

- The Address Type, Country, and Street Address are required fields.
- The City is required if the selected Country is other than the United States.
- The Country must be the United States if APO or FPO is selected.
- The City, State, and ZIP Code are required fields if the selected Country is the United States and APO or FPO is deselected.
- The Foreign Postal # is disabled if the selected Country is the United States.
- The State and ZIP Code are required fields if the selected Country is the United States.
- The City and Foreign Postal # are disabled if the selected Country is the United States.
- A street address must be provided for the Current Mailing address type.
- The address effective date for a family member, SGLI beneficiary, or emergency notification contact will not be displayed and will not be editable.

1.59.1.2.2 TAPDB Transaction

If the selected address type is Personal Mailing, the system sends the following transactions to TAPDB:

- Transaction 4445: Personal Military Address to the Total Army Personnel Data Base (TAPDB).
- Transaction 4330: Miscellaneous Personal Data to TAPDB.

1.59.1.3 Address—Update Mode

In the Update mode of an existing address record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send a transaction to TAPDB as outlined in Add mode.

1.59.1.3.1 System Validations

The system will not permit the revision of the Entered Active Duty address types.

1.59.1.4 Address—Remove Mode

In the Remove mode of an existing address record, the system displays the current values in the database for the selected Soldier as read-only. To remove an address for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next selected action from the Address Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.
6. The system will send a transaction to TAPDB as outlined in Section 12.2.1.2.2, TAPDB Transaction.

1.59.1.4.1 System Validations

The system will not permit the removal of the Entered Active Duty address types.

1.59.2 Name Change

The Name Change module allows you to change one or more Soldiers' names in the database. Figure 12–16, Name Change Processes, illustrates the processes in Name Change.

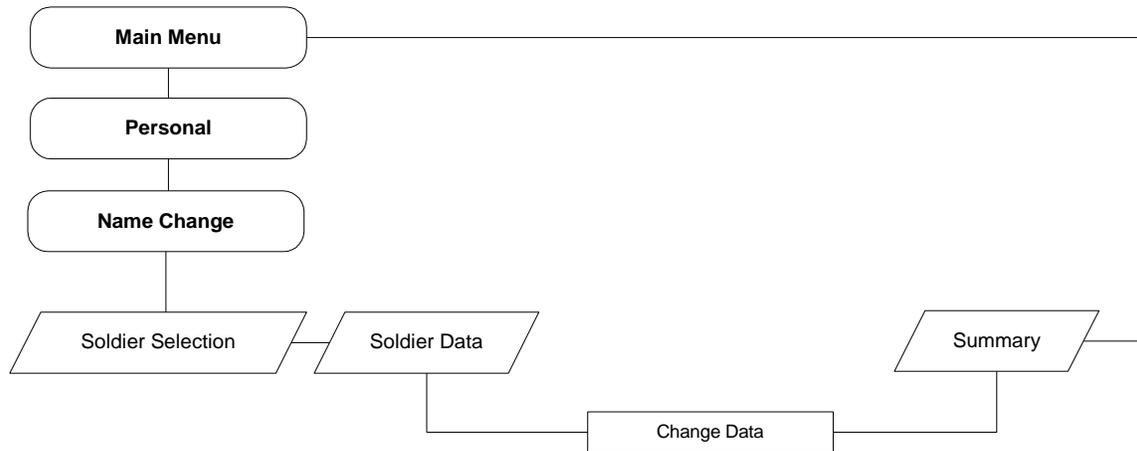


Figure 12–16: Name Change Processes

To initiate the process of adding, updating, or removing Name Change information, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Name Change—Soldier Data page.

1.59.2.1 Name Change—Soldier Data

The Name Change—Soldier Data page (shown in Figure 12–17, Name Change—Soldier Data) displays the data currently in the database for the selected Soldier and allows you to change the Soldier's name. The system displays the selected Soldier's Rank, Name, SSN, and UIC along with the Soldier's position on the Soldier's list and the total number of Soldiers from the list.

Complete the following steps to process a name change for the selected Soldier:

1. The system prepopulates the fields with the current data that exist in the database for the selected Soldier. You can edit the First Name, Middle Name, and Last Name as necessary.
2. Enter a Suffix in the provided text-entry field if available.
3. Expand the Name Change Reason and select a value from "CORRECTION" or "LEGAL" to indicate the basis for the change.
4. Click Save to save the record. The system will update the Soldier's record and advance to the next Soldier, if any exist. If the current Soldier is the only or last Soldier from the Soldier list, the system generates the Name Change—Summary page, shown in Figure 12-18, Name Change—Summary.

Name Change - Soldier Data

This page allows the user to change the selected soldier's name. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN		SSN:	UIC: WSNAAA	1 of 1
*First Name:	<input type="text" value="CHRISTOPHER"/>	Middle Name:	<input type="text" value="ANDREW"/>	
*Last Name:	<input type="text" value="GALVIN"/>	Suffix:	<input type="text"/>	
*Name Change Reason:	<input type="text" value="Select One"/>			

Save Next Close

Figure 12–17: Name Change—Soldier Data

5. Alternatively, you can perform the following:

- Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.59.2.1.1 TAPDB Transactions

The system sends Transaction 4999: Name Change.

1.59.2.2 Name Change—Summary

The system displays all Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, and Name Change Reason). The summary page is shown in Figure 12–18, Name Change—Summary. You can view and/or print this page.

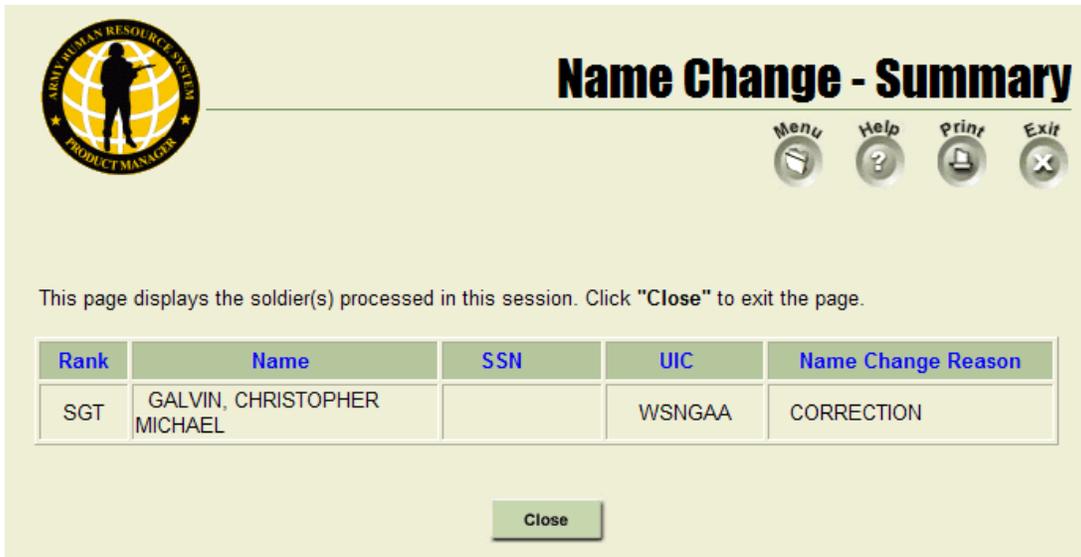


Figure 12–18: Name Change—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.59.3 Personal Data

The Personal Data module allows you to update the selected Soldier’s personal data, including birth date, sex, ethnicity, religious-affiliation, and citizenship data. Figure 12–19, Personal Data Processes, illustrates the processes in Personal Data.

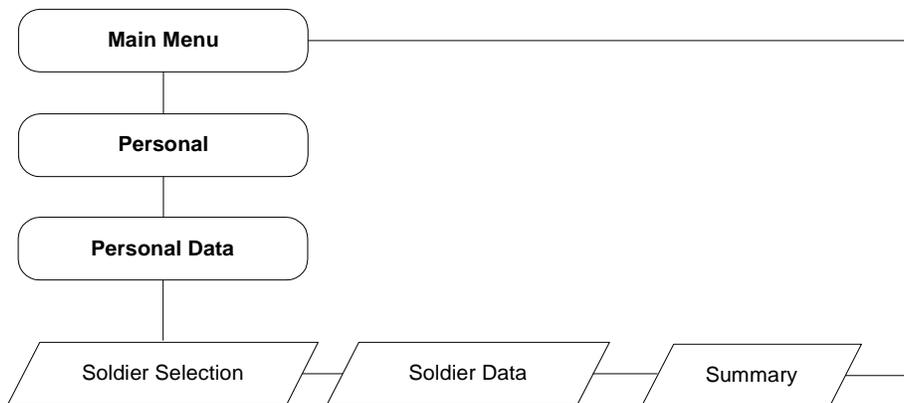


Figure 12–19: Personal Data Processes

To initiate the process of adding, updating, or removing a Soldier’s personal data, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Personal Data—Soldier Data page.

1.59.3.1 Personal Data—Soldier Data

The Personal Data—Soldier Data page—shown in Figure 12–20, Personal Data—Soldier Data—allows you to update the current personal data for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and current UIC as read-only along with the Soldier’s position on the Soldier list and the total number of Soldiers from the list. The system populates the data elements with the values existing in the database for the selected Soldier. You have the option to accept the values or revise them as necessary.

Figure 12–20: Personal Data—Soldier Data

To change the personal data for a Soldier, perform the following steps:

1. Please note that Birth Date, Sex, Race, Country of Citizenship, and Country of Birth are required fields.
2. Expand the Disputed Privacy Act Amendment Decision and select DISAGREEMENT NO LONGER APPLIES or DISAGREEMENT SUBMITTED. This is to indicate whether the Soldier has submitted a statement disputing the Army's decision not to amend his or her automated personnel record or the disagreement no longer exists.
3. Click Save to save any changes to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Personal Data—Summary page (shown in Figure 12–21, Personal Data—Summary) listing all completed actions. Alternatively, you can perform the following:
 - Click Next to skip this Soldier. The system will advance to the next Soldier from the Soldier list, if any exist. If you have performed any data entry on the page, the system will ask you to confirm that you do not want to save the data. If you answer Yes, the system will advance to the next Soldier. If you answer No, the system returns you to the current page for further processing.
 - Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.59.3.1.1 System Validations

The system shall ensure the minimum age for a Soldier shall be 17 years of age and the maximum age for a Soldier shall be 60 years of age.

1.59.3.1.2 TAPDB Transactions

The system sends Transaction 4330: Miscellaneous Personal Data to TAPDB.

1.59.3.2 Personal Data—Summary

This page displays a list of the Soldiers successfully processed in Personal Data and the corresponding Soldier data (Rank, Name, SSN, Birth Date, and Race). You have the option to view and/or print this page.

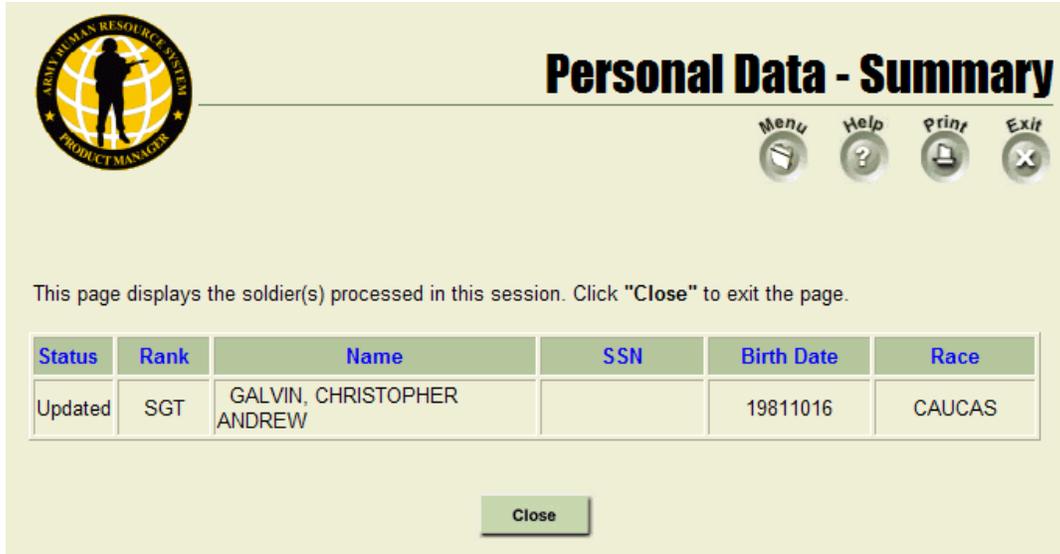


Figure 12–21: Personal Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.59.4 Phone Number

The Phone Number module lists the available phone numbers recorded in the database for the selected Soldier. The types of phone numbers a Soldier may have include Duty, Permanent Mailing, Emergency, and Home. You have the option to add a new phone number, or update and remove one or more existing phone numbers. Figure 12–22, Phone Number Processes, illustrates the processes in the Phone Number module.

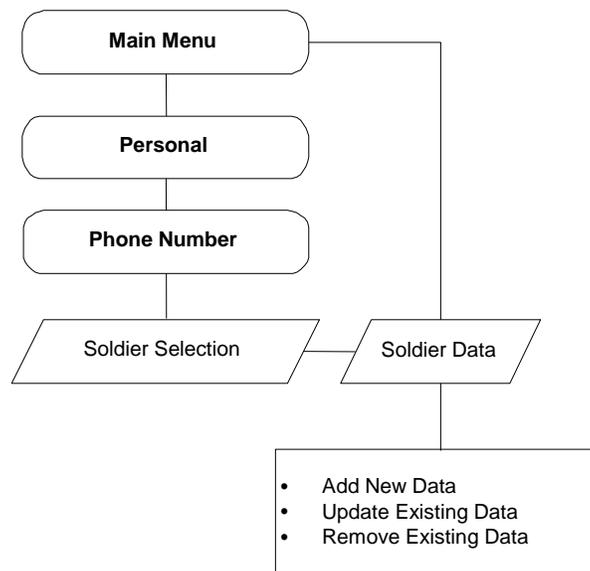


Figure 12–22: Phone Number Processes

To initiate the process of adding, updating, or removing phone number information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Phone Number—Soldier Data page.

1.59.4.1 Phone Number—Soldier Data

The Phone Number—Soldier Data page (shown in Figure 12–23, Phone Number—Soldier Data) lists all phone numbers that exist in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's position on the Soldier list as well as the total number of Soldiers from the list.

This page allows the user to add, update, or remove the soldier's phone number(s). (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN		SSN:	UIC: WSNAAA	1 of 1
Current Phone Numbers				
Action	Phone Number Type	Phone System	Phone Number	Phone Extension
Select One ▾	HOME	COMMERCIAL	7196870934	
Add Phone Numbers				
*Phone Number Type	*Phone System	*Phone Number	Phone Extension	
Select One ▾	Select One ▾			
Select One ▾	Select One ▾			
Select One ▾	Select One ▾			
Select One ▾	Select One ▾			

Figure 12–23: Phone Number—Soldier Data

1.59.4.1.1 Updating Current Phone Numbers

Under the heading of Current Phone Numbers, the system displays the available phone numbers in the database for the selected Soldier. The following fields and columns are available when updating a Soldier's phone numbers:

1. The Action column displays the available actions.
2. The Phone Number Type column identifies the types of phone numbers for each phone number listing. Phone Number Types include: Duty, Permanent Mailing, Emergency, and Home.
3. The Phone System column identifies whether the listed phone number is Commercial, Federal Communications Systems (FCS), or Defense Switched Network (DSN).
4. The Phone Number and Phone Extension columns display the details of the phone numbers.

- You can expand the corresponding Action picklist to select Update and edit the displayed values for one or more phone numbers as necessary. Follow the steps described in Section 12.2.4.1.3, Add New Phone Numbers, to complete the process.

1.59.4.1.2 Removing Current Phone Numbers

You can expand the corresponding Action picklist and select Remove to remove one or more current phone numbers. Follow the steps described in Section 12.2.4.1.3, Add New Phone Numbers, to complete the process. The system will prompt you to confirm that the phone numbers are being removed from the Soldier's record. If you answer Yes, the system will remove the phone number and update the Soldier's record accordingly. If you answer No, the system returns you to the Listing page for further processing.

1.59.4.1.3 Add New Phone Numbers

You can complete the following steps to add a new phone number:

- Under the heading of Add Phone Numbers, expand the Phone Number Type and select the appropriate value as required. Table 12–9, Phone Number Types Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
D	DUTY
E	EMERGENCY
P	PERMANENT MAILING
H	HOME

Table 12–9: Phone Number Types Codes and Abbreviations

- Expand the Phone System picklist and select the appropriate values for a new phone number as required. Table 12–10, Phone System Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
C	COMMERCIAL
D	DEFENSE SWITCHED NETWORK (DSN)
F	FEDERAL COMMUNICATIONS SYSTEM (FCS)

Table 12–10: Phone System Codes and Abbreviations

- Enter the required phone number and, optionally, a phone extension in the provided text-entry fields.
- Click Submit to proceed. The system will save the data and update the Soldier's record.
- Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the

last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

- Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.59.4.1.4 System Validations

The system performs the following validations for this function:

- The system will not allow duplicative phone number types for the Soldier.
- The system will ensure that phone numbers and phone number extensions contain only numeric characters.

1.59.4.1.5 Transactions to TAPDB

The system sends Transaction 4450: Telephone Number Data to TAPDB for Home Phone (Commercial) and Duty Phone (Commercial and DSN) for Enlisted, Commissioned Officers, and Warrant Officers.

1.59.5 SSN Correction

The SSN Correction module allows you to correct one or more Soldiers' SSN in the system. Figure 12–24, SSN Correction Processes, illustrates the processes in the SSN Correction module.

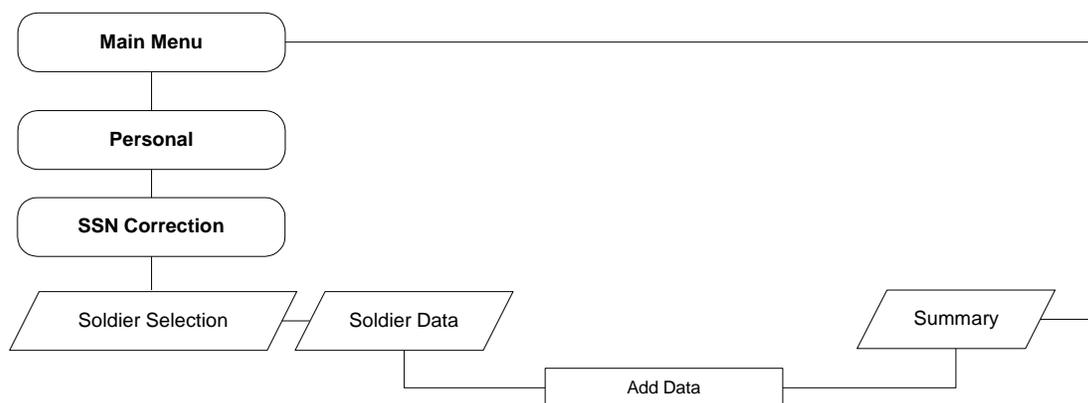


Figure 12–24: SSN Correction Processes

To initiate the process of correcting SSN information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Social Security Number Correction—Soldier Data page.

1.59.5.1 Social Security Number Correction—Soldier Data

The Social Security Number Correction—Soldier Data page (shown in Figure 12–25, Social Security Number Correction—Soldier Data) allows you to correct the selected Soldier's SSN in the system. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list as well as the total number of Soldiers from the list.

**Social Security Number Correction
Soldier Data**

This page allows the user to correct the selected soldier's SSN. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session

SGT CHRISTOPHER GALVIN	SSN: *	UIC: WSNAAA	ACTION: Update	1 of 1
*SSN: <input type="text"/>				

Save Reset Next Close

Figure 12–25: Social Security Number Correction—Soldier Data

To correct a Soldier's SSN, perform the following steps:

1. Enter a corrected SSN in the provided text-entry field. This is a required field.
2. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the SSN Correction—Summary page (shown in Figure 12–26, Social Security Number Correction—Summary) listing all completed actions.
3. Click Reset to clear the text-entry field and start over.
4. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.
5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the SSN Correction—Summary page listing all completed actions. The system then returns you to the Main Menu.

1.59.5.1.1 System Validations

The system will validate that the SSN entered is not another Soldier's SSN.

1.59.5.1.2 TAPDB Transactions

The system sends Transaction 5500: Social Security Number.

1.59.5.2 Social Security Number Correction—Summary

This page displays a list of the Soldiers successfully processed and the corresponding Soldier data (Status, Rank, Name, Old SSN, and New SSN). You have the option to view and/or print this page.

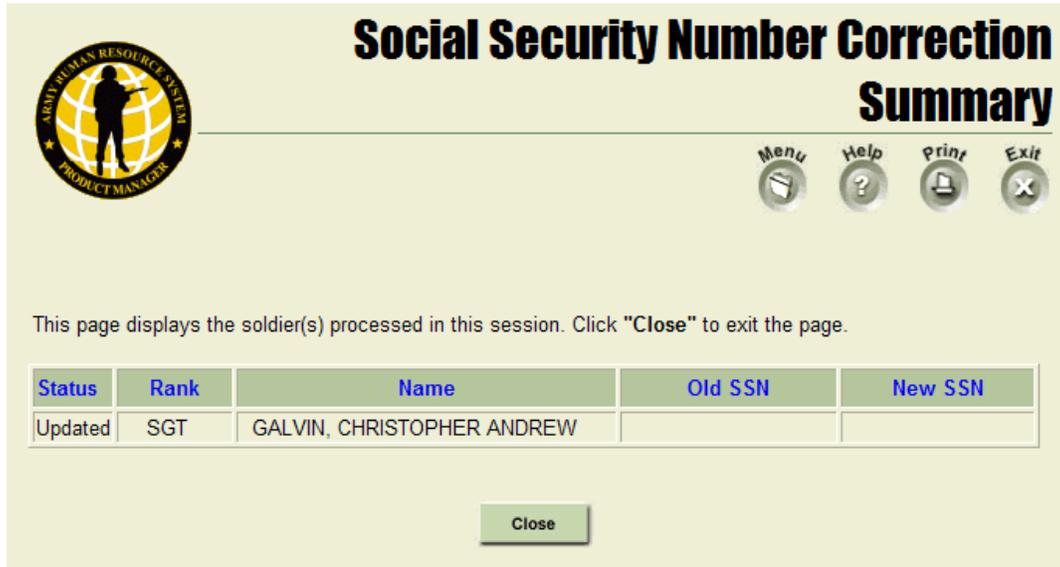


Figure 12–26: Social Security Number Correction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.60 Service/Miscellaneous Dates

The Service Miscellaneous Dates module lists the relevant service-related dates pertaining to the Army career of the selected Soldier. Figure 12–27, Service/Miscellaneous Dates Processes, illustrates the processes in the Service/Miscellaneous Dates module.

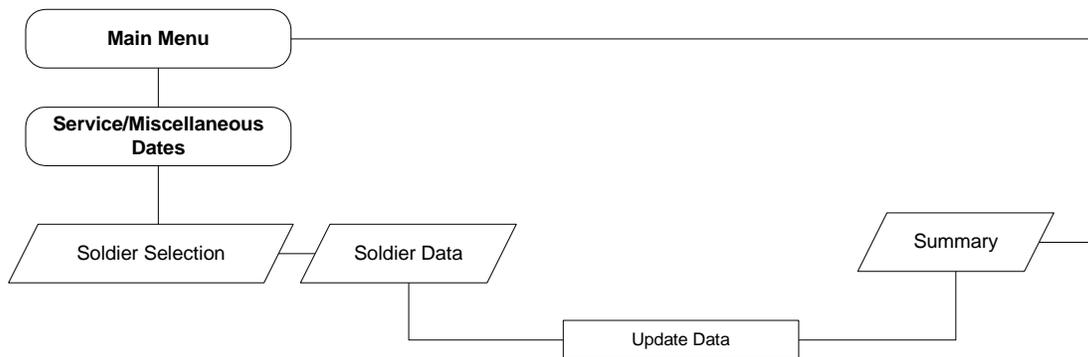


Figure 12–27: Service/Miscellaneous Dates Processes

To initiate the process of updating service/miscellaneous dates for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Service/Miscellaneous Dates—Soldier Data page.

1.60.1 Service/Miscellaneous Dates—Soldier Data

The Service/Miscellaneous Dates—Soldier Data page (shown in Figure 12–28, Service/Miscellaneous Dates—Soldier Data) displays the pertinent dates in the Army career of the selected Soldier. The system displays the

selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Complete the following steps to process Service/Miscellaneous Dates:

1. Please note that some of the data are top-fed and will be displayed as read-only. You will not be permitted to edit these fields.
2. The system displays the Date Initial Entry Military Service (DIEMS) as read-only. These data are top-fed and are not editable.
3. The system displays the Basic Officer Service Date/Basic Enlisted Service Date (BOSD/BESD) for Enlisted Soldiers and allows the user to edit the date. The system will display the BESD as read-only for Warrant Officers and Commissioned Officers.
4. The system displays the Individual Personnel Data Verification Date if the data are available. Accept or edit the data as necessary.
5. The system displays the DROS date or None in the Date Returned from Overseas (DROS) field. You may enter a DROS for the Soldier's current or most recent overseas assignment or you may edit the DROS displayed. **Note:** The date entered for DROS cannot be more than 30 days greater or more than 30 days less than the date of the Soldier's most current assignment departure date, where the assignment is OCONUS.

Service/Miscellaneous Dates Soldier Data






This page allows the user to add or modify service/miscellaneous dates for the selected soldier. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

PV1 CHAD GALVIN SSN:	UIC:WG2NM0	Action:Update	1 of 2
Date Initial Entry Military Service (DIEMS): 20061031			
* Basic Officer/Enlisted Service Date (BOSD/BESD): <input type="text" value="20061031"/>			
Basic Active Service Date (BASD): 20061031			
Pay Entry Base Date (PEBD): 20061031			
Evaluation Period End Date: None			
Year/Month Last Official Photo: None			
Individual Personnel Data Verification Date: <input type="text"/>			
Date of Last PCS: 20070301			
Expiration of Service Agreement/Term of Service (ESA/ETS): 20100312			
Date Returned from Overseas (DROS): None			
Delay in Separation Reason: <input type="text" value="Select One"/>			
MMRB Meeting Date: <input type="text"/>			
MMRB Determination: <input type="text" value="Select One"/>			

Figure 12–28: Service/Miscellaneous Dates—Soldier Data

- Expand the Delay in Separation Reason picklist and select a value of choice. Table 12–11, Delay in Separation Reason Codes and Abbreviations, provides a list of the available values for this picklist. **Note:** You cannot initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.

Codes	Abbreviations
A	ADMINISTRATIVE REASON
C	CONFINEMENT
M	MEDICAL REASON
X	OTHER
F	SFPA
S	STOP-LOSS

Table 12–11: Delay in Separation Reason Codes and Abbreviations

7. Enter the MMRB Meeting Date in the provided text-entry field.
8. Expand the MMRB Determination picklist and select a value of choice. Table 12–12, MMRB Determination Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	RETAIN IN PMOS
B	RECOMMENDED RECLASSIFICATION
C	PROBATIONARY STATUS NTE 6 MONTHS
D	REFER TO PHYSICAL DISABILITY SYSTEM

Table 12–12: MMRB Determination Codes and Abbreviations

9. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Service/Miscellaneous Dates—Summary page (shown in Figure 12–29, Service/Miscellaneous Dates—Summary) listing all completed actions.
10. Click Reset to clear the text-entry field and start over.
11. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.
12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Service/Miscellaneous Dates—Summary page listing all completed actions. The system then returns you to the Main Menu.

1.60.1.1 System Validations

The system performs the following validations for this function:

- The system shall ensure that the Basic Officer Service Date/Basic Enlisted Service Date (BOSD/BESD) does not precede the Soldier’s Birth Date plus 17 years.
- The system shall ensure that the Individual Personnel Data Verification Date does not precede the Date Initial Entry Military Service Date.
- The system shall ensure that the MMRB Meeting Date does not precede the Date Initial Entry Military Service Date.
- The system will not allow you to initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.
- The DROS date entered must be in YYYYMMDD format and cannot be a future date.

1.60.1.2 Transaction to TAPDB

The system sends the following transactions to TAPDB:

- Transaction 4369: Date Returned from Overseas (DROS)
- Transaction 4251: MOS Medical Retention Board Data

1.60.2 Service/Miscellaneous Dates—Summary

This page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, UIC, DIEMS, BESD/BOSD, and DROS [Date Returned from Overseas]). You have the option to view and/or print this page.

Status	Rank	Name	SSN	UIC	DIEMS	BOSD/BESD	DROS
Updated	PV1	GALVIN, CHAD CHRISTOPHER		WG2NMO	20061031	20061031	None

Figure 12–29: Service/Miscellaneous Dates—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.61 Military Spouse (MACP)

The Military Spouse (MACP) module allows you to add military spouse data for the selected Soldier, or update and/or remove current spouse data. You also have the option to enroll the spouse into the MACP if the military spouse is a Soldier in the Regular Army and has not yet enrolled. Conversely, you can disenroll the military spouse if the spouse is already enrolled. Figure 12–30, Military Spouse (MACP) Processes, illustrates the processes in the Military Spouse (MACP) module.

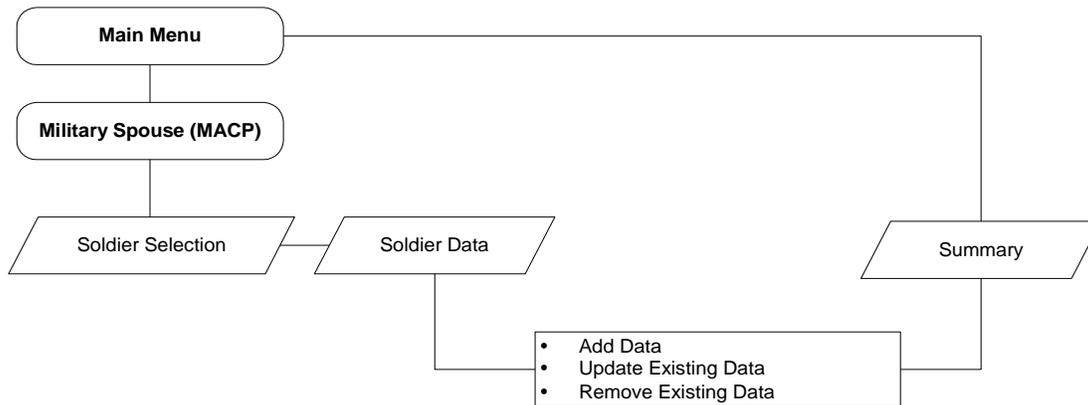


Figure 12–30: Military Spouse (MACP) Processes

To initiate the process of adding, updating, or removing military spouse (MACP) data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system will display the Military Spouse (MACP)—Soldier Data page. If the Soldier’s Marital Status is Single, the system will prevent you from processing the Soldier.

1.61.1 Military Spouse (MACP)—Soldier Data—Add Mode

The Military Spouse (MACP)—Soldier Data page (shown allows you to add new data for the selected Soldier’s spouse who is a member of the Armed Forces. If the military spouse is a Soldier in the Regular Army and is already enrolled in the Married Army Couples’ Program (MACP), you have the option to disenroll the spouse as necessary. If the military spouse has not enrolled, you can enroll the spouse.

The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Figure 12–31: Military Spouse (MACP)—Soldier Data—Add Mode

Complete the following steps to add military spouse data for the selected Soldier:

1. The spouse’s SSN is displayed as read-only in the Spouse SSN field. This is a required field.
2. Select the Spouse’s Branch of Service from the corresponding picklist. The available values for this picklist are shown in Table 12–13, Branch of Service Status Codes and Abbreviations. This is a required field.

Codes	Abbreviations
F	DEPARTMENT OF THE AIR FORCE
A	DEPARTMENT OF THE ARMY
N	DEPARTMENT OF THE NAVY
P	UNITED STATES COAST GUARD
M	UNITED STATES MARINE CORPS

Table 12–13: Branch of Service Status Codes and Abbreviations

3. Select the Spouse's Service Component from the corresponding picklist. The available values for this picklist are shown in Table 12–14, Service Component Codes and Abbreviations. This is a required field.

Codes	Abbreviations
G	NATIONAL GUARD
R	REGULAR
T	TEMPORARY
V	RESERVE
Z	UNKNOWN

Table 12–14: Service Component Codes and Abbreviations

4. Select the Spouse's Military Personnel Classification from the corresponding picklist. The available values for this picklist are shown in Table 12–15, MPC Codes and Abbreviations. This is a required field.

Codes	Abbreviations
C	ACADEMY CADET
O	COMMISSIONED OFFICER
E	ENLISTED
W	WARRANT OFFICER

Table 12–15: MPC Codes and Abbreviations

5. If the military spouse is a Soldier in the Regular Army and is already enrolled in the MACP, the system will display the enrollment date in the Married Army Couples Program (MACP) Enrollment Date field. In this event, you have the option to disenroll the spouse by clicking Disenroll in the MACP checkbox.
6. If the military spouse has not been enrolled in MACP, the system will display "N/A" in the Married Army Couples Program (MACP) Enrollment Date field. In this event, you have the option to enroll the spouse by clicking the corresponding checkbox.
7. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next Soldier from the Soldier list, if any exist. If the current page is the only or last Soldier from the list, the system generates the Military Spouse (MACP)—Summary page—shown in Figure 12–32, Military Spouse (MACP)—Summary—which lists all completed actions.
8. Click Reset to clear the text-entry field and start over.
9. Click Next to proceed without saving. The system will detect data entry on the page and will prompt you to save or discard the data. The system will then advance to the next Soldier selected from the Soldier Selection page, if any exist. If the current Soldier is the last Soldier

on the Soldier list, the system will notify you that there are no more Soldiers to be processed and return you to the Main Menu.

10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Military Spouse (MACP)—Summary page listing all completed actions. The system then returns you to the Main Menu.

1.61.1.1 System Validations

The system will validate the spouse's data to ensure that the spouse's branch is "Department of the Army" and that the service component is "Regular" before enrolling the Soldier in the MACP. The spouse cannot be enrolled in MACP if he or she has not already been identified as a "FMLY MEMBER" in the database.

1.61.1.2 Transaction to TAPDB

The system sends Transaction 4395: Military Spouse Data to TAPDB.

1.61.2 Military Spouse (MACP)—Soldier Data—Update Mode

In the Update mode of an existing military spouse record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close.

1.61.3 Military Spouse (MACP)—Soldier Data—Remove Mode

In the Remove mode of an existing military spouse record, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database.

1. The system will prompt you to confirm that the record is being removed from the database.
2. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the Military Spouse (MACP)—Summary page to display all Soldiers successfully processed in the working session.
3. If you answer No, the system returns you to the current page for further processing.
4. You have the option to click Next or Close.
5. The system will send transactions to TAPDB as outlined in Add mode.

1.61.4 Military Spouse (MACP)—Summary

This page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, UIC, Spouse's SSN, MACP). You have the option to view and/or print this page.

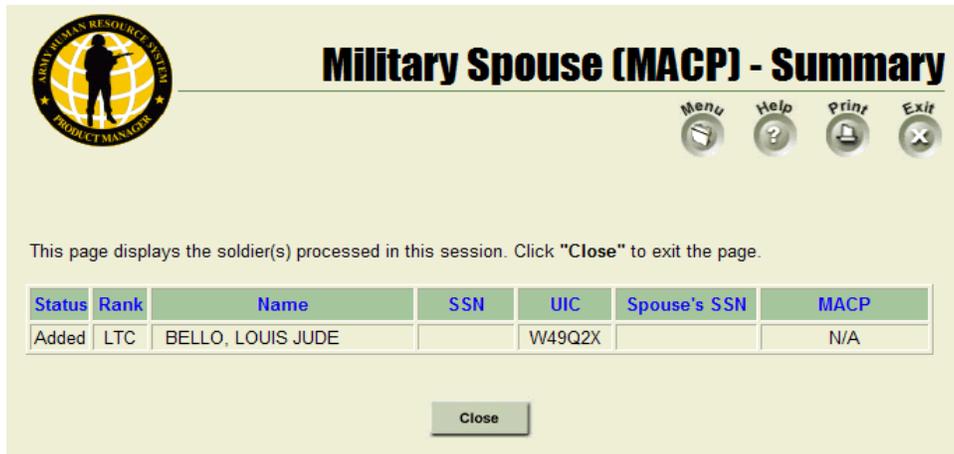


Figure 12–32: Military Spouse (MACP)—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.62 Family Member

The Family Member module allows you to add, update, or remove marital status and dependents data for one or more Soldiers. Figure 12–33, Family Member Processes, illustrates the processes in the Family Member module.

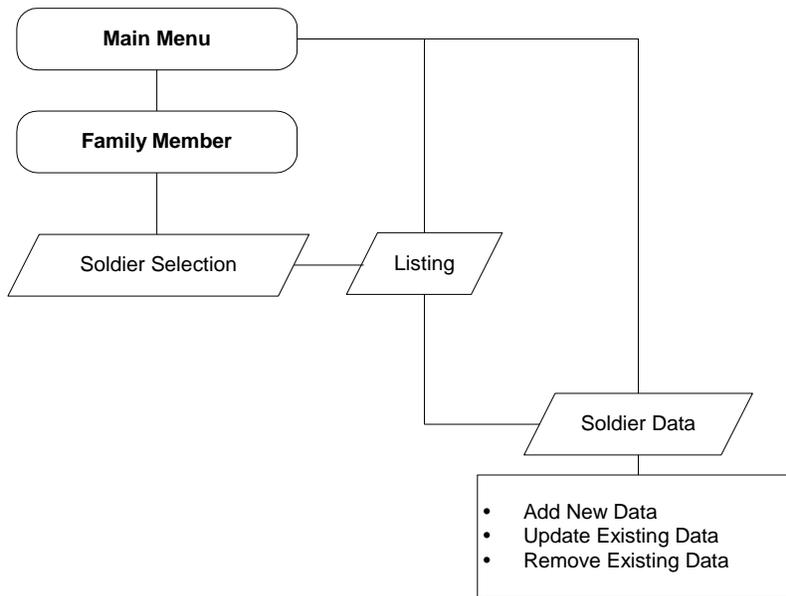


Figure 12–33: Family Member Processes

To initiate the process of adding, updating, or removing family member data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Family Member Listing page.

Note: The Family Member Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Family Member Listing Page will list Soldiers who will not be listed elsewhere in eMILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise

imported into eMILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

1.62.1 Family Member—Listing

The Family Member Listing page—which is shown in Figure 12–34, Family Member—Listing—lists all family member data that exist in the database for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only data along with the Soldier’s position in the Soldier list and the total number of Soldiers on the list.

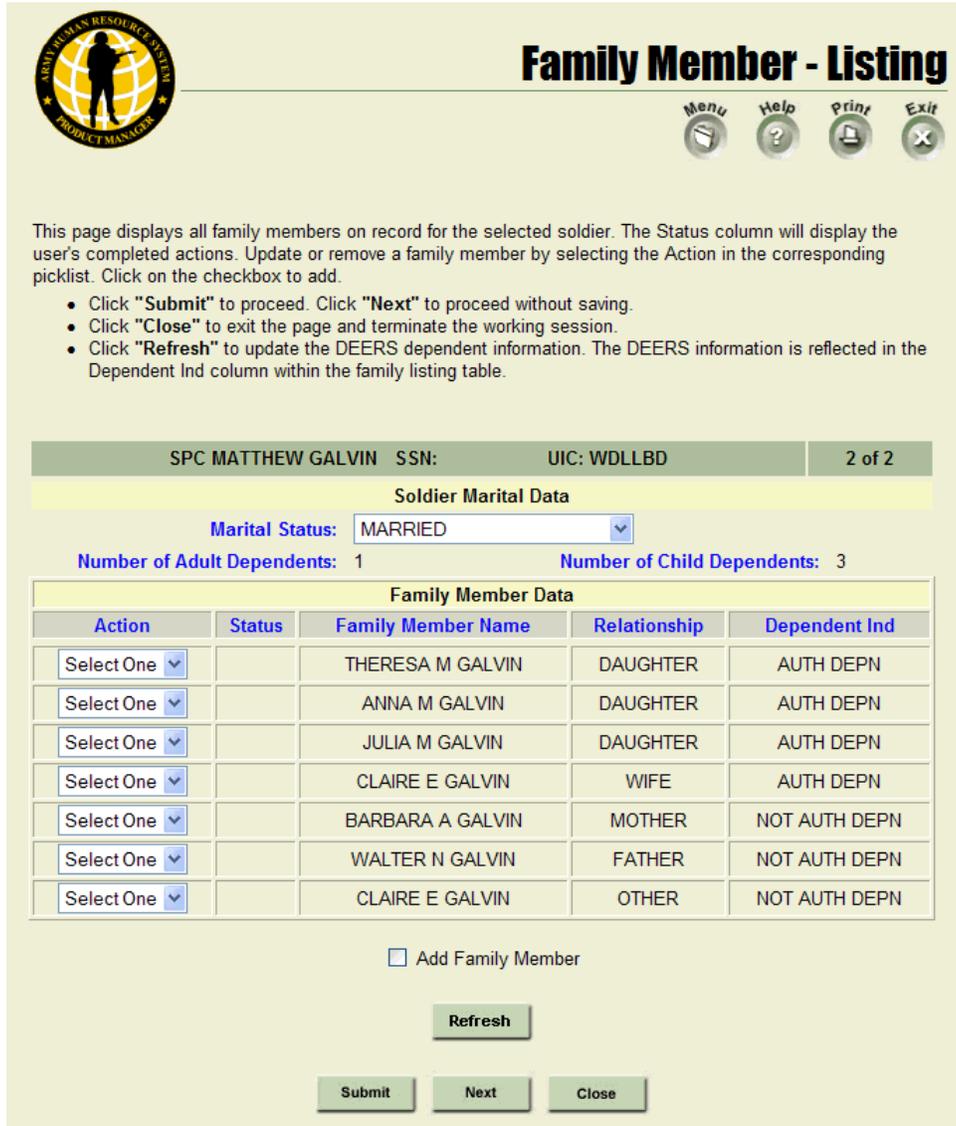


Figure 12–34: Family Member—Listing

Under the heading of Soldier Marital Data, the system displays the Soldier’s current marital status, if the information is available, in the corresponding picklist and allows you to select an alternative value. The values available for the picklist are shown in Table 12–16, Marital Status Codes and Abbreviations. The system also displays the number of adult dependents and the number of child dependents as read-only, if the data are available.

Codes	Abbreviations
-------	---------------

A	ANNULLED
D	DIVORCED
I	INTERLOCUTORY DECREE
L	LEGALLY SEPARATED
M	MARRIED
S	SINGLE
W	WIDOWED
Z	UNKNOWN

Table 12–16: Marital Status Codes and Abbreviations

Under the heading of Family Member Data, the system displays the following:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Family Member Name and Relationship columns display corresponding details of the family member.
- The Dependent Indicator column indicates whether the individual is an Authorized dependent within DEERS or was created via eMILPO as a Non-Authorized dependent.

1.62.1.1 Update or Remove Existing Family Member Data

To update or remove existing family member data, expand the corresponding Action picklist and select the action type of choice. **Note:** If you chose to remove a family member who is designated as an alternate POC, the system displays a message informing you that the person must first be removed as an alternate designee under Do Not Notify. **Note:** The system does not allow you to remove a family member who is designated as Person Authorized to Direct Disposition of Soldier's Remains. You must first remove the family member from the DD93 form.

1.62.1.2 Add New Family Member Data

To add new family member data, click on the Add Family Member checkbox. After all actions have been selected, perform the following steps:

1. Click Submit. The system will display the Family Member—Soldier Data page for the first selected action.
2. Click Next to skip this Soldier. The system will advance to the next Soldier on the Soldier list, if any exist.
3. Click Close to terminate the working session and return to the Main Menu.

1.62.1.3 Refresh Family Member Data

If family member and dependent data are missing, you can attempt to retrieve the data from DEERS using the Refresh button. To refresh family member and dependent data, perform the following steps:

1. From the Family Member Listing page, click the Refresh button.
2. The system displays a screen informing you that the process may take a minute to complete.
3. The screen prompts you to confirm that you want to continue. Click Yes to continue processing. Click No to return to the Family Member Listing page without refreshing the data.

4. After processing, eMILPO returns you to the Family Member Listing page and the current family member information as a result of the DEERS refresh. Any new family members retrieved from DEERS as a result of the refresh will appear on the updated Family Member Listing page. If a previously Authorized family member is not received from the DEERS refresh, then that family member will be shown as Not Authorized on the updated Family Member Listing page.

1.62.1.4 System Validations

The system performs the following validations:

- The system shall ensure that the Marital Status field can only be changed from Single to Divorced, Interlocutory Decree, Legally Separated, or Widowed.
- The system shall ensure that the Marital Status field is not changed from Annulled, Divorced, Married, Interlocutory Decree, Legally Separated, or Widowed to Single.

1.62.1.5 System Updates

If the Soldier's marital status changes to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system disenrolls the Soldier and the Soldier's spouse from the program.

1.62.1.6 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated, the system updates the spouse's Marital Status to Divorced and sends Transaction 4320: Status, Spouse, and Dependent Data.
- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system sends Transaction 4395 to remove the spouse's information from the database.
- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier and spouse have the assignment consideration of "C8," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for both Soldiers.
- If the Soldier's Marital Status is changed to Married and the Soldier has the assignment consideration of "C9," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for the Soldier.
- The system sends Transaction 4320: Marital Status, Spouse, and Dependent Data whenever a Soldier's marital status is updated.

1.62.2 Family Member—Soldier Data—Add Mode

This page allows you to designate a family member for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and the selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. Figure 12-35, Family Member—Soldier Data, Add Mode, provides an example of the Soldier Data—Add Mode screen for this category.

Family Member - Soldier Data

Menu Help Print Exit

This page allows the user to add family member data for the selected soldier. Please enter or select the requested data.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: [redacted] UIC: WSNAAA Action: Add 1 of 3

Family Member Data

*Dependent Indicator: NOT AUTH DEPN
*Relationship: Select One
*Name: [text box]
Maiden Name: [text box]
SSN: [text box] *Status: Select One
Date of Birth: [text box] Loco Parentis (Y/N): [text box]
Country of Birth: Select One
City of Birth: [text box]
State of Birth: Select One
County of Birth: Select One

Family Member Address/Phone

*Country: Select One
APO FPO Note: If selecting APO or FPO, Country must be United States.
*Street Address: [text box]
*City: [text box]
State: Select One
Zip Code: [text box] - [text box] Phone Number: [text box]
Foreign Postal #: [text box]

Enter Additional Family Members

Save Reset Next Close

Figure 12–35: Family Member—Soldier Data, Add Mode

In the Family Member Data section, perform the following:

1. The system defaults the Dependent Indicator to NOT AUTH DEPN to indicate that the family member is not authorized for military entitlements. Please note that the system will only permit the addition of NOT AUTH DEPN (Not Authorized Dependents) emergency contacts. The AUTH DEPN (Authorized Dependents) contacts are provided to eMILPO by the DEERS interface. This is a required field.
2. Identify the relationship type from the Relationship picklist. The available values for this picklist are shown in Table 12–17, Relationship Codes and Abbreviations. This is a required field.

Codes	Abbreviations	Codes	Abbreviations
01	WIFE	02	HUSBAND
03	SON	04	DAUGHTER
05	MOTHER	06	FATHER
07	BROTHER	08	SISTER
09	MOTHER-IN-LAW	10	FATHER-IN-LAW
11	STEPMOTHER	12	STEPFATHER
13	STEPSON	14	STEPDAUGHTER
15	STEPBROTHER	16	STEPSISTER
17	HALFSISTER	18	HALFBROTHER
19	NEPHEW	20	NIECE
21	UNCLE	22	AUNT
23	GRANDMOTHER	24	GRANDFATHER
25	GRANDSON	26	GRANDDAUGHTER
27	GRT-GRNDMOTHER	28	GRT-GRNDFATHER
29	BROTHER-IN-LAW	30	SISTER-IN-LAW
31	DAU-IN-LAW	32	SON-IN-LAW
33	ADPTD-DAUGHTER	34	ADPTD-SON
35	COUSIN	36	FOSTER MOTHER
37	FOSTER FATHER	38	FOSTER DAUGHTR
39	FOSTER SON	40	GRT-GRDDAUGHTR
41	GRT-GRANDSON	42	GUARDIAN
88	OTHER		

Table 12–17: Relationship Codes and Abbreviations

3. Enter the Name for the family member in the provided text-entry field as required.
4. Provide the Maiden Name and SSN of the family member, if available.
5. Expand the required Status picklist and identify whether the family member's status is DECEASED, LIVING, or UNKNOWN.
6. Provide the Date of Birth, Country, City, State, and County of Birth if the data are available.
7. Enter "Y" or "N" in the optional Loco Parentis field to indicate whether there is a representative who acted in place of the Soldier's parents for a period of not less than 1 year at any time before the Soldier entered active duty.
8. In the Family Member Address/Phone section, complete the following:
9. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
10. If applicable, select either the APO or FPO checkbox.
11. Enter the Street Address and City.
12. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
13. You can check the corresponding checkbox to add additional family members for the Soldier.
14. Click Save to save the correction to the database. The system will update the Soldier's record and advance to the next selected action, if any exist. If the current page is the only or last action, the system returns you to the Listing page and updates the Status column to show all completed actions.
15. Click Reset to clear the text-entry field and start over.
16. Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then forward to the next action selected from the Listing page, if any exist. If the current page is the last action, the system returns you to the Listing page and updates the Status column to show all completed actions.
17. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.62.2.1 System Validations

The system will perform the following validations on the data entry:

- The system shall ensure that Authorized Dependents are not added. These family members are provided to eMILPO from the DEERS interface only.
- The system shall ensure that duplicate entries for Spouse do not exist and that a Spouse is not added if the Soldier's Marital Status is Single.
- The system shall ensure that the entry for Loco Parentis is either "Y" or "N."
- The system shall ensure that the SSN of the family member is not the same as the Soldier's SSN when adding family member information.

1.62.2.2 Transactions to TAPDB

The system sends transaction 4320: Marital Status, Spouse, and Dependent Data to TAPDB.

1.62.3 Family Member—Soldier Data—Update Mode

This page allows you to update family member data for a family member that was previously designated as an AUTH DEPN (Authorized Dependent) or NOT AUTH DEPN (Not Authorized Dependent) for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and the selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. To update a record, perform the following steps:

1. The system also displays the values that currently exist in the database for the family member and allows you to edit those values.
2. Click Save to save any changes. The system will validate and update your data entry. The system will send transactions to TAPDB. Alternatively, you can click Next or Close.

1.62.4 Family Member—Soldier Data—Remove Mode

This page allows you to remove a family member record for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action type as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. The system also displays the current values in the database as read-only. To remove a record, perform the following steps:

1. Click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database.
3. If you answer Yes, the system will remove the record and advance to the next selected action from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

1.62.4.1 System Validations

The system performs the following validations on the data entry:

- The system shall ensure that a Spouse (Husband or Wife) family member is not removed if they are designated as a military spouse. You will be instructed to navigate to the Military Spouse (MACP) module to remove the military spouse designation before removing the family member.
- The system shall ensure that only NOT AUTH DEPN (non-dependent) members may be removed as a family member in eMILPO. AUTH DEPN (authorized dependent) family members may not be removed from eMILPO because of the DEERS interface.
- The system will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or who is an SGLI beneficiary.
- The system will not permit the removal of any family member who is designated as "Do Not Notify" for Emergency Notification.
- The system shall ensure that the SSN of the family member is not the same as the Soldier's SSN when updating family member information.

1.62.4.2 Transactions to TAPDB

eMILPO sends the following transactions to TAPDB for the processing of Family Member data:

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated, the system updates the spouse's Marital Status and sends Transaction 4320: Status, Spouse, and Dependent Data.

- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier is enrolled in MACP, the system sends Transaction 4395 to remove the spouse's information from the database and change the spouse's Marital Status.
- If the Soldier's Marital Status is changed to Divorced, Widowed, Annulled, Interlocutory Decree, or Legally Separated and the Soldier and spouse have the assignment consideration of "C8," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for both Soldiers.
- If the Soldier's Marital Status is changed to Married and the Soldier has the assignment consideration of "C9," the system sends Transaction 4765: Assignment Considerations to remove the assignment consideration for the Soldier.
- Otherwise, the system sends Transaction 4320: Marital Status, Spouse, and Dependent Data to TAPDB.

1.63 Suspension of Favorable Personnel Actions (SFPA)

The SFPA module maintains a record of personnel flagged for suspension of favorable personnel action. You have the option to initiate a new flag, update, and/or finalize or remove an existing flag as directed by the commander or HQDA. Figure 12–36, SFPA Processes, illustrates the processes in SFPA.

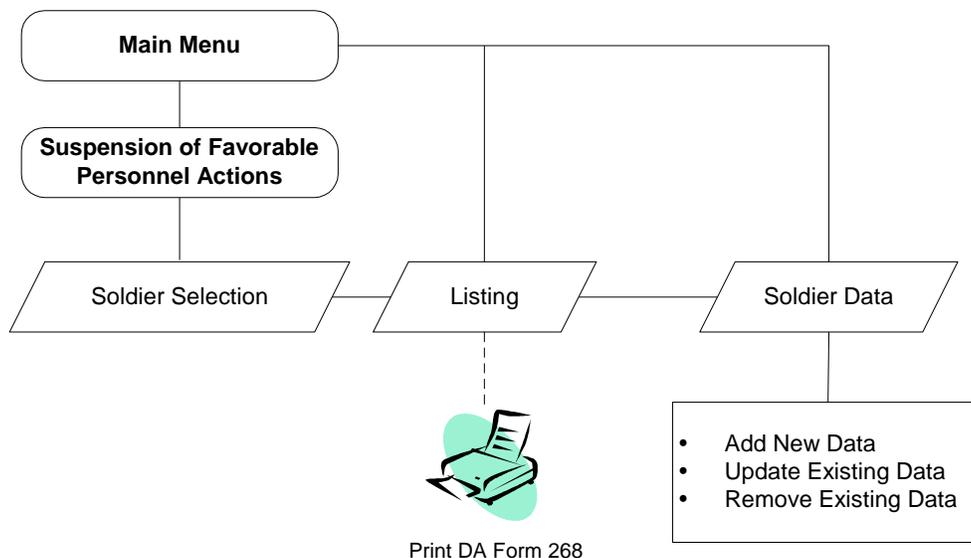
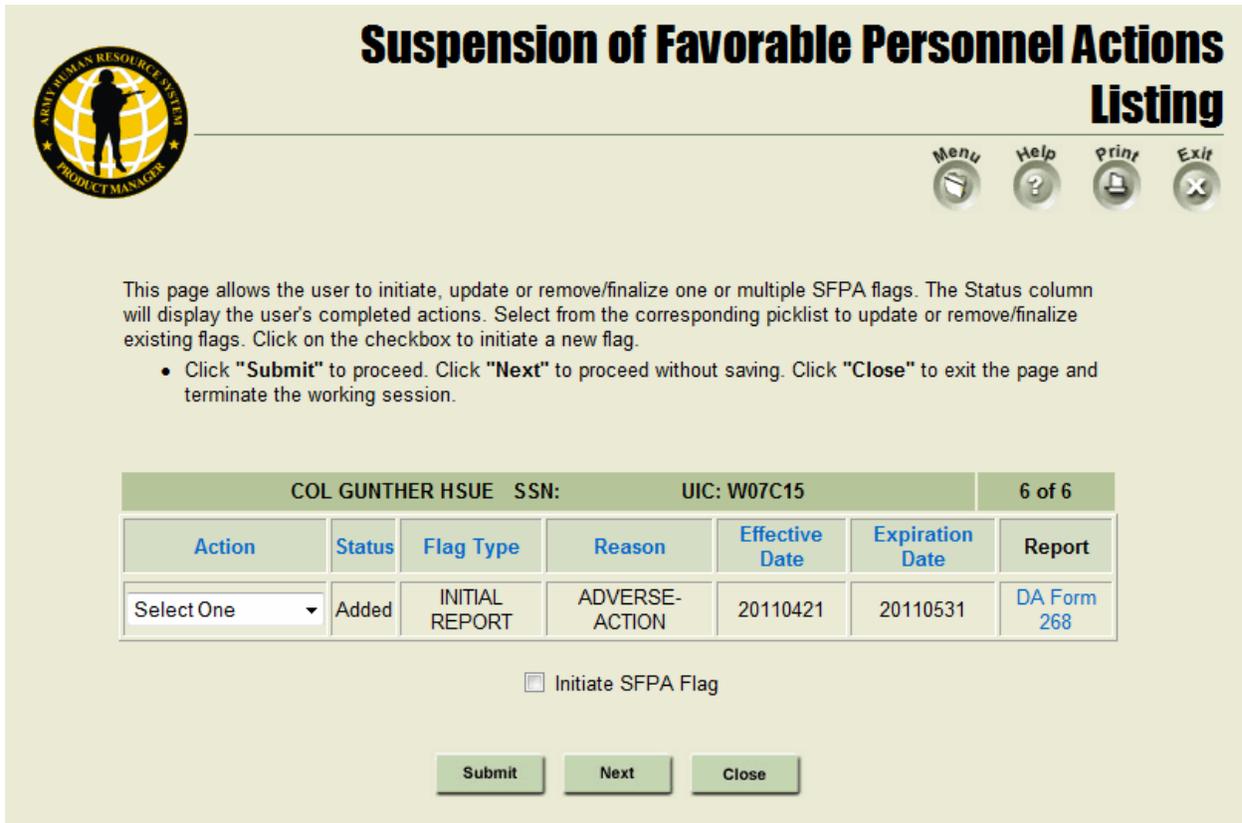


Figure 12–36: SFPA Processes

To initiate the process of initiating a new flag, or updating, finalizing, or removing an existing flag for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Suspension of Favorable Personnel Actions Listing page.

1.63.1 Suspension of Favorable Personnel Actions Listing

The Suspension of Favorable Personnel Actions Listing page lists all the SFPA flags that currently exist in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. Figure 12–37, Suspension of Favorable Personnel Actions Listing, provides a sample listing page.



Suspension of Favorable Personnel Actions Listing

This page allows the user to initiate, update or remove/finalize one or multiple SFPA flags. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove/finalize existing flags. Click on the checkbox to initiate a new flag.

- Click "**Submit**" to proceed. Click "**Next**" to proceed without saving. Click "**Close**" to exit the page and terminate the working session.

COL GUNTHER HSUE SSN:		UIC: W07C15		6 of 6		
Action	Status	Flag Type	Reason	Effective Date	Expiration Date	Report
Select One	Added	INITIAL REPORT	ADVERSE-ACTION	20110421	20110531	DA Form 268

Initiate SFPA Flag

Submit Next Close

Figure 12–37: Suspension of Favorable Personnel Actions Listing

The listing page contains the following fields:

- The Action column displays the available actions: Update and Remove/Finalize.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Flag Type, Reason, Effective Date, and Expiration Date provide the details of each flag.
- After every successful action, the Report column will provide a hyperlink for you to click to view and/or print

1.63.1.1 Update or Remove/Finalize Current SFPA Flags

You can update or remove/finalize one or more current SFPA flags on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Initiate SFPA Flags to complete the process.

1.63.1.2 Initiate SFPA Flags

Complete the following steps to initiate a new SFPA flag:

- Click the Initiate SFPA Flag checkbox.
- Click Submit to proceed. The system will display the SFPA—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all

selected actions are completed and update the Status column, listing all completed actions and adding any new data for the selected Soldier.

3. Alternatively, you can perform the following:

- Click Next to proceed to the next Soldier on the list, if any exist. The system will detect data selection on the page and prompt you to save or discard the data. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated and will return you to the Main Menu.

1.63.2 Suspension of Favorable Personnel Actions—Soldier Data—Add Mode

The Suspension of Favorable Personnel Actions—Soldier Data page allows you to initiate a new SFPFA flag for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. Figure 12–38, Suspension of Favorable Personnel Actions—Soldier Data—Add Mode, provides a sample of the Soldier Data page for this function.

Suspension of Favorable Personnel Actions - Soldier Data

This page allows the user to initiate SFPFA flags for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

COL GUNTHER HSUE	SSN:	UIC: W07C15	Action: Add	6 of 6
*Flag Reason:	Select One			
*Effective Date:	<input type="text"/>			
Expiration Date:	<input type="text"/>			
Remarks:	<input type="text"/>			

Initiate Additional SFPFA Flags

Save Reset Next Close

Figure 12–38: Suspension of Favorable Personnel Actions—Soldier Data—Add Mode

Complete the following steps to initiate a SFPFA flag for the selected Soldier:

1. Expand the Flag Reason picklist and select the appropriate choice to indicate the basis for the suspension. Table 12–18, SFPA Reason Codes and Abbreviations, lists the available values for this picklist. This is a required field.

Codes	Abbreviations
A	ADVERSE-ACTION
B	ELIMINATION-FIELD INITIATED
C	REMOVAL FROM SELECTION LIST—FIELD INITIATED
D	REFERRED—OFFICER EVALUATION REPORT
E	SECURITY—VIOLATION
F	REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED
J	ARMY PHYSICAL FITNESS TEST FAILURE
K	ENTRY INTO WEIGHT-CONTROL-PROGRAM
G	HQDA DIRECT REASSIGNMENT (ADVERSE ACTION)
H	PUNISHMENT PHASE (ADVERSE ACTION)
X	OTHER
P	CDR DECISION TO BLOCK AUTOMATIC PROMOTION TO PV2, PFC & SPC

Table 12–18: SFPA Reason Codes and Abbreviations

2. Provide the Effective Date (a required field) and Expiration Date for the flag.
3. Provide any pertinent remarks for the flag in the Remarks text area.
4. To initiate an additional flag, check the Initiate Additional SFPA Flag checkbox.
5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
6. Click Reset to clear the fields and reset the selections to their original values.
7. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.63.2.1 System Validations

The system performs the following validations on the data entry:

- The system shall ensure that the Expiration Date does not precede the Soldier's Basic Active Service Date or the Effective Date.
- The system shall ensure that the Effective Date cannot be after the current date.
- The system shall not allow an SFPA reason code of "F" (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED). This flag is processed and/or submitted by the Top of the System (TOS) only.
- The system shall allow an SFPA reason code of "P" (CDR DECISION TO BLOCK AUTOMATIC PROMOTION TO PV2, PFC & SPC) to be processed for Soldiers with a current rank of PV1, PV2, or PFC only.
- The system shall allow an SFPA reason code of "D" (REFERRED OFFICER EVALUATION REPORT) to be processed for Enlisted Soldiers only.

1.63.2.2 System Updates

For the first SFPA flag initiated for a Soldier, the system shall add an assignment consideration of "P1 (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED])" for the Soldier.

When an SFPA flag of "AA" or "BA" is initiated, the system shall open a Non-Available record and send an outgoing 4456 transaction.

1.63.2.3 Transactions to TAPDB

The system sends the following transactions depending on the nature of the SFPA flags:

- Transaction 4215: Suspension of Favorable Personnel Actions Data for all reason codes except "F" (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED)
- Transaction 4365: Immediate Reenlistment Prohibition Data
- Transaction 4375: Assignment Eligibility and Availability Data
- Transaction 4456: Deployment Non-Availability
- Transaction 4765: Assignment Considerations

1.63.3 Suspension of Favorable Personnel Actions—Soldier Data—Update Mode

This page allows you to update a current SFPA flag for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

1. The system displays the Flag Reason and Effective Date for the selected SFPA as read-only. You may not edit these fields.
2. The system defaults the Expiration Date and Remarks to the current values in the database for the Soldier. You may accept or modify these fields as necessary.
3. You may select to initiate an SFPA flag by checking the corresponding checkbox as necessary.
4. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.

5. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to either save or discard the data.
6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.
7. The system sends transactions to TAPDB as outlined in Add mode.

1.63.3.1 System Updates

The system shall not send a 4215 transaction to TAPDB when updating an SFPA flag. Process type “3” (change) does not apply. If the date, reason, or type of report is erroneously reported, the erroneous information must be deleted and the correct data submitted.

1.63.4 Suspension of Favorable Personnel Actions—Soldier Data—Remove/Finalize Mode

This page allows you to remove/finalize a current SFPA flag for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list. Figure 12–39, Suspension of Favorable Personnel Actions—Soldier Data Remove Mode, provides a sample of the Soldier Data page for the remove/finalize action.

Suspension of Favorable Personnel Actions - Soldier Data

This page allows the user to remove/finalize SFPA flags for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to remove/finalize the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and return to the Listing page.

COL GUNTHER HSUE	SSN:	UIC: W07C15	Action: Remove/Finalize	1 of 1
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*Flag Type:

Flag Reason: ADVERSE-ACTION

*Effective Date:

Remarks:

Save Next Close

Figure 12–39: Suspension of Favorable Personnel Actions—Soldier Data Remove Mode

To remove/finalize an SFPA flag for a Soldier, perform the following steps:

1. Select a Flag Type from the corresponding picklist indicating the type of finalization for the flag. Table 12–19, SFPA Flag Type Codes and Abbreviations, provides a list of available values for this picklist. This is a required field.

Codes	Abbreviations
C	FINAL—FAVORABLE REPORT
D	FINAL—UNFAVORABLE REPORT
E	FINAL—OTHER REPORT
Z	DELETE—ERRONEOUS FLAG

Table 12–19: SFPA Flag Type Codes and Abbreviations

2. The system displays the Flag Reason as read-only.
3. Enter an Effective Date for the flag. This is a required field.
4. Enter any pertinent Remarks in the provided text area.
5. Click Save to remove the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
6. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system will send transactions to TAPDB as outlined in Add mode.

1.63.4.1 System Validations

The system shall delete all finalized/removed SFPA flags from the database except those for report type “E” (FINAL—OTHER REPORT) and reason code “K” (ENTRY INTO WEIGHT-CONTROL-PROGRAM). These flags shall be updated with the finalized information and stored in the database for 3 years from the date the flag was finalized.

1.63.4.2 System Updates

Upon removal of the last SFPA flag for a Soldier, the system shall delete the assignment consideration of “P1” (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED]) associated with the Soldier. For each SFPA flag finalized/removed, the system will not send a 4215 (SFPA) transaction to TAPDB for reason code “F” (REMOVAL FROM SELECTION LIST—HEADQUARTERS DA INITIATED).

When an SFPA flag of “AA” or “BA” is finalized, the system shall end the Non-Available record and send an outgoing 4456 transaction.

1.63.4.3 Transaction to TAPDB

Upon removal of the last SFPA flag finalized/removed for a Soldier, the system shall send a 4765 (Assignment Consideration) transaction to TAPDB. The assignment consideration code for the transaction will be “P1” (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS [FLAGGED]).

1.64 Individual Awards

The Individual Awards module lists the military decorations that the Soldier has received in his or her Army career. These may include awards and decorations associated with battles and expeditionary campaigns in which the Soldier participated. You have the option to add new awards, or update and/or remove existing awards. Figure 12–40, Individual Awards Processes, illustrates the processes in Individual Awards.

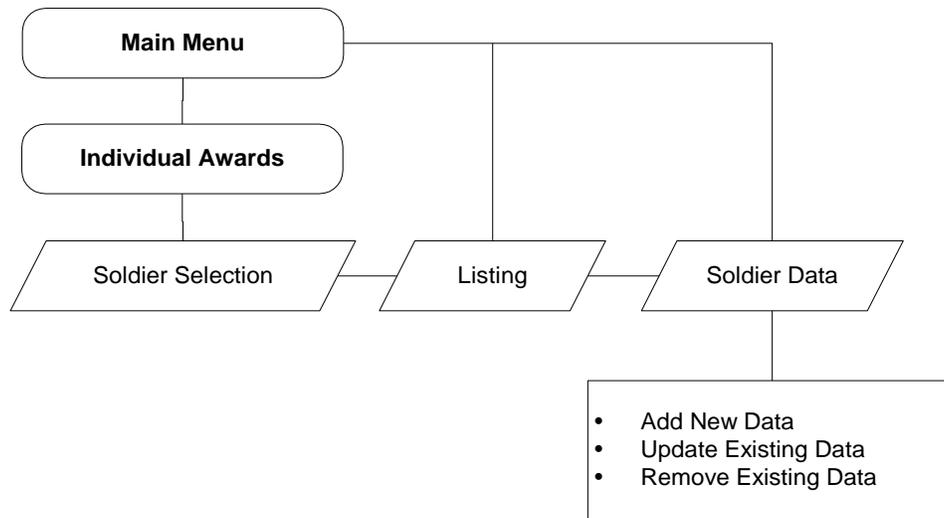


Figure 12–40: Individual Awards Processes

To initiate the process of adding, updating, or removing individual awards for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Individual Awards—Listing page.

1.64.1 Individual Awards—Listing

The Individual Awards—Listing page (shown in Figure 12–41, Individual Awards—Listing) lists all military awards recorded in the database for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only data along with the Soldier’s position in the Soldier list and the total number of Soldiers on the list.



Individual Awards - Listing

Menu Help Print Exit

This page displays the individual awards recorded for the selected soldier. The user can update or remove an existing award by selecting the Action in the corresponding picklist. Check the corresponding checkbox to add an award or to update medal eligibility dates.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the working session.

SGT CHRISTOPHER BOBO SSN:		UIC: WBXDAA	1 of 2
Action	Status	Award Type	Effective Date
Select One ▾		US ARMY COMMENDATION MEDAL	20050721
Select One ▾		US ARMY ACHIEVEMENT MEDAL	20050425
Select One ▾		USA GOOD CONDUCT MDL	20070413
Select One ▾		NATIONAL DEF SVC MEDAL	20040413
Select One ▾		IRAQ CAMPAIGN MEDAL	20051222
Select One ▾		GLOBAL WAR ON TERR EXP MDL	20040413
Select One ▾		GLOB WAR ON TERR SVC MDL	20040413
Select One ▾		USA SVC RBN	20040413
Select One ▾		USA OS SVC RBN	20051222
Select One ▾		COMBAT ACTION BADGE	20051103

Add Individual Award Update Medal Eligibility Dates

Submit Next Close

Figure 12–41: Individual Awards—Listing

The following fields are available on the page:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Award Type and Effective Date columns provide the details of the awards.

1.64.1.1 Update or Remove Existing Award Data

To update or remove one or more existing awards, expand the corresponding Action picklist and select the action type of choice.

1.64.1.2 Add New Award Data

To add new award data, perform the following steps:

1. Check the corresponding checkboxes to add an Individual Award or to Update Medal Eligibility Dates.
2. Click Submit. The system displays the Individual Awards—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system advances to the next Soldier on the Soldier list, if any exist.
4. Click Close to terminate the working session and return to the Main Menu.

1.64.2 Individual Awards—Soldier Data—Individual Awards—Add Mode

This page allows you to add an individual award for the selected Soldier. The Soldier Data screen for this function is shown in Figure 12–42, Individual Awards—Soldier Data—Individual Award. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.



Individual Awards - Soldier Data

This page allows the user to add an individual award for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SGT CHRISTOPHER BOBO	SSN:	UIC: WBXDAA	Action: Add	1 of 1
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*Award Category:

*Award Type:

Basic Marksman Qualification Badge:

*Award Effective Date:

Order Number:

Add Individual Award

Save Reset Next Close

Figure 12–42: Individual Awards—Soldier Data—Individual Award

To add an individual award for a Soldier, perform the following steps:

1. Expand the required Award category picklist and select an appropriate choice. Table 12–20, Award Category Codes and Abbreviations, provides a list of the available values for this picklist. **Note:** Some award categories, such as Identification Badge, have limits on the number of such awards that may be entered. If you enter a new award that exceeds the limit, eMILPO displays an error message.

Codes	Abbreviations
CASAWD	CAMPAIGN AND SERVICE AWARD
CBTSPB	COMBAT AND SPECIAL SKILL BADGE
FORNAW	FOREIGN AWARD
IDETBD	IDENTIFICATION BADGE
MILDEC	MILITARY DECORATION
NMLDCN	NONMILITARY DECORATION
UNTAWD	UNIT AWARD

Table 12–20: Award Category Codes and Abbreviations

2. Expand the required Award Type picklist and select an appropriate choice.
3. Select the appropriate value from the Basic Marksmanship Qualification Badge picklist. This field is required when the Combat and Special Skill Award category and the Basic Marks Qual Badge type are selected for Award Types: CBTSPBQA through CBTSPBQR, CBTSPBQS through SBTSPBQZ, CBTSPBUZ, CBTSPBRA, CBTSPBRB. **Note:** If the Soldier already has a Basic Marksmanship Qualification for the same weapon type, eMILPO displays a message informing you that adding the new badge will remove the existing badge. Click Yes to continue and overwrite the existing badge.
4. Enter an Award Effective Date in the provided text-entry field. This is a required field.
5. Provide a corresponding Order Number, if the information is available.
6. Check the Add Individual Award checkbox to add another award as needed.
7. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
8. Click Reset to clear the fields and reset the selections to their original values.
9. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

1.64.2.1 Transaction to TAPDB

The system sends the following transactions to TAPDB, depending on the kind of award entered:

- Transaction 4431: Military Decoration Data
 - Transaction 4432: Campaign and Service Award Data
 - Transaction 4434: Identification Badge Data
 - Transaction 4435: Foreign Military Award Data
 - Transaction 4437: Nonmilitary Decoration Data
 - Transaction 4433: Combat and Special Skills
- Transaction 4436: Unit Award

1.64.3 Individual Awards—Soldier Data—Update Mode

This page allows you to update a current good conduct medal or other individual awards for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification. To update individual awards data for a Soldier, perform the following steps:

1. The system displays the current award data and allows you to edit the data as necessary.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.7.2.1, Transaction to TAPDB.

1.64.4 Individual Awards—Soldier Data—Remove Mode

This page allows you to remove an existing individual award for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification. To remove individual awards data for a Soldier, perform the following steps:

1. The system displays the current award data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.7.2.1, Transaction to TAPDB.

1.64.5 Individual Awards—Soldier Data—Update Medal Eligibility Dates

This page allows you to update the good conduct medal eligibility date and the Armed Forces Reserve medal date for the selected Soldier. Figure 12–43, Individual Awards—Soldier Data—Update Medal Eligibility Dates, provides a sample Soldier Data page for this screen. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. The system displays the heading of Update Medal Eligibility Dates for verification purposes.

Individual Awards - Soldier Data

This page allows the user to update medal award eligibility dates for the selected soldier. Please enter or select the requested data.

- Click **"Submit"** to save the current record. Click **"Next"** to skip this soldier.
- Click **"Close"** to exit the page and return to the Listing page.

SGT CHRISTOPHER BOBO	SSN: [redacted]	UIC: WBXDAA	Action: Update	1 of 1
Update Medal Eligibility Dates				
Basic Active Service Date:		20040413		
Last Good Conduct Medal Award Date:		20070413		
Good Conduct Medal Eligibility Date:		<input type="text" value="20100413"/>		
Armed Forces Reserve Medal Eligibility Yr/Mo:		<input type="text"/>		

Figure 12–43: Individual Awards—Soldier Data—Update Medal Eligibility Dates

To update medal eligibility dates for a Soldier, perform the following steps:

- The system displays the Soldier's Basic Enlisted Service Date and the Soldier's Last Good Conduct Medal Award Date as read-only, if the information is available.
- You may update the Good Conduct Medal Award Date in the provided text-entry field as necessary.
- You may also provide the Armed Forces Reserve Medal Eligibility Yr/Mo date in yyyyymm format in the provided text-entry field.
- Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
- Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.64.5.1 System Validations

The system performs the following validations on the data entry:

- The Award Date cannot be before the Date Initial Entry Into Military Service (DIEMS).
- The system will automatically calculate a Soldier's eligibility date to receive an individual award as 3 years from the Last Good Conduct Medal Award Date.
- The Good Conduct Medal Eligibility Date is applicable for Enlisted Soldiers only.
- The Good Conduct Medal Eligibility Date can be no more than 3 years from the current system date.
- The Armed Forces Reserve Medal Eligibility Yr/Mo can be no more than 10 years from the current system date.

1.65 Servicemembers' Group Life Insurance

The Servicemembers' Group Life Insurance (SGLI) module allows you to process SGLI coverage and election for one or more Soldiers. The SGLI is in effect throughout the period of full-time active duty or active duty for training. Coverage continues for 120 days following the Soldier's separation or release from the Army. Figure 12–44, SGLI Processes, illustrates the processes in the SGLI module.

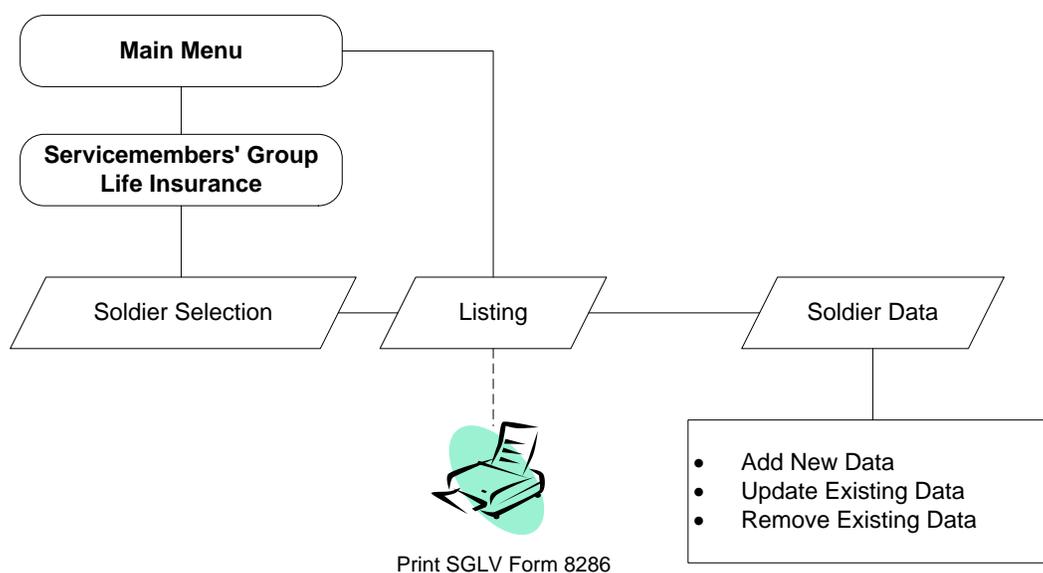


Figure 12–44: SGLI Processes

To initiate processing SGLI coverage and election for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Servicemembers' Group Life Insurance Listing page.

Note: The Servicemembers' Group Life Insurance Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Servicemembers' Group Life Insurance Listing page will list Soldiers who will not be listed elsewhere in eMILPO. The Soldier selection process will search for Soldiers who match your search criteria, including those Soldiers who have not been mobilized, RC Attached, or otherwise imported into eMILPO. This provides you with the ability to process an action for a National Guard or Reserve Soldier.

1.65.1 Servicemembers' Group Life Insurance Listing

The Servicemembers' Group Life Insurance Listing page (shown in Figure 12–45, Servicemembers' Group Life Insurance Listing) displays the selected Soldier's current SGLI Coverage and Election data and the beneficiary data currently recorded in the database for the Soldier. You will be able to add, update, and remove SGLI coverage and

beneficiary data for the Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only data along with the Soldier’s position in the Soldier list and the total number of Soldiers on the list.

Servicemembers' Group Life Insurance Listing

This page allows the user to add new or update/remove current SGLI insurance data and beneficiary(ies).

A designation or change of beneficiary will not be effective unless the FORM SGLV 8286 is signed by the servicemember and placed in the servicemember's personnel file. A printed copy of the original FORM SGLV 8286 should also be given to the servicemember.

An increase or reinstatement of SGLI coverage will not be effective unless the FORM SGLV 8286 is signed by the servicemember and placed in the servicemember's personnel file. A printed copy of the original FORM 8286 should also be given to the servicemember.

The Status column will display the user's completed actions. Select the action to perform from the picklist. Click the checkbox to add. (*) denotes a required field.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.
- Click "View/Sign Form SGLV 8286" to view or digitally sign the Form SGLV 8286. Please note that all data must be valid before the form can be displayed or signed.
- Click "Generate/Print Spouse Notification Letter" to generate and print the Spouse Notification Letter. Please note that this letter is only required if the soldier has a spouse and is declining SGLI coverage, reducing the maximum SGLI coverage to a lesser amount, has selected a beneficiary other than current lawful spouse or child, or has elected to increase or reinstate SGLI coverage below the maximum of \$400,000.00.

1SG MATTHEW GALVIN SSN: UIC: WAA6A0 1 of 1

SGLI Insurance Data

*SGLI Coverage: \$400,000

SGLI Election/Recertification Date: 20091112 SGLI Counseling Date (if required): 20091112

Beneficiary Data

Action	Status	Beneficiary Type	Beneficiary Share	Relationship	Name
Select One		CONTINGENT	50%	DAUGHTER	MEGHAN B GALVIN
Select One		CONTINGENT	50%	DAUGHTER	CAITLIN N GALVIN
Select One		PRINCIPAL	100%	WIFE	DEBORAH J GALVIN

Add Beneficiaries

[View/Sign Form SGLV 8286](#) [Generate/Print Spouse Notification Letter](#)
[Form SGLV 8286 Instructions](#)

Submit Next Close

Figure 12–45: Servicemembers’ Group Life Insurance Listing

Under the heading of SGLI Insurance Data, the system populates the SGLI Coverage (required), SGLI Election/Recertification Date, and SGLI Counseling Date (if required) in the available text-entry fields, if the information is available. You can edit these values if necessary. If the selected Soldier does not have any insurance data, the system will display the text-entry fields as blank, and you can enter the data.

Under the heading of Beneficiary Data, the system displays all recorded beneficiary data for the Soldier. The following fields are available on this page:

- The Action column displays the available actions.
- The Status column will be populated after you have completed all actions.
- The Beneficiary Type, Beneficiary Share, Relationship, and Name columns provide the details of each beneficiary.

1.65.1.1 Enter or Update SGLI Insurance Data

If SGLI Insurance data currently exist in the database for the selected Soldier, the system populates the SGLI Coverage, SGLI Election/Recertification Date, and SGLI Counseling Date in the available text-entry fields. You can edit these values if necessary. When you change the SGLI Coverage, the SGLI Election/Recertification Date will automatically default to the current local system date. However, the value can be edited. If the selected Soldier does not have any insurance data, the system will display the text-entry fields as blank, and you can enter the data.

If the selected Soldier has chosen to decline coverage, you can select NO COVG from the SGLI Coverage picklist. If the Soldier has chosen to decline coverage, you must generate and print the spouse notification letter. See Section 12.8.1.5, *Generate/Print Spouse Notification Letter*, for procedures on how to print the letter. To generate the spouse notification letter, click the *Generate/Print Spouse Notification Letter* hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter.

1.65.1.2 Update or Remove Existing Beneficiary Data

You can update or remove one or more beneficiary listings by selecting the corresponding action type from the Action picklist.

1.65.1.3 Add New Beneficiary Data

To add new beneficiary data, perform the following steps:

1. From the Listing page, check the Add Beneficiaries checkbox.
2. Click Submit to proceed. The system will display the Servicemembers' Group Life Insurance—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new address data for the Soldier.
3. Click Next to proceed to the next Soldier on the list without saving. The system will detect data selection/entry on the page and prompt you to save or discard the data. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session. The system will detect data selection/entry on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated and will return you to the Main Menu.

1.65.1.4 View/Print SGLV Form 8286

You can select to view and or print SGLV Form 8286 by clicking on the corresponding hyperlink. Please note that all required fields must be populated before generating the form. If the Soldier has more than four Primary/Secondary (Contingent) beneficiaries, the SGLV Form 8286S will be displayed at the end of the SGLV Form 8286.

1.65.1.5 Generate/Print Spouse Notification Letter

If the Soldier has chosen to decline coverage or has named a beneficiary other than his or her spouse or children, you must generate and print the spouse notification letter. To generate the spouse notification letter, click the *Generate/Print Spouse Notification Letter* hyperlink. The system opens the letter in a separate window; click the print icon in the new window to print the letter. **Note:** If there is no current address for the spouse in eMILPO, the system generates a message notifying you that you must enter an address for the spouse using the Family Member function.

1.65.2 Servicemembers' Group Life Insurance—Soldier Data—Add Mode

The Servicemembers' Group Life Insurance—Soldier data page (shown in Figure 12–46, *Servicemembers' Group Life Insurance—Soldier Data—Add Mode*) allows you to add a new SGLI beneficiary for the selected Soldier. You can complete the following steps to add new SGLI beneficiary data:

1. The system will store all family members currently recorded in the database in the Choose Family Member picklist in the format of relationship type followed by name. You can expand the picklist and select a family member. The system will populate the remaining fields with the family member's data, if available. The Relationship and Name fields will be populated as read-only.
2. Per AR 600-8-1 Paragraph 11-29, you may also designate a beneficiary of children by expanding the Choose Designation by Relationship and selecting an appropriate choice of MY CHILD(REN), MY CHILDREN, OR MY CHILDREN FROM MY MARRIAGE TO...
 - If you select any of the choices, the system will default the Name field to "SEE BENEFICIARY TEXT." The system will also disable the Name, Relationship, Beneficiary SSN, Street Address, City, State, ZIP Code, Phone Number, Country, Gateway APO/FPO, Gateway Area, and Foreign Postal # fields.
 - If you select "MY CHILDREN FROM MY MARRIAGE TO..." choice, you are required to complete the phrase by adding the name of the spouse in the Beneficiary Text field.
 - Provide or edit the name of the family member. This is a required field.
 - You can accept the displayed data or expand the required Beneficiary Type picklist and select Contingent or Principal.
 - Enter or edit the Beneficiary SSN in the provided text-entry field.

**Servicemembers' Group Life Insurance
Soldier Data**

Menu Help Print Exit

This page allows the user to add SGLI data for the selected soldier. Please enter or select the requested data.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

1SG MATTHEW GALVIN SSN: UIC: WAA6A0 ACTION: Add 1 of 1

Choose Family Member: Select One

Choose Designation by Relationship: Select One

*Relationship: Select One

*Name: _____

*Beneficiary Type: Select One Beneficiary SSN: _____

*Beneficiary Share: Select One _____ *Payment Option: Select One

Country: Select One

APO FPO Note: If selecting APO or FPO, Country must be United States.

Street Address: _____

City: _____

State: Select One

Zip Code: _____ - _____ Phone Number: _____

Foreign Postal #: _____

Beneficiary Text: _____
Designate a beneficiary by relationship or text.

Add Additional Beneficiaries

Save Reset Next Close

Figure 12–46: Servicemembers’ Group Life Insurance—Soldier Data—Add Mode

- Expand the required Beneficiary Share picklist to select from \$ for Dollar Amount, % for Percent, or #/# for Fraction. Enter the corresponding share value for the beneficiary in the provided text-entry field.
- Expand the Payment Option picklist and select Lump Sum or 36 Months.

5. Select a value from the Country picklist. Select United States for APO and FPO addresses. This is a required field. **Note:** Required fields for data entry will vary depending on whether the address is a U.S., APO/FPO, or foreign address. Required fields are denoted with an asterisk.
6. If applicable, select either the APO or FPO checkbox.
7. Enter the Street Address and City.
8. Enter the State (for U.S. addresses only), ZIP Code, Foreign Postal #, and Phone Number if the data are available.
9. In the Beneficiary Text you can provide a beneficiary designee in free-form text. The text can include the beneficiary's name, address, shared percentage, and any other relevant remarks.
10. You can add another beneficiary by clicking the Add Beneficiary checkbox.
11. Click Save to save the current record. The system will validate data entry on the page and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.
12. Alternatively, you can perform the following:
 - Click Next to skip this action and proceed to the next action on the list, if any more exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.
 - Click Close to exit the page and terminate the working session. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.65.2.1 System Validations

The system performs the following validations on data entry:

- The system shall ensure that no beneficiaries are entered if a Soldier elects not to enroll in SGLI coverage.
- The system shall ensure that duplicate entries of the same family member as beneficiary are not permitted.
- If a Soldier, who is likely to be survived by dependents, parents, or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI Counseling Date will be a required entry in this event.
- The system shall ensure that the counseling date does not precede the SGLI Election/Recertification Date.
- Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, he or she must first be added.

- The system shall ensure that the sum of the shares to each beneficiary (primary and contingent) equals the SGLI coverage amount to ensure that 100% of the amount is accounted for.
- The system shall ensure that the Beneficiary Share does not exceed \$400,000 for dollar amount, 100 for percentage, or 1 for fraction.
- The system shall validate that the Print link was selected prior to selecting Next or Close. If the Print link was not selected, the system displays an error message prompting you to either save or discard your changes.
- The system shall ensure that the Beneficiary SSN does not match the Soldier's SSN.

1.65.3 Servicemembers' Group Life Insurance—Soldier Data—Update Mode

The Update mode of Servicemembers' Group Life Insurance—Soldier Data allows you to update the existing beneficiary data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier's position on the Soldier list in addition to the total number of Soldiers on the list. To update beneficiary data for a Soldier, perform the following steps:

1. The system populates the fields with the current data that exist in the database for the beneficiary. You may modify the editable data as necessary.
2. Click Save to save the current record. The system will check for any discrepancies on the page and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Alternatively, you can perform the following:
 - Click Next to skip this action and proceed to the next action on the list, if any more exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.
 - Click Close to exit the page and terminate the working session. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

1.65.4 Servicemembers' Group Life Insurance—Soldier Data—Remove Mode

In the Remove mode of a beneficiary record, the system displays the current values in the database for the selected Soldier as read-only. To remove a beneficiary for a Soldier, perform the following steps:

1. You can click Save to remove the record from the database.
2. The system will prompt you to confirm that the record is being removed from the database. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current action is the last or only action selected, the system returns you to the Listing page and updates the Status column to show the completed action. If you answer No, the system returns you to the current page for further processing.
3. You have the option to click Next or Close.

1.66 Education

The category of Education in Personnel Services offers the following functions:

- Civilian Degree
- Civilian Education
- Military Education
- ACCP/DL/eLearning

Figure 12–47, Education Processes, illustrates the processes in the functional category of Education.

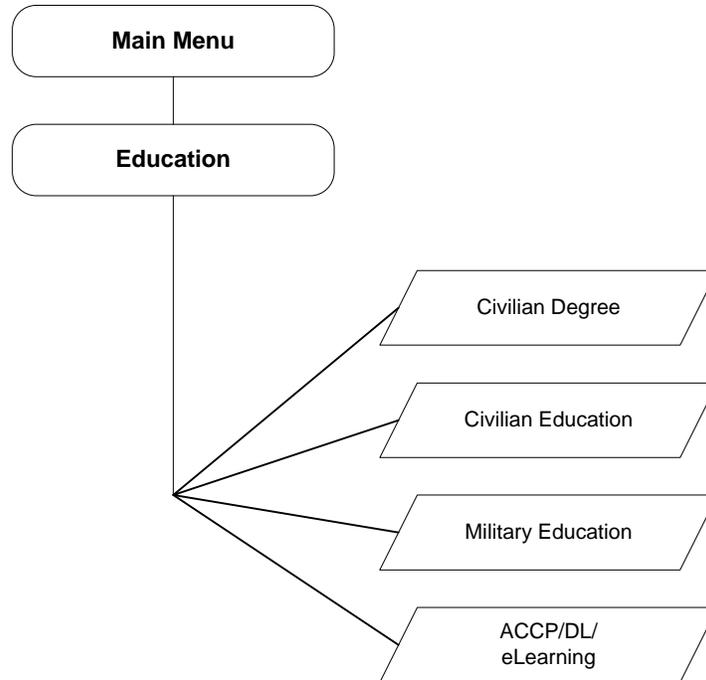


Figure 12–47: Education Processes

1.66.1 Civilian Degree

The Civilian Degree module logs the civilian degrees and corresponding data, including education major and awarded years, in the database for the selected Soldier. You have the option to add new civilian degrees, or update and/or remove existing degrees. Figure 12–48:, Civilian Degree Processes, illustrates the processes in Civilian Degree.

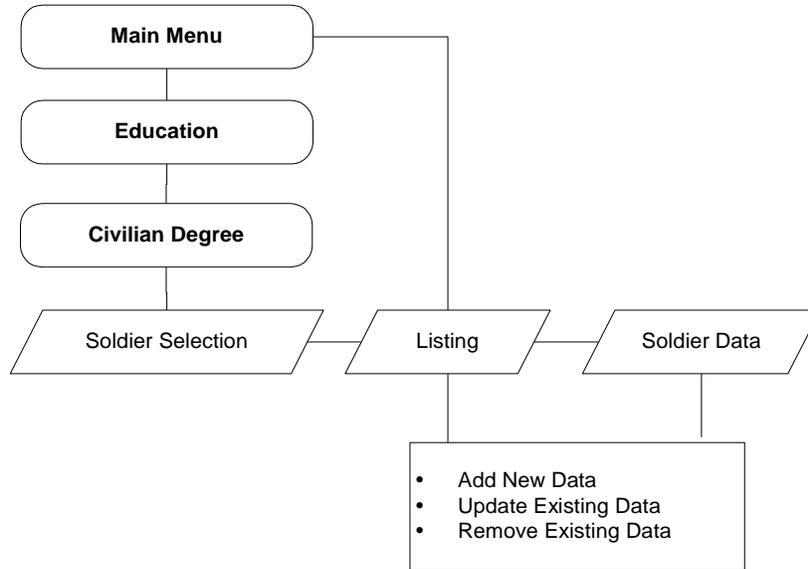


Figure 12–48: Civilian Degree Processes

To initiate the process of adding, updating removing civilian degree for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Civilian Degree—Listing page.

1.66.1.1 Civilian Degree Listing

The Civilian Degree—Listing page displays the civilian degrees recorded in the database for the selected Soldier. A sample of the listing page is shown in Figure 12–49, Civilian Degree—Listing. The system displays the Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

The following fields are available on this page:

The Action column indicates the valid actions.

- The Status column will show your completed actions.

The Education Major, Degree, and Year Awarded columns provide the details of the degrees.

Civilian Degree - Listing

This page displays civilian degree(s) recorded for the selected soldier. Update or remove an existing degree by selecting the Action in the corresponding picklist. Click on the corresponding checkbox to add.

- Click "Submit" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN		SSN:	UIC: WDLLBD	1 of 1
Action	Status	Education Major	Degree	Year Awarded
Select One ▾		GENERAL STUDIES	BACHELOR OF ARTS	1994
Select One ▾		EDUCATION-TEACHING ADM	BACHELOR OF SCIENCE	2004

Add Civilian Degree

Submit Next Close

Figure 12–49: Civilian Degree—Listing

1.66.1.1.1 Update or Remove Existing Civilian Degree Data

To update or remove one or more existing civilian degree data, expand the corresponding Action picklist and select the action type of choice.

1.66.1.1.2 Add New Civilian Degree Data

To add new civilian degree data, perform the following steps:

1. Check the corresponding checkbox to add new Civilian Degree data.
2. Click Submit. The system will display the Civilian Degree—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

1.66.1.2 Civilian Degree—Soldier Data—Add Mode

This page (shown in Figure 12–50, Civilian Degree—Soldier Data) allows you to add civilian degree data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Civilian Degree - Soldier Data

This page allows the user to add a civilian degree for the soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the session.

SPC MATTHEW GALVIN	SSN:	UIC: WDLLBD	ACTION: Add	1 of 1
*Education Major:	Select One			
*Degree:	Select One			
*Institute Attended:	Select One			
Year Awarded:	<input type="text"/>			
Funding Source:	Select One			

Enter Additional Civilian Degree

Save Reset Next Close

Figure 12–50: Civilian Degree—Soldier Data

To add civilian degree data for a Soldier, perform the following steps:

1. Expand the Education Major picklist and select an appropriate choice, indicating the primary field of study, as required.
2. Expand the Degree picklist and provide the degree. This is a required field.
3. Expand the Institute Attended and select the institution that granted the degree as required.
4. Enter the Year Awarded in the provided text-entry field, if the information is available.
5. Expand the Funding Source picklist and select the source or organization that funded the degree. This is a required field
6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
7. Click Reset to clear the fields and reset the selections to their original values.
8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.66.1.2.1 Transaction to TAPDB

The system sends Transaction 4300: Civilian Education Course/Degree Data.

1.66.1.3 Civilian Degree—Soldier Data—Update Mode

This page allows you to revise existing civilian degree data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. To update civilian degree data for a Soldier, perform the following steps:

1. The system displays the current values for the selected civilian degree data and allows you to revise the data as necessary. Please note that Education Major and Degree are not editable fields.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.1.2.1, Transaction to TAPDB.

1.66.2 Civilian Degree—Soldier Data—Remove Mode

This page allows you to remove existing civilian degree data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove civilian degree data for a Soldier, perform the following steps:

1. The system displays the current civilian degree data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page, updating the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to either save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined Section 12.9.1.2.1, Transaction to TAPDB.

1.66.3 Civilian Education

The Civilian Education module lists the selected Soldier's completed civilian education level and corresponding data, including completed education level and the year and type of education certification received. The system also displays the civilian courses and corresponding data completed by the Soldier. Figure 12-51, Civilian Education Processes, illustrates the processes in Civilian Education.

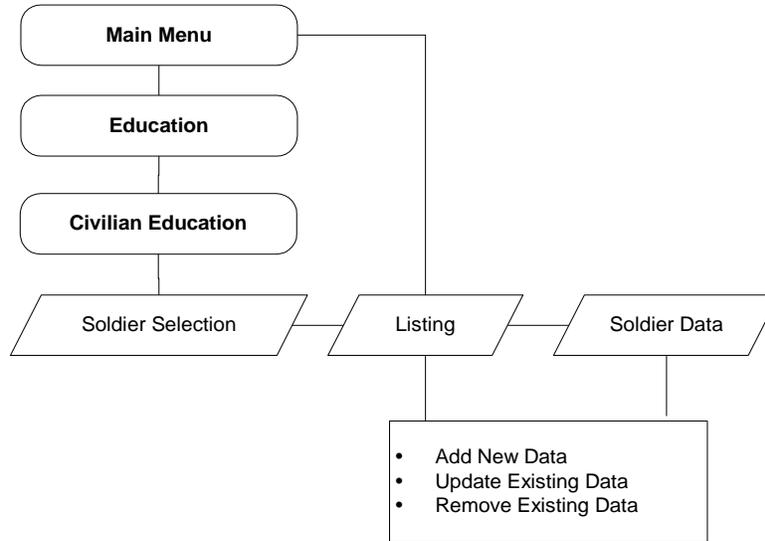


Figure 12–51: Civilian Education Processes

To initiate the process of adding, updating, or removing civilian education data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Civilian Education—Listing page.

1.66.3.1 Civilian Education—Listing

The Civilian Education Listing page (shown in Figure 12-52, Civilian Education Listing) displays the civilian, formal, or professional education recorded in the database for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Civilian Education - Listing

Menu Help Print Exit

This page displays the current civilian education data for the selected soldier. The Status column will display the user's completed actions. Update or remove a course by selecting the Action in the corresponding picklist. Click on the checkbox to add.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD 1 of 1

Civilian Education Level

Civilian Education Level Completed: 4 YR COLL

Education Level Certificate: BACCALAUREATE DEGREE

Certification Year: 1994

Civilian Education Course Data

Action	Status	Education Major	Semester Hours
Select One		EDUCATION-TEACHING ADM	60

Add Civilian Education Course Data

Submit Next Close

Figure 12–52: Civilian Education Listing

Under the subheading of Civilian Education Level, the system displays the Civilian Education Level Completed (the available codes for this field are shown in Table 12–21, Civilian Education Level Completed Codes and Abbreviations) as well as the Education Level Certificate and Certification Year (the codes for this field are shown in Table 12–22, Education Level Certificate Codes and Abbreviations), if the data are available. You have the option to revise the data as necessary.

Under the subheading of Civilian Education Course Data, the system logs the civilian courses recorded in the database for the Soldier. The following fields are available on this page:

The Action column indicates the valid actions.

- The Status column will show your completed actions.

The Education Major and Semester Hours columns provide the details of the courses.

Code	Abbreviations	Code	Abbreviations
D	1 YR COLL	5	5 TH GRADE
N	10 YR COLL	J	6 YR COLL
P	11 YR COLL	6	6 TH GRADE
1	1 ST GRADE	K	7 YR COLL
E	2 YR COLL	7	7 TH GRADE
A	2 YRS HS	L	8 YR COLL
2	2 ND GRADE	8	8 TH GRADE
F	3 Y R COLL	M	9 YR COLL
B	3 YRS HS	9	9 TH GRADE
3	3 RD GRADE	0	KINDRGARTN
G	4 YR COLL	Y	NONE
C	4 YRS HS	W	PRESCHOOL
4	4 TH GRADE	Z	UNKNOWN
H	5 YR COLL		

Table 12–21: Civilian Education Level Completed Codes and Abbreviations

Code	Abbreviations
A	60 OR MORE SEM HRS COL CRED
B	ADULT EDUCATION DIPLOMA
D	ASSOCIATE DEGREE
K	BACCALAUREATE DEGREE
F	COMPL HS/DIDN'T PASS EXIT EXM
8	COMPL ONE SEMESTER COLLEGE
7	CORRESPNDNCE SCHOOL DIPLOMA
9	CURRENTLY IN HIGH SCHOOL
U	DOCTORATE DEGREE
M	ENRL O/T SR PGM; HSDG W/I 365
W	FIRST PROFESSIONAL DEGREE
X	GED (NG YOUTH CHALLENGE)
L	HIGH SCHOOL DIPLOMA
S	HIGH SCHOOL SENIOR

H	HOME STUDY DIPLOMA
J	HS CERTIFICATE OF ATTENDANCE
1	LESS THAN HS DIPLOMA
N	MASTERS DEGREE
C	OCCUPATIONAL PROGRAM CERT
T	OVERSEAS GED (HS LEVEL)
V	POST DOCTORATE DEGREE
R	POST MASTERS DEGREE
G	PROFESSIONAL NURSING DIPLOMA
E	TEST-BASED EQUIV DIPLOMA
Z	UNKNOWN

Table 12–22: Education Level Certificate Codes and Abbreviations

1.66.3.1.1 Update or Remove Existing Civilian Education Data

To update or remove one or more existing civilian education course, expand the corresponding Action picklist and select the action type of choice.

1.66.3.1.2 Add New Civilian Education Data

To add new civilian education data, perform the following steps:

1. Check the corresponding checkbox to add new civilian education course data.
2. Click Submit. The system will display the Civilian Education—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

1.66.3.2 Civilian Education—Soldier Data—Add Mode

This page allows you to add new civilian education data for the selected Soldier. Figure 12–53, Civilian Education—Soldier Data, provides a sample of this page. The system displays the Soldier’s Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier’s position in the Soldier list and the total number of Soldiers on the list.

Figure 12–53: Civilian Education—Soldier Data

1. Expand the Education Major picklist and select an appropriate choice, indicating the primary field of study, as required.
2. Expand the Institute Attended picklist and select the institution where the education was offered as required.
3. Provide the Semester Hours indicating the number of hours needed to complete the education, if the information is available.
4. Optionally, you may expand the Funding Source picklist and select the source or organization that funded the education. Table 12–23, Funding Source Codes and Abbreviations, lists the available values for the Funding Source picklist.

Code	Abbreviations
A	FULLY FUNDED FEDERAL PROGRAM
B	DEGREE COMPLETION PROGRAM
C	ADV DEGREE PROGRAM FOR ROTC INSTR DUTY
D	COOPERATIVE DEGREE PROGRAM
E	OFF-DUTY EDUCATION PROGRAM
F	ROTC DELAYED ENTRY PROGRAM
G	FULLY FUNDED STATE PROGRAM

Code	Abbreviations
H	PARTIALLY FUNDED STATE PROGRAM
J	EXCESS LEAVE PROGRAM
K	OTHER GOVERNMENT FUNDING
L	ARMY SCHOLARSHIP PROGRAM
M	ARMY TUITION ASST. PROG, AD SVC OBLIG
N	ARMY UNIVERSITY ACCESS ON-LINE

Table 12–23: Funding Source Codes and Abbreviations

5. You may check on the corresponding checkbox to add more civilian education course data.
6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
7. Click Reset to clear the fields and reset the selections to their original values.
8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.66.3.2.1 Transaction to TAPDB

The system sends the following transaction to TAPDB:

Transaction 4300: Civilian Education Course/Degree Data.

Transaction 4305: Civilian Education Data

1.66.3.3 Civilian Education—Soldier Data—Update Mode

This page allows you to modify existing civilian education Soldier data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

1. The system displays the current values for the selected Civilian Education Data and allows you to revise the data as necessary. Please note that Education Major and Institute Attended are not editable fields.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.

4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.3.2.1, Transaction to TAPDB.

1.66.4 Civilian Education—Soldier Data—Remove Mode

This page allows you to remove existing civilian education Soldier data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove civilian education data for a Soldier, perform the following steps:

1. The system displays the current civilian education data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.3.2.1, Transaction to TAPDB.

1.66.5 Military Education

The Military Education module tracks the Soldier's completed corresponding course hours and lists all military-related courses taken by the Soldier throughout his or her Army career. You have the option to add new data or update and/or remove one or more existing military education data. Figure 12–54, Military Education Processes, illustrates the processes in Military Education.

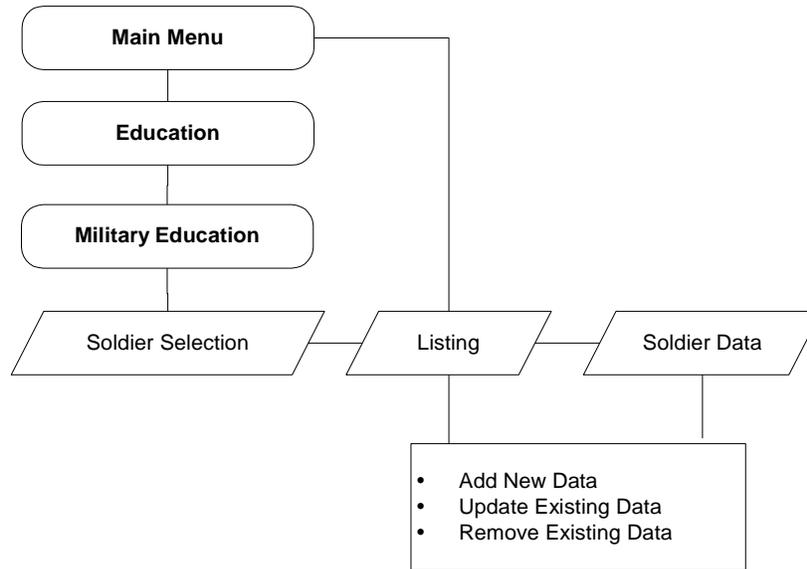


Figure 12–54: Military Education Processes

To initiate the process of adding, updating, or removing military education data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Military Education—Listing page.

1.66.5.1 Military Education—Listing

The Military Education—Listing page (shown in Figure 12–55, Military Education—Listing) displays the military education level completed and corresponding course data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.



Military Education - Listing

Menu Help Print Exit

This page displays all military courses for the selected soldier. The Status column will display the user's completed actions. Update or remove a course by selecting the Action in the corresponding picklist. Click on the checkbox to add.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

1SG MATTHEW GALVIN
SSN:
UIC: WCAET0
1 of 1

Military Education Level: USA SMA CRS

Military Education Status: SELECTED (EXTENSION NOT NEEDED)

Military Education Course Data				
Action	Status	Course Name	Academic Achievement	Completion Date
Select One ▾		ADV LDR CRS (ALC)		20000222
Select One ▾		AIR ASSAULT		20010601
Select One ▾		AIRBORNE		19931008
Select One ▾		ARMY RECRUITER		20021213
Select One ▾		COMBAT LIFE SAVERS CRS		19920909
Select One ▾		DLI-FRENCH BASIC		20000726
Select One ▾		JUMPMASER		20011111
Select One ▾		SR LDR CRS (SLC)		20060501
Select One ▾		WARRIOR LEADER CRS		19940101

Add Military Education Data

Submit Next Close

Figure 12–55: Military Education—Listing

The system displays the Military Education Level and Military Education Status for the Soldier, if the data are available.

Under the subheading of Military Education Course Data, the system logs the military courses taken by the Soldier and recorded in the database. The following fields are available on this screen:

- The Action column indicates the valid actions.
- The Status column will show your completed actions.
- The Course Name column provides the name of the course.
- The Academic Achievement column list the academic achievement for the course listed.
- The Completion Date shows the date the course was completed.

1.66.5.1.1 Update or Remove Existing Military Education Data

To update or remove one or more existing military education data, expand the corresponding Action picklist and select the action type of choice.

1.66.5.1.2 Add New Military Education Data

To add new military education data for a Soldier, perform the following steps:

1. Check the corresponding checkbox to add new Military Education data.
2. Click Submit. The system will display the Military Education—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

1.66.5.2 Military Education—Soldier Data—Add Mode

This page allows you to add new military education data for the selected Soldier. Figure 12–56, Military Education—Soldier Data, provides a sample of the Soldier Data page for this function. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

Military Education - Soldier Data

This page allows the user to enter a new or modify an existing military education course data for the selected soldier. (*) denotes a required field.

- Military Education Course Codes can be found in the [eMILPO Functional Guidance](#).
- Please note that Completion Date is required for the Course Status of "GRADUATED", "CONSTRUCTIVE CREDIT", "NON-GRAD", or "WITHDRAWN".
- Course Length is required for enlisted soldiers.
- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD ACTION: Add

*Course Code: Course Number:

Course Name:

*Course Status:

Completion Date: Course Length: Weeks

Enter Additional Military Education Course Data

Save Reset Next Close

Figure 12–56: Military Education—Soldier Data

To add military education data for a Soldier, perform the following steps:

1. Enter the Course Code in the provided text-entry field as required. The system will populate the description of the course in the Course Name field. If you enter an invalid course code, eMILPO displays the following error message: “Please note that the entered Course Code XXX is not a valid code.” (**Note:** The error message displays the Course Code in place of XXX.) Click OK to return to the Military Education—Soldier Data page to correct the code.
2. Provide the Course Number if the information is available.
3. Expand the Course Status picklist and select a value indicating the completion status of the entered course. Table 12–24, Course Status Codes and Abbreviations, lists the available values for this picklist.

Code	Abbreviations
1	GRADUATED
2	CONSTRUCTIVE CREDIT
3	ENROLLED
4	DEFERRED
5	DECLINED

Code	Abbreviations
6	SELECTED (EXTENSION NOT NEEDED)
7	NONGRADUATE (OTHER THAN WITHDRAWN)
8	WITHDRAWN
9	NONE
A	DENIED ENROLLMENT
B	SELECTED (EXTENSION GRANTED)

Table 12–24: Course Status Codes and Abbreviations

4. Provide the Completion Date (in yyyyymmdd format) indicating the calendar date on which the course was completed, if the information is available.
5. Enter the Course Length in weeks if the information is available.
6. Check the Enter Additional Military Education Data checkbox to enter more military courses for the Soldier.
7. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
8. Click Reset to clear the fields and reset the selections to their original values.
9. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.66.5.2.1 System Validations

The system performs the following validations for this function:

- The system ensures that the Course Code entered is a valid value.
- The system ensures that the Course Code and Course Number entered are a valid combination.
- The system ensures that Completion Date is completed if the Course Status selected is “GRADUATED,” “CONSTRUCTIVE CREDIT,” “NON-GRAD,” or “WITHDRAWN.”
- The system ensures that Completion Date is not a future date and that it does not precede the Soldier’s Date Initial Entry Into Military Service (DIEMS).
- The system shall not allow duplicate records with a status of Graduated.
- The system ensures that Course Length is completed for Enlisted Soldiers.

1.66.5.2.2 Transaction to TAPDB

The system sends Transaction 4295: Military Education Data to TAPDB.

1.66.5.3 Military Education—Soldier Data—Update Mode

This page allows you to modify the existing Military Education Soldier Data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

1. The system displays the current values for the selected military education data and allows you to revise the data as necessary. Please note that Course Code and Course Name are not editable fields.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.5.2.2, Transaction to TAPDB.

1.66.5.4 Military Education—Soldier Data—Remove Mode

This page allows you to remove existing military education Soldier data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove military education data for a Soldier, perform the following steps:

1. The system displays the current military education data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page, updating the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.9.5.2.2, Transaction to TAPDB.

1.66.6 ACCP/DL/eLearning

The ACCP/DL/eLearning module tracks the Soldier's completed courses through the Army Correspondence Course Program, the Army Distance Learning program, and the Army eLearning program. You have the option to add, update, or remove ACCP/DL/eLearning data. Figure 12–54, ACCP/DL/eLearning Processes, illustrates the processes in Military Education.

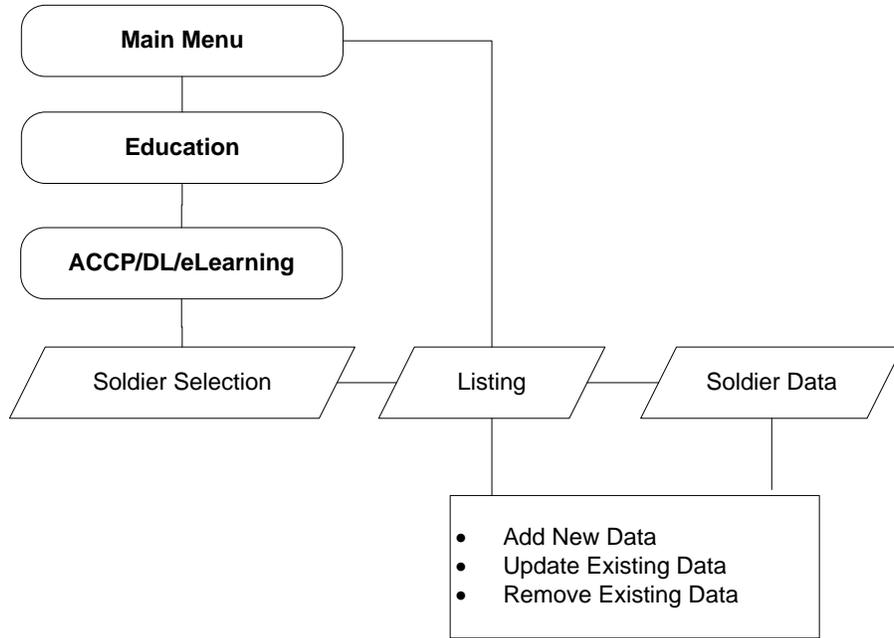


Figure 12–57: ACCP/DL/eLearning Processes

To initiate the process of adding, updating, or removing ACCP/DL/eLearning education data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the ACCP/DL/eLearning—Listing page.

1.66.6.1 ACCP/DL/eLearning Listing

The ACCP/DL/eLearning—Listing page displays the ACCP/DL/eLearning course data recorded in the database for the selected Soldier. A sample of the listing page is shown in Figure 12–58, ACCP/DL/eLearning—Listing. The system displays the Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

The following fields are available on this page:

The Action column indicates the valid actions.

The Status column will show your completed actions.

The Course Name, Completion Date, and Hours columns provide the details of the courses taken.

ACCP/DL/eLearning - Listing

This page displays all ACCP/DL/eLearning courses for the selected soldier. The Status column will display the user's completed actions. Update or remove a course by selecting the Action in the corresponding picklist. Click on the checkbox to add.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

1SG MATTHEW GALVIN SSN: UIC: WCAET0 17 of 28

ACCP/DL/eLearning Course Credit Hours Complete: 0

ACCP/DL/eLearning Course Data				
Action	Status	Course Name	Completion Date	Hours

Add ACCP/DL/eLearning Data

Submit Next Close

Figure 12–58: ACCP/DL/eLearning—Listing

1.66.6.1.1 Update or Remove ACCP/DL/eLearning Data

To update or remove one or more existing ACCP/DL/eLearning courses, expand the corresponding Action picklist and select the action type of choice.

1.66.6.1.2 Add New ACCP/DL/eLearning Data

To add new ACCP/DL/eLearning course degree data, perform the following steps:

1. Check the corresponding checkbox to add new ACCP/DL/eLearning course data.
2. Click Submit. The system will display the ACCP/DL/eLearning—Soldier Data page for the first selected action.
3. Click Next to proceed without saving. The system will detect data selection on the page and prompt you to save or discard the data. The system will advance to the next Soldier on the Soldier list, if any exist. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
4. Click Close to terminate the working session and return to the Main Menu. The system will detect data selection on the page and prompt you to save or discard the data.

1.66.6.2 ACCP/DL/eLearning—Soldier Data—Add Mode

This page (shown in Figure 12–59, ACCP/DL/eLearning —Soldier Data) allows you to add ACCP/DL/eLearning course data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list.

ACCP/DL/eLearning - Soldier Data

This page allows the user to enter a new or modify an existing Correspondence course data for the selected soldier. (*) denotes a required field.

- Correspondence Course Codes can be found in the [eMILPO Functional Guidance](#).
- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the session.

1SG MATTHEW GALVIN SSN: UIC: WCAET0 ACTION: Add

*Course Code:

Course Name:

Completion Date: Course Length: Hours

Enter Additional ACCP/DL/eLearning Course Data

Save Reset Next Close

Figure 12–59: ACCP/DL/eLearning—Soldier Data: Add

To add ACCP/DL/eLearning course data for a Soldier, perform the following steps:

1. Enter the course code in the Course Code field.
2. The system displays the course name in the Course Name field once the course code is entered.
3. Enter the date the Soldier completed the course in the Completion Date field. The date should be entered in YYYYMMDD format.
4. Enter the number of hours in the Course Length field.
5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
6. Click Reset to clear the fields and reset the selections to their original values.
7. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.66.6.3 ACCP/DL/eLearning—Soldier Data—Update Mode

This page allows you to revise existing ACCP/DL/eLearning course data for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as read-only data along with the Soldier's position in the Soldier list and the total number of Soldiers on the list. To update ACCP/DL/eLearning course data for a Soldier, perform the following steps:

1. The system displays the current values for the selected ACCP/DL/eLearning course data and allows you to revise the data as necessary. **Note:** Only the Completion Date and Course Length are editable.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

ACCP/DL/eLearning—Soldier Data—Remove Mode

This page allows you to remove existing ACCP/DL/eLearning course data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove ACCP/DL/eLearning course data for a Soldier, perform the following steps:

1. The system displays the current ACCP/DL/eLearning course data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next action selected from the Listing page, if any exist. Otherwise, the system returns you to the Listing page, updating the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to either save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to either save or discard the data. Otherwise, the system returns you to the Main Menu.

1.67 Lost Time

The Lost Time module allows you to record lost time data for one or more Soldiers. Lost time is an unexcused absence, such as AWOL. You have the option to add lost time as well as update and/or remove existing lost time data for the Soldier. Figure 12–60, Lost Time Processes, illustrates the Lost Time Processes.

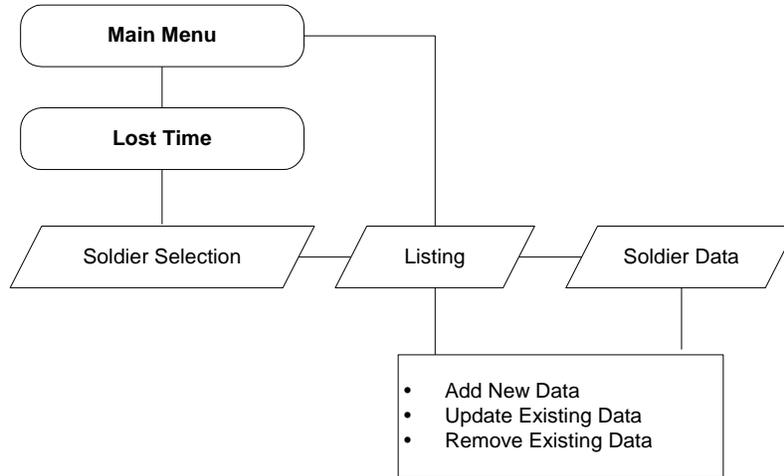


Figure 12–60: Lost Time Processes

To initiate the process of adding, updating, or removing lost time data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Lost Time Listing page.

1.67.1 Lost Time Listing

The Lost Time Listing page (shown in Figure 12–61, Lost Time Listing) logs the periods of lost time, or unexcused absences, that the selected Soldier accumulated during his or her career in the Army. The system displays the Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

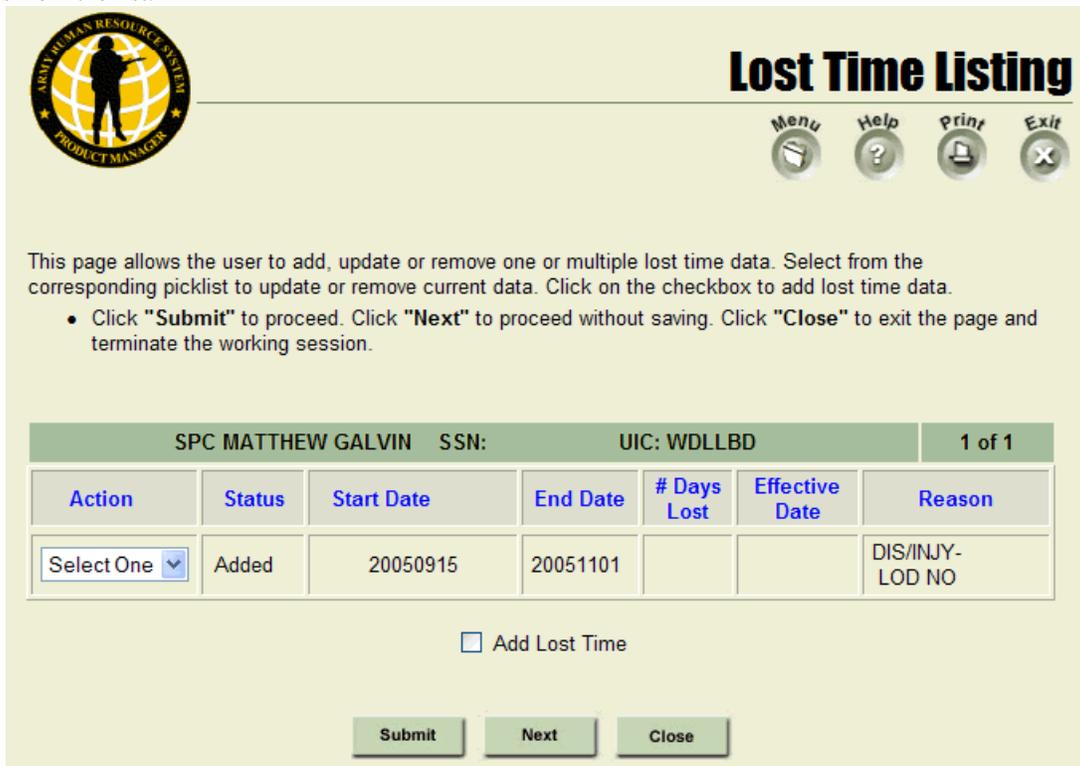


Figure 12–61: Lost Time Listing

The following fields are available on the Lost Time Listing page:

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Start Date, End Date, # Days Lost, Effective Date, and Reason provide the details for the listed lost time data.

1.67.1.1 Update or Remove Existing Lost Time Data

You can update or remove one or more Lost Time data on the listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 11.10.2.2, Add Lost Time, to complete the process.

1.67.1.2 Add Lost Time Data

Complete the following steps to Add Lost Time data:

1. Click on the Add Lost Time checkbox.
2. Click Submit to proceed. The system will display the Lost Time—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new data for the selected Soldier.
3. Alternatively, you can perform the following:
4. Click Next to proceed to the next Soldier on the list, if any exist. The system will detect data selection on the page and prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu.
5. Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated. The system then returns you to the Main Menu.

1.67.2 Lost Time—Soldier Data—Add Mode

The Lost Time—Soldier Data page (shown in Figure 12–62, Lost Time—Soldier Data—Add Mode) allows you to enter new Lost Time Data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 12–62: Lost Time—Soldier Data—Add Mode

Complete the following steps to enter lost time data for the selected Soldier:

1. Enter the Lost Time Start Date indicating the calendar date when Lost Time becomes effective in the provided text-entry field. This is a required field.
2. Enter the Lost Time End Date indicating the calendar date when Lost Time ends, if the information is available.
3. Enter the # Days Lost Time and Effective Date Lost Time in the provided text-entry field.
4. Select a Reason Lost Time from the corresponding picklist. This is a required field. Table 12–25, Lost Time Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Code	Abbreviations
A	DESERTION
B	ABSENT WITHOUT PROPER AUTHORITY (AWOL)
C	MILITARY CONFINEMENT
D	PRETRIAL CNFMNT
E	ABUSE OF DRUG OR ALCOHOL

F	DIS/INJY-LOD NO
G	CIVIL CONFINEMENT

Table 12–25: Lost Time Reason Codes and Abbreviations

5. The system displays the Date of Rank, Basic Active Service Date, Pay Entry Base Date, Expiration Term of Service, and DEROS Date, if available, as read-only.
6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next selected action from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Listing page and updates the Status column to show all successful actions.
7. Click Reset to clear the fields and reset the selections to their original values.
8. Click Next to skip this action and proceed to the next selected action from the Listing page, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.67.2.1 System Validations

The system shall ensure that the Lost Time End Date is greater than the Lost Time Start Date. The system shall not allow duplicate entries containing the same data for the Soldier.

1.67.2.2 Transactions to TAPDB

The system sends Transaction 4145: Lost Time to TAPDB.

1.67.3 Lost Time—Soldier Data—Update Mode

This page allows you to update existing Lost Time data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry. The system will send transactions to TAPDB as outlined in Section 12.10.2.2, Transactions to TAPDB. Alternatively, you can click Next or Close.

1.67.4 Lost Time—Soldier Data—Remove Mode

This page allows you to remove Lost Time data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the data are being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next selected action, if any exist. If the current page is the last or only action selected from the Listing page, the system returns you to the Listing page and updates the Status column to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

The system will send transactions to TAPDB as outlined in Section 12.10.2.2, Transactions to TAPDB.

1.68 Field Determined Security Status

The Field Determined Security Status module allows you to maintain data on the Soldier's security level access and his or her status in the Personal Reliability Program. You have the option to add new security status data, and update and/or remove existing data. Figure 12–63, Field Determined Security Status Processes, illustrates the processes in Field Determined Security Status.

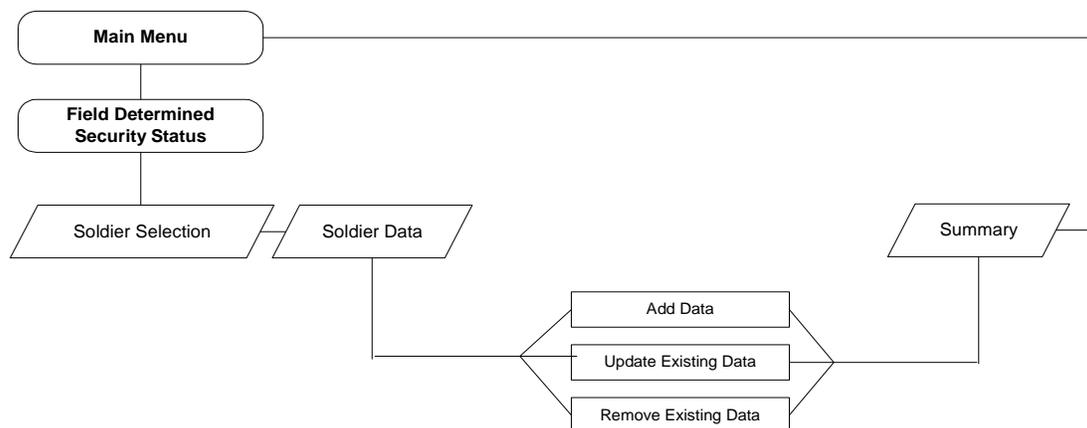


Figure 12–63: Field Determined Security Status Processes

To initiate the process of adding, updating, or removing security clearance information for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Field Determined Security Status—Soldier Data page.

1.68.1 Field Determined Security Status—Soldier Data—Add Mode

The Field Determined Security Status—Soldier Data page (shown in Figure 12–64, Field Determined Security Status—Soldier Data) allows you to enter security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Field Determined Security Status Soldier Data






This page allows the user to add personnel security status data for the selected soldier. Please enter or select the requested data.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

SPC MATTHEW GALVIN	SSN:	UIC: WDLLBD	ACTION: Add	1 of 1
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Field Determined Personnel Security Status:

Select One

Date Field Determined Personnel Security Status:

PRP Assignment Status:

Select One

Date of PRP Assignment Status:

PRP Qualification Status:

Select One

Date of PRP Qualification Status:

Save

Reset

Next

Close

Figure 12–64: Field Determined Security Status—Soldier Data

To add field determined security status for a Soldier, perform the following steps:

1. Expand the Field Determined Personnel Security Status picklist and select a security clearance status for the Soldier.
2. Enter the date for the Field Determined Personnel Security Status in the provided text-entry field.
3. Select a PRP Assignment Status from the corresponding picklist and provide a corresponding date.
4. Enter the Date of PRP Assignment Status in the provided text-entry field.
5. Select a PRP Qualification Status from the corresponding picklist and provide a corresponding Date of PRP Qualification Status.
6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates

the Field Determined Security Status—Summary page (shown in Figure 12–62, Field Determined Security Status—Summary) to show all successful actions.

7. Click Reset to clear the fields and reset the selections to their original values.
8. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions; otherwise, the system returns you to the Main Menu.

1.68.1.1 System Validations

The system performs the following validations for this function:

- The system shall ensure that the Date of FDSS is not a future date and that it does not precede the Soldier's Basic Active Service Date.
- The system shall ensure that the Date of PRP Assignment Status does not precede the Soldier's Basic Active Service Date.
- The system shall ensure that the Date of PRP Qualification Status is not a future date and does not precede the Soldier's Basic Active Service Date

1.68.1.2 Transaction to TAPDB

The system sends Transaction 4220: Field Determined Security Status Data.

1.68.2 Field Determined Security Status—Soldier Data—Update Mode

This page allows you to update the current security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To update Field Determined Security Status for a Soldier, perform the following steps:

1. The system displays the current values for the security clearance and Personnel Reliability Program statuses and allows you to edit those values as necessary.
2. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Field Determined Security Status—Summary page to show all successful actions.
3. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions; otherwise, the system returns you to the Main Menu.

The system sends a transaction to TAPDB as outlined in Section 12.11.1.2, Transaction to TAPDB.

1.68.3 Field Determined Security Status—Soldier Data—Remove Mode

This page allows you to update the current security clearance data and status in the Personal Reliability Program for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the

Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove security clearance data and status for a Soldier, perform the following steps:

1. The system displays the current values for the security clearance and Personnel Reliability Program statuses as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm the data are being removed from the Soldier's record. The system will then forward you to the next Soldier from the Soldier list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Field Determined Security Status—Summary page to show all successful actions.
3. Click Next to skip this action and proceed to the next Soldier from the Soldier list, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Field Determined Security Status—Summary page to show all completed actions, otherwise, the system returns you to the Main Menu.

The system sends a transaction to TAPDB as outlined in Section 12.11.1.2, Transaction to TAPDB.

1.68.4 Field Determined Security Status—Summary

The Field Determined Security Status—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, Field Determined Security Status [FDSS], and Date FDSS). You have the option to view and/or print this page.

Status	Rank	Name	SSN	Field Determined Security Status (FDSS)	Date FDSS
Added	SPC	GALVIN, MATTHEW NELSON		INTERIM SECRET	20060713

Figure 12–65: Field Determined Security Status—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.69 Citizenship

The functional category of Citizenship offers two functional areas in the Personnel Services section of eMILPO: Naturalization and Non-U.S. Citizen. These two functional areas allow you to add and maintain data specific to Soldiers who were not born in the United States and are not U.S. citizens. Figure 12–66, Citizenship Processes, illustrates the processes in Citizenship.

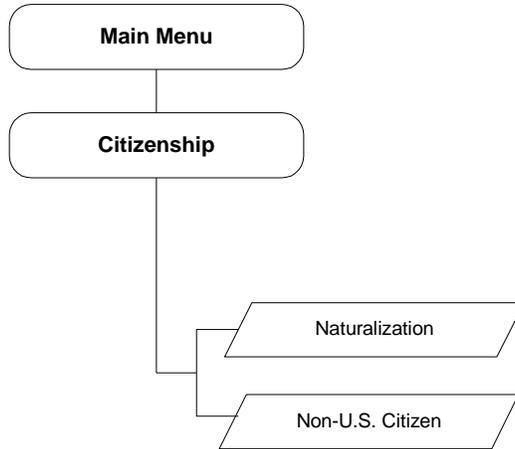


Figure 12–66: Citizenship Processes

1.69.1 Naturalization

The Naturalization module allows you to add naturalization data for one or more Soldiers who became U.S. citizens through the process of naturalization. You also have the option to update or remove existing naturalization data for the Soldiers. Figure 12–67, Naturalization Processes, illustrates the processes in Naturalization.

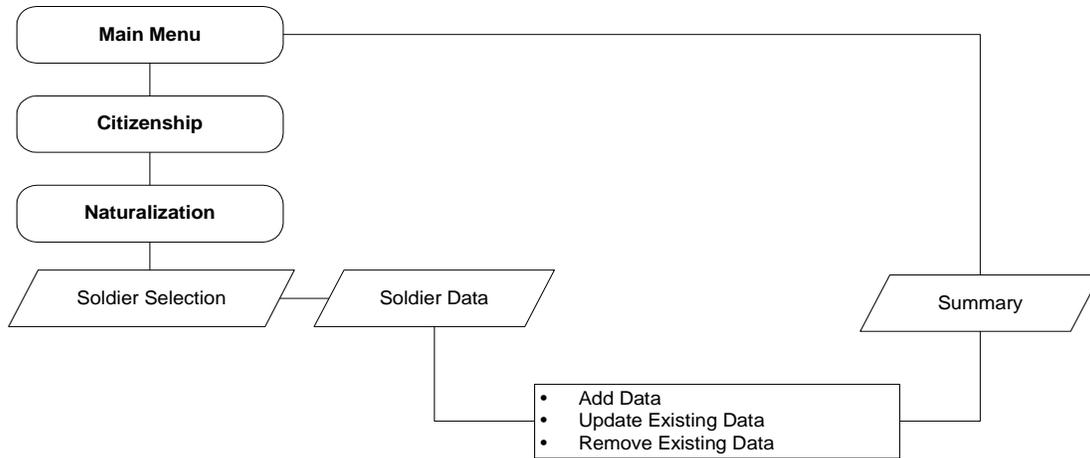


Figure 12–67: Naturalization Processes

To initiate the process of adding, updating, or removing naturalization data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Naturalization—Soldier Data page. The system will not permit duplicate entry of Naturalization data.

1.69.1.1 Naturalization—Soldier Data—Add Mode

The Naturalization—Soldier Data page (shown in Figure 12–68, Naturalization—Soldier Data—Add Mode) allows you to enter naturalization data for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Naturalization - Soldier Data

This page allows the user to process naturalization data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN	SSN:	UIC: WDLLBD	ACTION: Add	1 of 1
*Date of Naturalization: <input type="text"/>				
*Naturalization Certification Number: <input type="text"/>				
Courthouse Street: <input type="text"/>				
Courthouse City: <input type="text"/>				
Courthouse State: <input type="text" value="Select One"/>				
Courthouse County: <input type="text" value="Select One"/>				
Courthouse Zip Code: <input type="text"/> - <input type="text"/>				
Courthouse Granting Citizenship: <input type="text" value="Select One"/>				

Save Next Close

Figure 12–68: Naturalization—Soldier Data—Add Mode

Complete the following steps to enter naturalization data for the selected Soldier:

1. Enter the Date of Naturalization and Naturalization Certification Number in the provided text-entry fields. These are required fields.
2. Provide the Court Street and City for the Courthouse granting the citizenship.
3. Expand the Courthouse State picklist and select an appropriate choice. The system will populate the corresponding Courthouse County and Courthouse Granting Citizenship picklists with the available values for the selected Courthouse State.
4. Enter the Courthouse ZIP Code in the provided text-entry field, if the information is available.
5. Expand the Courthouse Granting Citizenship picklist and select a valid choice.
6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Naturalization—Summary page (shown in Figure 12–69, Naturalization—Summary) to show all completed actions.
7. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.

8. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Naturalization—Summary page. Otherwise, the system returns you to the Main Menu.

1.69.1.1.1 System Validation

The system ensures that the Date of Naturalization does not precede the Soldier's birthday.

1.69.1.2 Naturalization—Soldier Data—Update Mode

This page allows you to update existing naturalization data. The system displays the current values in the database for the selected Soldier. To update naturalization data for a Soldier, perform the following steps:

1. You can edit those values and click Save.
2. The system will validate and update your data entry.
3. Alternatively, you can click Next or Close.

1.69.1.3 Naturalization—Soldier Data—Remove Mode

This page allows you to remove existing naturalization data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove naturalization data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the data are being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the Naturalization—Summary page to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

1.69.1.4 Naturalization—Summary

The Naturalization—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, and Date of Naturalization). You have the option to view and/or print this page.



Figure 12–69: Naturalization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.69.2 Non-US Citizen

The Non-US Citizen module allows you to add pertinent data for one or more Soldiers who are not citizens of the United States but who qualify as legal aliens. You also have the option to update or remove existing non-U.S. citizen data for the Soldiers. Figure 12–70, Non-US Citizen Processes, illustrates the processes in Non-US Citizen.

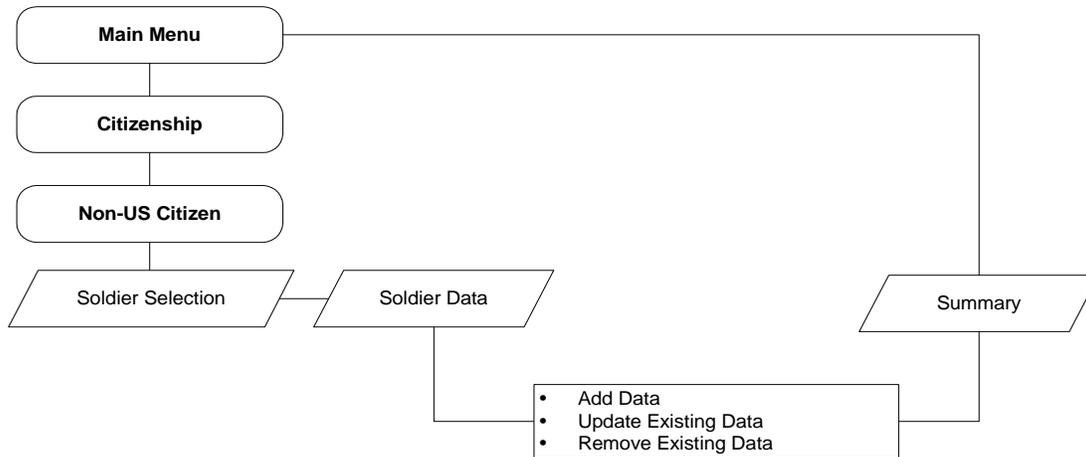


Figure 12–70: Non-US Citizen Processes

To initiate the process of adding, updating, or removing non-U.S. citizen data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Service/Miscellaneous Dates—Soldier Data page. The system will not permit duplicate entry of non-U.S. citizen data.

1.69.2.1 Non-US Citizen—Soldier Data—Add Mode

The Non-US Citizen—Soldier Data page (shown in Figure 12–71, Non-US Citizen—Soldier Data—Add Mode) allows you to enter non-U.S. data for the Soldier who qualifies as a legal alien in the Army. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Figure 12–71: Non-US Citizen—Soldier Data—Add Mode

Complete the following steps to enter non-U.S. citizen data for the selected Soldier:

1. The system defaults the Soldier’s Country of Citizenship to the value in the database.
2. Under the heading of Country of Citizenship, expand the US Citizenship Declaration Intent picklist and select an appropriate value. This is a required field. Table 12–26, US Citizen Declaration Intent Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
D	DECL
N	NDECL
R	REVERT

Y	NA
---	----

Table 12–26: US Citizen Declaration Intent Codes and Abbreviations

3. Provide the Date of Alien Entry, Alien Registration Date, and Alien Registration No. These are required fields.
4. Under the heading of Place of Alien Entry, provide the City and State of Alien Entry as required.
5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Non-US Citizen—Summary page (shown in Figure 12–72, Non-US Citizen—Summary) to show all completed actions.
6. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Non-US Citizen—Summary page. Otherwise, the system returns you to the Main Menu.

1.69.2.1.1 System Validations

The system performs the following validations for this function:

- The system ensures that there is not a duplicate entry of the Alien Registration Number in the database.
- The system ensures that the Date of Alien Entry and Alien Registration Date do not precede the Soldier’s Basic Active Service Date (BASD) and that they are not future dates.

1.69.2.2 Non-US Citizen—Soldier Data—Update Mode

This page allows you to update non-US citizen data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close.

1.69.2.3 Non-US Citizen—Soldier Data—Remove Mode

This page allows you to remove non-US citizen data for the selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove non-US citizen data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database. The system will prompt you to confirm that the data are being removed from the database.

2. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the Non-US Citizen—Summary page to show all completed actions.
3. If you answer No, the system returns you to the current page for further processing.
4. You have the option to click Next or Close.

1.69.2.4 Non-US Citizen—Summary

The Non-US Citizen—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Status, Rank, Name, SSN, Date of Alien Registration, and Alien Registration Number). You have the option to view and/or print this page.

The screenshot shows the 'Non-US Citizen - Summary' page. At the top left is the 'ARMY HUMAN RESOURCE SYSTEM PRODUCT MANAGER' logo. The title 'Non-US Citizen - Summary' is prominently displayed. To the right of the title are four circular icons: Menu, Help, Print, and Exit. Below the title, a text block reads: 'This page displays the soldier(s) processed in this session. Click "Close" to exit the page.' A table with the following data is shown:

Status	Rank	Name	SSN	Alien Registration Date	Alien Registration Number
Added	SSG	GALVIN, KENNETH JAMES		20051201	d25411315

At the bottom center of the page is a 'Close' button.

Figure 12–72: Non-US Citizen—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.70 Certification

The functional category of Certification offers two functional areas in the Personnel Services section of eMILPO: Professional Certification and Technical Certification. These two functional areas allow you to add and maintain professional and technical certification data specific for Soldiers. Figure 12–73, Certification Processes, illustrates the processes in Certification.

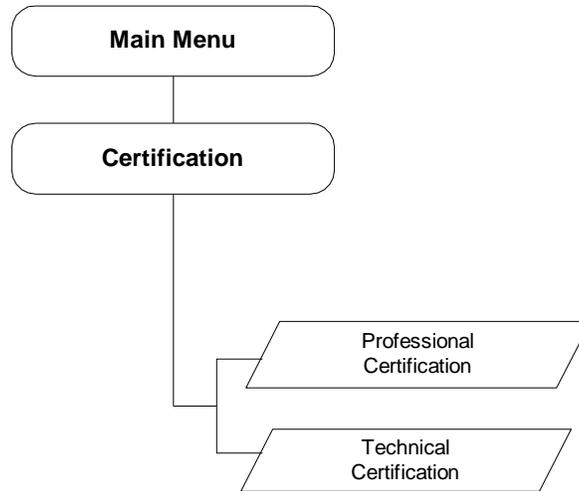


Figure 12–73: Certification Processes

1.70.1 Professional Certification

The Professional Certification module lists all professional certifications and corresponding data recorded in the database for the Soldiers. The professional certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications. Figure 12–74, Professional Certification Processes, illustrates the processes in Professional Certification.

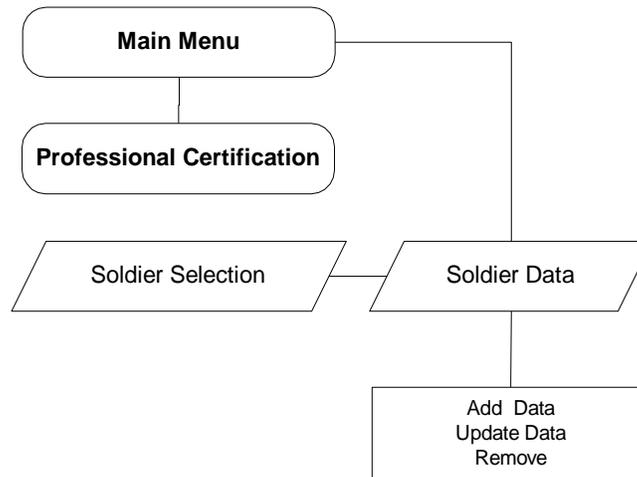


Figure 12–74: Professional Certification Processes

To initiate the process of adding, updating, or removing professional certification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Professional Certification—Soldier Data page.

1.70.1.1 Professional Certification—Soldier Data

The Professional Certification—Soldier Data page (shown in Figure 12–75, Professional Certification—Soldier Data) lists all professional civilian certification data currently in the database for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

This page allows the user to add, update, or remove the selected soldier's professional certification(s).

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

LTC RICHARD GALVIN		SSN:	UIC: W096AA	5 of 8
Current Professional Certification				
Action	Professional Certification	State of Professional Certification	*Professional Certification Year	
Select One	CERT LAWYER	MINNESOTA	1988	
Add Professional Certification				
*Professional Certification	*State of Professional Certification	*Professional Certification Year		
Select One	Select One			
Select One	Select One			
Select One	Select One			

Figure 12–75: Professional Certification—Soldier Data

Under the heading of Current Professional Certification, the following fields are available:

- The Action column displays a picklist of the available actions.
- The Professional Certification Status, State of Professional Certification, and Professional Certificate Year columns detail the type of certifications, where, and when the certifications were awarded.
- Update or Remove Existing Professional Certification Status—You can update or remove one or more existing certification status for the Soldier by selecting the appropriate action type from the corresponding picklist.

1.70.1.2 Add Professional Certification Status

You have the option to add up to three professional certifications by performing the following steps:

1. Expand the Professional Certification Status picklist and select an appropriate choice. Table 12–27, Professional Certification Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
-------	---------------

A	CERTIFIED PROFESSIONAL ENGINEER
B	ENGINEER IN TRAINING
C	CERTIFIED PUBLIC ACCOUNTANT
D	CERTIFIED LAWYER
E	CERTIFIED TEACHER
F	CERTIFIED MEDICAL PROFESSIONAL
G	CERTIFIED ARCHITECT
H	CERTIFIED TELECOMMUNICATIONS OFFICER
J	CERTIFIED AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES
K	CERTIFIED PROJECT MANAGER
L	CERTIFIED FACILITY MANAGER
M	GEOLOGIST IN TRAINING (GIT)
N	PROFESSIONAL GEOLOGIST
P	CERTIFIED GOVERNMENT FINANCIAL MANAGER
Q	CERTIFIED DEFENSE FINANCIAL MANAGER
R	CERTIFIED MANAGEMENT ACCOUNTANT

Table 12–27: Professional Certification Status Codes and Abbreviations

2. Provide the State of Professional Certificate to indicate the state that granted the certificate.
3. Provide the Certificate Year Awarded to indicate when the certificate was awarded.
4. You may click on the Add More Professional Certification Status to add more data as necessary.
5. Click Submit to proceed. The system will validate your entry, save the data to the database, and refresh the page to update the Status column, listing all completed actions and adding any new data for the selected Soldier.
6. Alternatively, you can perform the following:
 - Click Next to proceed, without saving, to the next Soldier on the list, if any exist. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.70.1.3 System Validations

The system performs the following validations for this function:

- The system shall ensure that the Professional Certification Year is after the Soldier's birth year plus 17 years and that it is not a future year.
- The system shall ensure that a duplicate entry for professional certification does not exist for the Soldier.

1.70.1.4 Transaction to TAPDB

The system sends Transaction 4520: Officer Professional Certification Data to report on selected professions for Commissioned Officers and Warrant Officers.

1.70.2 Technical Certification

The Technical Certification module lists all technical certifications and corresponding data recorded in the database for the Soldiers. The technical certifications may range from technical, medical, financial, and other professional fields. You have the option to add new certifications and update and/or remove one or more existing certifications. Figure 12–76, Professional Certification Processes, illustrates the processes in Professional Certification.

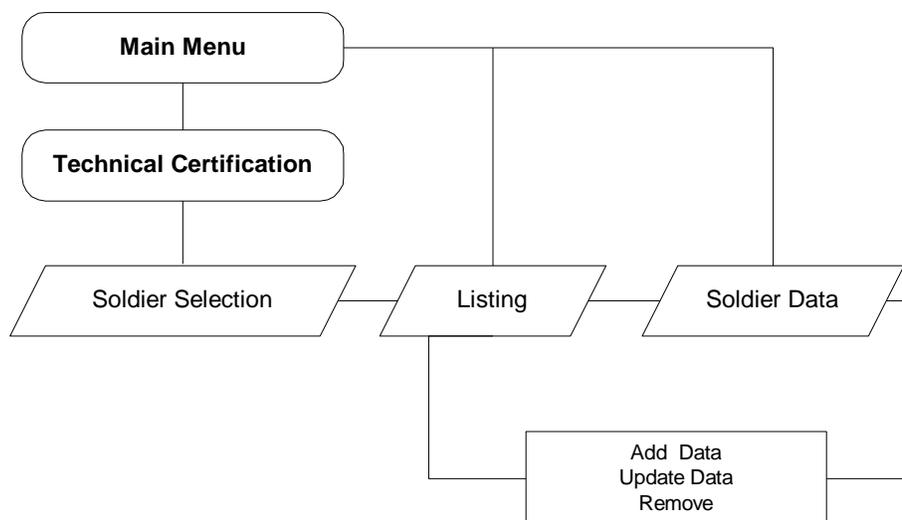


Figure 12–76: Professional Certification Processes

To initiate the process of adding, updating, or removing technical certification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Technical Certification—Listing page.

1.70.2.1 Technical Certification—Listing

The Technical Certification—Listing page (shown in Figure 12–77, Technical Certification—Listing) lists all technical certification data currently in the database for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Technical Certification - Listing

This page displays technical certification(s) recorded for the selected soldier. Update or remove an existing certification by selecting the Action in the corresponding picklist. Click on the corresponding checkbox to add.

- Click "**Submit**" to save the current record.
- Click "**Next**" to proceed without saving.
- Click "**Close**" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN		SSN:	UIC: WSNCAA		1 of 11
Action	Status	Date Certified	Expires	Certification	
Select One	Added	20060515	20080514	* Specialist in Dietetics: Pediatric Nutrition	

* Certification is approved by TRADOC for promotion points for the soldier's PMOS

Add Technical Certification

Submit Next Close

Figure 12–77: Technical Certification—Listing Data

Under the heading of Current Professional Certification, the following fields are available:

- The Action column displays a picklist of the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Date Certified, Expires, and Certification columns detail the type of certifications, when the certifications were awarded, and when the certifications will expire.
- Update or Remove Existing Technical Certification Status—You can update or remove one or more existing certification status for the Soldier by selecting the appropriate action type from the corresponding picklist.

1.70.2.2 Technical Certification—Soldier Data—Add Mode

The Technical Certification—Soldier Data in Add mode (shown in Figure 12–78, Technical Certification—Soldier Data, Add Mode) allows you to add a new technical certification for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

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Technical Certification - Soldier Data

Menu Help Print Exit

This page allows the user to add a technical certification for the soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record.
- Click "Reset" to clear the fields.
- Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the session.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNCAA	ACTION: Add	1 of 11
*Certification Name:	Select One			
Certifying Agency:				
*Certification Date:				
*Certification Expiration:				
State of Certification:	Select One			

Enter Additional Technical Certification

Save Reset Next Close

Figure 12–78: Technical Certification—Soldier Data, Add Mode

To add a new technical certification, perform the following steps:

1. Select the appropriate certification from the Certification Name picklist. **Note:** The system displays an error message if the certification selected is not compatible with the Soldier's PMOS. This is a required field.
2. The system populates the Certifying Agency based on the certification selected.
3. Enter the date the certification was awarded in the Certification Date field. The date should be entered in YYYYMMDD format. This is a required field.
4. Enter the date the certification expires in the Certification Expiration field. The date should be entered in YYYYMMDD format. This is a required field.
5. From the State of Certification picklist, select the appropriate state in which the certification was awarded.
6. Enter additional technical certifications by checking the Enter Additional Technical Certification checkbox.
7. Click Save to proceed. The system validates your entry and advances to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.

8. Click Reset to clear all text-entry fields.
9. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.70.2.2.1 System Validations

The system performs the following validations for this function:

- The system only allows Enlisted Soldiers to be selected.
- The system validates that a technical certification is applicable to the selected Soldier's PMOS.
- The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.
- The system does not allow duplicate certifications.

1.70.2.2.2 System Updates

The system updates the Soldier's record with the technical certification information.

1.70.2.3 Technical Certification—Soldier Data—Update Mode

The Technical Certification—Soldier Data page (shown in Figure 12–79) allows you to modify the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To update technical certification data for a Soldier perform the following steps:

1. The system displays the Certification Name and Certifying Agency as read-only.
2. You can modify the Certification Date, Date of Expiration, and State of Certification data that currently exist in the database for the Soldier.
3. Click Save to proceed. The system validates your entry and advances to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.
4. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

Technical Certification - Soldier Data

This page allows the user to modify the existing technical certification data for the selected soldier. (*) denotes a required field.

- Click "Save" to save the current record.
- Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the session.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNCAA	ACTION: Update	1 of 11
Certification Name:	Specialist in Dietetics: Pediatric Nutrition			
Certifying Agency:	American Dietetic Association - Commission on Dietetic Registration			
*Certification Date:	<input type="text" value="20060515"/>			
*Date of Expiration:	<input type="text" value="20080514"/>			
State of Certification:	<input type="text" value="NV"/>			

Save Next Close

Figure 12–79: Technical Certification—Soldier Data, Update Mode

1.70.2.3.1 System Validations

The system performs the following validations for this function:

- The system only allows Enlisted Soldiers to be selected.
- The system validates that a technical certification is applicable to the selected Soldier's PMOS.
- The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.
- The system does not allow duplicate certifications.

1.70.2.4 Technical Certification—Soldier Data—Remove Mode

The Technical Certification—Soldier Data page (shown in Figure 12–80) allows you to remove the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Technical Certification - Soldier Data

This page allows the user to remove an existing technical certification data for the selected soldier.

- Click "Save" to remove the current record.
- Click "Next" to proceed without saving. Click "Close" to exit the page and return to the Listing page.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNCAA	ACTION: Remove	1 of 11
Certification Name:	Specialist in Dietetics: Pediatric Nutrition			
Certifying Agency:	American Dietetic Association - Commission on Dietetic Registration			
Certification Date:	20060515			
Date of Expiration:	20080514			
State of Certification:	WA			

Save Next Close

Figure 12–80: Technical Certification—Soldier Data, Remove Mode

To remove technical certification data for a Soldier, perform the following steps:

- The system displays the Certification Name, Certifying Agency, Certification Date, Date of Expiration, and State of Certification data that currently exist in the database for the Soldier as read-only.
- Click Save to proceed. The system prompts you to verify that the data are being removed from the Soldier's record. If the current page is the last or only selected action, the system returns to the Listing page and updates the Status column to show all successful actions.
- Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.70.2.4.1 System Validations

The system performs the following validations for this function:

- The system only allows Enlisted Soldiers to be selected.
- The system validates that a technical certification is applicable to the selected Soldier's PMOS.
- The system does not remove technical certifications when the expiration date has been reached, allowing for updates to recertification dates.
- The system does not allow duplicate certifications.

1.71 GI Bill

The GI Bill module allows you to record and maintain GI Bill eligibility and enrollment data for one or more Soldiers. Figure 12–81, GI Bill Processes, illustrates the processes in GI Bill.

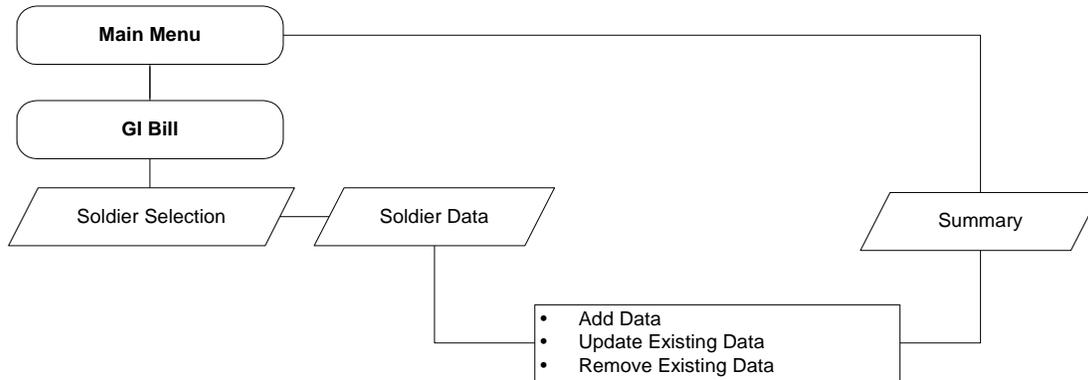


Figure 12–81: GI Bill Processes

To initiate the process of adding, updating, or removing GI Bill data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the GI Bill—Soldier Data page for the first Soldier selected. The system will not permit duplicate entry of GI Bill data.

1.71.1 GI Bill—Soldier Data—Add Mode

The GI Bill—Soldier Data page (shown in Figure 12–82: GI Bill—Soldier Data) allows you to enter GI Bill enrollment and eligibility data, including Vietnam Era eligibility status, for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and selected Action. The system also identifies the Soldier’s Pay Entry Basic Date (PEBD), Initial Entry Date, and Basic Active Service Date. The system then displays the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Figure 12–82: GI Bill—Soldier Data

To add GI Bill data for a Soldier, perform the following steps:

1. Expand the GI Bill Eligibility Status and identify the appropriate status for the Soldier. This is a required field. Table 12–28, GI Bill Eligibility Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
S	DECL CONV FROM VEAP—VET BEN IMPR 2000
Q	DECLINE TO CONV FROM VEAP UNDER VBIA 96
C	ELIG-INT 2 YR AD + 4 YR SEL RES
B	ELIG-INT OBLIG AD 3 YRS OR MORE
A	ELIG-INT OBLIG AD LESS THAN 3 YRS
D	ELIG-MET GREATER BASIC BENEFIT RQMT
2	ENRLLD-NOT EXECUTED DECLINATION ENRLLMNT
5	ENRLLD-ON 3 YR OR MORE AD OBLIG

Codes	Abbreviations
4	ENRLLD-ON LESS THAN 3 YR AD OBLIG
G	ENRL-ON AD OBLIG SVC < 3 YRS OPN ENRLMNT
H	ENRL-ON AD OBLIG SVC 3 YRS OR > OPEN ENRL
T	ENROL CONV FROM VEAP, VET BEN IMP 2000
R	ENROLLED, CONV FROM VEAP UNDER VBIA '96
3	INELIG-CMSND AFTER 31 DEC 76
6	INELIG-DECLINED ENROLLMENT
8	INELIG-DID NOT RECV SECD SCH DIPL
1	INELIG-EAD PRIOR TO 1 JUN 85
7	INELIG-FAIL MEET MIN SVC/CHAR SVC RQMTS
J	MGIB ERA ELECTS ENRL DUE TO INVOL SEPN
N	MGIB ERA ELECTS ENRL DUE TO SSB
L	MGIB ERA ELECTS ENRL DUE TO VSI
O	NO REPORTED ENROLLMENT STATUS
K	VEAP ERA ELECTS ENRL DUE TO INVOL SEPN
P	VEAP ERA ELECTS ENRL DUE TO SSB
M	VEAP ERA ELECTS ENRL DUE TO VSI

Table 12–28: GI Bill Eligibility Status Codes and Abbreviations

2. Provide the required College Fund GI Bill Basic Benefit Level from the picklist to identify the funding level for the Soldier. Table 12–29, College Fund GI Bill Basic Benefit Level Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
BC	\$26,5000 2 AD/2 SR
BD	\$26,500 2 AD
BE	\$33,000 3 AD
BF	\$40,000 4 AD
BG	\$50,000 4 AD
BL	\$8,000 2 AD
BM	\$12,000 2 AD
BN	\$12,000 3 AD

BP	\$14,000 4 AD
BQ	KICKER NOT AUTH
BR	\$8,000 2 AD/2 SR
BS	\$20,000 3 AD/2 SR
BT	\$20,000 2 AD
BV	\$25,000 3 AD
BW	\$30,000 4 AD

Table 12–29: College Fund GI Bill Basic Benefit Level Codes and Abbreviations

3. Enter the Date Enrollment GI Bill in the provided text-entry field as required.
4. Expand the required Veterans Education Assistance Program Benefit Level and identify the appropriate benefit level. Table 12–30, Veterans Education Assistance Benefit Level Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
0	NO CONTRIBUTION
1	VEAP/2 YR ENL/\$4000 MAX CTRBN
2	VEAP/2 YR ENL/\$2000 MAX CTRBN
3	VEAP/3 YR ENL/\$3000 MAX CTRBN
4	VEAP/4 YR ENL/\$4000 MAX CTRBN
5	VEAP/3 YR ENL/\$5000 MAX CTRBN
6	VEAP/4 YR ENL/\$6000 MAX CTRBN
7	VEAP/3 YR ENL/\$4000 MAX CTRBN
8	VEAP/2 YR ENL/\$8000 MAZ CTRBN
9	VEAP/3-4 YR ENL/\$12000 MAX CTRBN
A	VEAP/2 YR ENL/\$2000 MAX CTRBN
B	VEAP/3 YR ENL/\$6000 MAX/LOAN FORGVNSS
C	VEAP/4 YR ENL/\$6000 MAX/LOAN FORGVNSS
D	2-3-4 YR ENL/BENEF-SVC/LOAN FORGVNSS
E	VEAP/2 YR ENL/\$75 MO/\$2000/LOAN FORGVNSS
F	VEAP/3 YR ENL/\$75 MO/\$4000/LOAN FORGVNSS
G	VEAP/4 YR ENL/\$75 MO/\$6000/LOAN FORGVNSS
J	VEAP/4 YR ENL/\$18300 KICKER
K	VEAP/2 YR COL/\$12900 KICKER
L	VEAP/2 YR ENL/\$8000 ACF
M	VEAP/2 YR ENL/\$12000 ACF
N	VEAP/3 YR ENL/\$12000 ACF
P	VEAP/4 YR ENL/\$14400 ACF
S	VEAP/2 YR ENL W/2 YR TPU/\$8300 ACF
T	VEAP/2 YR ENL/\$8,300 ACF
V	VEAP/3 YR ENL/\$10,600 ACF
W	VEAP/4 YR ENL/\$15,600 ACF

Table 12–30: Veterans Education Assistance Benefit Level Codes and Abbreviations

- Expand the required Vietnam Era GI Bill Eligibility Status and identify whether the Soldier is ELIGIBLE or INELIGIBLE for the program.

6. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the GI Bill—Summary page (shown in Figure 12–83, GI Bill Data—Summary) to show all completed actions.
7. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
8. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
9. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the GI Bill—Summary page. Otherwise, the system returns you to the Main Menu.

1.71.1.1 System Validations

The system performs the following validations for this function:

- The system ensures that a duplicate record for the Soldier’s Educational Entitlement Record is not entered.
- The system ensures that the Date of Enrollment GI Bill does not precede the Basic Active Service Date and that it is not a future date.

1.71.1.2 Transaction to TAPDB

The system sends Transaction 4415: GI Bill Data.

1.71.2 GI Bill—Soldier Data—Update Mode

In the Update Mode of an existing GI Bill Soldier Data, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close as outlined above. The system sends a transaction to TAPDB as outlined in Section 12.14.1.2, Transaction to TAPDB.

1.71.3 GI Bill—Soldier Data—Remove Mode

In the Remove mode of an existing GI Bill data, the system displays the current values in the database for the selected Soldier as read-only. To remove GI Bill data for a Soldier, perform the following steps.

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the data are being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next Soldier, if any exist. If the current page is the last or only Soldier, the system generates the GI Bill—Summary page to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

The system sends a transaction to TAPDB as outlined in Section 12.14.1.2, Transaction to TAPDB.

1.71.4 GI Bill—Summary

The GI Bill—Summary page displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Rank, Name, SSN, and GI Bill Eligibility Status). You have the option to view and/or print this page.

GI Bill - Soldier Data

This page allows the user to remove Montgomery GI Bill eligibility data for the selected soldier.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD ACTION: Remove	1 of 1
PEBD: 20040514 Initial Entry Date: 20031023 Basic Active Service Date: 20040514	

GI Bill Eligibility Status: ENRLLD-ON LESS THAN 3 YR AD OBLIG

College Fund GI Bill Basic Benefit: \$25,000 3 AD

Date Enrollment GI Bill: 20060215

Veterans Education Assistance Program Benefit Level: VEAP/3 YR ENL/\$12000 ACF

Vietnam Era GI Bill Eligibility Status: INELIGIBLE

Save Next Close

Figure 12–83: GI Bill Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.72 Assignment Considerations

The functional category of Assignment Considerations includes the following functionality:

- Assignment Considerations
- Assignment Eligibility Availability (AEA)

Figure 12–84, Assignment Considerations Processes, illustrates the processes in Tests.

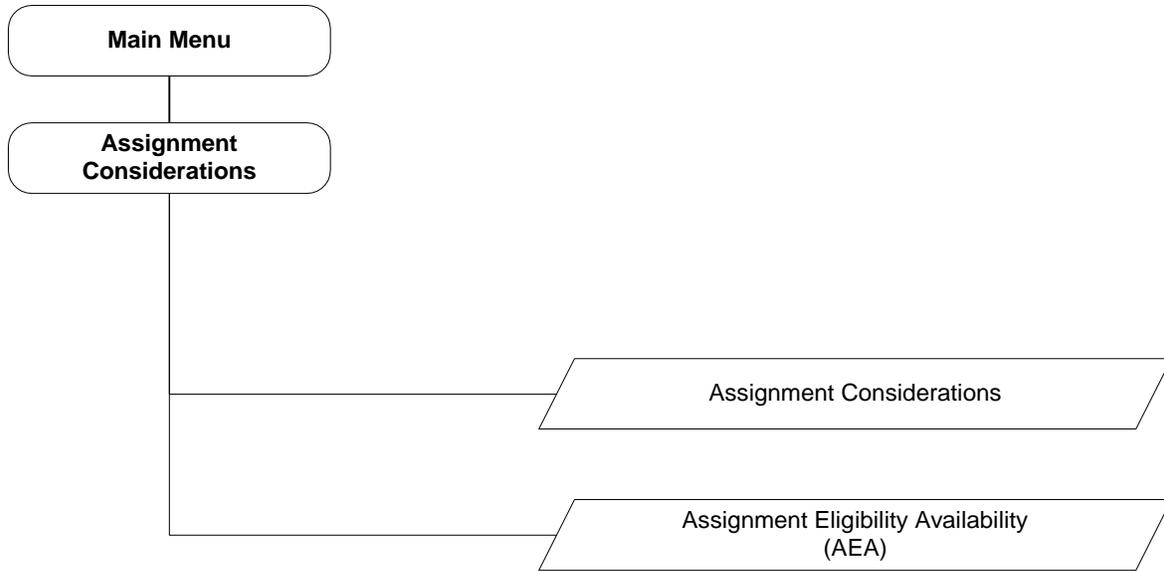


Figure 12–84: Assignment Considerations Processes

1.72.1 Assignment Considerations

The Assignment Considerations module allows you to record and maintain the assignment data considered during the reassignment processing for one or more Soldiers. This module also maintains both CONUS and OCONUS assignment preferences and restrictions for Enlisted Soldiers. Figure 12–85, Assignment Considerations Processes, illustrates the processes in Assignment Considerations.

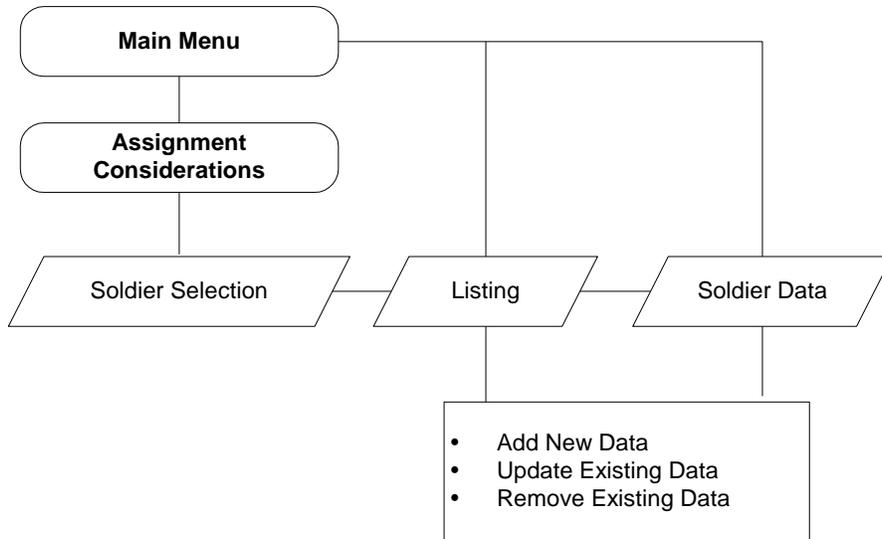


Figure 12–85: Assignment Considerations Processes

To initiate the process of adding, updating, or removing assignment considerations data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Assignment Considerations Listing page.

1.72.1.1 Assignment Considerations Listing

The Assignment Considerations Listing page (shown in Figure 12–86, Assignment Considerations Listing) details all assignment considerations that currently exist in the database for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Assignment Considerations Listing

This page allows the user to add, update or remove one or multiple assignment considerations. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove current information. Click on the checkbox to add data.

- Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN		SSN:	UIC: WDLLBD	1 of 1
Action	Status	Assignment Considerations		
Select One	Added	COUNTRY RESTRICTION-BAHRAIN-PERSONA NON GRATA		

Add Country Restrictions
 Add Other Assignment Considerations

Figure 12–86: Assignment Considerations Listing

The following fields are available on this page:

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The Assignment Considerations column details the basis for assignment considerations.

1.72.1.1.1 Update or Remove Existing Assignment Considerations

You can update or remove one or more existing assignment considerations for the Soldier by selecting the appropriate action type from the corresponding picklist.

1.72.1.1.2 Add Assignment Considerations

To add assignment considerations data, perform the following steps:

1. Check the Add Country Restrictions checkbox to add an assignment consideration in the Country Restrictions category for the Soldier.
2. Click on the Add Other Assignment Considerations to add an assignment consideration in other categories.
3. Click Submit to proceed. The system will display the Assignment Considerations—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and will update the Status column, listing all completed actions and adding any new data for the selected Soldier.
4. Alternatively, you can perform the following:
 - Click Next to proceed to the next Soldier on the list, if any exist. The system will detect data selection on the page and prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system also prompts you to confirm that the working session is being terminated and will return you to the Main Menu.

1.72.1.2 Assignment Considerations—Soldier Data—Add Mode

1.72.1.2.1 Assignment Consideration: Country Restriction

The Assignment Considerations—Soldier Data page (shown in Figure 12–87, Assignment Considerations—Soldier Data—Country Restriction) allows you to record an OCONUS country restriction for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Complete the following steps to enter assignment considerations data in the Country Restriction category for the selected Soldier:

1. The system displays the type of assignment consideration in the Country Restriction category for the purpose of verification.
2. Expand the Country Restricted picklist and select the appropriate country. This is a required field.

Figure 12–87: Assignment Considerations—Soldier Data—Country Restriction

- Expand the Assignment Country Restriction Reason and select a valid choice. This is a required field. Table 12–31, Assignment Country Restriction Reason Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
5	PERSONA NON GRATA
2	FORMER PEACE CORPS VOLUNTEER
4	DUAL CITIZENSHIP BETWEEN THE US AND ANOTHER COUNTRY
1	FORMER PRISONER OF WAR (POW)
6	FORMER HOSTAGE
7	UNSPECIFIED
3	CITIZEN OF FOREIGN COUNTRY

Table 12–31: Assignment Country Restriction Reason Codes and Abbreviations

- Click Add Additional Country Restrictions if the Soldier has additional assignment considerations in the Country Restrictions category.

5. Click Save to save the current record. The system validates your data entry and updates the database. If you have selected to add an additional country restriction consideration, the system refreshes and displays the page. Otherwise, the system then forwards you to the next action selected from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.
6. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

1.72.1.2.2 Transaction to TAPDB

The system sends Transaction 4765: Assignment Considerations.

1.72.1.2.3 Assignment Consideration: Other Assignment Considerations

The Assignment Considerations—Soldier Data page (shown in Figure 12–88, Assignment Considerations—Soldier Data—Other Assignment Considerations) allows you to record CONUS and OCONUS preferences and restrictions, other than Country Restrictions, for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Assignment Considerations
Soldier Data

Menu Help Print Exit

This page allows the user to add Assignment Considerations data for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN	SSN:	UIC: WDLLBD	ACTION: Add	1 of 1
*Assignment Considerations:	Select One			
Year/Month Expires:				

Add Additional Assignment Considerations

Save Reset Next Close

Figure 12–88: Assignment Considerations—Soldier Data—Other Assignment Considerations

Complete the following steps to enter Assignment Considerations Soldier Data in the category of Other Assignment Considerations for the selected Soldier:

1. Expand the Assignment Considerations picklist and select a valid choice. Table 12–32, Assignment Country Restriction Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A1	DUE AERS UTIL TOUR
A2	CONTRACTING OFFICER
A3	SERVING AERS UTIL FOUR
A4	PENDING REGULAR ARMY INTEGRATION—INITIAL POPULATION
A6	POTENTIAL STRATEGIST
A7	EXPERIENCED STRATEGIST
A8	PROMOTION PASSOVER
A9	HOME BASE ASSIGNMENT
B1	USMA PERM ASSOC PROF
B2	CONSCIENTIOUS OBJECTOR
B3	SEQUENTIAL ASSIGNMENT
B4	COMPLETED AERS UTIL
B5	PARTIAL COMP AERS UTIL
B6	FAMILY PROBLEM
B8	POTENTIAL FOR MATERIAL MANAGEMENT PROGRAM
B9	RET, REL OR SEP PNDG
C1	DEFERRED AERS UTIL TOUR
C2	SELECTED FOR MIL SCHOOL
C3	PHYSICAL LIMITATIONS
C4	ASSIGNMENT VOLUNTEER
C5	SCHOOL SELCTION IN 1 YR
C6	SERVED IN CERTIFIED ACQISITION MANAGEMENT PROGRAM POS
C8	MARRIED TO SVC MEMBER
C9	SOLE PARENT
D5	SERVICE MEMBER WITH EXCEPTIONAL FAMILY MEMBER
D7	TWINS
D8	AIRBORNE VOLUNTEER

Codes	Abbreviations
K1	SOLE SURV SON/DAUGHTER
L1	UNDER ARREST/CONFINEMENT
M1	UNDER INVEST-SUBVERSION
N1	UNDER INVEST BY MIL OR CIVIL CRIMINAL INVEST ACTIVITY
P1	SUSP FAV PERS ACT (FLAG)
U1	ENROLLMENT IN THE ARMY UNIVERSITY ACCESS ON-LINE PROGRAM
F1	CONSIDERED FOR ARMY READINESS
F2	CONSIDERED FOR GROUND LIAISON OFFICER DUTY
F3	RESTRICTED FROM PARTICIPATING IN UNIT MOVES
F4	CONSIDER OF JOINT TOUR
F5	ADVANCED MILITARY STUDY PROGRAM GRAD
F6	AOSF GRAD
F7	ATT CIVIL SCHOOL
F8	NON DEPLOYABLE
E6	CONSIDERED FOR COMBINED ARMS COMBAT TRAINING CENTER
E7	PROMOTABLE TO COL
E8	DEF INSTITUTES
E9	PRE-ID FOR JUMP-START
V1	RECRUITING DUTY PREFERRED
V2	DRILL SGT DUTY PREFERRED
V3	DRILL SERGENT REASSIGNMENT PROGRAM
E5	DEPLOYMENT RETURNEE
D9	POTENTIAL US MIL ACADEMY INSTR
L9	ASSIGNMENT RESTRICTIONS UNDER THE LAUTENBERG AMENDMENT APPLY
V5	AIRBORNE DUTY PREFERRED
V6	RECRUITER VOLUNTEER
V7	DRILL SERGEANT VOLUNTEER
V4	DETAILED RECRUITER REASSIGNMENT PROGRAM

Table 12–32: Assignment Country Restriction Reason Codes and Abbreviations

2. Enter a valid value for the Year/Month Expires text-entry field if the assignment consideration is temporary.
3. Click Add Additional Assignment Considerations if the Soldier has additional assignment considerations.
4. Click Save to save the current record. The system will validate your data entry and update the database. If you have selected to add additional assignment considerations, the system will refresh and display the page. Otherwise, the system will then forward you to the next action selected from the Listing page, if one exists. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.
5. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
6. Click Next to skip the Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

1.72.1.2.4 Transaction to TAPDB

The system sends Transaction 4765: Assignment Considerations.

1.72.1.3 Assignment Considerations—Soldier Data—Update Mode

This page allows you to update existing assignment considerations data for the selected Soldier. The system displays the current values in the database for the Soldier. You can edit those values and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close. The system will send transactions to TAPDB as outlined in Section 12.15.2.4, Transaction to TAPDB.

1.72.1.4 Assignment Considerations—Soldier Data—Remove Mode

The page allows you to remove existing assignment considerations data for the selected Soldier. The system displays the current values in the database for the Soldier as read-only. To remove assignment considerations data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system prompts you to confirm that the data are being removed from the database.
3. If you answer Yes, the system removes the record and forwards you to the next action selected from the Listing page, if any exist. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page, updating the Status column to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

The system sends transactions to TAPDB as outlined in Section 12.15.2.4, Transaction to TAPDB.

1.72.2 AEA

The AEA module allows you to record and maintain the assignment of AEA codes for one or more Soldiers. Figure 12–89, Assignment Eligibility Availability (AEA) Processes, illustrates the processes in Assignment Eligibility Availability (AEA).

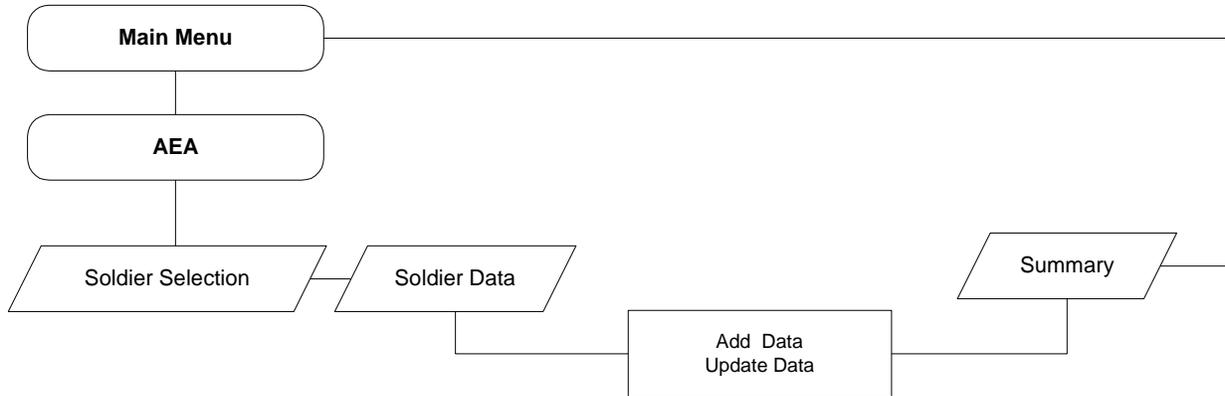


Figure 12–89: Assignment Eligibility Availability (AEA) Processes

To initiate the process of adding or updating AEA data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add or Update from the Action Type picklist. The system defaults the picklist to Add if there is no existing record for the Soldier. If the Soldier has an existing record, you will have the option to Update the current record. After you have made your selections, the system will display the Assignment Eligibility Availability (AEA) Soldier Data page.

1.72.2.1 Assignment Eligibility Availability (AEA)—Soldier Data Page—Add Mode

The Assignment Eligibility Availability (AEA)—Soldier Data page (shown in Figure 12–90, Assignment Eligibility Availability (AEA)—Soldier Data—Add Mode) allows you to add AEA data for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

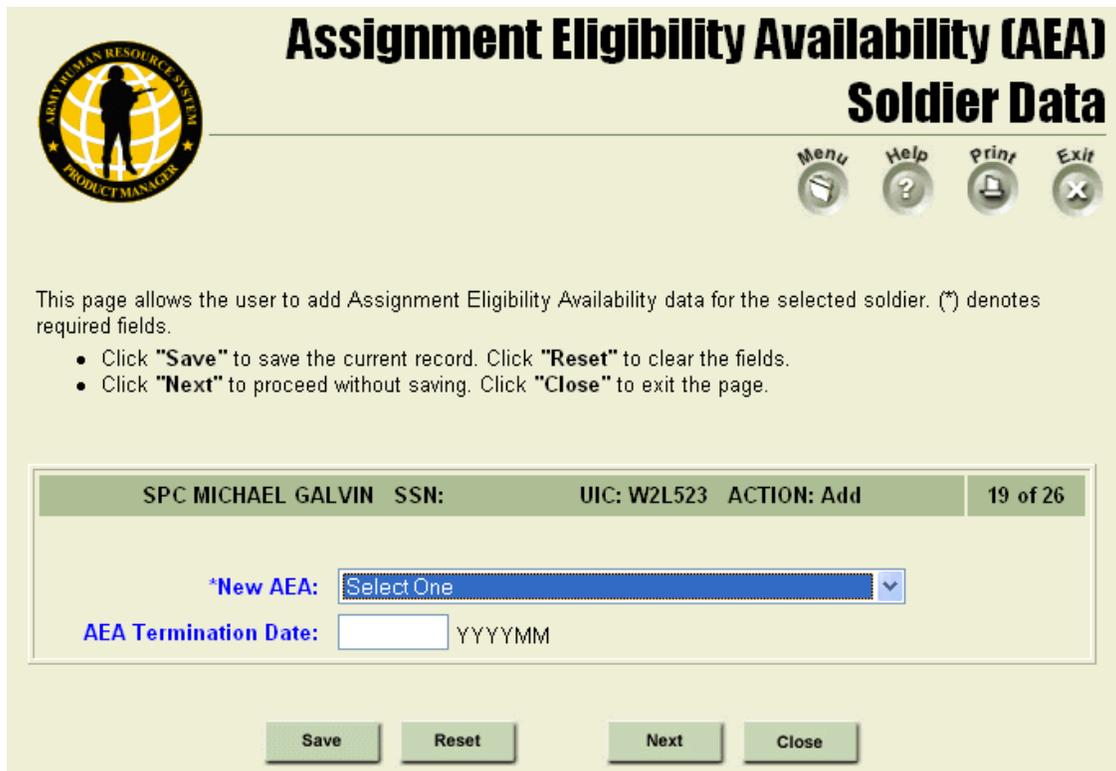


Figure 12–90: AEA Codes—Soldier Data—Add Mode

To add AEA data for a selected Soldier, perform the following steps:

1. Expand the AEA picklist and identify the appropriate code for the Soldier. This is a required field.
2. Enter the AEA Termination Date in the text-entry field. The data format is yyyyymm.
3. Click Save to save the current record. The system validates your data entry and updates the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the Assignment Eligibility Availability (AEA) Summary page to show all completed actions.
4. Click Reset to clear all the text-entry fields.
5. Click Next to proceed to the next Soldier without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system displays the Main Menu.
6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system displays the Assignment Eligibility Availability (AEA) Summary page. Otherwise, the system returns you to the Main Menu.

1.72.2.1.1 System Validations

The system performs the following validations:

- The AEA function is available for Enlisted Soldiers and officers.
- The AEA Termination Date will be entered as yyyyymm.
- AEA Codes F and Z will be the only available codes for officer input.
- AEA Code will be available for Enlisted Soldiers on assignment to Korea only.
- AEA Code Z will be available for Soldiers currently assigned to Korea.
- AEA Codes F and Z can be overlaid by the submission of AEA Code C as a result of a derogatory Duty Status.

1.72.2.1.2 Transaction to TAPDB

The system sends Transaction 4375: Assignment Eligibility Availability Data to TAPDB.

1.72.2.2 Assignment Eligibility Availability (AEA)—Soldier Data Page—Update Mode

The Assignment Eligibility Availability (AEA)—Soldier Data page (shown in Figure 12–91, Assignment Eligibility Availability (AEA)—Soldier Data—Update Mode) allows you to update AEA data for the selected Soldier. The system displays the current values in the database for the selected Soldier. You can edit these data and click Save. The system will validate and update your data entry. Alternatively, you can click Next or Close.

Assignment Eligibility Availability (AEA) Soldier Data

This page allows the user to update Assignment Eligibility Availability data for the selected soldier. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page.

SPC MICHAEL GALVIN	SSN:	UIC: W2L523	ACTION: Update	1 of 1
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Current AEA: L - NO CURRENT REASSIGNMENT RESTRICTIONS

*New AEA: L - NO CURRENT REASSIGNMENT RESTRICTIONS

AEA Termination Date: YYYYMM

Save Next Close

Figure 12–91: Assignment Eligibility Availability (AEA)—Soldier Data—Update Mode

1.72.2.3 Assignment Eligibility Availability (AEA) Summary Page

This page (shown in Figure 12–92, Assignment Eligibility Availability (AEA) Summary Page) lists all Soldiers successfully processed and their corresponding data (Rank, Name, SSN, AEA, and AEA Termination Date). You have the option to view and/or print the page.

Assignment Eligibility Availability (AEA) Data Summary

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Status	Rank	Name	SSN	AEA	AEA Termination Date
Added	SPC	GALVIN, MICHAEL JOSEPH		L	

Close

Figure 12–92: Assignment Eligibility Availability (AEA) Summary Page

Click Close to exit the page. The system will return the user to the Main Menu.

1.73 Tests

The functional category of Tests includes the following functionality:

Army Physical Fitness Test (APFT)

- Personnel Management Tests
- ASVAB/AFCT Scores
- Weapons Qualification

Figure 12–93, Tests Processes, illustrates the processes in Tests.

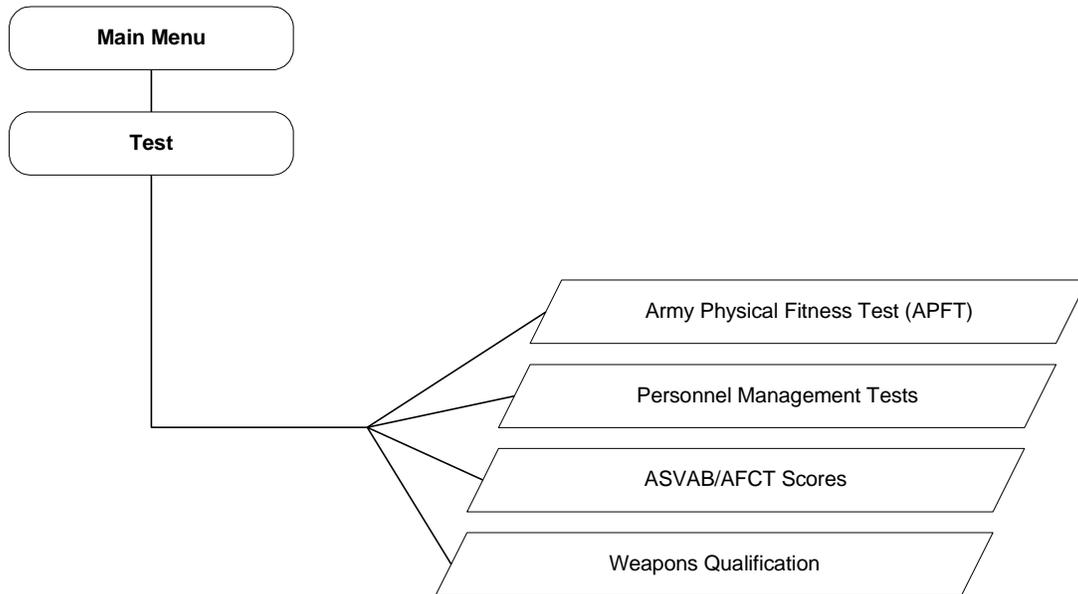


Figure 12–93: Tests Processes

1.73.1 Army Physical Fitness Test (APFT)

The Army Physical Fitness Test module allows you to record the detail of the Soldier’s current APFT test results and whether the Soldier passed or failed his or her APFT. eMILPO will prompt you to flag the Soldier for APFT Failure if the Soldier did not pass the test.

Figure 12–94, Army Physical Fitness Test Processes, illustrates the processes in Army Physical Fitness Test.

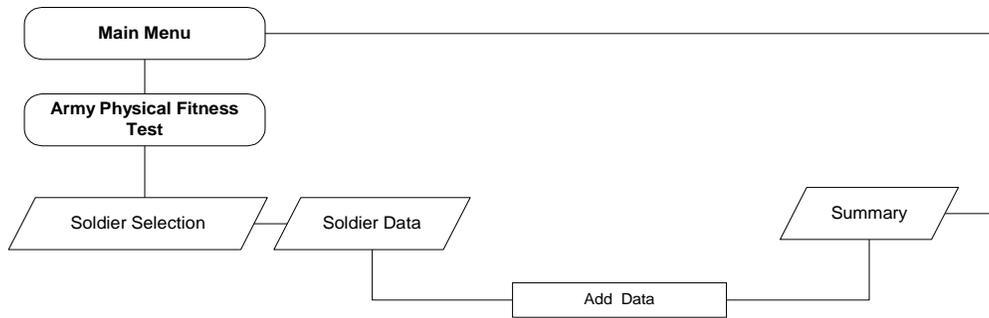


Figure 12–94: Army Physical Fitness Test Processes

To initiate the process of APFT data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, you have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add. If the Soldier has an existing record, you will have the option to Update or Remove the current record. After you have made your selections, the system displays the Army Physical Fitness Test—Soldier Data page for the first Soldier selected.

1.73.1.1 Army Physical Fitness Test—Soldier Data—Add Mode

The Army Physical Fitness Test—Soldier Data (shown in Figure 12–95, Army Physical Fitness Test—Soldier Data—Add Mode) page allows you to enter data from the latest physical fitness test for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

**Army Physical Fitness Test
Soldier Data**

This page allows the user to add APFT data for a soldier. (*) denotes required fields.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNCAA ACTION: Add 1 of 1

*Date of APFT (YYYYMM): *APFT Score:

*Height: in. *Weight: lbs. *Pass/Fail APFT:

Save Reset Next Close

Figure 12–95: Army Physical Fitness Test—Soldier Data—Add Mode

Complete the following steps to enter APFT data for the selected Soldier:

1. Enter the Date of APFT, using YYYYMM format, in the provided text-entry field. This is a required field.
2. Enter the required Height (in inches) and Weight (in pounds) from the APFT document.
3. Indicate whether the Soldier passed or failed by selecting the appropriate value from the Pass/Fail APFT picklist.
4. If the selection is Fail, the system generates a message prompting you to initiate an SPPA flag for the Soldier for the Army Physical Fitness Test Failure. Click OK to proceed.
5. Click Save to save the current record. The system will validate your data entry and update the database. The system will then forward you to the next Soldier, if one exists. If the current Soldier is the only or last Soldier, the system generates the APFT—Summary page to show all completed actions.
6. Click Reset to clear the text-entry fields and reset the other data elements to their original values.
7. Click Next to skip this Soldier and proceed to the next Soldier, if one exists. The system detects data entry on the page and prompts you to save or discard the data.
8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the APFT Summary page. Otherwise, the system returns you to the Main Menu.

1.73.1.1.1 System Validations

The system performs the following validations for this function:

- The system ensures that the entered height will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.
- The system ensures that the entered weight will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 lbs.

1.73.1.1.2 Transaction to TAPDB

The system sends Transaction 4405: Army Physical Fitness Test Data.

1.73.1.2 Army Physical Fitness Test—Soldier Data—Update Mode

This page allows you to update APFT data for the selected Soldier. The system displays the current values in the database for the Soldier. You can edit those values and click Save. The system validates and updates your data entry. Alternatively, you can click Next or Close. The system sends transactions to TAPDB as outlined in Section 12.16.1.1.2, Transaction to TAPDB.

1.73.1.3 Army Physical Fitness Test—Soldier Data—Remove Mode

This page allows you to remove APFT data for a selected Soldier. The system displays the current values in the database for the selected Soldier as read-only. To remove APFT data for a Soldier, perform the following steps:

1. You can view the record and click Save to remove the record from the database.
2. The system will prompt you to confirm that the data are being removed from the database.
3. If you answer Yes, the system will remove the record and forward you to the next action selected from the Listing page, if any exist. If the current page is the only or last selected action, the system returns you to the Assignment Considerations Listing page and updates the Status column to show all completed actions.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

The system will send transactions to TAPDB as outlined in Section 12.16.1.1.2, Transaction to TAPDB.

1.73.1.4 Army Physical Fitness Test—Summary

The Army Physical Fitness Test—Summary page (shown in Figure 12–96: Army Physical Fitness Test—Summary) displays a list of the Soldiers successfully processed in the working session and the corresponding Soldier data (Rank, Name, SSN, Pass/Fail, SFPA Type, and Effective Date). You have the option to view and/or print this page.

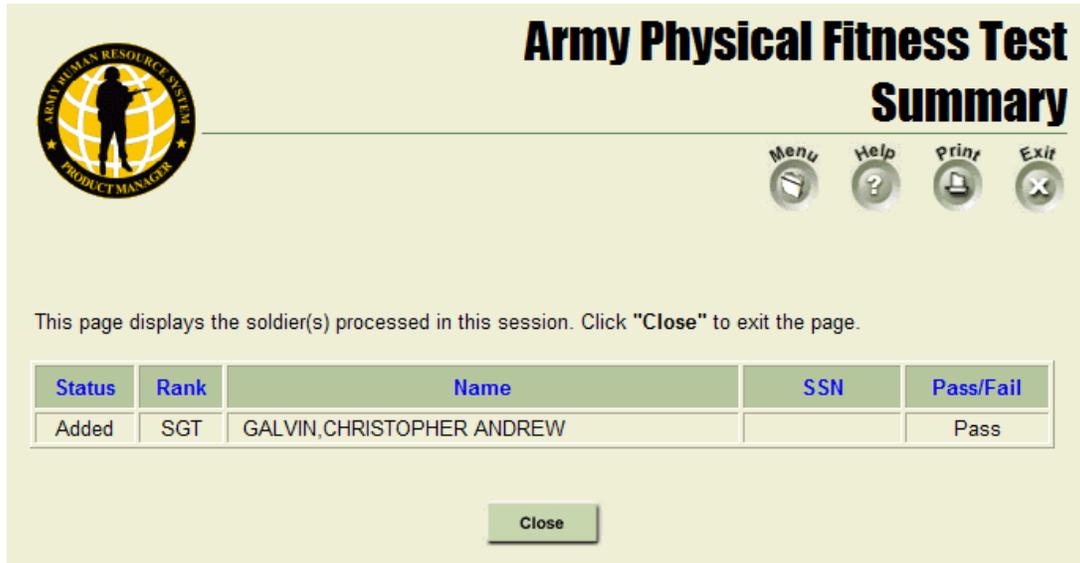


Figure 12–96: Army Physical Fitness Test—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.73.2 Personnel Management Tests

The Personnel Management Tests module records the details of the Armed Services Vocational Aptitude Battery (ASVAB), a personnel management aptitude examination administered by the Armed Forces to determine an individual’s potential to perform skills in certain job classifications. Figure 12–97: Personnel Management Tests Processes, illustrates the processes in Personnel Management Tests.

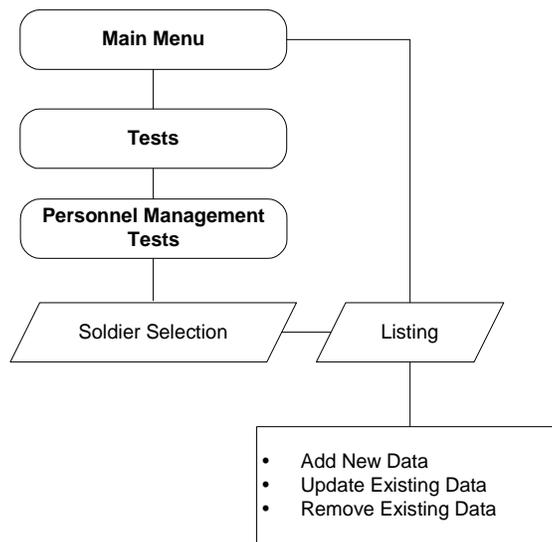


Figure 12–97: Personnel Management Tests Processes

To initiate the process of adding, updating, or removing personnel management test data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Personnel Management Tests—Soldier Data page.

1.73.2.1 Personnel Management Tests—Soldier Data

The Personnel Management Tests—Soldier Data page (shown in Figure 12–98, Personnel Management Tests—Soldier Data) logs the ASVAB and other personnel management tests taken throughout the Soldier’s army career and allows you to correct or revise the test scores. You also have the option to add new personnel management tests data and scores for the Soldier. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Figure 12–98: Personnel Management Tests—Soldier Data

1.73.2.1.1 Update or Remove Existing Personnel Management Tests Data

To update or remove existing personnel management tests data for a Soldier, perform the following steps:

1. Under the heading of Current Personnel Management Tests, the system displays the existing test data and score available for the Soldier.

2. The Action column stores the available actions that you can perform.
3. The Test Type and Test Date columns indicate the type of test and date of the test as read-only.
4. The Test Score column lists the score from the test and allows you to edit these data.
5. The system populates the Personnel Management Tests column with the current and previous test taken by the Soldier as read-only.
6. The system populates the Test Date column with the corresponding date of the tests as read-only.
7. The system populates the Test Score columns with the scores from the tests and allows you to correct or revise the scores as necessary.
8. You can select the appropriate action to perform from the corresponding picklist.
9. If the selected action is Update, you may edit the score value as necessary.
10. If the selected action is Remove, you do not need to edit any data.

1.73.2.1.2 Add New Personnel Management Tests Data

To add new personnel management tests data, perform the following steps:

1. Under the heading of Add Personnel Management Tests Data, select a valid choice from the Test Type picklist. This is a required field. Table 12–33, Personnel Management Tests Types, provides a list of the available values for this picklist.

Codes	Abbreviations
1C	DLPT I
1D	CEB4
1G	ECLT
2B	ARMY AAT
2C	DLPT II
2D	FAST
2G	ALT FAST
2H	AIM
3B	AUD PER TST
3C	DLPT III
3D	GST V1
3G	ELEC/DP TST
4B	TYPE DICT
4C	DLPT IV
4D	GST V2
5B	AMVD PE TST

5C	MAP 4A
5D	OSB 1
6B	AMVD BTRY I
6C	MAP 4A1
6D	OSB 2
7B	AMVD BTY II
7C	MAP 4B
7D	OSB 3
8B	DLAB
8C	MA 4B1
8D	OSB4
9C	CEB3
9A	ACB—FORM B

Table 12–33: Personnel Management Tests Types

2. Enter a Test Date for the selected test. This is a required field.
3. Provide a Test Score for the selected test. This is a required field.
4. Click Save to save the current record. The system will validate your data entry and update the database. The system then refreshes the page and shows all successfully completed actions and saved data.
5. Click Next to advance to the next Soldier from the Soldier list. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.1.1.1.1 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the Test Date cannot be after the current date.
- The system ensures that the Test Date cannot be before the Soldier's BASD.

1.73.3 ASVAB/AFCT Scores

The ASVAB/AFCT Scores module records the details of the specialized ASVAB and Armed Forces Classification Test (AFCT) data. These aptitude examinations are administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications. Figure 12–99, ASVAB/AFCT Scores Processes, illustrates the processes in ASVAB/AFCT Scores.

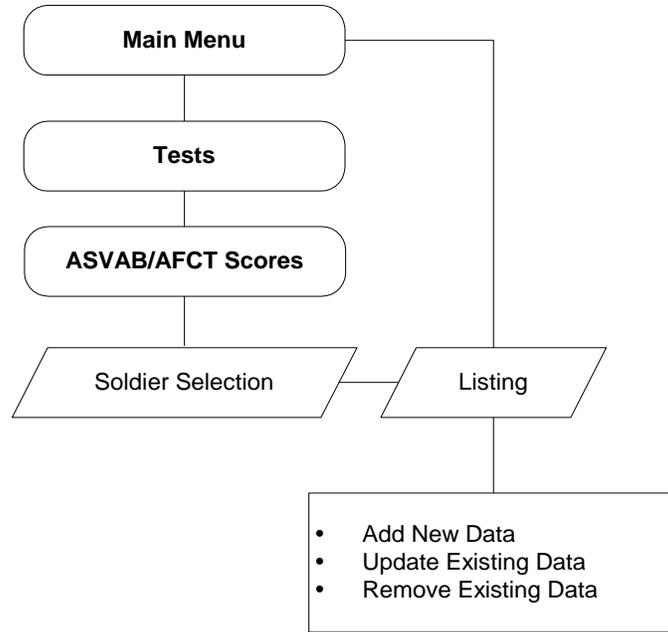


Figure 12–99: ASVAB/AFCT Scores Processes

To initiate the process of adding, updating, or removing ASVAB/AFCT data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the ASVAB/AFCT Scores—Soldier Data page.

1.73.3.1 ASVAB/AFCT Scores—Soldier Data

The ASVAB/AFCT Scores—Soldier Data page (shown in Figure 12–100, ASVAB/AFCT Scores—Soldier Data) logs the ASVAB, AFCT, and other personnel management tests taken throughout the Soldier’s army career and allows you to correct or revise the test scores. You also have the option to add new ASVAB/AFCT tests data and scores for the Soldier. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

ASVAB/AFCT Scores - Soldier Data

Menu Help Print Exit

This page allows the user to add, update, or remove ASVAB/AFCT Scores recorded for the selected soldier. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNAAA 1 of 1

Current ASVAB/AFCT Scores				
Action	Apt Test Type	Apt Test Date	Apt Area	*Test Score

Add ASVAB/AFCT Scores			
*Apt Test Type	*Apt Test Date	Apt Area	*Test Score
Select One		CLERICAL/ADMINISTRATIVE	
		COMBAT	
		ELECTRONICS	
		FIELD ARTILLERY	
		GENERAL MAINTENANCE	
		GENERAL TECHNICAL	
		MOTOR TECHNICAL	
		OPERATIONS AND FOOD	
		SURVEILLANCE AND COMMUNICATIONS	
		SKILLED TECHNICAL	

Save Next Close

Figure 12–100: ASVAB/AFCT Scores—Soldier Data

1.73.3.1.1 Update or Remove Existing ASVAB/AFCT Scores Data

To update or remove existing ASVAB/AFCT scores data for a Soldier, perform the following steps:

1. The system displays the existing test data and score available for the Soldier under the heading of Current ASVAB/AFCT Scores.
2. The Action column stores the available actions that you can perform.
3. The Apt Test Type and Apt Test Date columns indicate the type of test and date of the test as read-only.
4. The Apt Area indicates the skill area that the specific test covers.
5. The system populates the Test Score column with the resulting scores from the tests and allows you to correct or revise the scores as necessary.
6. You can select the appropriate action to perform from the corresponding picklist.

7. If the selected action is Update, you may edit the Score value as necessary.
8. If the selected action is Remove, you do not need to edit any data.

1.73.3.1.2 Add New ASVAB/AFCT Scores Data

To add new ASVAB/AFCT scores data, perform the following steps:

1. Under the heading of Add ASVAB/AFCT Scores, the system populates the Apt Test Type column with the available tests. Expand the picklist and select a valid choice as required. Table 12–34, ASVAB/AFCT Scores Apt Test Type, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
1B	ACB 1B	14	ASVAB 14
1A	AFCT	15	ASVAB 15
01	ASVAB 01	16	ASVAB 16
06	ASVAB 06	17	ASVAB 17
07	ASVAB 07	18	ASVAB 18
08	ASVAB 08	19	ASVAB 19
09	ASVAB 09	20	ASVAB 20
10	ASVAB 10	21	ASVAB 21
11	ASVAB 11	22	ASVAB 22
12	ASVAB 12	AA	ASVAB 22
13	ASVAB 13		

Table 12–34: ASVAB/AFCT Scores Apt Test Type

2. Enter a Test Date for the selected test. This is a required field.
3. Expand the Apt Area picklist and select an appropriate choice as required. Table 12–35, ASVAB/AFCT Apt Area Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
CL	CLERICAL/ADMINISTRATIVE
CO	COMBAT
EL	ELECTRONICS
FA	FIELD ARTILLERY
GM	GENERAL MAINTENANCE
GT	GENERAL TECHNICAL
MM	MOTOR MECHANICAL
OF	OPERATIONS AND FOOD
SC	SURVEILLANCE AND COMMUNICATIONS
ST	SKILLED TECHNICAL

Table 12–35: ASVAB/AFCT Apt Area Codes and Abbreviations

4. Provide a Test Score for the selected test. This is a required field.
5. Click Save to save the current record. The system will validate your data entry and update the database. The system then refreshes the page and shows all successfully completed actions and saved data.
6. Click Next to advance to the next Soldier on the Soldier list. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.1.1.1.1.2 SYSTEM VALIDATIONS

The system performs the following validations for this function:

- The system ensures that the entered test score is a maximum of three characters in length and contains only numeric characters.
- The APT Test Date cannot be after the current date.
- The system ensures that duplicate test data cannot be entered for the Soldier.

1.1.1.1.1.3 TRANSACTIONS TO TAPDB

The system sends Transaction 4345: Personnel-Management-Tests.

1.73.4 Weapons Qualification

The Weapons Qualification module allows you to add, update, or remove one or more weapons qualifications for the selected Soldier. Figure 12–101, Weapons Qualification Processes, illustrates the processes in Weapons Qualification.

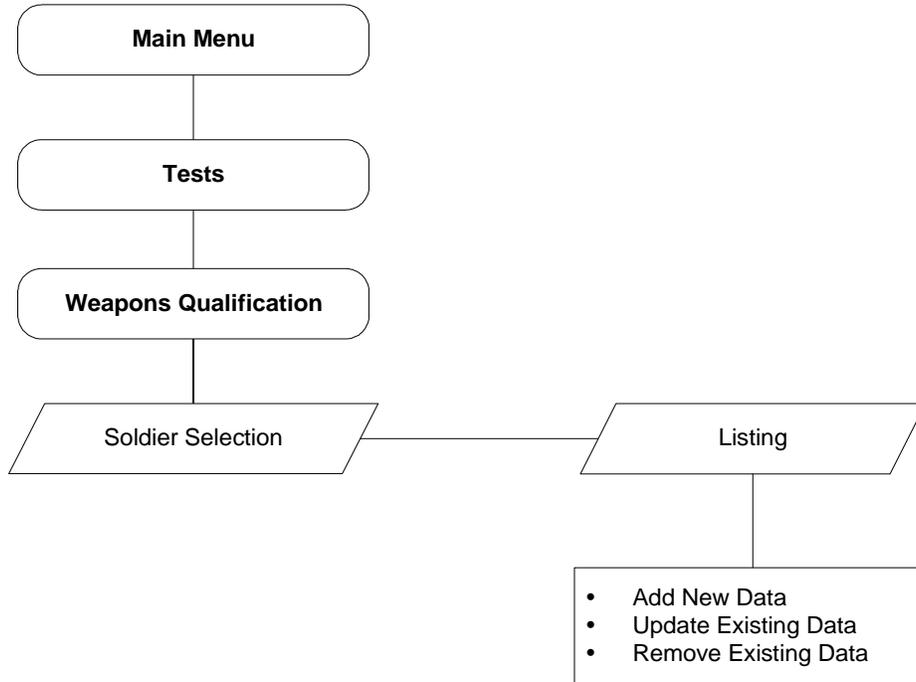


Figure 12–101: Weapons Qualification Processes

To initiate the process of adding, updating, or removing weapons qualification data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Weapons Qualification Listing page.

1.73.4.1 Weapons Qualification Listing

The Weapons Qualification Listing page (shown in Figure 12–102, Weapons Qualification Listing) lists all qualified weapons that exist in the database for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier’s position on the Soldier list as well as the total number of Soldiers from the list.

Weapons Qualification Listing

This page displays all the current weapon qualifications for the selected soldier. The Status column will display the user's completed actions. Update or remove a weapon by selecting the Action in the corresponding picklist. Click on the checkbox to add.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN		SSN:	UIC: WSNAAA	1 of 2
Action	Status	Qualification Form		Qualification Date
Select One	Added	DA FORM 3595-R(M16)		20060517

Add Weapon

Submit Next Close

Figure 12–102: Weapons Qualification Listing

The following fields are available on this page:

- The Action column displays the available actions.
- The Status column will show your completed actions.
- The Weapon Type column identifies the types of weapon for each qualification. An example of a type of weapon would be M16A1 RIFLE or 9MM PISTOL.
- The Qualification Date column indicates the date that the listed weapon was qualified.

1.73.4.1.1 Update or Remove Existing Weapons Qualification Data

You can update or remove one or more weapons qualification listings on the Listing page by selecting the corresponding action type from the action picklist.

1.73.4.1.2 Add New Weapons Qualification Data

To add new weapons qualification data for a Soldier, perform the following steps:

1. Check the corresponding checkbox to add a new weapon qualification.
2. Click Submit to proceed. The system will display the Weapons Qualification—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new weapon qualification data for the selected Soldier.
3. Click Close to terminate the working session. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu. If the current Soldier is not the only Soldier on the Soldier list, the system will prompt you to confirm that you wish to terminate the working session. If you answer Yes, the system will display the Main Menu. If you answer No, the system returns you to the current page for further processing.

1.73.4.2 Weapons Qualification—Soldier Data—Add Mode

The page shown in Figure 12–103, Weapons Qualification—Soldier Data, allows you to add a new qualified weapon for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier’s position on the Soldier list in addition to the total number of Soldiers on the list.

This page allows the user to add weapons qualification data for a soldier. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Reset"** to clear the fields.
- Click **"Next"** to proceed without saving. Click **"Close"** to exit the page.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNAAA	ACTION: Add	1 of 1
------------------------	------	-------------	-------------	--------

*Qualification Date:

*Qualification Form:

*Total # of Hits/Score:

Basic Marksman Qualification Badge:

Enter Additional Weapons

Save Reset Next Close

Figure 12–103: Weapons Qualification—Soldier Data

To add new weapons qualification data for a Soldier, perform the following steps:

1. Expand the Weapon Type picklist and select a value.
2. Enter the Qualification Date of the weapon in the provided text-entry field.
3. Provide the Total # of Hits or the Total Score earned in the available text-entry field.
4. Expand the Basic Marksman Qualification Badge picklist and select a value.
5. You have the option to click Enter Additional Weapons if there is more than one weapon to add.
6. Click Save to save the record. The system will update the Soldier’s record and advance to the next selected action from the Listing page. If the current action is the only or last selected from the Listing page, the system returns you to the Listing page and update the Status column to show all completed actions.
7. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.

8. Click Next to skip this action. The system will advance to the next selected action from the Listing page if any exist.

1.73.4.2.1 System Validations

The system performs the following validations:

- The system ensures that a duplicate Weapon Type cannot be added.
- The system ensures that the Qualification Date cannot be after the current date.
- The system ensures that the Qualification Date cannot be before the Soldier’s BASD.
- The Total # of Hits cannot be greater than 300.
- The Total # of Hits cannot be less than 0.

1.74 Military Occupational Specialty

The Military Occupational Specialty (MOS) module records the primary (PMOS), secondary (SMOS), additional military occupational specialty, as well as projected, and career progression MOS for one or more Soldiers. The system also maintains the additional skill identifier’s (ASI) and skill qualification indicator’s (SQI) awarded to the Soldiers. With the exception of PMOS, you have the option to add new MOS designations, or to update and remove existing designations for Enlisted Soldiers. You have the option to view MOS designations for Soldiers Warrant Officers and Commissioned Officers. Figure 12–104, Military Occupational Specialty Processes, illustrates the processes in Military Occupational Specialty.

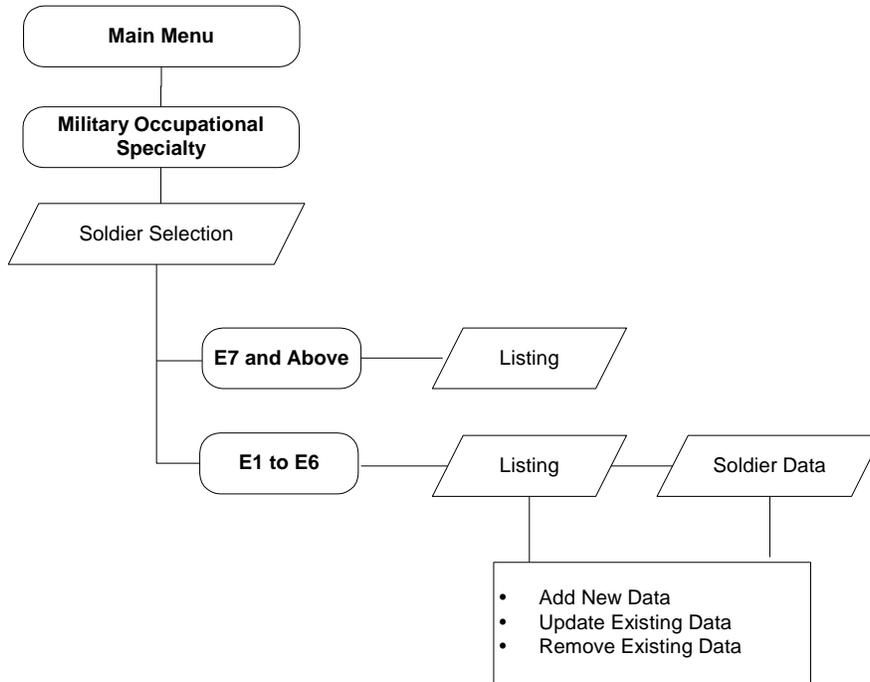


Figure 12–104: Military Occupational Specialty Processes

To initiate the process of adding, updating, or removing MOS data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Military Occupational Specialty—Listing page.

1.74.1 Military Occupational Specialty—Listing

The Military Occupational Specialty—Listing page (shown in Figure 12–105, Military Occupational Specialty—Listing) lists the skill designations recorded in the database for the Enlisted Soldier. These designations include Primary, Secondary, and Additional MOS, SQL, ASI, and Language. You also have the option to update or revise existing skill designations as well as add new ones. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Military Occupational Specialty - Listing

SGT CHRISTOPHER GALVIN SSN: UIC: WSNCAA 1 of 2

Action	Status	Designation	Award Date	Effective Date
Primary MOS				
Select One		91M	19000101	None
Secondary MOS				
Select One		92G	19000101	None
Additional MOS				
No Data in the Database for Additional MOS				
Career Progression MOS				
No Data in the Database for Career Progression MOS				
Projected MOS				
Select One		91M	N/A	N/A
SQL				
Select One		O	20010725	N/A
ASI				
No Data in the Database for ASI				
Language				
No Data in the Database for Language				

Add MOS, SQL and ASI: Select One

Submit Next Close

Figure 12–105: Military Occupational Specialty—Listing

The following fields are available on this page:

- The Action column indicates the available actions that you can select to perform: Update and Remove. Please note that the only available action for Primary MOS is Update.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.

- Under the subheading of specific skill category, the system displays the current values for the designation including the Award Date and Effective Date for the designations. The system will indicate if no data exist in the database for the specific category.

Note: Primary MOS, Career Progression MOS, Projected MOS and ASI values of 6C, 6S, 7C, 7S, 8C, and 8S are read-only for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.

1.74.1.1 Update or Remove Existing Military Occupational Specialty Designations

You can update or remove one or more existing skill designations for the Soldier by selecting the appropriate action type from the corresponding picklist. **Note:** Primary MOS, Career Progression MOS, Projected MOS and ASI values of 6C, 6S, 7C, 7S, 8C, and 8S are read-only for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.

1.74.1.2 Add New Military Occupational Specialty Designations

You may add one or more new MOS designations by expanding the Add MOS, SQI, and ASI picklist and selecting the appropriate MOS category. To add new MOS designations for a Soldier, perform the following steps:

1. Click Submit to proceed. The system displays the Military Occupational Specialty—Soldier Data page for the first selected action. The system loops through all selected actions and returns you to the Listing page and updates the Status column to show all completed actions.
2. Click Next to proceed without saving. The system detects data selection on the page and prompts you to save or discard the data. The system advances to the next Soldier on the list, if one exists. If the current page is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
3. Click Close to exit the page and terminate the working session. The system detects data selection on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

Note: Primary MOS, Career Progression MOS, and Projected MOS are not available in the Add MOS, SQI, and ASI picklist for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.

1.74.2 Military Occupational Specialty—Soldier Data—Add Mode

The Military Occupational Specialty—Soldier Data in Add mode (shown in Figure 12–106, Military Occupational Specialty—Soldier Data, Add Mode) allows you to add a new Secondary, Additional, Career Progression, or Projected MOS as well as SQI and ASI designations. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Note: Primary MOS, Career Progression MOS, Projected MOS and ASI values of 6C, 6S, 7C, 7S, 8C, and 8S are read-only for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.

To add a new Secondary, Additional, Career Progression, or Projected MOS, SQI, or ASI designations, perform the following steps:

1. Enter the appropriate MOS designation in the provided text-entry field as required.
2. Provide the corresponding Award Date, which indicates the calendar date the Soldier is awarded the skill designation, in the text-entry field as required. **Note:** Award Date is not applicable for recording Career Progression or Projected MOS.
3. If the data are available, enter the Effective Date for the MOS designation in the provided text-entry field. **Note:** Effective Date is not applicable for recording Career Progression or Projected MOS. Also, Effective Date is not applicable for recording ASI and SQI.

**Military Occupational Specialty
Soldier Data**

This page allows the user to add Additional MOS data for the soldier. (*) denotes a required field.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

SGT CHRISTOPHER GALVIN SSN: UIC: WSNAAA ACTION: Add 1 of 2

*Additional MOS:

*Award Date: Effective Date:

Save Reset Next Close

Figure 12–106: Military Occupational Specialty—Soldier Data, Add Mode

- Click Save to proceed. The system will validate your entry and forward to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.
- Click Reset to clear all text-entry fields.
- Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.74.2.1 System Validations

The system performs the following validations for this function:

- The system ensures that the Award Date is not a future date and that it does not precede the Soldier's DIEMS.
- The system ensures that the Effective Date is not a future date.
- The system ensures that only one Secondary MOS is designated for the Soldier.
- The system ensures that duplicate entries of MOS, ASI, and SQI are not permitted.
- The system ensures that only active MOS, ASI, and SQI are saved to the database.
- The system shall ensure that the entered MOS, ASI, and SQI are valid for the Soldier's class and grade.
- The system shall ensure that a female Soldier is not placed into an AOC, MOS, or SQI that is closed to female Soldiers.

- The system shall ensure that the selected SQI and ASI correspond to the Soldier's MOS.
- The system shall ensure that only one Career Progression MOS and one Projected MOS are selected for the Soldier.
- The system shall prevent updates to a Soldier's record that will result in an MOS value of "68W" and an ASI value of "Y2."
- When adding or updating information, the system ensures that the MOS is valid by checking that the MOS implemented and rescind dates.

1.74.2.2 System Updates

The system will default the Control Skill Indicator (CSI) to "N" when a user adds an MOS for the Soldier.

1.74.2.3 Transactions to TAPDB

The system sends the following transactions to TAPDB:

Transaction 4250: MOS Update

- Transaction 4255: Skill Qualification Identifier—Enlisted Data

Transaction 4260: Additional Skill Identifier Data

1.74.3 Military Occupational Specialty—Soldier Data—Update Mode

The Military Occupational Specialty—Soldier Data page allows you to modify the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To update MOS data for a Soldier perform the following steps:

1. The system displays the MOS designation, Award Date, and Effective Date that currently exist in the database for the Soldier. You have the option to modify the values as necessary.
Note: Primary MOS, Career Progression MOS, Projected MOS and ASI values of 6C, 6S, 7C, 7S, 8C, and 8S are read-only for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.
2. Click Save to proceed. The system will validate your entry and advance to the next action selected from the Listing page, if any exist. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.
3. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.
5. The system validates and updates your entry.

The system sends transactions to TAPDB as outlined in Section 12.17.2.3, Transactions to TAPDB.

1.74.3.1 System Validations

The system performs the following validation for this function: The system will determine the corresponding ASIs and SQIs to automatically withdraw when a user updates the Primary MOS.

1.74.4 Military Occupational Specialty—Soldier Data—Remove Mode

The Military Occupational Specialty—Soldier Data page allows you to remove the existing values for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and selected action as well as the Soldier's

position on the Soldier list and the total number of Soldiers from the list. To remove MOS data for a Soldier, perform the following steps:

1. The system displays the MOS designation, Award Date, and Effective Date that currently exist in the database for the Soldier as read-only. **Note:** Primary MOS, Career Progression MOS, Projected MOS and ASI values of 6C, 6S, 7C, 7S, 8C, and 8S are read-only for promotable E8 Soldiers (who have a promotion list sequence number) and for E9 Soldiers.
2. Click Save to proceed. The system will prompt you to verify that the data are being removed from the Soldier's record. If the current page is the last or only selected action, the system will return to the Listing page and update the Status column to show all successful actions.
3. Click Next to proceed to the next action selected from the Listing page without saving, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only selected action, the system returns you to the Main Menu.
4. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

The system sends transactions to TAPDB as outlined in Section 12.17.2.3, Transactions to TAPDB.

1.74.4.1 System Validations

The system performs the following validations for this function: The system will determine the corresponding ASIs and SQIs to automatically withdraw when a user removes a Secondary or Additional MOS.

1.74.5 Military Occupational Specialty—Listing—E7 and Above

The Military Occupational Specialty—Listing page for ranks E7 and above (shown in Figure 12–107, Military Occupational Specialty—Listing—E7 and Above) lists the skill designations recorded in the database as read-only for these Soldiers. The system displays the selected Soldier's Rank, Name, SSN, and UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

- Under the subheading of specific skill category, the system displays the current values for the designation, including the Award Date and Effective Date for the designations. The system will indicate if no data exist in the database for a specific category.
- Click Next to proceed to the next action selected from the Listing page without saving, if any exist. If the current page is the only selected action, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system then returns you to the Main Menu.

Military Occupational Specialty - Listing

This page displays all current AOC/MOS, SQI, ASI, and Language designations for the selected soldier.

- Click "Next" to proceed. Click "Close" to return to the Main Menu.

COL JAMES GALVIN SSN:		UIC: W0VPAA		1 of 2
Designation	Award Date	Effective Date		
Primary AOC				
49Z	19000101	N/A		
Secondary AOC				
49X	19000101	N/A		
Additional AOC				
No Data in the Database for Additional AOC				
ASI				
3A	19000101	N/A		
5S	19000101	N/A		
5U	19000101	N/A		
Language				
No Data in the Database for Language				

Next Close

Figure 12–107: Military Occupational Specialty—Listing—E7 and Above

1.75 View Soldier Information

The View Soldier Information module displays the data pertaining to the Soldiers’ physical readiness for duty. View Soldier Information data lists the date of last physical exam and last HIV test, and details the Soldiers’ physical profile factors (PULHES), which include scores for height, weight, lower and upper extremities as well as vision, hearing, and psychological scores. Figure 12–108, View Soldier Information Processes, illustrates the processes in Readiness.

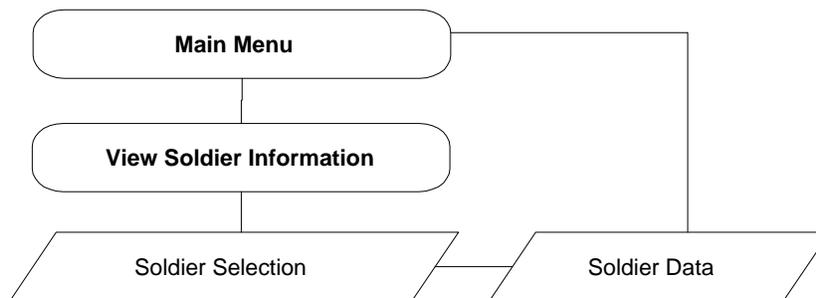


Figure 12–108: View Soldier Information Processes

To initiate the process of viewing data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to view readiness data, the system will display the View Soldier Information—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.75.1 View Soldier Information—Soldier Data

The View Soldier Information—Soldier Data page (shown in Figure 12–109, View Soldier Information—Soldier Data) allows you to view the following current data for the Soldier:

- Record status
- MPC
- Service component
- Duty status
- Date of last HIV test
- Date of last physical exam
- Physical category
- Physical profile factors and scores
- Medical Readiness Classification code and reason

The system displays the Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

View Soldier Information - Soldier Data

This page allows the user to view soldier information data for the selected soldier.

- Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

1SG MATTHEW GALVIN	SSN:	UIC: WCAET0	ACTION: View	3 of 4
Record Status: G - ASG TO ACTIVE COMPONENT				
MPC: E - ENLISTED				
Service Component: R - REGULAR				
Duty Status: PDY - PRESENT FOR DUTY				
Date of Last HIV Test:				
Date of Last Physical Exam:				
Physical Category:				
Physical Profile Factors (PULHES)				
Physical Capacity:		Upper Extremities:		
Lower Extremities:		Hearing:		
Vision:		Psychological:		
Medical Readiness Classification (MRC)				
MRC Code:				
MRC Reasons:				

Figure 12–109: View Soldier Information—Soldier Data

To view Soldier information data for a Soldier, perform the following steps:

1. The system displays the current data for the Soldier as read-only.
2. Click Next to proceed to the next Soldier from the Soldier list, if any exist. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
3. Click Close to terminate the working session. The system returns you to the Main Menu.

1.76 Overseas Assignment Data

The Overseas Assignment Data function allows you to update overseas assignment information for a Soldier. Figure 12–110, Overseas Assignment Data Processes, illustrates the processes in the functional category of Overseas Assignment Data.

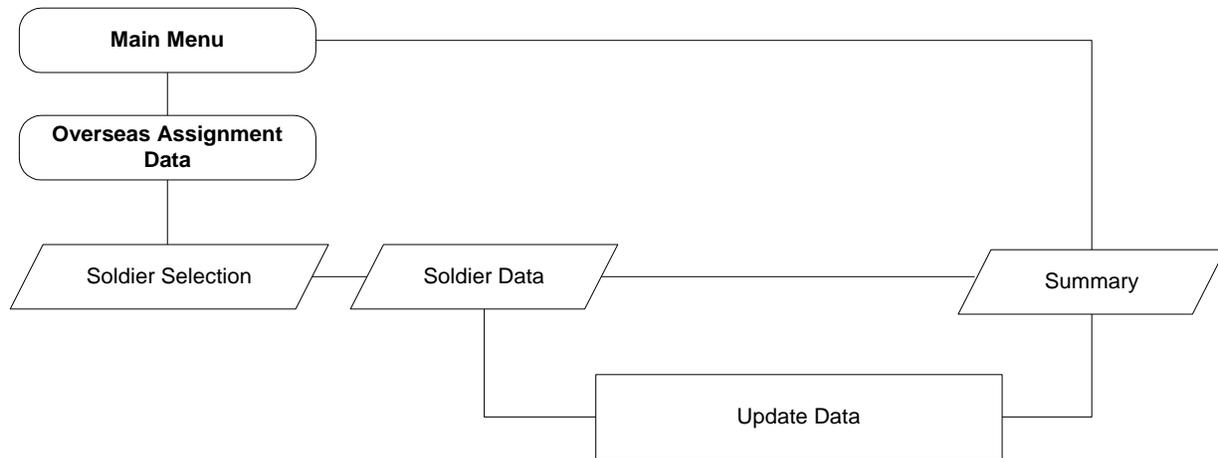


Figure 12–110: Overseas Assignment Data Processes

To initiate the process updating overseas assignment data for a Soldier, you must first build a Soldier list. The search criteria available for Overseas Assignment Data are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Overseas Assignment Data – Soldier Data page.

1.76.1 Overseas Assignment Data—Soldier Data—Update Mode

The Overseas Assignment Data—Soldier Data—Update Mode page (shown in Figure 12–111, Overseas Assignment Data—Soldier Data—Update Mode) allows you to update overseas assignment information for a Soldier. The system displays the Soldier’s Rank, Name, SSN, current UIC, and current Status as read-only. The system also displays the Soldier’s position on the Soldier list in addition to the total number of Soldiers on the list.

Overseas Assignment Data

Soldier Data






This page allows the user to update overseas assignment data for selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SSG DANIEL GALVIN	SSN:	UIC: WH1LAA	ACTION: Update	1 of 7
Basic Assignment Data				
Assignment Type: OCONUS		*Gaining UIC: WH1LAA		
*Arrival Date: 20060104		*Arrival Time: 1106		
*Movement Designator: NO COST-ASG TO SAME LOCATION				
Assignment Location: GERMANY				
OCONUS Assignment Data				
*Dependent Travel Status:		ACCOMPANIED <input type="button" value="v"/>		
Dependent Arrival Date:		<input type="text"/>		
CS Depn Qty: <input type="text" value="3"/>		NS Depn Qty: <input type="text" value="0"/>		
*Tour Duration:		Long (36 months) <input type="button" value="v"/>		
		*DEROS Date: <input type="text" value="20060529"/>		

Figure 12–111: Overseas Assignment Data—Soldier Data—Update Mode

Follow these steps to overseas assignment data for a Soldier:

1. Under the subheading of Basic Assignment Data, the system displays the existing OCONUS arrival data as read-only.
2. Select the appropriate value from the Dependent Travel Status drop-down menu. Available values include the following:
 - Accompanied
 - No Dependents
 - Dependent Restricted
 - Unaccompanied
3. Enter the effective date of the dependent arrival in the Dependent Arrival Date field.
4. In the CS Depn Qty field, enter the number of command-sponsored dependents.
5. In the NS Depn Qty field, enter the number of dependents who are not sponsored by the Soldier's command.

6. Select the length of the tour from the Tour Duration drop-down menu. Available values include the following:
 - Short (12 Months)
 - Long (24 Months)
 - Long (36 Months)
7. Enter the DEROS date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).
8. Click Save to save the current record. The system will validate your data entry and update the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the Overseas Assignment Data—Summary page.
9. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Overseas Assignment Data—Summary page to show all completed actions.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Overseas Assignment Data—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

1.76.1.1 System Validations

The system performs the following validations:

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date, and is prior to or the same as the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.
- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date, and that it is not after the DEROS Date.

- The system shall ensure that the DEROS date is not earlier than the assignment Arrival Date for an OCONUS assignment.

1.76.1.2 System Updates

The system updates the following information in the Soldier's record:

- The system shall remove the Soldier's assignment instruction.
- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.
- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.
- The system updates the PERSS (Person Strength Status) to match the Unit Manning Status Code of the gaining unit.
- The system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.
- The system updates the Soldier's duty status to "PDY."

1.76.1.3 Transaction to TAPDB

The system will send the following transactions:

- If the losing unit entered the departure information and you correct the departure date, the system sends Transaction 4170: Revocation of Departure, Transaction 4155: Soldier Departure, and Transaction 4175: Arrival
- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)
- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)
- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)
- If the user released the Soldier(s)' attachment(s), the system sends Transaction 4150: Report Release from Attachment
- Transaction 4195: Military Duty Status
- For a sign-of-life arrival, the system sends Transaction 4155: Departure and Transaction 4175: Arrival
- Transaction 4370: Overseas Assignment Data

1.76.2 Overseas Assignment Data Summary

This page (Figure 12-112, Overseas Assignment Data—Summary) displays a list of the Soldiers for whom overseas assignment data were successfully updated and their corresponding data (status, rank, name, SSN, UIC, arrival date, position number, and duty title). You have the option to view and/or print the page.

Overseas Assignment Data Summary

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Status	Rank	Name	SSN	UIC	Arrival Dte	POSNO	Duty Title
Updated	SSG	GALVIN, DANIEL JOSEPH		WH1LAA	20060104		

Close

Figure 12–112: Overseas Assignment Data—Summary

Click Close to exit the page. The system returns you to the Main Menu.

Personnel Accounting

This chapter describes the personnel accounting capability of eMILPO and outlines the functional areas available to support personnel accounting. The functional category of Personnel Accounting offers the following areas within eMILPO:

- Arrival—This includes the following:
 - Soldier Arrival
 - OCONUS Arrival
 - Arrival Date Correction
 - Mass Arrival
 - Revoke Arrival
- Attachment—This includes the following:
 - Attach Soldier (including Release from Attachment)
 - Mass Attachment
- Slotting
 - Slotting – Authorized Documents
 - Slotting – No Authorized Documents
- Duty Status
- Soldier Patient History
- Assignment History
 - Assignment/Duty History
 - Tour Credits
- Reserve Component Accounting—This includes the following:
 - Soldier Mobilization
 - Soldier Demobilization
 - Unit Mobilization
 - Unit Demobilization
 - Attach RC Soldiers/Operational Support (ADOS)
- DFR/DFS—This includes the following:
 - Drop from Rolls or Strength
 - Return from DFR/DFS
 - Revoke DFR/DFS
- Transition/Loss—This includes the following:
 - Soldier Transition/Loss to the Army
 - Mass Transition
- PCS Departure—This includes the following:
 - Departure
 - PCS Departures
 - Revoke Departure
- RA Strength
 - Recall Retiree
 - Sanctuary/UCMJ
 - Enlistment Into RA
- Casualty Affairs

Figure 13–1, Personnel Accounting Processes, illustrates the processes in Personnel Accounting.

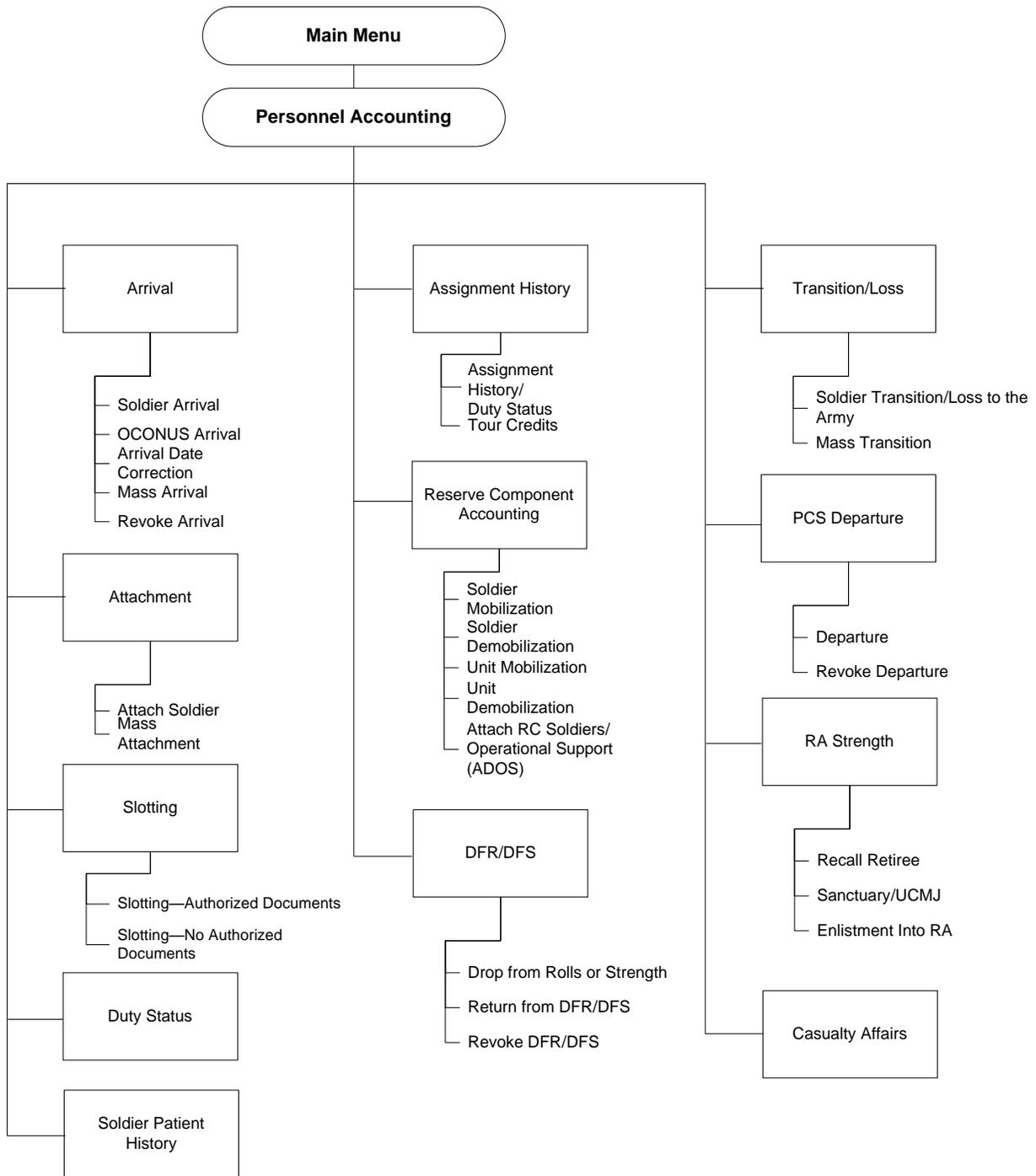


Figure 13–1: Personnel Accounting Processes

1.77 Arrival

Arrival consists of Soldier Arrival, OCONUS Arrival, Arrival Date Correction, Mass Arrival, and Revoke Arrival. eMILPO supports the sign-of-life concept in that if a Soldier arrives on site, the system can arrive the Soldier without requiring the Soldier to be properly departed from the losing unit. In the Mass Arrival process, the system will notify you that Soldiers must be properly departed in the system prior to processing a mass arrival. Figure 13–2, Arrival Processes, illustrates the different processes in Arrival.

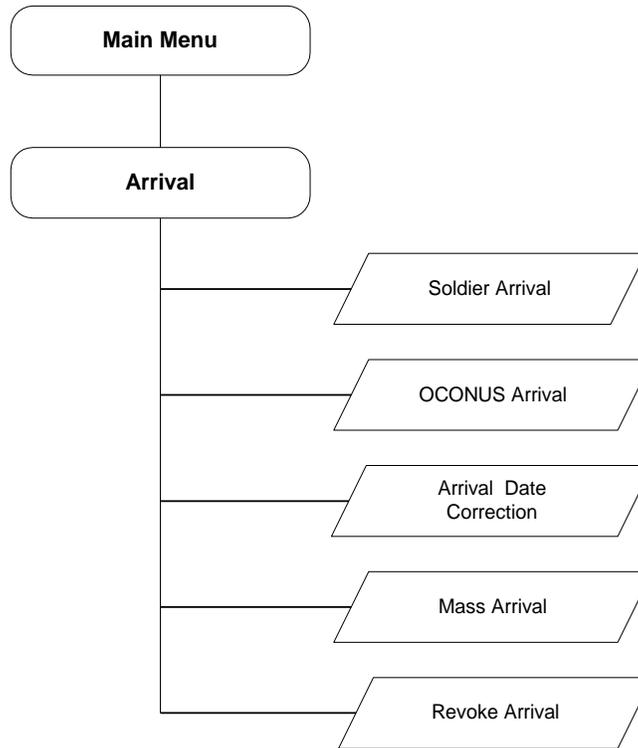


Figure 13–2: Arrival Processes

1.77.1 Soldier Arrival

Soldier Arrival allows you to process the arrival of Soldiers to their new units for the Assignment Types of CONUS, Local CONUS, and Local OCONUS. You have the option to arrive the Soldiers without having to depart the Soldiers from the losing unit. Figure 13–3, Soldier Arrival Processes, illustrates the processes in Soldier Arrival.

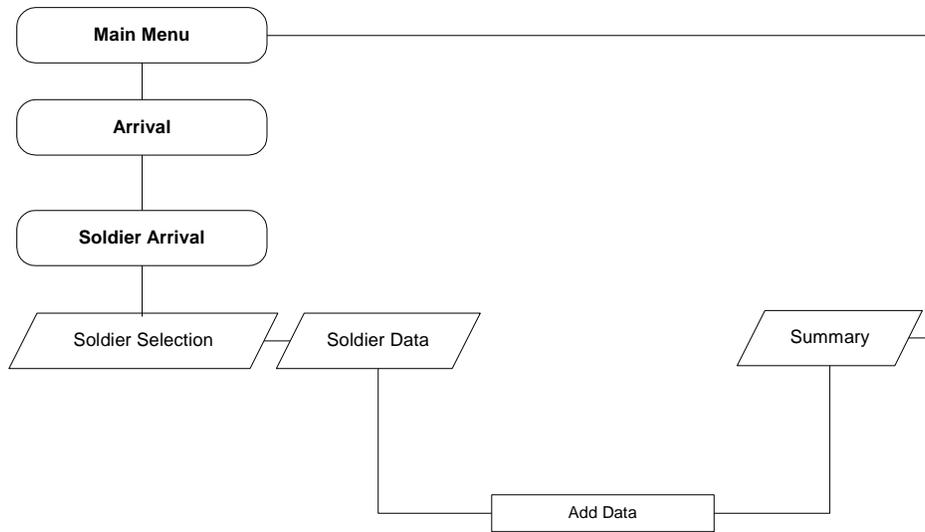


Figure 13–3: Soldier Arrival Processes

1.77.1.1 Soldier Arrival—Soldier Selection

The Soldier Arrival—Soldier Selection page (shown in Figure 13–4: Soldier Arrival—Soldier Selection) allows you to build a list of Soldiers for the working session. You have the option to load a text file containing the SSNs of Soldiers from the unit. You can click Load to upload the file. The system will display the SSN File Load page.

Soldier Arrival - Soldier Selection

This page allows the user to build a soldier list for the working session. Click "Load" to load a file of SSNs. Alternatively, select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria: Selected Criteria:

Select soldiers by clicking on the corresponding checkboxes in the Select Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 1			
Select Deselect	Rank	Name	SSN
<input type="checkbox"/>			

Figure 13–4: Soldier Arrival—Soldier Selection

1.77.1.1.1 SSN File Load

This page allows you to load a file containing SSNs for the Soldier list. The file needs to be saved as an ASCII text file. Follow the instructions in the subsequent paragraphs to prepare and format the file for uploading.

To prepare and format an ASCII text file using MS Word, perform the following steps:

1. Open a new Word document. Type each SSN on its own line and, separating each with a return (press **Enter** to insert a return).
2. From the File menu, select Save As. The system will display the Save As dialog box.
3. Expand the Save In picklist and select a local drive as the storage destination. Type a name for the file with the .txt extension in the File name field: for example, ssn.txt
4. You may also specify the text file format by expanding the Save as picklist and selecting Text Only (*.txt).

5. Click Save to proceed. The system will save the file in the designated format and close the window.
6. Click Cancel to close the window without saving.

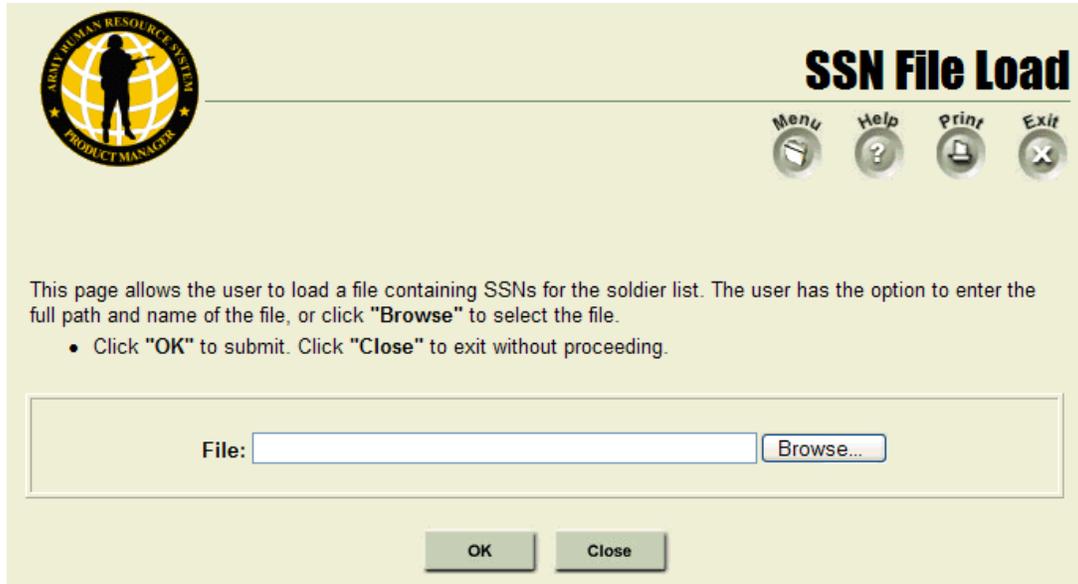


Figure 13–5: SSN File Load

To load the ASCII text file, perform the following steps:

1. From the SSN File Load page (shown in Figure 13–5: SSN File Load), if the file name is known, type the name of the file, including the drive destination and file extension, in the File field and then click OK to proceed.
2. Alternatively, you can click Browse to search for the file. The system displays the Choose File dialog. You may expand the Look in picklist and identify a local destination for the file.
3. If you know the file name, type the name in the File name field. You may also select the file by double clicking on the file name if visible in the window.
4. If the file's name is not visible, you may move the crossbar to search for the file, then click once to select the file. Double clicking on the file's name will select and open the file.
5. As an option, you may specify the type of file by expanding the Files of Type picklist and identifying the type. The system sorts all files in the designated local destination and displays the files by the selected file type.
6. Click Open to select the file and proceed. The system closes the minor window and displays the file's name in the File text-entry field on the SSN File Load page.
7. Click Cancel to dismiss the browser window. The system returns you to the Soldier Selection page.
8. Click OK to proceed.
9. Click Close to exit the page. The system returns you to the Soldier Selection page.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process).

SSN—Search by all nine digits of the SSN

- Gaining UIC—search by the UIC where Soldier is arriving
- Rpt Date—search by date when Soldier is to report to new unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Arrival—Soldier Data page.

1.77.1.2 Soldier Arrival—Soldier Data

The Soldier Arrival—Soldier Data page (shown in Figure 13–6, Soldier Arrival—Soldier Data) allows you to arrive the selected Soldier to his or her unit for the Assignment Types of CONUS, Local CONUS, and Local OCONUS. The system displays the Soldier’s rank, name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier’s position on the Soldier list and the total number of Soldiers on the list.

Soldier Arrival - Soldier Data

This page allows the user to arrive the selected soldier to his/her unit. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC AARON ANDERSON	SSN:	UIC: WAQJAB	ACTION: Add	1 of 5
Basic Assignment Data				
*Assignment Type:	<input type="text" value="Select One"/>	*Gaining UIC:	<input type="text" value="WDLLB0"/>	
*Arrival Date:	<input type="text" value="20060714"/>	*Arrival Time:	<input type="text" value="1336"/>	
*Departure Date:	<input type="text"/>	Requisition Serial #:	<input type="text" value="N000"/>	
*Movement Designator:	<input type="text" value="Select One"/>			
Assignment Location:	UNITED STATES			

Figure 13–6: Soldier Arrival—Soldier Data

To arrive a Soldier, perform the following steps:

1. If the losing unit has entered departure information for the Soldier or if assignment instructions are available, the system will populate the Gaining UIC and allow you to edit these data.
2. The system sets the Arrival Date and Arrival Time to the current system's date and time for the specific time zone. You may edit the data.
3. If the assignment type is CONUS, the system displays the Departure Date as entered by the losing unit. If the assignment type is Local, the system sets the Departure Date to equal the Arrival Date. You may modify these data.
4. The system will also default the Assignment Location based on the entered Gaining UIC. You may not edit this field.
5. Select an Assignment Type from the corresponding picklist.
6. You can select CONUS for an assignment type within the continental United States that is not in the same area of the previous assignment. The system will default the Assignment Location to UNITED STATES. You may not edit these data.
7. If you select Local CONUS (an assignment type within the continental United States that is within the vicinity of the previous assignment), the system will populate the Departure Date and default the Movement Designator picklist to NO COST—ASG TO SAME LOCATION.
8. If the selected type is Local OCONUS (an assignment type outside the continental United States—including Puerto Rico, Hawaii, and Alaska—that is within the vicinity of the previous OCONUS assignment), the system will default the Movement Designator picklist to NO COST—ASG TO SAME LOCATION.
9. Enter the selected Soldier's requisition serial number in the Requisition Serial # text-entry field.
10. The system displays the Movement Designator Type if the losing unit has entered the information or if the Assignment Type is Local CONUS or Local OCONUS. You can select an alternative value from the corresponding picklist as necessary. Table 13–1, Movement Designator Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
1S	ACC-ENL SUBMOVE ASG CONUS STA OJT/AIT
1X	ACC-ENL SUBMOVE ASG TO CONUS PERM STA
1L	ACC-ENL SUBMOVE/OFF GAIN ASG OCONUS AREA
1A	ACC-ENLISTED GAIN/OFFICER GAIN
1E	ACC-GAIN ASG REC STA/BCT/AIT/TDY/PCS SCH
1K	ACC-OFF GAIN ASG IN ANOTHER OCONUS AREA
1C	ACC-OFF GAIN ASGMT CONUS PERM SCH
1D	ACC-OFF GAIN ASGMT OCONUS-NO O/S TRVL
1V	ACC-REENL ASG IN ANOTHER OCONUS AREA
1M	ACC-REENL GAIN ASG OCONUS AREA

Codes	Abbreviations
1B	ACC-REENL GAIN/PCF ASG/CONUS PCS/TDY SCH
1H	ACC-REENL GAIN/SAME CONUS/OCONUS AREA
1F	ACC-USMA CADET GAIN
CB	CONTINUATION-FURTHR ASG W/I OVERSEA AREA
DA	DIVERSION-CONUS PERMANENT STATION
DB	DIVERSION-PERMANENT OVERSEAS, FROM CONUS
DF	DVRT-CONUS PERM FRM CONUS AFTER OVERSEAS
DL	DVRT-CONUS PERM FROM OVERSEAS
DJ	DVRT-CONUS PERMANENT AFTER CONUS
DK	DVRT-PERM OS FROM CONUS ASSIGNMENT
DE	DVRT-PERM OVERSEAS FROM CONUS AFTER OS
DM	DVRT-PERM OVERSEAS FROM OVERSEAS
3B	LOW COST-ASG CONUS PERM STA
3F	LOW COST-ASG NEW PERM STA SAM E O/S AREA
NX	NO COST-ASG TO PCS SCH AS STUDENT
NZ	NO COST-ASG TO SAME LOCATION
NY	NO COST-ASG TO SAME LOC-NOW PCS STUDENT
3A	OPN-ASG CONUS PERM STA
3E	OPN-ASG NEW PERM STA IN SAME OCONUS AREA
4B	ROT-ASG TO CONUS PCS SCHOOL
4F	ROT-ASG TO CONUS PERM STA FR O/S PCS SCH
4C	ROT-ASG TO CONUS PERM STATION
4G	ROT-ASG TO O/S PCS SCH OR HOPS FR CONUS
4A	ROT-ASG TO PERM O/S STA FR CONUS PERM ST
4D	ROT-ASG TO PERM O/S STA FR O/S PERM STA
7F	SEP-ASG OVERSEAS NO TRAVEL REQUIRED
7E	SEP-ASG OVERSEAS TRAVEL REQUIRED
7B	SEP-ASG TO CONUS TRNS PT-CONUS HOR
7A	SEP-ASG TO O/S TRNS PT-CONUS HOR
7C	SEP-ASG TO TRNS PT-OCONUS HOR
7G	SEP-USMA CADET

Codes	Abbreviations
PM	TEMP CHG OF STA-CONTNGNCY OR MOBILIZATN
2C	TNG-ASG ANOTHER CONUS PCS SCH FR CONUS
2B	TNG-ASG CONUS PCS
2A	TNG-ASG CONUS PCS SCH STUDENT FR CONUS
2E	TNG-ASG PCS SCH NO O/S TVL
8F	UNIT-ASG O/S AREA-GROUP TRAVEL
8B	UNIT-ASG O/S AREA-NOT GROUP TRAVEL
8A	UNIT-ASG TO CONUS PERM STA-NOT GRP TRVL
8C	UNIT-ASG W/I SAME O/S AREA-NO GRP TRVL
8D	UNIT-NEW O/S AREA-NOT GROUP TRAVEL
8H	UNIT-NEW O/S CONUS AREA-GRP TRVL
8G	UNIT-SAME O/S AREA-NO TRVL REQ-GRP TRAVL

Table 13–1: Movement Designator Codes and Abbreviations

11. Click Save to save the current record. The system will validate your data entry and update the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the Soldier Arrival—Summary page.
12. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
13. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to either save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Soldier Arrival—Summary page (shown in Figure 13–7: Soldier Arrival—Summary) to show all completed actions.
14. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Arrival—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

1.77.1.2.1 System Validations

The system validates the arrival data as follows:

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments (PCS and Overseas only).
- The system shall ensure that Arrival Date does not precede the Soldier's Arrival Date from previous assignments.

- The system shall ensure that Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date and is after the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Type is valid for the existing departure and previous assignment information.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

1.77.1.2.2 System Updates

The system updates the following information in the Soldiers' records:

- The system shall remove the Soldier's assignment instruction and insert a duty status of "PDY" for the Soldier if the assignment type is CONUS.
- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.
- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.
- The system updates the Person Strength Status (PERSS) to match the Unit Manning Status Code of the gaining unit.
- The system shall update the Home UIC to the Gaining UIC and save the PPA code of the arriving unit.
- If the Soldier is not slotted, the system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.
- If the Soldier is slotted, the system updates the Soldier's Duty MOS (Duty AOC for Commissioned Officers) and Duty ASI based on the authorization.

1.77.1.2.3 Workflow Notices

If the Soldier is not slotted within 5 days of his or her arrival to the new unit and slotting workflow is turned on for the unit, the system will create a Workflow task for the appropriate S1 Office Manager.

1.77.1.2.4 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- If the gaining unit entered the departure information or if the assignment is LOCAL CONUS or LOCAL OCONUS, the system sends Transaction 4155: Soldier Departure.
- Transaction 4175: Report Soldier Gain
- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)
- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)

- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)
- If the system closes an attachment, Transaction 4150: Report Release from Attachment will be sent.
- If the assignment is LOCAL OCONUS, the system sends Transaction 4370: Overseas Assignment Data.

1.77.1.3 Soldier Arrival—Summary

This page displays a list of the Soldiers successfully arrived to the new unit and their corresponding Soldier data (Status, Rank, Name, SSN, UIC, Arrival Date, POSNO and Duty Title). You have the option to view and/or print this page.



Figure 13–7: Soldier Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.77.2 OCONUS Arrival

OCONUS Arrival allows you to process the arrival of Soldiers to units that are outside the continental United States. You have the option to arrive the Soldiers without having to depart the Soldiers from the losing unit. Figure 13–8, OCONUS Arrival Processes, illustrates the processes in OCONUS Arrival.

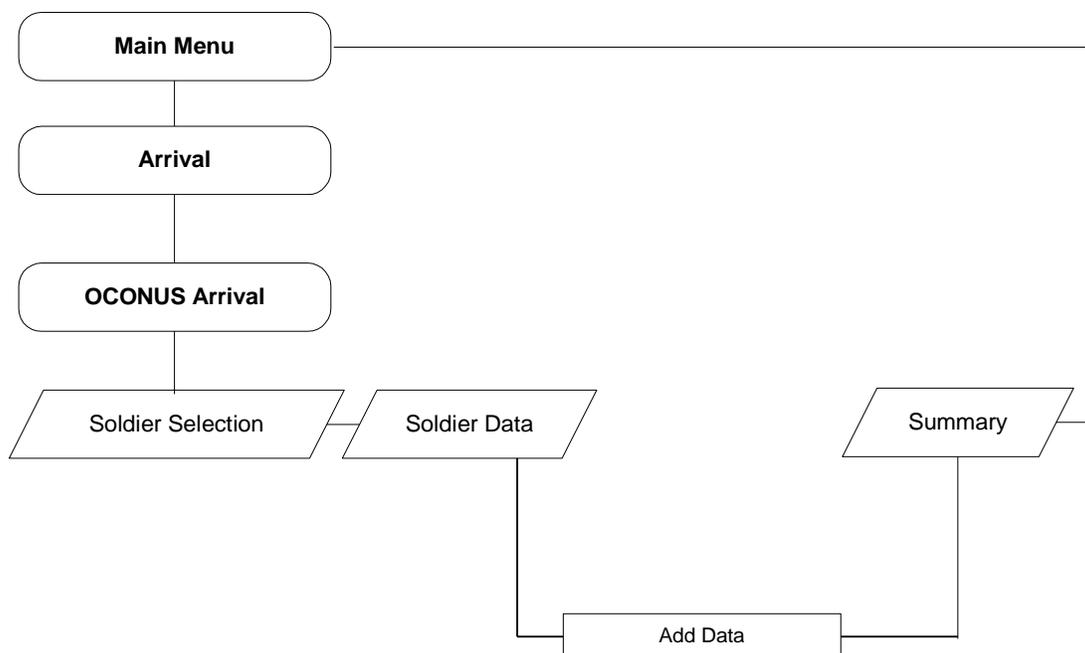


Figure 13–8: OCONUS Arrival Processes

1.77.2.1 OCONUS Arrival—Soldier Selection

The OCONUS Arrival—Soldier Selection page allows you to build a list of Soldiers for the working session. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

SSN—Search by all nine digits of the SSN

- Gaining UIC—Search by the UIC where Soldier is arriving

Rpt Date—Search by date when Soldier is to report to new unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the OCONUS Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. You have the capability to select Add or Remove from the Action Type picklist. The system defaults the picklist to Add. You may Remove a Soldier’s record if the options are available.

1.77.2.2 OCONUS Arrival—Soldier Data—Add Mode

The OCONUS Arrival—Soldier Data page (shown in Figure 13–9, OCONUS Arrival—Soldier Data—Add Mode) in Add mode allows you to arrive the selected Soldier to his or her unit for the Assignment Type OCONUS. The system displays the Soldier’s rank, name, SSN, UIC, and selected Action type as read-only. The system also displays the Soldier’s position on the Soldier list and the total number of Soldiers on the list.

To arrive a Soldier for an OCONUS assignment, perform the following steps:

1. Under the subheading of Basic Assignment Data, the system defaults the Assignment Type field to OCONUS, for outside the continental United States. You may not edit this field.

2. If the losing unit has entered departure information for the Soldier or if the Soldier's assignment instructions are available, the system will populate the Gaining UIC and Movement Designator. You have the option to edit these fields.
3. The system will default the Arrival Date and Arrival Time to the current system date and time based on the corresponding time zone. You may edit these fields.
4. The system will also default the Assignment Location based on the Gaining UIC. You may not edit this field. If you revise the Gaining UIC, the system will populate the Assignment Location field accordingly.

ARMY HUMAN RESOURCE SYSTEM
PRODUCT MANAGER

OCONUS Arrival - Soldier Data

Menu Help Print Exit

This page allows the user to arrive the selected soldier to his/her unit. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC DANIEL BLACK	SSN:	UIC: W2L5H2	ACTION: Add	2 of 3
Basic Assignment Data				
*Assignment Type:	OCONUS	*Gaining UIC:	WHD0EW	
*Arrival Date:	20060717	*Arrival Time:	1106	
*Departure Date:	20060515	Requisition Serial #:		
*Movement Designator:	ACC-ENLISTED GAIN/OFFICER GAIN			
Assignment Location:	UNITED STATES			
OCONUS Assignment Data				
*Dependent Travel Status:	Select One			
Dependent Arrival Date:				
CS Depn Qty:		NS Depn Qty:		
*Tour Duration:	Select One			
*DEROS Date:				

Save Next Close

Figure 13–9: OCONUS Arrival—Soldier Data—Add Mode

5. Under the subheading of OCONUS Assignment Data, expand the Dependent Travel Status picklist and select an appropriate value as required. Table 13–2, Dependent Travel Status Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
A	ACCOMPANIED
N	NO DEPENDENTS
R	DEPENDENT RESTRICTED
U	UNACCOMPANIED

Table 13–2: Dependent Travel Status Codes and Abbreviations

6. Enter a Dependent Arrival Date, indicating the calendar date that the family members arrive to the assignment location, in the provided text-entry field if the information is available.
7. You have the option to provide the number of Command-Sponsored Dependent Quantity, and Non-Sponsored Dependent Quantity indicating the family members, sponsored by the Soldier's command or not sponsored respectively, who will accompany the Soldier.
8. Expand the required Tour Duration and select from Short (12 Months), Long (24 Months), and Long (36 Months).
9. The system will calculate the year and month of the DEROS Date based on the provided Tour Duration and Arrival Date. You are required to provide a date for the DEROS Date or edit the whole date as necessary.
10. Click Save to save the current record. The system will validate your data entry and update the Soldier's record. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the OCONUS Arrival—Summary page (shown in Figure 13–10, Soldier Arrival—Summary).
11. Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
12. Click Next to forward to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the OCONUS Arrival—Summary page to show all completed actions.
13. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the OCONUS Arrival—Summary page to show all completed actions. Otherwise, the system returns you to the Main Menu.

1.77.2.2.1 System Validations

The system validates the arrival data as follows:

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.

- The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date and is prior to or the same as the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.
- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date and that it is not after the DEROS Date.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

1.77.2.2.2 System Updates

The system updates the following information in the Soldiers' records:

- The system shall remove the Soldier's assignment instruction.
- If the losing unit has entered the Soldier's departure information, the system shall flag the departure information as arrived.
- The system shall automatically close any open attachments with the attachment start date prior to or equal to the departure date.
- The system updates the PERSS to match the Unit Manning Status Code of the gaining unit.
- The system assigns the Soldier to Position Number 9992 and Duty Title of Incoming Personnel.
- The system updates the Soldier's duty status to "PDY."

1.77.2.2.3 Workflow Notices

If the Soldier is not slotted within 5 days of his/her arrival to the new unit, the system will create a Workflow task for the appropriate S1 Office Manager.

1.77.2.2.4 Transactions to TAPDB

The system sends the following transactions for TAPDB:

- If the losing unit entered the departure information and user corrects departure date, the system sends Transaction 4170: Revocation of Departure, Transaction 4155: Soldier Departure, and Transaction 4175: Arrival
- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)
- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)
- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)

- If you released the Soldiers' attachments, the system sends Transaction 4150: Report Release from Attachment
- Transaction 4195: Military Duty Status
- For a sign-of-life arrival, the system sends Transaction 4155: Departure and Transaction 4175: Arrival
- Transaction 4370: Overseas Assignment Data

1.77.2.3 OCONUS Arrival—Summary

This page displays a list of the Soldiers successfully arrived to the new unit and the corresponding Soldier data (status, rank, name, SSN, UIC, arrival date, POSNO and Duty Title). You have the option to view and/or print this page.



Figure 13–10: OCONUS Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.77.3 Arrival Date Correction

The Arrival Date Correction function allows you to correct the Soldiers' arrival date in the system. Figure 13–11, Arrival Date Correction Processes, illustrates the processes in Arrival Date Correction.

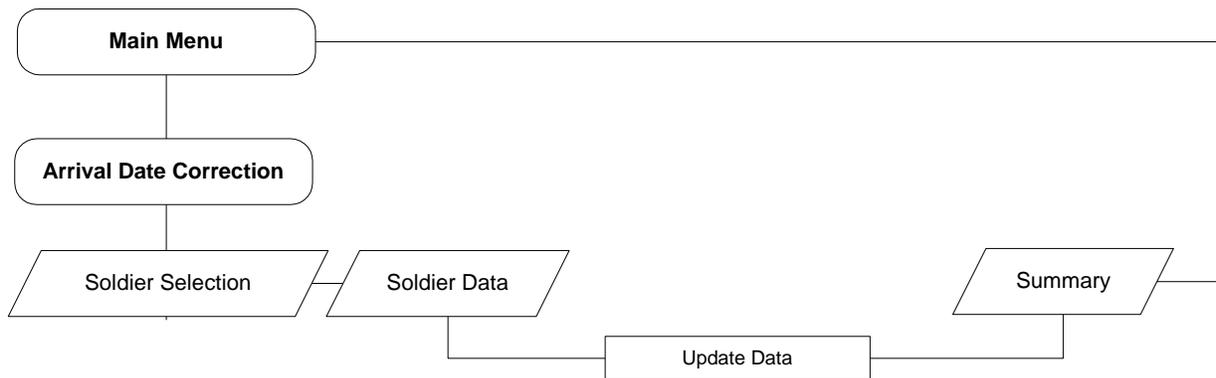


Figure 13–11: Arrival Date Correction Processes

After selecting Arrival Date Correction from the Main Menu, eMILPO displays a message—shown in Figure 13–12, Arrival Date Correction Confirmation Message—asking you to confirm that you want to perform an arrival date correction. Click Yes to proceed to the Arrival Date Correction Soldier Selection page. Click No, and eMILPO returns you to the Main Menu.

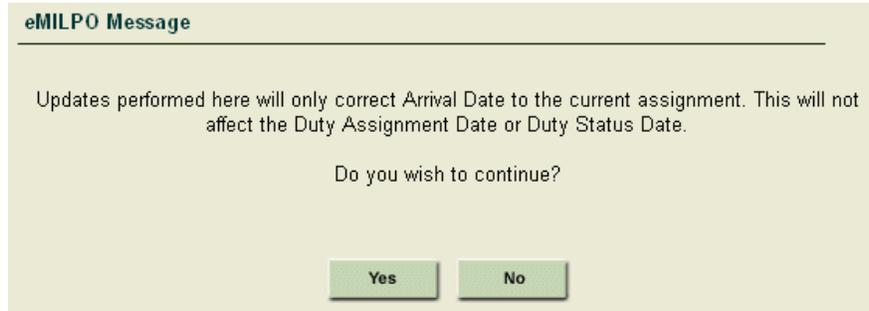


Figure 13–12: Arrival Date Correction Confirmation Message

To correct a Soldiers' arrival date, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Arrival Date Correction—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.77.3.1 Arrival Date Correction—Soldier Data

The Arrival Date Correction—Soldier Data page (shown in Figure 13–13, Arrival Date Correction—Soldier Data) allows you to correct the arrival date and time for a selected Soldier. The system displays the selected Soldier's current rank, name, SSN, UIC, and Action as read-only along with the Soldier's order on the Soldier list and the total number of Soldiers from the list. The system displays the Soldier's current Previously Reported Arrival Date to Current UIC and Previously Reported Arrival Time as read-only for verification purposes.

To correct a date of arrival for a Soldier, perform the following steps:

1. You may provide a Correct Arrival Date in the provided text-entry field.
2. You may provide a Correct Arrival Time if the information is available.
3. Click Save to proceed. The system validates your data entry and updates the record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Arrival Date Correction—Summary page (shown in Figure 13–14, Arrival Date Correction—Summary) to show all completed actions.
4. Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Arrival Date Correction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the

system generates the Arrival Date Correction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

**Arrival Date Correction
Soldier Data**

This page allows the user to correct the arrival date to current UIC for selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SGT CHRISTOPHER GALVIN	SSN:	UIC: WSNCAA	ACTION: Update	1 of 2
Previously Reported Arrival Date to Current UIC:		20050705	Previously Reported Arrival Time:	0000
*Correct Arrival Date:		<input type="text" value="20050705"/>	*Correct Arrival Time:	<input type="text" value="1300"/>

Save Next Close

Figure 13–13: Arrival Date Correction—Soldier Data

1.77.3.1.1 System Validations

The system performs the following validations:

- The date entered must be a valid date.
- The date entered must be less than or equal to the current system date.
- The date entered must be greater than the most recent previous arrival date.
- The date entered must not be before the Soldier's departure date from the most current previous assignment.
- The date entered must not precede the Soldier's Pay Entry Base Date.
- The date entered must not be before the dependent arrival date.
- The date must be the same or after the departure date.

1.77.3.1.2 Transactions to TAPDB

The system sends Transaction 4179.

1.77.3.2 Arrival Date Correction—Summary

The Arrival Date Correction—Summary page lists all successfully processed Soldiers and their corresponding data (Rank, Name, SSN, UIC, Old Arrival Dte, and Corrected Arrival Dte). You have the option to view and/or print the page.



Figure 13–14: Arrival Date Correction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.77.4 Mass Arrival

Mass Arrival allows you to process the arrival of a group of Soldiers reporting together. When Mass Arrival is selected from the Main Menu, the system will prompt you: “Soldiers need to be properly departed from their losing unit or have assignment instructions before being mass arrived. Do you wish to continue with Mass Arrival?” You have the option to click Yes to proceed to the Mass Arrival—Soldier Selection page or No to return to the Main Menu. Figure 13–15, Mass Arrival Processes, illustrates the Mass Arrival processes.



Figure 13–15: Mass Arrival Processes

To initiate the process of adding mass arrival data, you must first build a Soldier list. The only search criterion available for Mass Arrival is Gaining UIC, which allows you to search by the UIC of the gaining unit. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.77.4.1 Mass Arrival—Soldier Data

The Mass Arrival—Soldier Data page (shown in Figure 13–16, Mass Arrival—Soldier Data) allows you to arrive the selected Soldiers to the gaining unit. To arrive a group of Soldiers, perform the following steps:

Figure 13–16: Mass Arrival—Soldier Data

1. Under the subheading of Basic Assignment Data, the system populates the Gaining UIC based on the search criterion from the Soldier Selection page. You can edit these data as needed. This is a required field.
2. The system will also populate the Assignment Location based on the Gaining UIC. You may not edit these data.
3. The system defaults the required Arrival Date and Arrival Time with the current system date and time based on the time zone. The system will populate the required Arrival Date and Arrival Time with data derived from the assignment instructions or the losing unit, if the information is available. You may edit these values as necessary.
4. Expand the Assignment Type picklist and select from the following choices:
 - **CONUS**—This is for assignments in the continental United States. The system will default the required Assignment Location field to United States. You may not edit this field.
 - **OCONUS**—This is for assignments outside the continental United States. The system will display the OCONUS Assignment Data section for you to enter pertinent data.
Note: If the assignment type is OCONUS, the system will not send Transaction 4370: Overseas Assignment Data. To process a 4370, you will need to perform an update function in OCONUS Arrival for the individual Soldiers.

Basic Assignment Data	
*Assignment Type:	OCONUS <input type="button" value="v"/>
*Arrival Date:	20060717
Assignment Location:	UNITED STATES
*Gaining UIC:	WDLLB0
*Arrival Time:	1343
OCONUS Assignment Data	
*Tour Duration:	Select One <input type="button" value="v"/>
*DEROS Date:	<input type="text"/>

Figure 13–17: Mass Arrival—Soldier Data—OCONUS Assignment Data

- Expand the required Tour Duration picklist and select from Short—12 Months, Long—24 Months, and Long—36 Months. The system will calculate the year and month of the DEROS Date for the assignment. You are required to provide the day of the DEROS date or revise the whole date as necessary.
- Click Save. The system will validate and save your entry. The system will then display the Mass Arrival—Summary page (shown in Figure 13–18, Mass Arrival—Summary) to show the list of successfully processed Soldiers.
- Click Reset to clear the text-entry fields and reset the other data elements to their original defaults.
- Click Close to exit the page and terminate the working session. The system returns you to the Main Menu.

1.77.4.1.1 System Validations

The system performs the following validations for this function:

- The system ensures the Assignment Type is valid for the entered Gaining UIC.
- The system ensures that the Assignment Location reflects the Assignment Type and entered Gaining UIC.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

1.77.4.1.2 System Updates

The system updates the following information in the Soldiers' records:

- The system updates the PERSS (Person Strength Status) to match the Unit Manning Status Code of the gaining unit.
- The system assigns the Soldiers to Position Number 9992 and Duty Title of Incoming Personnel.
- The system updates the Soldiers' duty status to "PDY."

1.77.4.1.3 Workflow Notices

If the Soldier is not slotted within 5 days of his or her arrival to the new unit, the system will create a Workflow task for the appropriate S1 Office Manager.

1.77.4.1.4 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- If the gaining unit entered the departure information or if the assignment is local, the system sends Transaction 4155: Soldier Departure.
- Transaction 4175: Report Soldier Gain
- Transaction 4350: Report Current Duty Assignment (for Commissioned Officers)
- Transaction 4355: Report Current Duty Assignment (for Warrant Officers)
- Transaction 4360: Report Current Duty Assignment (for Enlisted personnel)
- If you released the Soldiers' attachments, the system sends Transaction 4150: Report Release from Attachment.

1.77.4.2 Mass Arrival—Summary

This page displays a list of Soldiers successfully arrived to the new unit and the corresponding Soldier data (Assign UIC, Arrival Date, Rank, Name, SSN, and Departure Date). You have the option to view and/or print the page.

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Assign UIC: WDLLB0 Arrival Date: 20060717			
Rank	Name	SSN	Departure Date
CW3	BAER, CORY JOHN		20061102
SGT	BOWEN, RONNIE THOMAS		20060717
PFC	CARLSON, ALEXANDRA VICTORIA		20060717
CW4	CROWE, GREGORY KEITH		20051216
CW3	DAVIS, JASON GREGORY		20051207
SPC	JACKSON, NATHAN KENT		20060717

Close

Figure 13–18: Mass Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.77.5 Revoke Arrival

The Revoke Arrival page allows you to process a revocation of a previous arrival for one or more Soldiers. Figure 13–19, Revoke Arrival Processes, illustrates the Revoke Arrival processes.



Figure 13–19: Revoke Arrival Processes

To initiate the process of revoking an arrival for a Soldier, you must first build a Soldier list. The search criteria available for Revoke Arrival are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Revoke Arrival—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.77.5.1 Revoke Arrival—Soldier Data

The Revoke Arrival—Soldier Data page (shown in Figure 13–20, Revoke Arrival—Soldier Data) allows you to process a revocation of a previous arrival for one or more Soldiers. The system displays the Soldier’s Rank, Name, and UIC as read-only. The system then displays the Soldier’s position in the Soldier list and the total number of Soldiers from the list as read-only.

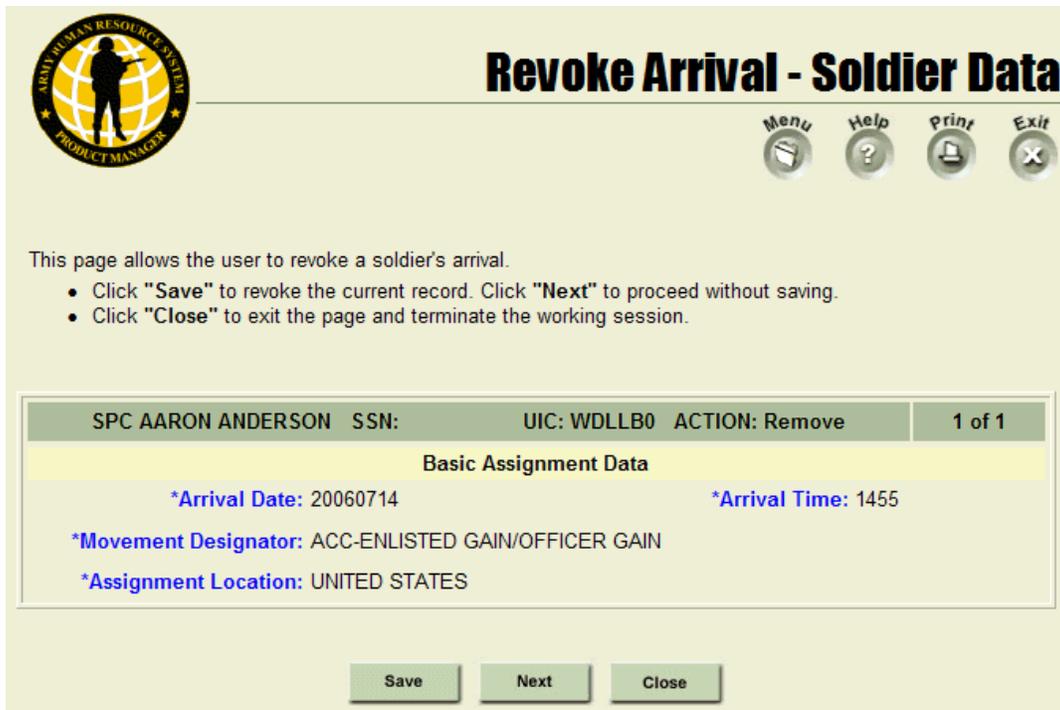


Figure 13–20: Revoke Arrival—Soldier Data

To revoke an arrival for a Soldier, perform the following steps:

1. The system also displays the values of the current arrival data for the Soldier as read-only.
2. Click Save to revoke the arrival data and proceed to the next Soldier on the list, if one is available. The system displays a message asking you to confirm the revocation. Click Yes to proceed. Click No to cancel and return to the Main Menu. **Note:** If you are revoking the arrival for a Soldier with only one assignment, the system displays an error message informing you to use the Arrival Date Correction function to correct the arrival date of the Soldier Arrival function to correct an erroneous UIC.
3. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the Revoke Arrival—Summary page (shown in Figure 13–21, Revoke Arrival—Summary).
4. Click Next to proceed to the next Soldier on the list without revoking the arrival. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu. If the current Soldier is the last Soldier on the Soldier list and you have saved any previous data, the system will display the Revoke Arrival—Summary page to show all completed actions.
5. Click Close to terminate the working session and return to the Main Menu. The system will prompt you to confirm that you wish to terminate the working session. If you have saved any previous data, the system will display the Summary page to show all completed actions.

1.77.5.1.1 System Validations

The system shall not allow the revocation of an arrival that is more than 120 days old.

1.77.5.1.2 System Updates

The system updates the following information for the Soldiers' records:

- The system revokes the Soldier's most recent arrival record.
- The system revokes the Soldier's Duty Assignment information with the corresponding arrival date.

1.77.5.1.3 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- Transaction 4177: Revoke Arrival
- Transaction 4175: Report Soldier Gain
- Transaction 4370 is generated when revoking an OCONUS arrival and the previous arrival is CONUS. The process type of the transaction is delete.
- Transaction 4370 is generated when revoking a CONUS arrival and the previous arrival is OCONUS. The process type of the transaction is add.

1.77.5.2 Revoke Arrival—Summary

This page displays a list of the Soldiers and the corresponding Soldier data (Rank, Name, SSN, UIC, and Arrival Date) whose previous arrivals were successfully revoked. You have the option to view and/or print the page.



Figure 13–21: Revoke Arrival—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.78 Attachment

Attachment allows you to process attachment data for one or more Soldiers, or for a group of Soldiers. Attachment offers the following functional areas: Attach Soldier and Mass Attachment. Figure 13–22, Attachment Processes, illustrates the processes in the functional category of Attachment.

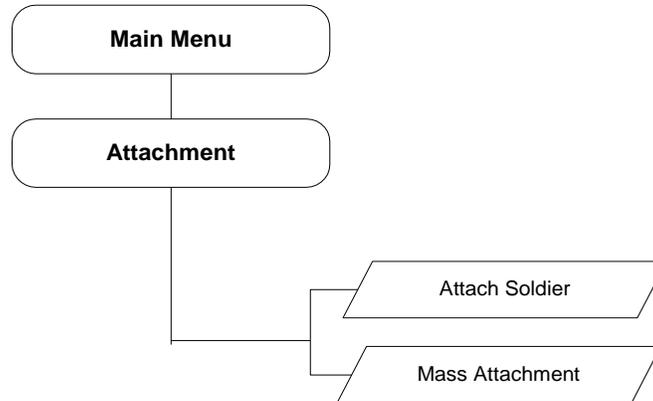


Figure 13–22: Attachment Processes

1.78.1 Attach Soldier

Attach Soldier allows you to attach one or more Soldiers to a unit. You have the option to further attach the Soldiers without terminating the previous attachments. While the selected Soldier is stationed at the second attached unit, both units of attachment as well as the Soldier’s parent unit will have access to the Soldier’s record. If the selected Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated. Figure 13–23, Attach Soldier Processes, illustrates the processes in Attach Soldier.

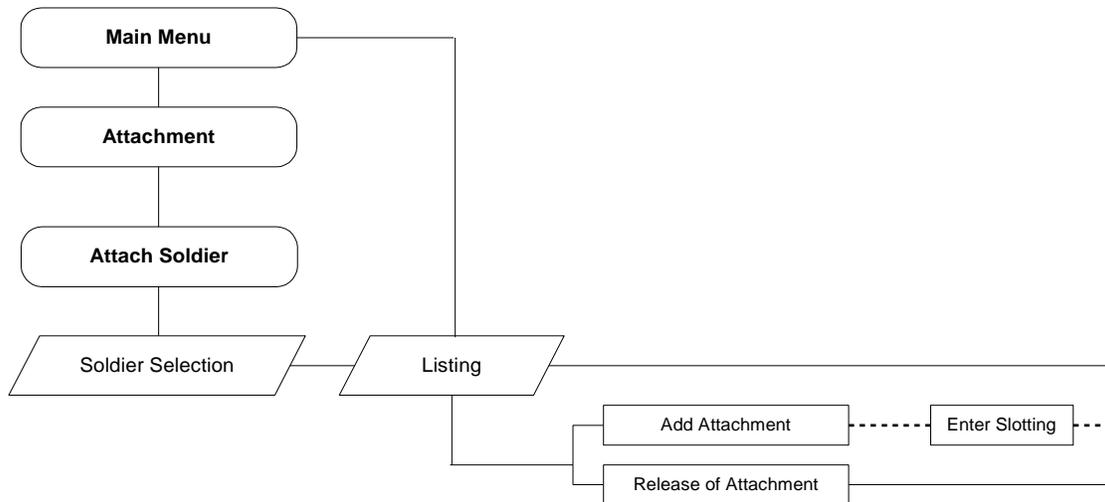


Figure 13–23: Attach Soldier Processes

To initiate the process of adding or releasing an attachment for a Soldier, you must first build a Soldier list. The search criteria available for Attachment are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Attachment Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.78.1.1 Attachment Listing

The Attachment Listing page (shown in Figure 13–24, Attachment Listing) displays the selected Soldier's current and open attachments. The system displays the Soldier's Rank, Name, SSN, current UIC as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

This page allows the user to view the selected soldier's attachment history. The user has the option to add or update an attachment. Please enter or select the requested data.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

CW3 ANGELA DAVIS		SSN:	UIC: WDLLB0	19 of 80
Status	Attachment UIC	Start Date/Time	End Date	
Added	WSNGAA	20110418 1619		

Add Attachment

Submit Next Close

Figure 13–24: Attachment Listing

The system displays the Status column to record all completed actions for the Soldier. The system also displays the Attachment UIC and Start Date/Time as read-only fields. The system displays the End Date, if available, in an editable text-entry field. You have the option to modify the Attachment End Date to release or reattach the Soldier from the designated attachment.

1.78.1.2 Add a New Attachment

Check the Add Attachment checkbox and click Submit. The system will display the Attach Soldier—Soldier Data page.

1.78.1.3 Release from Attachment

You have the option to release the selected Soldier from an attachment by updating the End Date. You can also reattach the Soldier by clearing the End Date.

1.78.1.3.1 System Validations

This system performs the following validations for this function:

- The End Date must not be a future date.
- The End Date must not precede the Start Date.

1.78.1.3.2 System Updates

The system performs the following updates:

- The system will set the PERSS value to “TN” for Soldiers successfully released from an attachment en route to a unit in a PPA different from that of the previous parent or attached unit.
- The system updates the Soldier’s Duty Status to “In Transit” for “TDY.”

1.78.1.3.3 Workflow Notices

The system will send a notification to the Soldier's installation and parent unit when he or she has been successfully released from attachment. If the Soldier is en route to a new unit that is part of a different installation other than his or her previous parent unit, the notification will be sent to the Soldier's new installation.

1.78.1.3.4 Transaction to TAPDB

If you released the Soldier from an attachment, the system sends Transaction 4150: Report Release from Attachment.

1.78.1.4 Attach Soldier—Soldier Data

Attach Soldier—Soldier Data page (shown in Figure 13–25, Attach Soldier—Soldier Data) allows you to attach the selected Soldier to a unit. You have the option to further attach the Soldiers without terminating the previous attachments. While the selected Soldier is stationed at the second attached unit, both units of attachment as well as the Soldier's parent unit will have access to the Soldier's record. If the selected Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated. The system displays the Soldier's Rank, Name, SSN, current UIC, and selected Action as read-only. The

Attach Soldier - Soldier Data

This page allows the user to attach the soldier to a unit. Please enter or select the requested data. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and return to the Listing page.

CW3 ANGELA DAVIS SSN: UIC: WDLLB0 Action: Add 19 of 80

*Attachment UIC:

*Attachment Reason Code:

*Attachment Start Date: *Attachment Start Time:

Attachment End Date:

*Duty Status:

Add Attachment Enter Slotting

Figure 13–25: Attach Soldier—Soldier Data

Follow these steps to enter attachment data for a Soldier:

1. Enter the Attachment UIC in the provided text-entry field.

2. Expand the Attachment Reason Code picklist and select a value of choice. Table 13–3, Attachment Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	ADMIN/TNG/PAY
B	TRAINING ONLY
C	TEMPORARY CHANGE OF STATION (TCS)

Table 13–3: Attachment Reason Codes and Abbreviations

3. Enter the Attachment Start Date, Attachment Start Time, and Attachment End Date in the provided text-entry fields.
4. The system defaults the Duty Status to PRESENT FOR DUTY. You have the option to select an alternate value from the picklist. Table 13–4, Duty Status Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
ADM	ADMINISTRATIVE SERVICE
AWC	AWOL-CONFINED BY CIVILIAN AUTHORITIES
AWL	ABSENT WITHOUT LEAVE
CAP	CAPTURED
CCA	CONFINED BY CIVILIAN AUTHORITIES
CLV	CONVALESCENT LEAVE
CMA	CONFINED BY MILITARY AUTHORITIES
HOS	HOSPITALIZED (NONBATTLE INCURRED)
HOW	HOSPITALIZED (BATTLE INCURRED)
INT	INTERNEED
MIA	MISSING IN ACTION
MIS	MISSING
OLV	ORDINARY LEAVE
PDY	PRESENT FOR DUTY
SCA	SENTENCED BY CIVIL AUTH FOR 30-180 DAYS
SND	SICK—NOT IN THE LINE OF DUTY (LOD)
TDY	TEMPORARY DUTY
XLV	EXCESS LEAVE

Codes	Abbreviations
TRA	IN-TRANSIT

Table 13–4: Duty Status Codes and Abbreviations

5. Check the Add Attachment checkbox to add another attachment for the Soldier.
6. Check the Enter Slotting checkbox to slot the Soldier.
7. Click Save to save the data. The system will validate the selected data and notify you of any discrepancies. The system then forwards you to the next selected actions, if any exist. If the current page is the last or only selected action, the system returns you to the Attachment Listing page and update the Status column to show all completed actions.
8. Alternatively, you can perform the following:
 - Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
 - Click Close to exit the page and return to the Attachment Listing page.
9. If you have performed any data entry on the page, the system will ask you to confirm that you do not want to save the data. If you answer Yes, the system returns you to the Attachment Listing page without saving any data. If you answer No, the system returns you to the current page for further processing.

1.78.1.4.1 System Validations

The system performs the following validations:

- If a Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated.
- The system shall ensure that the Attachment Start Date/Time is not a future date.
- The system shall ensure that the Attachment Start Date/Time does not precede the Soldier's arrival date at his or her assigned unit; does not precede the Soldier's departure date from previous assignments (applicable for PCS only), and does not precede the Soldier's Pay Entry Base Date.
- The system shall ensure that the Attachment End Date does not precede the Attachment Start Date/Time.
- The system shall ensure that the attachment start and end dates fall within a valid range for the unit.
- The system shall ensure that the Soldier is assigned before he or she can be attached.
- The system shall ensure that the Soldier is not attached to the unit if an open attachment to the unit already exists.
- The system shall ensure that the Soldier is not attached to his or her assigned unit.
- The system shall ensure that the Soldier is not attached if the maximum number of attachments has been reached for that Soldier. The system limits the number of open attachments for a Soldier to three.
- If the Soldier already has three attachments, you will need to release the Soldier from one before adding another.

1.78.1.4.2 System Updates

The system will update the following information in the Soldiers' records:

- Set the PERSS value to "TN" for Soldiers successfully released from an attachment en route to a unit in a PPA different from that of the previous parent or attached unit.
- Set the Duty Status to "PDY."
- If the Unit Manning Status Code is "TR" or "ST," the system will automatically slot the Soldier to the POSNO of "9997" and Duty Title of "ATTACHED SLDR."
- The system will slot the Soldiers to the POSNO of "9994" and Duty Title of "ATTACHED SLDR" for all other values.
- If you have slotted the Soldier through the Slotting module, the system will update the Soldier's POSNO, Duty Title, and Duty Date as applicable.

1.78.1.4.3 Workflow Notices

The system will send workflow notices for the following events following an attachment:

- A workflow notice will be sent to the appropriate S1 Office Manager if a Soldier has not been slotted within 5 days of an attachment.
- A workflow notice will be sent to both the parent and attached unit when a Soldier's attachment is 7 days from expiring. The attached unit will have the option to update the Attachment End Date for the Soldier.

1.78.1.4.4 Transaction to TAPDB

The system will send Transaction Number 4205: Report Soldier Attachment.

1.78.2 Mass Attachment

Mass Attachment allows you to process an attachment for a group of Soldiers. Figure 13–26, Mass Attachment Processes, illustrates the processes in Mass Attachment.

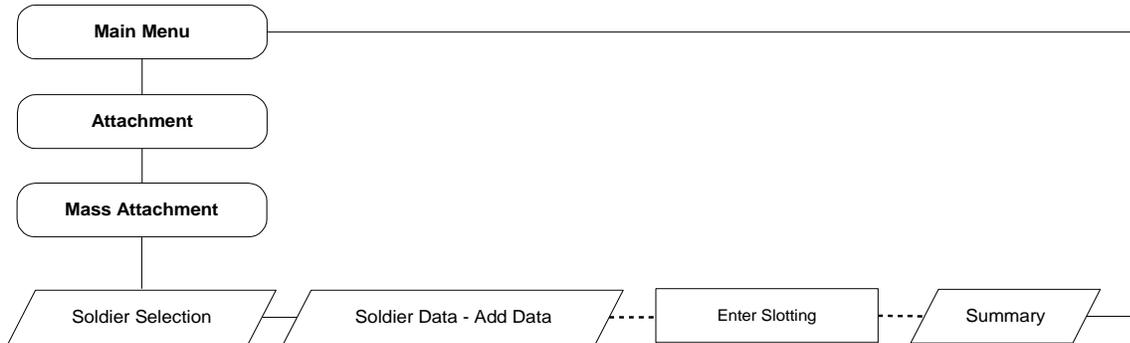


Figure 13–26: Mass Attachment Processes

1.78.2.1 Mass Attachment—Soldier Selection

You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.) UIC—search Soldier’s assigned UIC.

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Attachment—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.78.2.2 Mass Attachment—Soldier Data

The Mass Attachment—Soldier Data page (shown in Figure 13–27, Mass Attachment—Soldier Data) allows you to attach a group of Soldiers to a unit.

Mass Attachment - Soldier Data

This page allows the user to process mass attachment. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

*Attachment UIC:

*Attachment Reason Code:

*Attachment Start Date: *Attachment Start Time:

Attachment End Date:

Duty Status:

Save Reset Close

Figure 13–27: Mass Attachment—Soldier Data

To attach a group of Soldiers, perform the following steps:

1. Enter the Attachment UIC in the provided text-entry field.
2. Expand the Attachment Reason Code and select a value of choice. Refer to Table 13–3, Attachment Reason Codes and Abbreviations, for more details.
3. Enter the Attachment Start Date, Attachment Start Time, and Attachment End Date in the provided text-entry fields.
4. The system defaults the Duty Status to PRESENT FOR DUTY. You can accept this choice or select an alternate value as necessary. Refer to Table 13–4, Duty Status Codes and Abbreviations, for more details.
5. Click Save to save the data. The system generates the Mass Attachment—Summary page (shown in Figure 13–28, Mass Attachment—Summary) to show the Soldiers who have been successfully attached.
6. Alternatively, you can perform the following:
 - Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
 - Click Close to terminate the working session and return to the Main Menu.

7. If you have performed any data entry on the page, the system will ask you to confirm that they do not want to save the data. If you answer Yes, the system generates the Mass Attachment—Summary page. If you answer No, the system returns you to the current page.

1.78.2.2.1 System Validations

The system performs the following validations:

- The system shall ensure that the Attachment Start Date is not a future date.
- The system shall ensure that the Attachment Start Date does not precede the Soldiers’ arrival date at their assigned unit, does not precede the departure date from previous assignments (applicable for PCS only), and does not precede the Pay Entry Basic Date.
- The system shall ensure that the Attachment End Date does not precede the Attachment Start Date.

1.78.2.2.2 System Updates

The system will update the following information in the Soldiers’ records:

- Set the Duty Status to “PDY” or according to your selection.
- Set the Soldiers’ Position Number to “9994” and Duty Title to “ATTACHED SLDR”.

1.78.2.2.3 Transactions to TAPDB

The system will send Transaction Number 4205: Report Soldier Attachment.

1.78.2.3 Mass Attachment—Summary

This page displays the list of the Soldiers who have been successfully processed and their corresponding data (Attached UIC, Start Date/Time, End Date, Attachment Reason, Rank, Name, and SSN). You have the option to view and/or print the page.

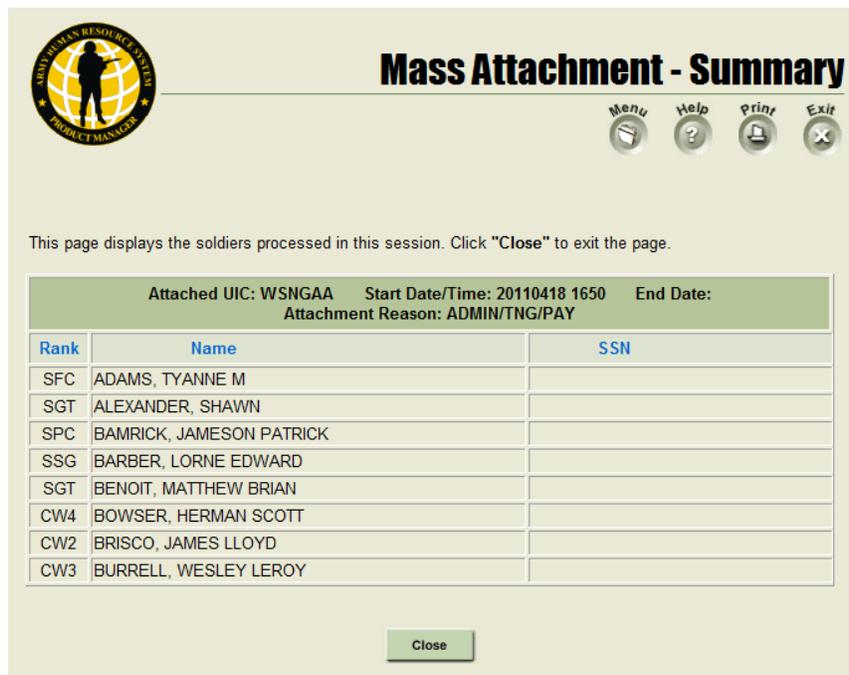


Figure 13–28: Mass Attachment—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.79 Slotting

The Slotting module comprises the Slotting – Authorized Documents and Slotting – No Authorized Documents functions. Figure 13–29, Slotting Processes, illustrates the different processes in Arrival.

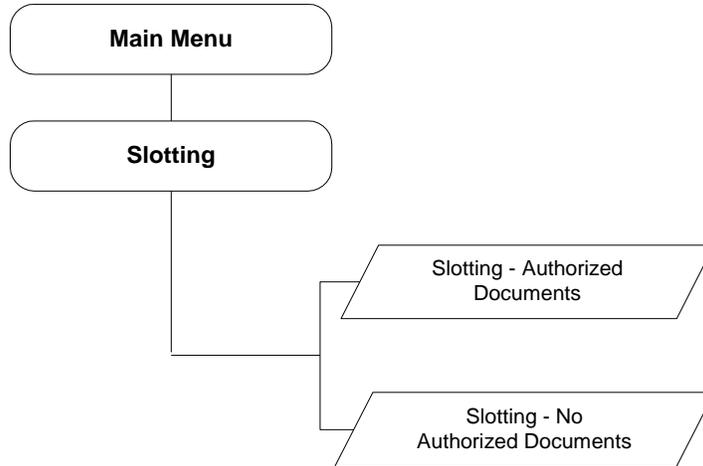


Figure 13–29: Slotting Processes

1.79.1 Slotting – Authorized Documents

Slotting – Authorized Documents allows the authorized user to associate one or more Soldiers with filled or unfilled positions from an authorization document by comparing the qualifications of the selected Soldiers with the requirements of the authorization document. You can query the database for a list of Soldiers based on selections of UIC, Document Effective Date, types of Soldiers, ranks, and optionally, Sections. You can slot, reslot, and unslot individual Soldiers or all Soldiers in batch-mode. Slotting also supports the slotting of overstrength Soldiers to the paragraph level of detail. Figure 13–30, Slotting Processes, illustrates the slotting processes.

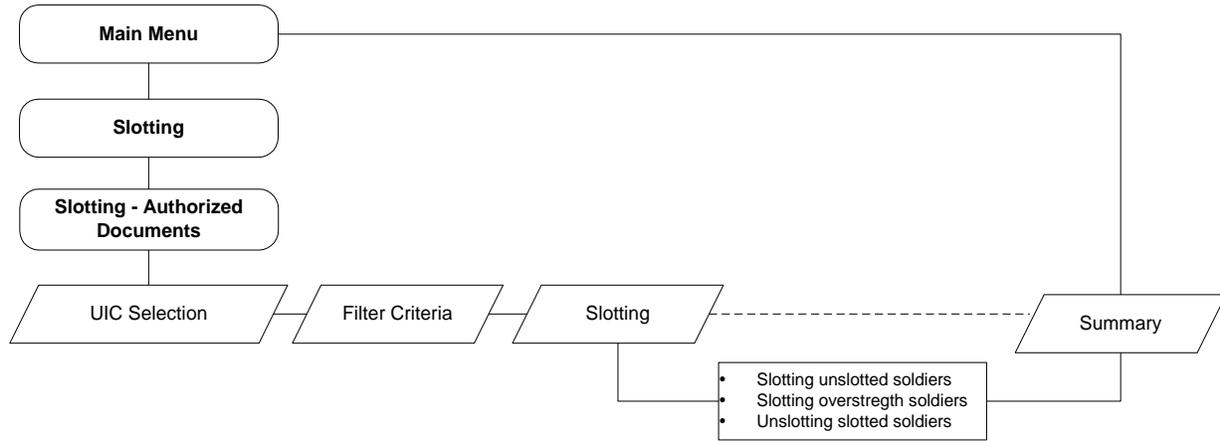


Figure 13–30: Slotting Processes

1.79.1.1 Slotting—UIC Selection

The Slotting—UIC Selection page (shown in Figure 13–31, Slotting—UIC Selection) allows the authorized user to begin the Slotting process by selecting a UIC and corresponding Document Effective Date. The system will only display the UICs and corresponding Document Effective Dates to which you have access.

Slotting - UIC Selection

Back Menu Help Print Exit

This page allows the authorized user to select a UIC/Document Effective Date combination to begin slotting.

- To select a UIC and Document Effective Date combination, select the UIC of choice from the picklist. The Doc. Eff. Date will default to the current document date. An alternate date can be selected if necessary.
- Click "OK" to proceed. "Close" to exit without proceeding.

UIC: W00101

Doc. Eff. Date: 20051003

OK Close

Figure 13–31: Slotting—UIC Selection

To select a UIC/Document Effective Date combination, perform the following steps:

1. Expand the UIC picklist and click on the UIC of choice.
2. The system defaults to the current Document Effective Date for the selected UIC. Alternatively, you can select a future Document Effective Date, if one is available, by expanding the corresponding picklist and clicking on the date of choice.
3. Click OK to proceed. The system displays the Slotting—Filter Criteria page.
4. Click Close to exit the Slotting—UIC Selection page without proceeding. The system returns you to the Main Menu.

1.79.1.1.1 Business Rules for Slotting—UIC Selection

The following business rules apply to using UIC selection to perform slotting:

- For an Active Army (AA) UIC, you will only be allowed to select one UIC and Document Effective Date combination at a time. The system will prevent you from selecting more than one AA UIC/Document Effective Date combination.
- You have the option to select a future Document Effective Date if one is available and its date is less than 30 days from the date of the current document.
- For a Multi-Component Unit (MCU) UIC, multiple UIC and Document Effective Date combinations can be selected.
- The system will ensure that a mobilized Soldier is not on the list of Soldiers to be slotted.

1.79.1.2 Slotting—Filter Criteria

The Slotting—Filter Criteria page (shown in Figure 13–32, Slotting—Filter Criteria) allows you to filter Soldiers and authorizations for the selected UIC/Document Effective Date combinations.

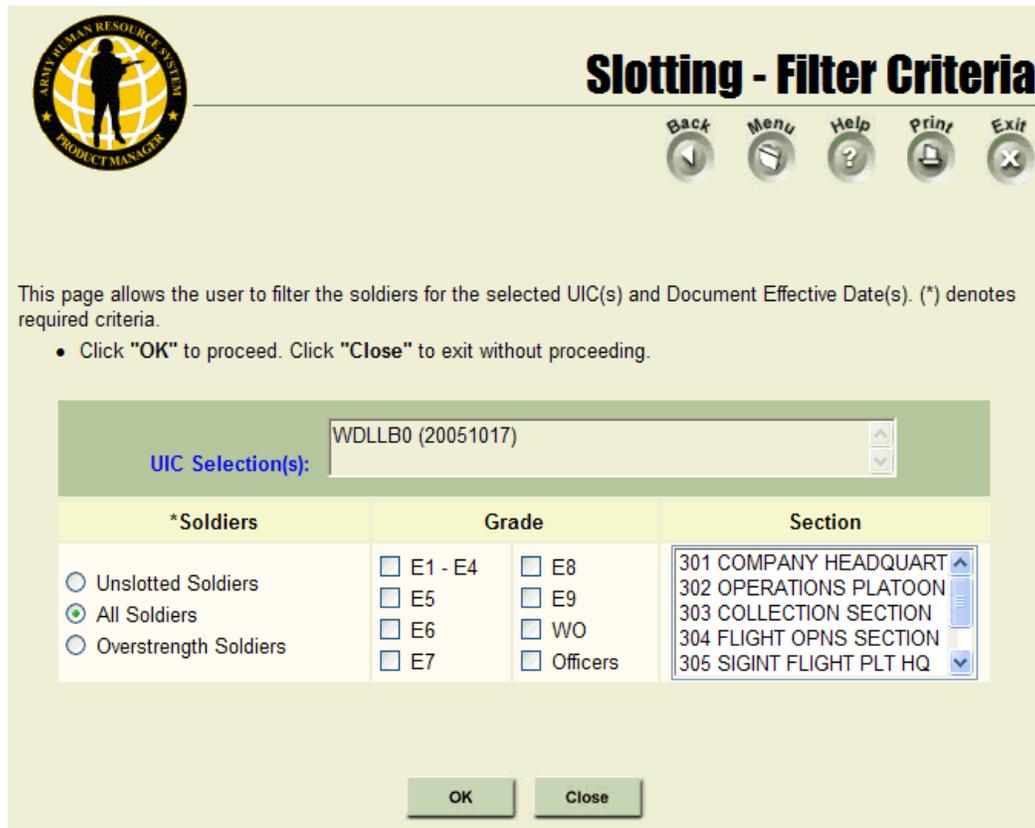


Figure 13–32: Slotting—Filter Criteria

The following filters are required:

- **Soldiers:** Unslotted Soldiers, All Soldiers, or Overstrength Soldiers. Only one Soldier filter can be selected at a time. The criteria of Unslotted Soldiers will include Overstrength Soldiers.
- **Grade:** E1-E4, E5, E6, E7, E8, E9, WO, and Officers. Multiple selections can be made in the Grade section. If no Grade is selected, the system will display all grades.
- The Section text area will display the combination of Para/Line and Paragraph Heading for the selected UIC/Document Effective Date combination for Active Army UICs. For MCU UIC/Document Effective Date selections, a combination of Assign UIC, Para/Line, and Paragraph Heading will be displayed. You can select one or more values.
- After the filter criteria are selected, click OK to proceed. The system will notify you if the required filter, Soldiers, has not been selected.
- Click Close to exit without proceeding. The system returns you to the Slotting—UIC Selection page.

1.79.1.3 Slotting

The Slotting page (shown in Figure 13–33, Slotting) allows the authorized user to slot, unslot, and reslot Soldiers into and/or from authorizations one at a time or in batch mode. The system populates the Soldiers table with a list of Soldiers and their corresponding data for the selected UIC/Document Effective Date combinations and selected filter criteria. The corresponding data include SEQ/POSN, Current Position Title, Rank, Name, Comp (component), MOS/AOC, BMOS, ASI, SQI, Lang, Assign UIC, and Slotted SEQ/POSN (populated when a Soldier is slotted).

The system populates the Authorizations table with the relevant positions for the selected UIC combination. The Authorizations table only displays the positions that are valid for the Soldiers based on the selected filter criteria. The Authorizations table displays the SEQ/POSN, Filled, Section, Duty Title, Duty Date, Comp, Rank, MOS/AOC, ASI, SQI, Language, and Assign UIC. The Authorizations table also provides a picklist of UMR codes to be used when unslotting Soldiers.

Slotting

Back Menu Help Print Exit

This page allows the user to slot/unslot soldiers to the listed authorizations. Select a soldier by clicking on the corresponding radio button in the Soldiers table. Slot the soldier by selecting a position from the Authorizations table and clicking on the corresponding radio button. The system will populate the slotted POSNO accordingly. The Duty Title and Date can be edited if necessary.

- Click "Submit" to proceed. If available, click "Summary" to generate the Slotting - Summary report. Click "Close" to exit.

UIC Selection(s): W00102 (20051003)

Soldiers												
Select	SEQ/POSN	Current Position Title	Rank	Name	Comp	MOS/AOC	BMOS	ASI	SQI	Lang	Assign UIC	Slotted SEQ/POSN
<input type="radio"/>	9992	INCOMING PERSONNEL	1SG	WILKES, ROBERT PAUL	R	98Z		5W	L	BU	W00102	

Authorizations													
Select	SEQ/POSN	Filled	Section	Duty Title	Duty Date	Comp	Rank	PERS ID	MOS/AOC	ASI	SQI	Lang	Assign UIC
UMR Codes for Unslotting: Select One													
<input type="radio"/>	024N051	N	CSG FORSCOM	SIGINT ANL			E04	I	98C	00	O		W00102

Submit Close

Figure 13–33: Slotting

1.79.1.3.1 Slot an Unassigned Soldier

To slot an unassigned Soldier, perform the following steps:

1. Select an unassigned Soldier by clicking on the corresponding radio button in the Select column of the Soldiers table.
2. View the list of available positions in the Authorizations table. You have the option to edit the Duty Title and Duty Date of the position as necessary. These data elements may be changed before or after an authorization has been selected.
3. Select an authorization/position by clicking on the corresponding radio button in the Select column of the Authorizations table.
4. The system populates a "Y" in the Filled column of the Authorizations table of the corresponding SEQ/POSN selected.
5. The system populates the Slotted SEQ/POSN column on the Soldiers table with the combination of paragraph number, line number, and position number from the Authorization table for the Soldier.
6. If you slot the Soldier to a position already assigned to another Soldier, the system accommodates double slotting by issuing a message that the Soldier is being double slotted. You will have the option to override to not allow the double slotting or to check the option to allow double slotting.

Slotting

This page allows the user to slot/unslot soldiers to the listed authorizations. Select a soldier by clicking on the corresponding radio button in the Soldiers table. Slot the soldier by selecting a position from the Authorizations table and clicking on the corresponding radio button. The system will populate the slotted POSNO accordingly. The Duty Title and Date can be edited if necessary.

- Click "Submit" to proceed. If available, click "Summary" to generate the Slotting - Summary report. Click "Close" to exit.

UIC Selection(s): W00102 (20051003)

Soldiers												
Select	SEQ/POSN	Current Position Title	Rank	Name	Comp	MOS/AOC	BMOS	ASI	SQI	Lang	Assign UIC	Slotted SEQ/POSN
<input checked="" type="radio"/>	9992	INCOMING PERSONNEL	SPC	YOUNG, CALEB ELI	R	25P		00	O		W00102	W00102 024N051

Authorizations													
Select	SEQ/POSN	Filled	Section	Duty Title	Duty Date	Comp	Rank	PERS ID	MOS/AOC	ASI	SQI	Lang	Assign UIC
UMR Codes for Unslotting: Select One													
<input checked="" type="radio"/>	024N051	<input type="checkbox"/>	CSG FORSCOM	SIGINT ANL			E04	I	98C	00	O		W00102

Submit Close

Figure 13–34: Slotting an Unslotted Soldier

1.79.1.3.2 Reslot a Slotted Soldier

To reslot a slotted Soldier: Follow the steps in Section 13.3.1.3.1, Slot an Unassigned Soldier, to reslot an already slotted Soldier. The system will update the Slotted SEQ/POSN column accordingly.

1.79.1.3.3 Unslot Soldiers

To unslot a slotted Soldier, perform the following steps:

1. Select a slotted Soldier from the Soldiers table by clicking on the corresponding radio button in the Select column. An already unslotted Soldier with a UMR Code can also be given another UMR code through the process of unslotting.
2. Expand the UMR Codes for Unslotting picklist and select a UMR code of choice.
3. The system will populate the Slotted SEQ/POSN column of the Soldiers table with the selected UMR code or position number (as shown in Figure 13–35, Unslotting Soldiers).

Slotting

This page allows the user to slot/unslot soldiers to the listed authorizations. Select a soldier by clicking on the corresponding radio button in the Soldiers table. Slot the soldier by selecting a position from the Authorizations table and clicking on the corresponding radio button. The system will populate the slotted POSNO accordingly. The Duty Title and Date can be edited if necessary.

- Click "Submit" to proceed. If available, click "Summary" to generate the Slotting - Summary report. Click "Close" to exit.

UIC Selection(s): W00102 (20051003)

Soldiers													
Select	SEQ/ POSN	Current Position Title	Rank	Name	Comp	MOS/ AOC	BMOS	ASI	SQI	Lang	Assign UIC	Slotted SEQ/POSN	
<input checked="" type="radio"/>	9992	INCOMING PERSONNEL	SPC	YOUNG, CALEB ELI	R	25P		00	O		W00102	W00102 024N051	

Authorizations													
Select	SEQ/ POSN	Filled	Section	Duty Title	Duty Date	Comp	Rank	PERS ID	MOS/AOC	ASI	SQI	Lang	Assign UIC
<input type="radio"/>	024N051	<input type="checkbox"/> Y	CSG FORSCOM	SIGINT ANL			E04	I	98C	00	O		W00102

Submit Close

Figure 13–35: Unslotting Soldiers

1.79.1.3.4 Complete Slotting Actions

To complete the slotting actions, perform the following steps:

1. Click Submit to proceed. The system will validate your selections, issue any necessary messages to identify any discrepancies, and/or save the valid selections to the database.
2. If there were no discrepancies found during validation, the system will display the Slotting—Summary page.
3. The system will display a message and allow you to override the discrepancies if applicable. For those discrepancies that cannot be overridden, the system returns you to the Slotting page to reslot the affected Soldiers.
4. Click Close to exit the page without proceeding. The system returns you to the Slotting—UIC Selection page.

1.79.1.3.5 System Validations

The system performs the following validations:

- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty), and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.
- The system will notify you if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus, or Additional Specialty MOS. You will be allowed to override this discrepancy.
- The system will allow you to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up 1 below rule—that is, the Soldier cannot be slotted to an authorization that is more than two ranks above his or her current rank, or one rank below his or her current rank), and Lang but will record the discrepancies in HRAR Section 1—Slotted Soldiers.
- The system will ensure that Soldiers are not slotted outside of their Military Personnel Classification.
- The system will ensure that Active Army (AA) Soldiers are not slotted across components.
- The system will ensure that an attached Soldier, if he or she already occupies a position in the parent unit, is unslotted from the parent unit before he or she can be assigned to another position in the attached unit.
- The system will allow MCU Soldiers to be slotted across components.
- The system will allow more than one Soldier to be slotted into one authorization. If you attempt to assign more than one AA Soldier into one authorization for the AA, the system will display a message to notify you and provide the option to override the message.
- The system shall ensure that the duty assignment date is not a future date.
- The system shall ensure that the duty assignment date does not precede the previous duty assignment date or the Soldier's arrival/attachment date to the unit.

1.79.1.3.6 System Updates

The system performs the following updates:

- The system updates the Soldier's current duty assignment data as per Military Personnel Classification.
- The system updates the Soldier's duty title and duty date accordingly.
- The system updates the Soldier's position number and sequence number accordingly.

1.79.1.3.7 Transaction to TAPDB

The system sends the following transactions for all successful slotting actions:

- Transaction 4350: Current Duty Assignment Data (CO)
 - Transaction 4355: Current Duty Assignment Data (WO)
- Transaction 4360: Current Duty Assignment Data (EN)

1.79.1.4 Slotting—Message

If discrepancies occur in the slotting actions, the system will display the discrepancies, separating those that can be overridden from those that cannot be overridden. Figure 13–36, Slotting Message, provides an example of the Slotting Message page.

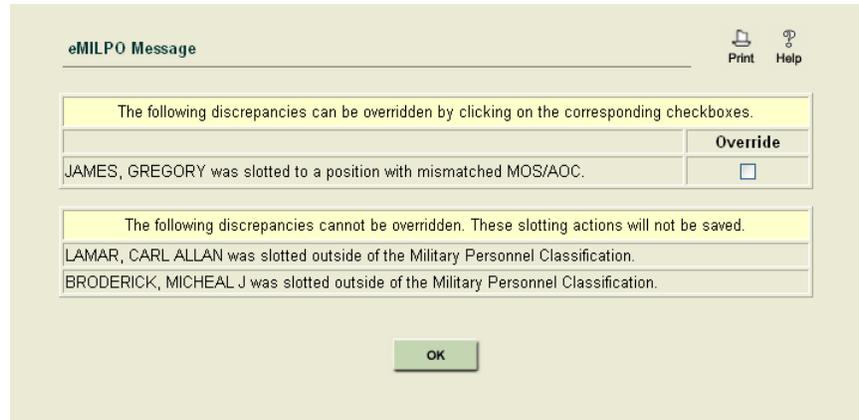


Figure 13–36: Slotting Message

To resolve a discrepancy, perform the following steps:

1. To override a discrepancy where allowed, click the corresponding checkbox in the Override column.
2. If you do not wish to override the discrepancies, the system returns you to the Slotting page to reslot the affected Soldiers.
3. For those discrepancies that cannot be overridden, the system will not save the slotting actions but will return you to the Slotting page to reslot the affected Soldiers.
4. When all discrepancies have been resolved, click OK to proceed. The system will display the Slotting—Summary page or return you to the Slotting page accordingly.

1.79.1.5 Slotting Overstrength Soldiers

The Slotting page (shown in Figure 13–37, Slotting Overstrength Soldiers) allows the authorized user to slot overstrength Soldiers with the UMR code of 9990 into the paragraph headers of the authorization document one at a time or in batch mode. The system will populate the Paragraph Headings picklist with a combination of Para Line and Section for the selected UIC/Document Effective Date combination. For multiple UIC combinations, the Paragraph Headings picklist will also identify the Assign UIC of the Sections. The system will display a list of Soldiers and the corresponding data, including UMR Code, Rank, Name, Comp, MOS/AOC, ASI, Language, Home UIC, and Selected Paragraph.

This page allows the user to slot the selected overstrength soldiers to the paragraph level of the authorization document.

- To slot a soldier, select the soldier and paragraph heading of choice by clicking on the radiobutton in the Select column and selecting a heading from the Paragraph Headings picklist. The system will populate the Selected Paragraph column.
- Click **"Submit"** to proceed. Click **"Close"** to exit without proceeding.

UIC Selection(s): W00101 (20051003)

Paragraph Headings: Select One

Select	UMR Code	Rank	Name	Comp	MOS/AOC	ASI	Lang	Home UIC	Selected Paragraph
<input type="radio"/>	9990	MAJ	WAGNER, JILL LOUISE	R				W00101	
<input type="radio"/>	9990	SPC	KENNEY, AMIE JUNE	R	98C	Y2		W00101	
<input type="radio"/>	9990	SFC	PATTERSON, DEBORAH MAE	R	98G			W00101	

Submit Close

Figure 13–37: Slotting Overstrength Soldiers

To slot overstrength Soldiers, perform the following steps:

1. Select a Soldier from the Soldiers table by clicking on the corresponding radio button in the Select column.
2. Expand the Paragraph Heading picklist and select a value of choice. The system will populate the Selected Paragraph column accordingly.
3. When all slotting actions are complete, click Submit to proceed. The system will validate you selections and save the selections to the database.
4. Click Close to exit the page without proceeding. The system returns you to the UIC-Selection Page.

1.79.1.6 Slotting—Summary

The Slotting—Summary page (shown in Figure 13–38, Slotting—Summary) displays the Soldiers who have been slotted or unslotted during the working session. The system will display the slotting data to include the SEQ/POSN. Under the subheading of Soldier, the system displays the Soldier's Rank, Name, and MOS. Under the subheading of Authorization, the system displays the slotted Rank, Section, Duty Title, Duty Date, Assign UIC, and MOS for those Soldiers successfully processed. The system will also display the counts for the total number of Soldiers processed in the session and total number of Soldiers in the selected UIC, categorized by slotted and unslotted. If you have selected multiple UIC combinations, the system will categorize the Soldier count by UIC, slotted and unslotted.

This page displays the soldiers who have been slotted/unslotted in this session. The user has the option to slot any remaining unslotted soldiers by clicking on the hyperlink in the Unslotted Soldiers column.

- Click "Close" to exit the page and return to the Main Menu.

UIC Selection(s): W00102 (20051003)									
SEO/ POSN	Soldier			Authorization					
	Rank	Name	MOS	Rank	Section	Duty Title	Duty Date	MOS	Assign UIC
W00102 024ND051	SPC	YOUNG, CALEB ELI	25P	E04	CSG FORSCOM	SIGINT ANL	20060717 1619	98C	W00102

Total soldiers in this session	Slotted Soldiers	Unslotted Soldiers
1	1	0
Total soldiers in the unit	Slotted Soldiers	Unslotted Soldiers
9	5	4

Figure 13–38: Slotting—Summary

If there are unslotted Soldiers remaining in the unit, the system attaches a hyperlink on the count of Unslotted Soldiers in the Total Soldiers in the unit. Clicking on the hyperlink returns you to the Slotting page to slot the remaining unslotted Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

1.79.2 Slotting – No Authorized Documents

The Slotting – No Authorized Documents function allows you to add or update slotting type information—such as duty title—for a 999* series Soldier for whom there are no TAADS authorization documents.

Figure 13–39, Slotting – No Authorized Documents Processes, illustrates the processes in Slotting – No Authorized Documents.

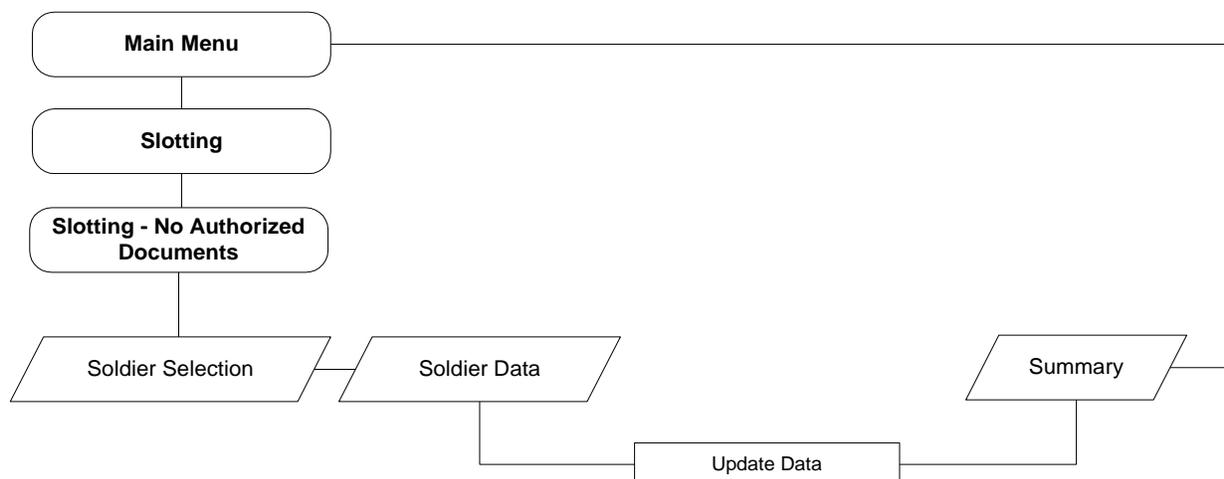


Figure 13–39: Slotting—No Authorized Documents Processes

To initiate the process of updating slotting-type data for a Soldier without authorized documents, you must first build a Soldier list. The search criteria available for this function are SSN, Last Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). You may only select one Soldier at a time for this function. Once you selected a Soldier for whom you wish to make changes, the system displays the Slotting No Authorized Documents – Soldier Data page.

1.79.2.1 Slotting No Authorized Documents – Soldier Data

The Slotting No Authorized Documents – Soldier Data page (shown in Figure 13–40, Slotting No Authorized Documents – Soldier Data) allows you to update duty information for a Soldier without authorized documents. The system displays the selected Soldier’s Rank, Name, SSN, and UIC.

In addition, eMILPO displays Basic Assignment Data for the Soldier—such as Assignment Date, Departure Date, UIC, Unit Designation, Assignment Location, and State—as read-only.

To update current duty assignment information for a Soldier without authorized documents, perform the following steps:

1. Enter a Duty Assignment Date (in yyymmdd format) indicating the date the Soldier reported for his or her current duty assignment. This field defaults to the date of the current duty assignment. This is a required field.
2. Enter a Duty MOS for the Soldier. This defaults to the Soldier’s current Duty MOS. This is a required field.
3. Select the Soldier’s skill level from the Duty Skill Level picklist. This is a required field.
4. Enter a Duty ASI for the Soldier. This is a required field.
5. Enter an SQI for the Soldier. This is a required field.
6. Select a language from the Language picklist. This is a required field.

Slotting No Authorized Documents - Soldier Data

This page allows the user to process current duty assignment data for a soldier. (*) denotes required fields.

- Click **"Save"** to save the current record.
- Click **"Close"** to exit the page.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD

Basic Assignment Data

Assignment Date: 20060525 Departure Date:

UIC: WDLLBD

Unit Designation: 0224MIBN B CO HOME DE

Assignment Location: UNITED STATES State: GEORGIA

Current Duty Assignment Data

Duty MPC: Enlisted

Arrival Date: 20060525

*Duty Assignment Date: 20060525

*Duty MOS: 98C

*Duty Skill Level: 1 - E1-E4 PROFICIENCY LEVEL

*Duty ASI: 00

*SQI: 0

*Language: YY - NONE

*Duty Title: INCOMING PERSONNEL

Codes for Unslotting: 9992 - INCOMING PERSONNEL

Save Close

Figure 13–40: Slotting No Authorized Documents—Soldier Data

- Select a duty title from the Duty Title picklist. This is a required field. The system defaults the Duty Title to INCOMING PERSONNEL.
- Click Save to save the record. The system validates your entry and saves your changes. The system generates the Slotting No Authorized Documents Summary page (Figure 13–42, Slotting No Authorized Documents Summary) showing all completed actions.
- Click Close to exit the page and return to the Main Menu.

1.79.2.1.1 System Validations

The system performs the following validations:

- The system shall only retrieve records for Soldiers who are a RECSTA G, 7, or 8 who fall into a UIC that have no authorized document numbers.
- The system shall ensure that Duty Assignment Date is on or after the current arrival date but and is not in a future date.

1.79.2.1.2 System Update

The system performs the following updates: The system updates the current duty assignment data for the selected Soldier.

1.79.2.1.3 Transaction to TAPDB

The system shall generate the following transactions to TAPDB

- Transaction 4360 for every Enlisted Soldier slotted.
- Transaction 4355 for every Commissioned Officer slotted.
- Transaction 4350 for every Warrant Officer slotted.

1.79.2.2 Slotting No Authorized Documents – Soldier Data (999* Code Change)

The Slotting No Authorized Documents – Soldier Data page [shown in Figure 13–41, Slotting No Authorized Documents – Soldier Data (999* Code Change)] allows you to update the 999* series code for a Soldier without authorized documents. The system displays the selected Soldier’s Rank, Name, SSN, and UIC.

In addition, eMILPO displays Basic Assignment Data for the Soldier—such as Assignment Date, Departure Date, UIC, Unit Designation, Assignment Location, and State—as read-only.

To change the default 9992 series to another 999* series value for a Soldier without authorized documents, perform the following steps:

1. Select a code from the Codes for Unslotting picklist.
2. Enter a Duty Assignment Date (in yyymmdd format) indicating the date the Soldier reported for his or her current duty assignment. This field defaults to the date of the current duty assignment. This is a required field.
3. Click Save to save the record. The system validates your entry and saves your changes. The system generates the Slotting No Authorized Documents Summary page (Figure 13–XX, Slotting No Authorized Documents Summary) showing all completed actions.
4. Click Close to exit the page and return to the Main Menu.

Slotting No Authorized Documents - Soldier Data

Menu Help Print Exit

This page allows the user to process current duty assignment data for a soldier. (*) denotes required fields.

- Click **"Save"** to save the current record.
- Click **"Close"** to exit the page.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD

Basic Assignment Data

Assignment Date: 20060525 **Departure Date:**

UIC: WDLLBD

Unit Designation: 0224MIBN B CO HOME DE

Assignment Location: UNITED STATES **State:** GEORGIA

Current Duty Assignment Data

Duty MPC: Enlisted

Arrival Date: 20060525

***Duty Assignment Date:**

Duty MOS: 98C

Duty Skill Level: 1

Duty ASI: 00

SQL: 0

Language: YY

Duty Title: OVERSTRENGTH

Codes for Unslotting: ▼

Save Close

Figure 13–41: Slotting No Authorized Documents—Soldier Data (999* Code Change)

1.79.2.3 Slotting No Authorized Documents Summary

The Slotting No Authorized Documents Summary page lists the Soldier successfully updated in the working session and his or her corresponding data (Rank, Name, SSN, Arrival Date, Duty Title, and Duty Assignment Date). You have the option to view and/or print this page.

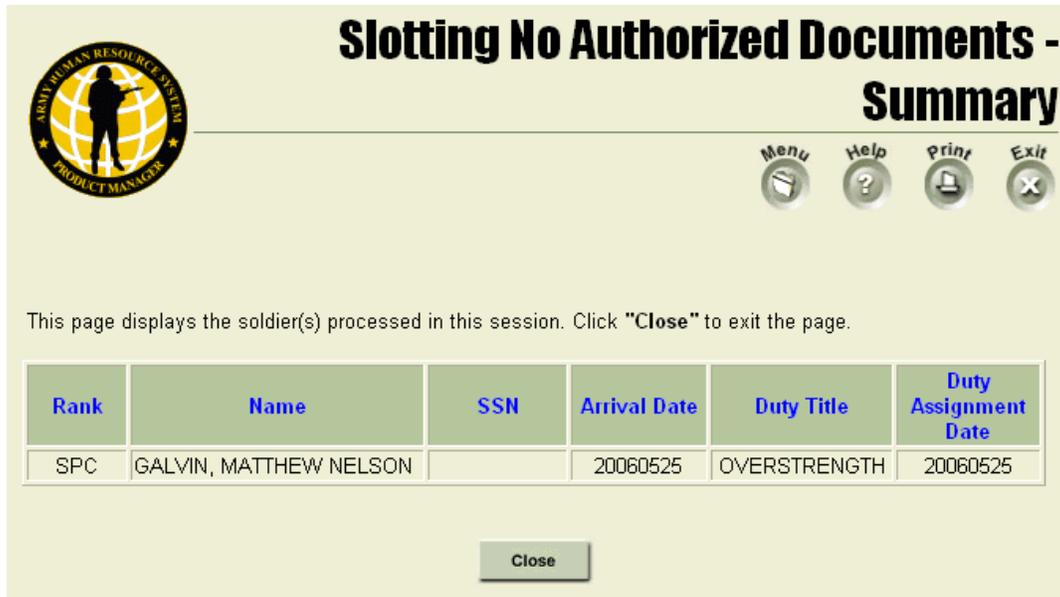


Figure 13–42: Slotting No Authorized Documents Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.80 Duty Status

The Duty Status module lists the 12 most recent military duty statuses recorded for the Soldiers and the corresponding effective date and time. You have the option to add new statuses and to remove the most current status. You may also view and print the Personnel Action report for each successful action. The system will prompt you to confirm before changing a Soldier’s military duty status. Figure 13–43, Duty Status Processes, illustrates the processes in the Duty Status module.

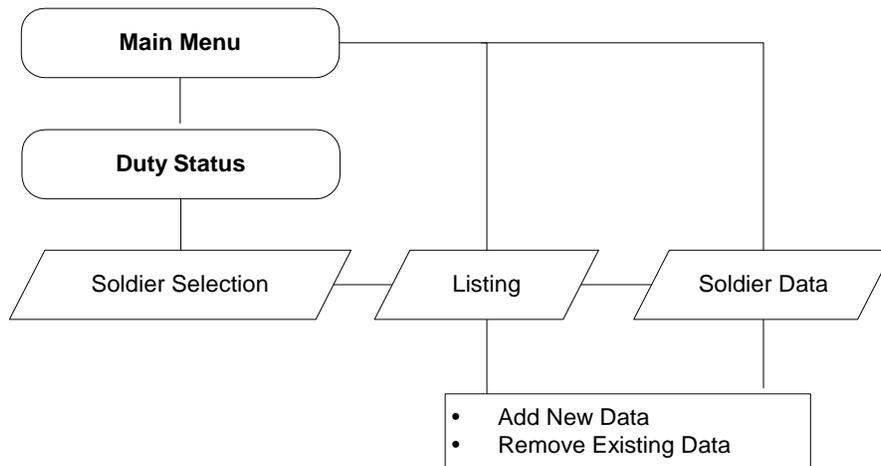


Figure 13–43: Duty Status Processes

To initiate the process of adding or removing Duty Status data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Duty Status—Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.80.1 Duty Status—Listing

The Duty Status—Listing page (shown in Figure 13–44, Duty Status—Listing) lists the 12 most recently recorded military duty statuses for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Duty Status - Listing

This page allows the user to update or remove one or more duty statuses for the selected soldier. Click on the corresponding checkbox to add a duty status. The Status column will display the user's completed actions. The Report column will allow the user to view and/or print the report using the browser's toolbar functions.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC MATTHEW GALVIN		SSN:	UIC: WDLLBD		1 of 1
Action	Status	Duty Status	Effective Date	Effective Time	Report
Select One		PRESENT FOR DUTY	20060525	1554	
		IN-TRANSIT	20060508	0001	
		PRESENT FOR DUTY	20060111	1531	
		IN-TRANSIT	20060111	0001	
		PRESENT FOR DUTY	20050621	1018	
		IN-TRANSIT	20050609	0001	
		PRESENT FOR DUTY	20040723	1115	
		IN-TRANSIT	20040722	0001	
		PRESENT FOR DUTY	20040524	1136	
		IN-TRANSIT	20040524	1135	
		PRESENT FOR DUTY	20040515	0332	

Add Duty Status

Submit Next Close

Figure 13–44: Duty Status—Listing

The following fields are available on this page:

- The Action column indicates the available action that you can select to perform.
- The Status column will be updated after all selected actions are completed.
- The Duty Status, Effective Date, and Effective Time columns provide the details of each duty status.

After a successful addition or removal action, the Report column will allow you to click on a link to view and/or print the duty status report.

1.80.1.1 Remove Existing Duty Status

You may select to remove the most current duty status by selecting the appropriate action from the Action picklist.

1.80.1.2 Add New Duty Status

To perform the Add New Duty Status function, perform the following steps:

1. To add new duty status, check the Add Duty Status checkbox.
2. Click Submit to proceed. The system will display the Duty Status—Soldier Data page for the first selected action.
3. Click Next to proceed to the next Soldier from the Soldier list without saving. The system will detect data selection on the page and prompt you to save or discard the data. If the current page is the only or last Soldier on the list, the system returns you to the Main Menu.
4. Click Close to terminate the working session. The system will detect data selection on the page and prompt you to save or discard the data. The system returns you to the Main Menu.

1.80.2 Duty Status—Soldier Data—Add Mode

The Duty Status—Soldier Data page (shown in Figure 13–45, Duty Status—Soldier Data) allows you to add a new military duty status for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Figure 13–45: Duty Status—Soldier Data

To add a new military duty status for a Soldier, perform the following steps:

1. The system displays the Soldier’s current duty status as read-only.
2. You can expand the required Duty Status picklist and select an appropriate choice. Table 13–5, Duty Status Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
ADM	ADMINISTRATIVE ABSENCE
AWC	AWOL-CONFINED BY CIVILIAN AUTHORITIES
AWL	ABSENT WITHOUT LEAVE
CAP	CAPTURED
CCA	CONFINED BY CIVILIAN AUTHORITIES
CLV	CONVALESCENT LEAVE
CMA	CONFINED BY MILITARY AUTHORITIES
HOS	HOSPITALIZED (NONBATTLE INCURRED)
HOW	HOSPITALIZED (BATTLE INCURRED)
INT	INTERNEED
MIA	MISSING IN ACTION

Codes	Abbreviations
OLV	ORDINARY LEAVE
PDY	PRESENT FOR DUTY
SCA	SENTENCED BY CIVIL AUTH FOR 30-180 DAYS
SMA	SENTENCED BY MILITARY AUTHORITIES
SND	SICK-NOT IN THE LINE OF DUTY (LOD)
TDY	TEMPORARY DUTY
XLV	EXCESS LEAVE
TRA	IN-TRANSIT

Table 13–5: Duty Status Codes and Abbreviations

3. The system defaults the required Effective Date and Effective Time to the system’s current date and time based on the specific time zone. You may edit these fields as necessary.
4. Click Save to proceed. The system will validate your entry and forward you to the next selected action from the Listing page, if any exist. If the current Soldier is the last or only action, the system returns you to the Listing page and updates the Status column to show all completed actions.
5. Click Next to proceed to the next action from the Listing page without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only or last action on the list, the system returns you to the Listing page.
6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system returns you to the Main Menu.

1.80.2.1 System Validations

The system performs the following validations:

- The system ensures that the Effective Date is not a future date.
- The system will display an error if the duty status date is before the Soldier’s BASD.
- The system ensures that the duty status date must be after the most recent duty status.
- If the selected duty status is “CCA,” “CMA,” “AWC,” “AWL,” “SCA,” or “SMA,” the system shall display an information message to notify you that additional information and transactions have been generated for SFPA, Assignment Considerations, and Assignment Eligibility.

1.80.2.2 Transaction to TAPDB

The system sends Transaction 4195: Military Duty Status to TAPDB.

1.80.3 Duty Status—Soldier Data—Remove Mode

The Duty Status—Soldier Data page in Remove mode allows you to view and remove an existing military duty status for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as read-only as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list. To remove a duty status for a Soldier, perform the following steps:

1. The system displays the current values for the selected duty status as read-only.
2. Click Save to proceed. The system will prompt you to confirm that the data are being removed from the Soldier's record. The system then forwards you to the next selected action as outlined in Add mode.
3. Alternatively, you may click Next and Close.
4. The system sends a transaction to TAPDB as outlined Section 13.4.2.2, Transaction to TAPDB.

1.81 Patient Tracking

The Patient Tracking module comprises the Soldier Patient History function. Figure 13–46, Patient Tracking Processes, illustrates the different processes in Arrival.

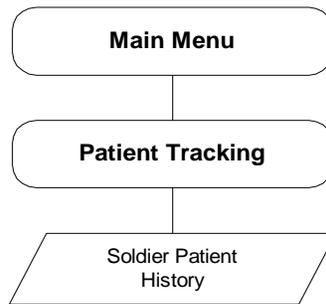


Figure 13–46: Patient Tracking Processes

1.81.1 Soldier Patient History

The Soldier Patient History function allows you to view the patient tracking history for Soldiers within your UIC who are hospitalized. In addition, the function provides information on dates of admittance, discharge, and hospital as well as status. Figure 13–47, Patient Tracking History Processes, illustrates the processes within this module.

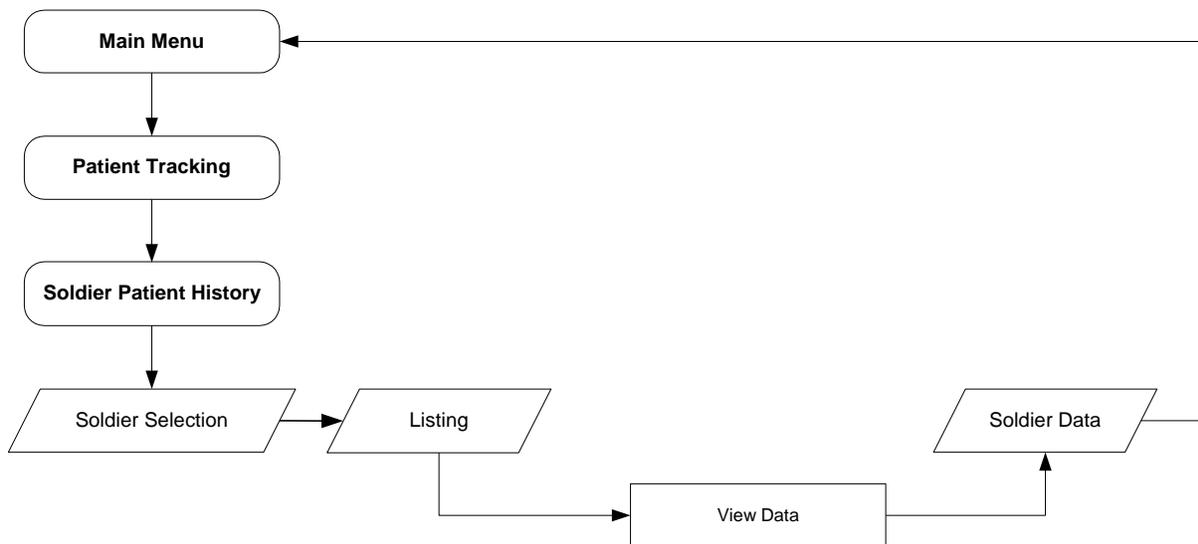


Figure 13–47: Patient Tracking History Processes

To initiate the process of viewing patient tracking history data for a Soldier, you must first build a Soldier list. The search criteria available for this module are as follows: SSN, UIC, Hospital, and Hospital Code. (This process is

detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Patient Tracking History - Listing page.

1.81.1.1 Patient Tracking History - Listing Page

The Patient Tracking History - Listing page displays patient tracking history data for the Soldier. This page lists the Soldier's Rank, Name, SSN, Status (for example, Out Patient), Hospital, Date Admitted/Arrived, and the Date Discharged/Departed. You have the option to view a record or print the page.

To view a patient tracking history record for the Soldier, perform the following steps:

1. Click the Select radio button and click **OK**. The system displays the Patient Tracking History – Soldier Data page, shown in Figure 13–48, Patient Tracking History – Listing.
2. Click **Next** to advance to the next Soldier in the list. If the current Soldier is the last or only Soldier from the Soldier list, the system displays the Main Menu.
3. Click **Close** to terminate the working session and return to the Main Menu.

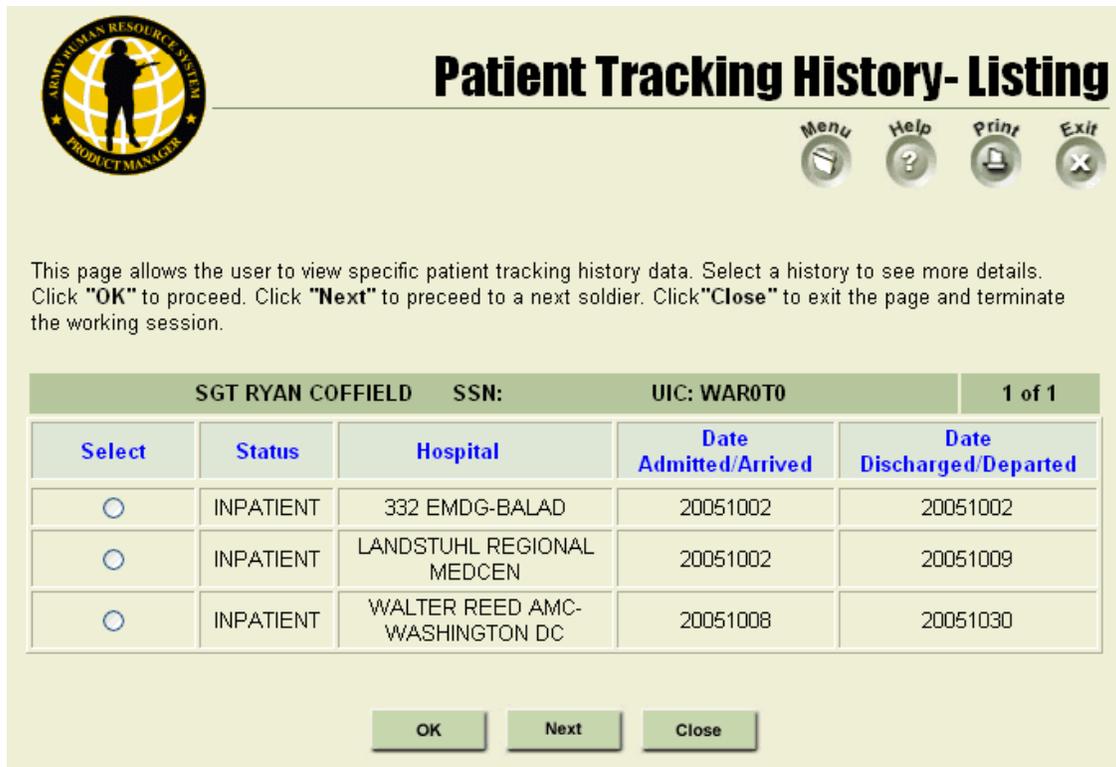


Figure 13–48: Patient Tracking History – Listing

1.81.1.2 Patient Tracking History – Soldier Data

The Patient Tracking History – Soldier Data page—shown in Figure 13–49, Patient Tracking History – Soldier Data—displays the following information as read-only: Rank, Name, UIC, Action, position on the record list and number of records in the list, Hospital, PAD DSN#, CIV#, Status, Condition, Destination, Date/Time Admitted/Arrived, Date/Time Discharged/Departed, Date/Time Last Update, Disposition, and Remarks.



Figure 13–49: Patient Tracking History – Soldier Data

Click Close to exit the page. The system returns you to the Main Menu.

1.82 Assignment History

Assignment History consists of Assignment/Duty History, and Tour Credits. The Assignment/Duty History module lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The Tour Credits module allows you to add, update, or remove tour credit data for a Soldier. Figure 13–50, Assignment History Processes, illustrates the different processes in Assignment History.

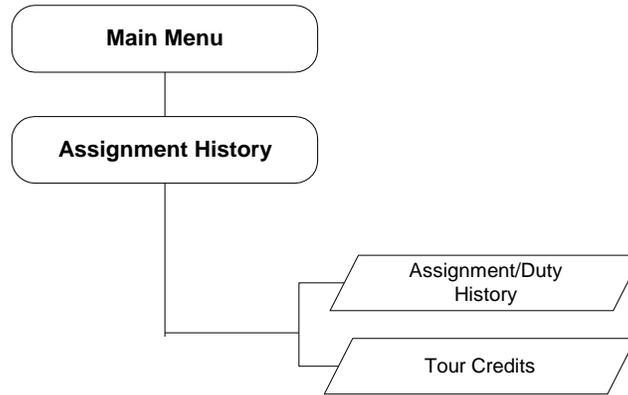


Figure 13–50: Assignment History Processes

1.82.1 Assignment/Duty History

The Assignment/Duty History module lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The system also tracks the duty assignment histories within an assignment for the Soldier. You have the option to update or remove one or more existing assignment history or duty assignment history data, and to add a new assignment history or duty assignment history data. If the Soldier’s record shows an overlap of dates between assignments, you will need to update an existing assignment to correct the dates accordingly. Figure 13–51, Assignment/Duty History Processes, illustrates the processes in the Assignment/Duty History module.

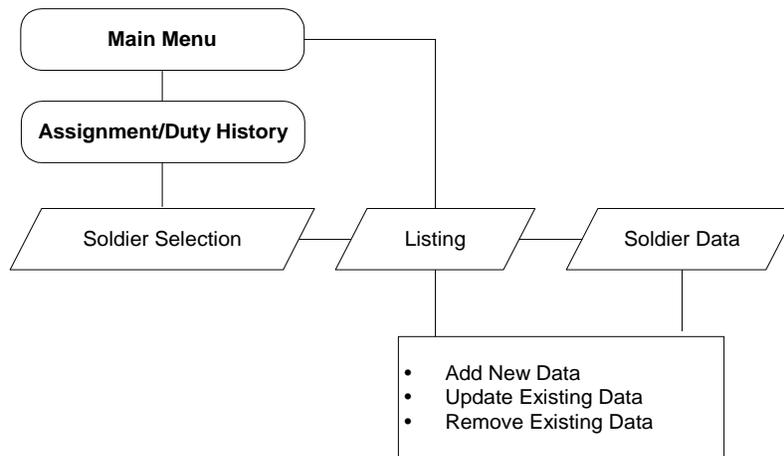


Figure 13–51: Assignment/Duty History Processes

To initiate the process of adding, updating, or removing assignment history data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Assignment History Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.82.1.1 Assignment History Listing

The Assignment History Listing page (shown in Figure 13–52, Assignment History Listing) lists the current and previous military assignments that exist in the database for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only. The system also lists the current assignment for the Soldier and displays all assignment history currently recorded in the database for the Soldier.

Assignment History Listing

This page allows the user to add, update or remove one or multiple assignment history data. Select from the corresponding picklist to update or remove. Click on the checkbox to add.

- Click "Submit" to proceed. Click "Close" to exit the page and terminate the working session.

SPC BRANDON GALVIN SSN: [redacted] UIC: WGE3AA					
Action	Status	UIC	Unit Designation	Start Date/Time	End Date/Time
Select One ▾		WGE3AA	0013MPCBT SPT VICE	20101021 1404	CURRENT
Select One ▾		WBW5AA	0092MPHHD	20101021 0932	20101021 0000
Select One ▾		WCV0AA	0072MP MP DET LAW	20100201 1232	20101006 0000
Select One ▾		WHMKAA	0978MPCO	20070716 1223	20100201 0000
Select One ▾		W4LX11	ENL REPL FT BLISS	20070709 1604	20070716 0000
Select One ▾		W4K83L	CO A 796TH MP BN TR	20070201 1135	20070614 0000
Select One ▾		W0VL3K	HHC 43RD AG BN ES RECP	20070125 1437	
Select One ▾		W19WES	MEPS DES MOINES	20070125 1436	

Add Assignment History

Figure 13–52: Assignment History Listing

The following fields are available on this page:

- The Action column displays the available actions.
- The Status column is populated after you have completed all actions. The Status column will show your completed actions.
- The UIC, Unit Designation, Start Date/Time, and End Date/Time columns indicate the details of each assignment. The current assignment is displayed first, with “Current” listed in the End Date field; this record is not editable.

1.82.1.1.1 Updating or Removing Assignment History

You can update or remove one or more assignment history listings on the Listing page by selecting the corresponding action type from the Action picklist. Follow the steps described in Section 13.6.1.1.2, Add Assignment History, to complete the process.

1.82.1.1.2 Add Assignment History

Complete the following steps to add new assignment history data:

1. Click on the Add Assignment History checkbox to add a new assignment history.
2. Click Submit to proceed. The system will display the Assignment/Duty History—Soldier Data page for the first selected action from the Listing page. The system returns you to the Listing page after all selected actions are completed and update the Status column, listing all completed actions and adding any new assignment history data for the selected Soldier.
3. Alternatively, you can click Close to terminate the working session. If the current Soldier is the only Soldier on the Soldier list, the system returns you to the Main Menu.
4. If the current Soldier is not the only Soldier on the Soldier list, the system will prompt you to confirm that you wish to terminate the working session. If you answer Yes, the system will display the Main Menu. If you answer No, the system returns you to the current page for further processing.

1.82.1.2 Assignment/Duty History—Soldier Data—Add Mode

The Assignment/Duty History—Soldier Data page (shown in Figure 13–53, Assignment/Duty History—Soldier Data—Add Mode) in Add mode allows you to add assignment history data for the selected Soldier. You also have the option to add duty assignment history for the current assignment. The system displays the standard Soldier’s Rank, Name, SSN, UIC, and selected Action as read-only.

Complete the following steps to add assignment history:

1. Under the heading of Basic Assignment Data, expand the Assignment Type picklist and select from CONUS or OCONUS. This is a required field.
2. Enter the UIC in the provided text-entry field. The system will populate the required Unit Designation based on the provided Assignment Type and UIC. You have the option to edit these data.
3. If the UIC is a CONUS UIC, the system will also populate the Assignment Location with UNITED STATES and with the State that is the home state of the UIC. You may correct these data as necessary.

Assignment/Duty History - Soldier Data

Menu Help Print Exit

This page allows the user to process assignment history data for a soldier. (*) denotes required fields.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

SPC BRANDON GALVIN SSN: UIC: WGE3AA ACTION: Add

Basic Assignment Data

*Assignment Type: Select One ▼
 UIC:
 *Unit Designation:
 *Locale: *CMD:
 *Assignment Date: *Assignment Time:
 *Departure Date: *Departure Time:
 Assignment Location: Select One ▼
 State: Select One ▼

Duty Assignment History

Action	Status	Duty Assignment Date/Time	Duty MOS/AOC	Duty Title
--------	--------	---------------------------	--------------	------------

Add Assignment History Add Duty Assignment History

Save Reset Next Close

Figure 13–53: Assignment/Duty History—Soldier Data—Add Mode

- If you select an Assignment Location other than UNITED STATES, the system will hide the State field.
- Enter the required Assignment Date and Departure Date for the assignment in the provided text-entry fields. These are required fields.
- Enter the required Assignment Time and Departure Time for the assignment in the provided text-entry fields. These are required fields.
- You have the option to add duty assignment history for the current history by clicking on the Add Duty Assignment History checkbox. The system will return to the Assignment/Duty History—Soldier Data screen to show any added duty assignment history.
- The Action column stores the available actions: Update and Remove.

9. The Status column will be updated after all selected actions have been completed to show all statuses.
10. The Duty Assignment Date, Duty MOS/AOC, and Duty Title provide details pertaining to each duty assignment.
11. You may update and/or remove existing duty assignment histories by selecting the appropriate choice from the Action picklist.
12. Check the Add Assignment History checkbox to add another assignment history.
13. Check the Add Duty Assignment History checkbox to add another duty assignment history for the listed assignment.
14. Click Save to save the current record and proceed to the next action, if one exists. If you had selected to perform additional actions for the current Soldier, the system will loop through all selected actions. The system then returns you to the Listing page and updates the Status column to show all completed actions.
15. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
16. Click Next to skip this action. The system detects data entry on the page and prompts you to save or discard the data. If no other selected action exists, the system returns you to the Listing page and updates the Status column to show all completed actions.
17. Click Close to exit the page and return to the Listing page. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Listing page and updates the Status column to show all completed actions.

1.82.1.2.1 System Validations

The system performs the following validations:

- The system ensures historical assignment dates fall within a valid range.
- The system ensures historical assignment dates are prior to the current assignment date.
- The system ensures that the combination of selected Assignment Type and UIC are valid and that the Assignment Location reflects the UIC.

1.82.1.2.2 System Updates

The system performs the following updates:

- The system shall update the assignment PCS date with the departure date.
- The system shall default the arrival date as the Duty Assignment Date.
- The system shall auto-calculate the DEROS Date for OCONUS assignments based on the assignment date and the tour length.

1.82.1.2.3 Transaction to TAPDB

The system sends Transaction 4410 (for Enlisted only): Correction to Previous Unit Assignment Data to TAPDB.

1.82.1.3 Assignment/Duty History—Update Mode

The Assignment/Duty History page (shown in Figure 13–54, Assignment/Duty History—Soldier Data—Update Mode) in update mode allows you to update the selected assignment history and any corresponding duty assignment histories for the Soldier. The system will display the Assignment/Duty History—Soldier Data page prepopulated with the existing values for the selected Soldier's record. The system displays the standard Soldier's Rank, Name,

SSN, UIC, and selected Action as read-only. The system also displays the current values for any corresponding duty assignment history and allows you to update or remove those values. In addition, the Locale and CMD fields are prepopulated according to the UIC; you can edit these fields. Further, if the UIC field is blank, the Locale and CMD fields are required fields.

This page allows the user to process assignment history data for a soldier. (*) denotes required fields.

- Click "Save" to save the current record.
- Click "Next" to proceed without saving. Click "Close" to exit the page.

SPC BRANSON GALVIN		SSN:	UIC: WGE3AA	ACTION: Update
Basic Assignment Data				
Assignment Date/Time: 20101021 1404		Departure Date/Time:		
UIC: WGE3AA				
Unit Designation: 0013MPCBT SPT VICE				
Assignment Location: UNITED STATES			State: MISSOURI	
Duty Assignment History				
Action	Status	Duty Assignment Date/Time	Duty MOS/AOC	Duty Title
Select One ▾		20101216 1512	31B	MILITARY POLICE
Select One ▾		20101021 1312	31B	MILITARY POLICE

Add Duty Assignment History

Save Next Close

Figure 13–54: Assignment/Duty History—Soldier Data—Update Mode

The following fields are available on this page:

- The Action column displays the available actions.
- The Status column will show your completed actions.
- The Duty Assignment Date/Time column identifies the date the Soldier reported to start the duty.
- The Duty MOS/AOC and Duty Title columns indicate the skills and title the Soldier occupied for the particular duty.

1.82.1.3.1 To Update or Remove Current Duty Assignment History

You can update or remove one or more listed duty assignment histories by selecting the corresponding action type from the Action picklist.

1.82.1.3.2 To Add A New Duty Assignment History

To add a new duty assignment history, perform the following steps:

1. Click on the Add Duty Assignment History checkbox to add a new listing.
2. Click Save to save data entered on this page. The system will validate your entry and forward you to the next selected action from the Assignment History—Listing page, if any exist. If the current page is the only or last action selected from the Listing page, the system returns you to the Assignment History Listing page and updates the Status column.
3. Click Next to skip this action and proceed to the next action on the list, if one is available. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the only or last action selected from the Listing page, the system returns you to the Assignment History Listing page and updates the Status column.
4. Click Close to terminate the working session.

1.82.1.4 Add Duty Assignment History for the Current Assignment

The Duty Assignment History—Soldier Data page (shown in Figure 13–55, Duty Assignment History—Soldier Data—Add Mode) allows you to add a duty assignment history data for the selected assignment. The system displays the Soldier’s Rank, Name, SSN, UIC, and selected Action as read-only.

To add a duty assignment history data for a Soldier, perform the following steps:

1. The system defaults the Duty MPC to the Soldier’s current military personnel classification. You may select an alternate choice as necessary. Table 13–6, Military Personnel Classification Codes and Abbreviations, provides a list of the available choices.

Codes	Abbreviations
E	ENLISTED
W	WARRANT OFFICER
C	COMMISSIONED OFFICER

Table 13–6: Military Personnel Classification Codes and Abbreviations

2. The system displays the Arrival Date as read-only.
3. The Duty Assignment Date field is a required field. You can edit this field.
4. The Duty Assignment Time field is a required field. You can edit this field.
5. The Duty Duration field is a required field.
6. The Duty MOS, Duty Skill Level, Duty ASI, and SQI are editable, free-text fields. Note: Figure 13–56, Duty Assignment History—Soldier Data—Add Mode, provides an example of an Add mode screen for an Enlisted Soldier. Warrant officers will have the Duty MOS, Duty ASI, and SQI fields available for text entry. Commissioned officers will have the Duty AOC and Skill Code fields available for editing.

Duty Assignment History - Soldier Data

This page allows the user to enter a historical duty assignment data for the selected soldier. Please enter the requested data. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to skip this soldier.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC BRANDON GALVIN SSN: UIC: WGE3AA ACTION: Add

*Duty MPC: Enlisted

Arrival Date: 20101021 1404

*Duty Assignment Date: 20101021 14 *Duty Assignment Time:

*Duty Duration: 0 Months

*Duty MOS: 31B

*Duty Skill Level: 1 - E1-E4 PROFICIENCY LEVEL

*Duty ASI: 00

*SQL: 0

*Language: YY - NONE

*Duty Title: INCOMING PERSONNEL

Add Duty Assignment History

Save Reset Next Close

Figure 13–55: Duty Assignment History—Soldier Data—Add Mode

- Enter the Duty Title for the assignment in the provided text-entry field.
- Click Save to save the data to the database. The system will validate your entry and forward you to the next selected action from the Assignment History—Soldier Data page, if any exist. If the current page is the last or only action, the system returns you to the Assignment History—Soldier Data page and update the Status column to show all completed actions.
- Click Reset to clear all fields.
- Click Next to advance to the next selected action, if any exist. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action, the system returns you to the Assignment/Duty History—Soldier Data page and update the Status column to show all completed actions.

11. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. Otherwise, the system returns you to the Main Menu.

1.82.1.4.1 System Validations

The system ensures that the range of Duty MOS, Duty ASI, and SQI are valid for the Soldier's Duty MPC.

1.82.1.4.2 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- Correction of Previous Assignment Data Transaction 4420: Transaction for a Commissioned Officer
- Correction of Previous Assignment Data Transaction 4425: Transaction for a Warrant Officer
- Correction of Previous Assignment Data Transaction 4430: Transaction for an Enlisted Soldier

1.82.1.5 Update/Remove Duty Assignment History for the Current Assignment

The Duty Assignment History—Soldier Data page in update or remove mode allows you to revise or remove one or more duty assignment history data for the selected assignment. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only.

1.82.2 Tour Credits

The Tour Credits function allows you to track overseas assignment tours for a Soldier. Tour Credits allows you to add, update, and remove overseas tour data for a Soldier. Figure 13–56, Tour Credits Processes, illustrates the processes in the functional category of Tour Credits.

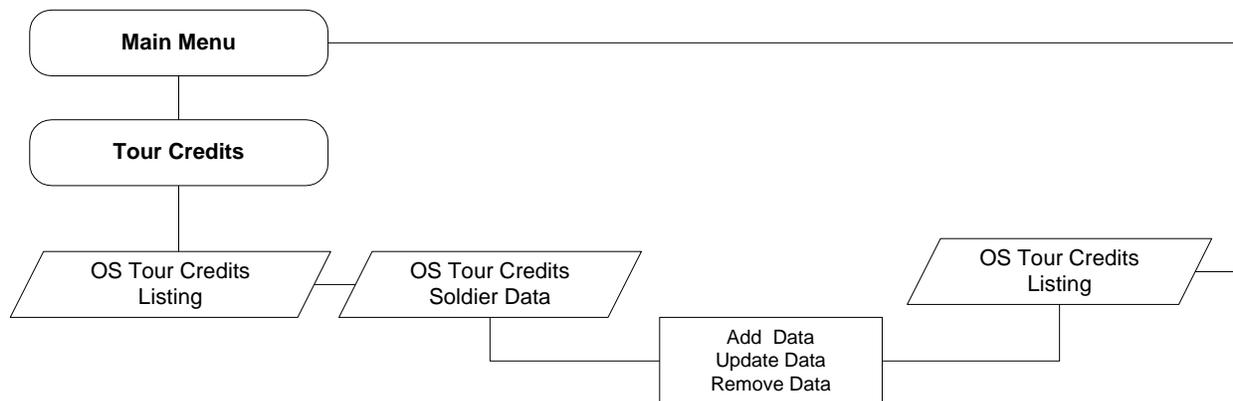


Figure 13–56: Tour Credits Processes

To initiate the process of adding, updating, or removing overseas tour credit information for a Soldier, you must first build a Soldier list. The search criteria available for Tour Credits are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the OS Tour Credits Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.82.2.1 OS Tour Credits listing

The OS Tour Credits Listing page (shown in Figure 13–57, OS Tour Credits Listing) displays the selected Soldier's rank, name, SSN, and UIC as read only as well as the Soldier's position on the Soldier list. The OS Tour Credits Listing page displays the following read-only fields:

- In the display area above the table:
 - # OS Long Tours
 - # OS Short Tours
 - # OS Combat Tours
 - # OS Operational Deployment Tours
 - # OS Restricted Tours
 - Dwell Time
- In the table:
 - Action
 - Status
 - OS Start Date
 - OS End Date
 - OS Country
 - Tour Type
 - No. of Months
 - Tour Completion Status



OS Tour Credits Listing

Menu Help Print Exit

This page allows the user to add, update or remove overseas tours. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove existing overseas tours. Click on the checkbox to add a new overseas tour.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the working session.

SSG DANIEL GALVIN		SSN:		UIC: WH1LAA		2 of 26	
# OS Long Tours:		<input type="text" value="0"/>		# OS Short Tours:		<input type="text" value="3"/>	
# OS Combat Tours:		<input type="text" value="2"/>		# OS Operational Deployment Tours:		<input type="text" value="0"/>	
# OS Restricted Tours:		<input type="text" value="0"/>		Dwell Time:		<input type="text" value="20051203"/> <input type="text" value="5 Mo 29 Days"/>	

Action	Status	OS Start Date	OS End Date	OS Country	Tour Type	No. Of Months	Tour Completion Status
Select One ▾		20050119	20051203	AFGHANISTAN	COMBAT	10	UNKNOWN
Select One ▾		20030303	20040310	IRAQ	COMBAT	12	NORMAL TOUR COMPLETED
Select One ▾		20020605		GERMANY		36	
Select One ▾		19971028	19981116	REPUBLIC OF KOREA	SHORT	13	NORMAL TOUR COMPLETED

Add OS Tour Credit

Submit Next Close

Figure 13–57: OS Tour Credits Listing

You have the capability to add, update, or remove an overseas assignment record for the selected Soldier. To add a record, check the Add OS Tour Credit checkbox and click Submit. The system displays the OS Tour Credits—Soldier Data page. To update or remove deployment data for the Soldier, select Update from the drop-down in the Action column and click Submit. The system displays the OS Tour Credits—Soldier Data page. Click Close to exit return to the Main Menu without saving any changes.

1.82.2.2 OS Tour Credits—Soldier Data—Add Mode

The OS Tour Credits—Soldier Data—Add Mode page (shown in Figure 13–58, OS Tour Credits—Soldier Data—Add Mode) allows you to add overseas tour credits data for a Soldier. The system displays the Soldier’s rank, name, SSN, current UIC, and current action as read-only.

OS Tour Credits - Soldier Data

This page allows the user to add new Overseas Tour Credits for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SSG DANIEL GALVIN SSN: UIC: WH1LAA Action: Add

*OS Tour Start Date: *OS Tour End Date:

*Tour Type: *Number of Months:

*OS Country:

*Tour Completion Status:

Add OS Tour Credit

Save Reset Next Close

Figure 13–58: OS Tour Credits—Soldier Data—Add Mode

Follow these steps to enter overseas tour credits data for a Soldier:

1. Enter the OS Tour Start Date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).
2. Enter the OS Tour End Date in the text-entry field provided. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).
3. Expand the Tour Type picklist and select either Short, Long, Combat, or Operational Deployment (Non-Combat).
4. Expand the OS Country picklist and select the country where the Soldier served his or her tour.
5. Expand the Tour Completion Status picklist and select from one of the following values:
 - Normal Tour Completed
 - Normal Tour Not Completed
 - Tour With Dep in CMD Was Not Compl – Invol Curtailed
 - Tour W/O Dep in CMD Was Not Completed – Vol Curtailed
 - Tour W/O Dep in CMD Was Not Compl – Invol Curtailed

- Tour W/O Dependents in Command Was Completed
 - Tour With Dependents in Command Was Completed
 - Tour W/O Dep in Dependent Restricted Area Completed
 - Tour W/O Dep in Dependent Restricted Area Not Completed
 - Unknown
6. Click Save to save the current record. The system validates your data entry and updates the Soldier's record accordingly. The system then forwards you to the next Soldier on the list, if one exists. If the current Soldier is the only or last Soldier on the list, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column. You may also click Reset to clear the fields.
 7. Click Next to advance to the next Soldier on the list, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier from the Soldier list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column.
 8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates the action taken in the Status column. Otherwise, the system returns you to the Main Menu.

1.82.2.2.1 System Validations

The system performs the following validations:

- The start date entered shall be greater than the earliest date of the following: PEBD and MIL_EAD_DT.
- The OS Tour Start Date and OS Tour End Date may not be a future date.
- The system will verify the Soldier's Tour Completion Status before updating the number of tours. If the tour was not completed, the number of tours will not be added to the Soldier's record.

1.82.2.2.2 System Updates

The system will update the following information in the Soldiers' records:

- If the Soldier's Tour Completion Status indicates that the tour has been completed, the system will update the number of tours for the Soldier.

1.82.2.2.3 Transaction to TAPDB

The system will send the following transaction: Transaction Number 4368: Overseas Tour History Data.

1.82.2.3 OS Tour Credits—Soldier Data—Update Mode

In the Update mode of an OS Tour Credits record for a Soldier, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close. Figure 13–59, OS Tour Credits—Soldier Data—Update Mode, provides an example of the update page.

OS Tour Credits - Soldier Data

This page allows the user to add new Overseas Tour Credits for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SSG DANIEL GALVIN SSN:		UIC: WH1LAA Action: Update	
*OS Tour Start Date:	<input type="text" value="20050517"/>	*OS Tour End Date:	<input type="text" value="20060620"/>
*Tour Type:	<input type="text" value="SHORT"/>	*Number of Months:	<input type="text" value="13"/>
*OS Country:	<input type="text" value="GERMANY"/>		
*Tour Completion Status:	<input type="text" value="NORMAL TOUR COMPLETED"/>		

Save Next Close

Figure 13–59: OS Tour Credits—Soldier Data—Update Mode

1.82.2.4 OS Tour Credits—Soldier Data—Remove Mode

In the Remove mode of an OS Tour Credits record for a Soldier, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database. Figure 13–60, OS Tour Credits—Soldier Data—Remove Mode, provides an example of the remove page.

1. Select Remove from the Action picklist next to the record you want to delete and click Submit.
2. The system will prompt you to confirm that the record is being removed from the database.
3. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the OS Tour Credits Listing page, which lists the Soldier's overseas tour credit data and indicates that the record was removed.
4. If you answer No, the system returns you to the current page for further processing.
5. You have the option to click Next or Close.

6. The system will send transactions to TAPDB as outlined in Add mode.

OS Tour Credits - Soldier Data

This page allows the user to remove Overseas Tour Credits for the selected soldier.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SSG DANIEL GALVIN	SSN:	UIC: WH1LAA	Action: Remove
*OS Tour Start Date:	20050517	*OS Tour End Date:	20060620
*Tour Type:	SHORT	*Number of Months:	13
*OS Country:	GERMANY		
*Tour Completion Status:	NORMAL TOUR COMPLETED		

Save Next Close

Figure 13–60: OS Tour Credits—Soldier Data—Remove Mode

1.82.2.5 OS Tour Credits Listing (Summary)

After you complete an action, eMILPO returns you to the OS Tour Credits Listing page and displays OS Tour Credits data for the Soldier. If a record was deleted, the Action column will indicate the record was deleted. Figure 13–61, OS Tour Credits Listing (Summary), provides an example of a Soldier for whom a record has been removed.



OS Tour Credits Listing

Menu Help Print Exit

This page allows the user to add, update or remove overseas tours. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove existing overseas tours. Click on the checkbox to add a new overseas tour.

- Click **"Submit"** to proceed. Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the working session.

SSG DANIEL GALVIN SSN:		UIC: WH1LAA		1 of 1			
# OS Long Tours:		<input type="text" value="0"/>	# OS Short Tours:		<input type="text" value="3"/>		
# OS Combat Tours:		<input type="text" value="2"/>	# OS Operational Deployment Tours:		<input type="text" value="0"/>		
# OS Restricted Tours:		<input type="text" value="0"/>	Dwell Time:		<input type="text" value="20051203"/>	<input type="text" value="7 Mo 24 Days"/>	

Action	Status	OS Start Date	OS End Date	OS Country	Tour Type	No. Of Months	Tour Completion Status
Select One ▾	Removed	20050517	20060620	IRELAND	SHORT	13	NORMAL TOUR COMPLETED
Select One ▾		20050119	20051203	AFGHANISTAN	COMBAT	10	UNKNOWN
Select One ▾		20030303	20040310	IRAQ	COMBAT	12	NORMAL TOUR COMPLETED
Select One ▾		20020605		GERMANY		36	
Select One ▾		19971028	19981116	REPUBLIC OF KOREA	SHORT	13	NORMAL TOUR COMPLETED

Add OS Tour Credit

Submit Next Close

Figure 13–61: OS Tour Credits Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

1.83 Reserve Component Accounting

Reserve Component Accounting is the process of placing a National Guard or Reserve Soldier on active duty. The objective of this process is to transfer administrative control of a Soldier’s record from the appropriate Reserve or National Guard application to AHRS. The Reserve Component Accounting module allows the authorized user to mobilize one or more Soldiers from the Reserve or Guard in the event of war or national emergency. You also have the option to mobilize a unit, and demobilize Soldiers and units. Reserve Component Accounting offers the following functionality:

Soldier Mobilization

- Soldier Demobilization
 - Unit Mobilization
 - Unit Demobilization
- Attach RC Soldier

Figure 13–62, Reserve Component Accounting Processes, illustrates the processes in Mobilization.

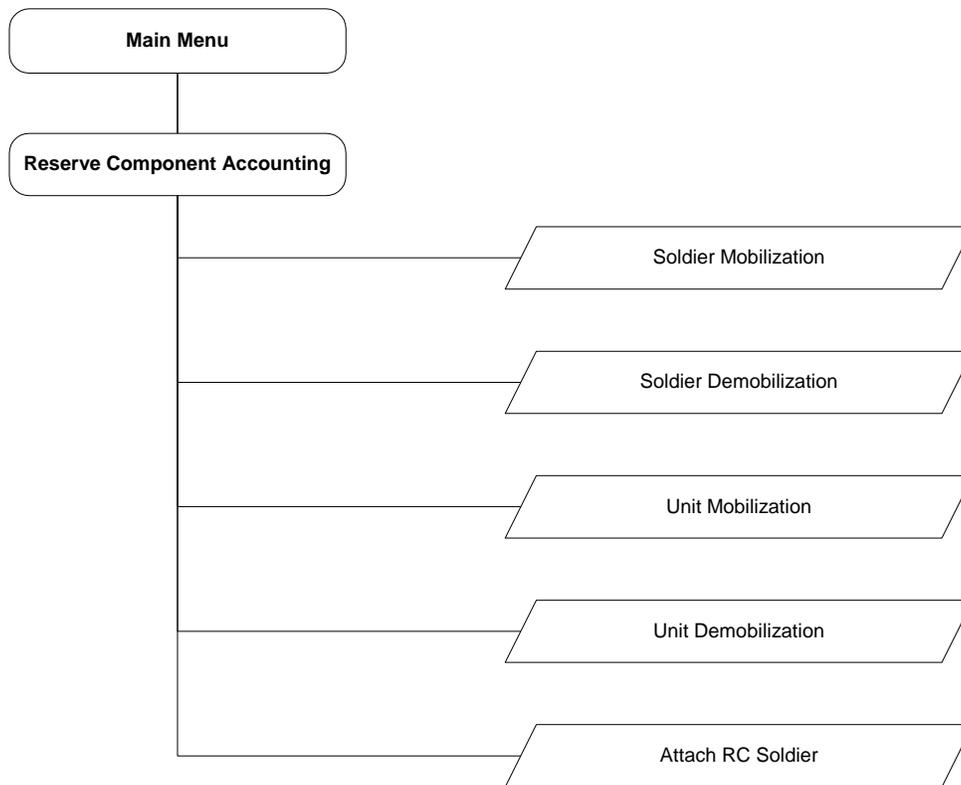


Figure 13–62: Reserve Component Accounting Processes

1.83.1 Soldier Mobilization

This page allows you to mobilize one or more Reserve and Guard component Soldiers to active duty as Individual Ready Reserve (IRR), Individual Mobilization Augmentees (IMA), and Troop Program Units (TPU) on a one-by-one basis. Figure 13–63, Soldier Mobilization Processes, illustrates the processes in Soldier Mobilization.

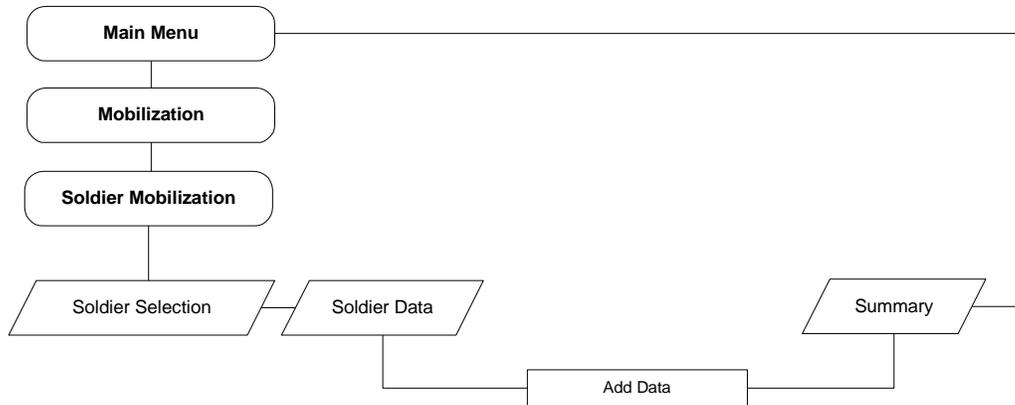


Figure 13–63: Soldier Mobilization Processes

To initiate the process of adding Soldier mobilization data for a Soldier, you must first build a Soldier list. For this function the only search criterion available is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Mobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.83.1.1 Soldier Mobilization—Soldier Data

The Soldier Mobilization—Soldier Data page (shown in Figure 13–64, Soldier Mobilization—Soldier Data) allows you to mobilize one or more Reserve Component Soldiers to active duty. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

To mobilize a Soldier, perform the following steps:

1. Enter a Report Date (in yyyyymmdd format) indicating the date the Soldier needs to report to the unit. This is a required field.
2. Enter a Report Time (in hhmm format) indicating the time the Soldier needs to report to the unit. This is a required field.
3. Provide a Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.
4. The system prepopulates the MPC and Previous MPC fields to show the Soldier’s current and previous (before mobilization) Military Personnel Classification.
5. The system defaults the MPA Type for Soldier Mobilization to NB—INVOLUNTARY ACTIVATION (NON-STRENGTH). You may not edit this field.

Figure 13–64: Soldier Mobilization—Soldier Data

- The system stores the valid range of values for the MPA Reason in the corresponding picklist. Expand the list and select an appropriate choice for the mobilization. Table 13–7, MPA Reason Codes and Abbreviations, provides a list of the available values for the picklist.

Codes	Abbreviations
RS	PRESIDENTIAL CALL-UP—INDIVIDUAL
RT	PRESIDENTIAL CALL-UP—UNIT
RU	PARTIAL MOBILIZATION—INDIVIDUAL
RV	PARTIAL MOBILIZATION—UNIT

Table 13–7: MPA Reason Codes and Abbreviations

- Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Soldier Mobilization—Summary page (shown in Figure 13–65, Soldier Mobilization—Summary) showing all completed actions.
- Click Reset to clear all entry fields.
- Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only

Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Soldier Mobilization—Summary page showing all completed actions.

10. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Mobilization—Summary page showing all completed actions.

1.83.1.1.1 System Validations

The system performs the following validations for this function:

- The system shall ensure the Arrival Date is equal to or prior to the current date.
- The system shall ensure the Arrival Date cannot precede the EAD Date but can be equal to the EAD Date.
- The system shall ensure the UIC entered for Gaining UIC is a valid Reserve or Guard UIC and can be the same as the Current UIC.
- The system will default the MPA Type to “NB” for all mobilizations.
- The system will allow the following values for MPA Reason: “RS,” “RT,” “RU,” and “RV.”
- The system will not close open attachments.
- The system will not depart a Soldier.

1.83.1.1.2 System Updates

The system shall populate the Soldier’s arrival data as follows:

- Arrival Time and Gaining Unit shall be set as entered.
- The system shall populate the Departure Date, Requisition Serial Number, and Movement Designation Code data elements with blanks.
- If the Gaining Unit is OCONUS, the system shall insert a record in the OVERSEAS-ASSIGNMENT table with minimal information. eMILPO determines whether a given unit is CONUS or OCONUS on the basis of its current GEOGRAPHIC-LOCATION information.
- The system shall populate duty assignment (9992—Incoming Personnel) data. The system shall not generate a workflow task for this Soldier.
- The system shall populate duty status (PDY) for the Soldier.
- The system shall not close open attachments.
- The system shall update the Soldier Person Strength Status code, home UIC, and PPA code.
- The system shall not depart the Soldier.
- The system shall update the TAPDB_REC_STATUS_CD to 8: “Mobilized.”

1.83.1.1.3 Transactions to TAPDB

The system sends the following transactions to TAPDB for every mobilized Soldier:

Transaction 4056: Report Transfer to First Unit of Assignment

- Transaction 4195: Military Duty Status
- Transaction 4205: Report Soldier Attachment

Transaction 4055: Report RC Soldiers Mobilized with their RC Unit During Mobilization

1.83.1.2 Soldier Mobilization—Summary

The Soldier Mobilization—Summary page lists all Soldiers successfully mobilized in the working session and their corresponding data (Rank, Name, SSN, Gaining UIC, and Report Date/Time). You have the option to view and/or print this page.

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Rank	Name	SSN	Gaining UIC	Report Date/Time
SFC	BANKS, STEPHEN WILLIAM		WSNGAA	20110418 1738

Close

Figure 13–65: Soldier Mobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.83.2 Soldier Demobilization

The Soldier Demobilization module allows the authorized user to release previously mobilized Guard and Reserve component Soldiers as individuals from active duty (REFRAD). They may be IRR, IMA, or members of units being REFRAD early or later than the main body of their unit. This input is done at the end of the Soldier's activation period. The source document is DD Form 214. Use only for REFRAD under normal conditions, not if Soldier is the subject of an adverse action. Chapter cases are processed using the Loss to the Army screen. Figure 13–66, Soldier Demobilization Processes, illustrates the processes in Soldier Demobilization.

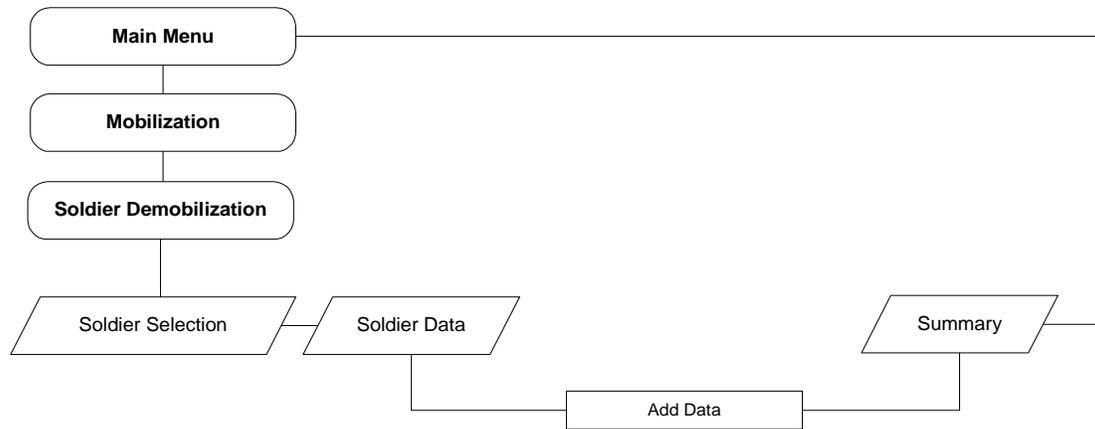


Figure 13–66: Soldier Demobilization Processes

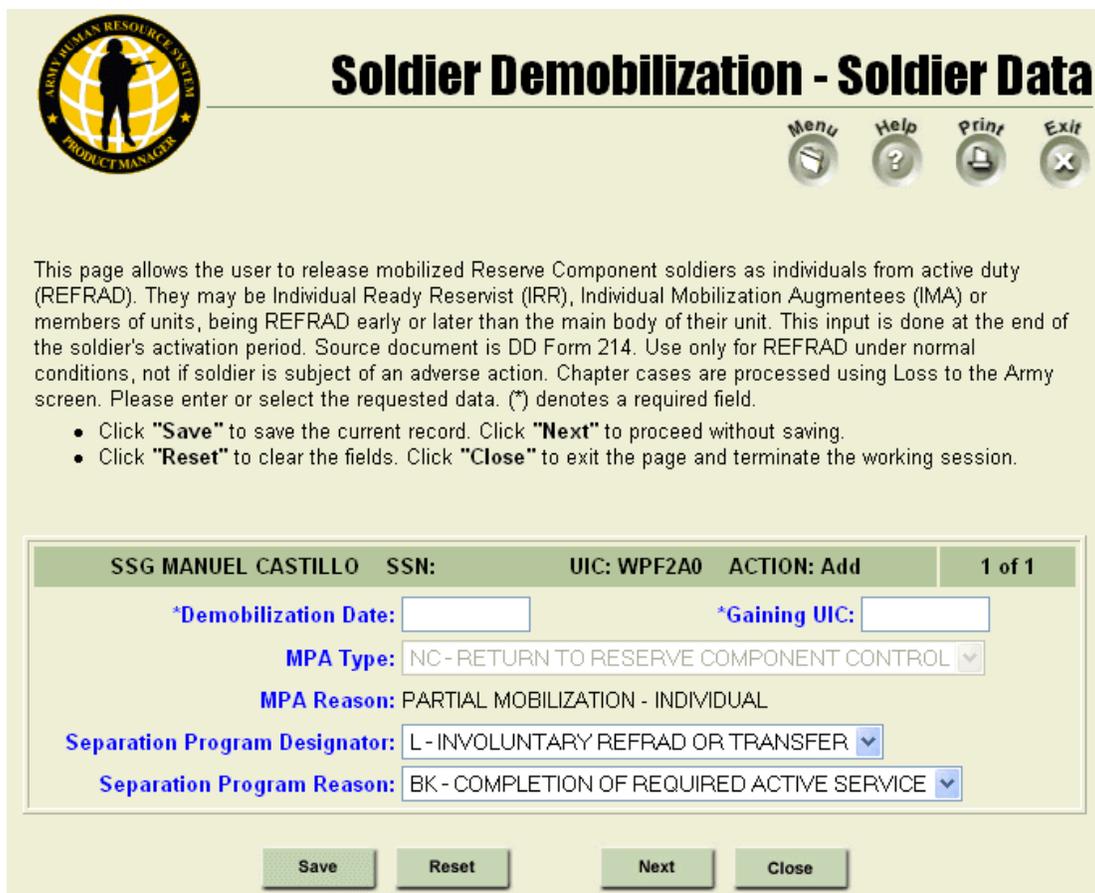
To initiate the process of adding Soldier demobilization data for a Soldier, you must first build a Soldier list. For this function the only search criterion available is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Demobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.83.2.1 Soldier Demobilization—Soldier Data

The Soldier Demobilization—Soldier Data page (shown in Figure 13–67, Soldier Demobilization—Soldier Data) allows the authorized user to return previously mobilized Guard and Reserve Soldiers to their components. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers.

To demobilize a Soldier, perform the following steps:

1. Enter a Demobilization Date (in yyymmdd format) indicating the end of mobilization. This is a required field.
2. Provide the Gaining UIC indicating the UIC to which the Soldier will be returning. This is a required field.
3. The system displays the MPA Type and MPA Reason for the previous mobilization as read-only.
4. The system defaults the Separation Program Designator to show the basis for the demobilization as L—INVOLUNTARY DEFRAG OR TRANSFER. You may expand the picklist and select an alternative choice as necessary.
5. The system defaults the Separation Program Reason to show the reason for the demobilization. You may expand the picklist and select an alternative choice as necessary.



Soldier Demobilization - Soldier Data

This page allows the user to release mobilized Reserve Component soldiers as individuals from active duty (REFRAD). They may be Individual Ready Reservist (IRR), Individual Mobilization Augmentees (IMA) or members of units, being REFRAD early or later than the main body of their unit. This input is done at the end of the soldier's activation period. Source document is DD Form 214. Use only for REFRAD under normal conditions, not if soldier is subject of an adverse action. Chapter cases are processed using Loss to the Army screen. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SSG MANUEL CASTILLO	SSN:	UIC: WPF2A0	ACTION: Add	1 of 1
*Demobilization Date:		*Gaining UIC:		
MPA Type:		NC - RETURN TO RESERVE COMPONENT CONTROL		
MPA Reason:		PARTIAL MOBILIZATION - INDIVIDUAL		
Separation Program Designator:		L - INVOLUNTARY REFRAD OR TRANSFER		
Separation Program Reason:		BK - COMPLETION OF REQUIRED ACTIVE SERVICE		

Save Reset Next Close

Figure 13–67: Soldier Demobilization—Soldier Data

6. Click Save to save the record. The system will validate your entry and forward to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Soldier Demobilization—Summary page showing all completed actions.
7. Click Reset to clear all entry fields.
8. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list the system returns you to the Main Menu. If you have saved any previous data, the system generates the Soldier Demobilization—Summary page showing all completed actions.
11. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Soldier Demobilization—Summary page showing all completed actions.

1.83.2.1.1 System Validations

The system performs the following system validations:

- The system shall ensure that the Gaining UIC is a valid Guard or Reserve UIC.

- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

1.83.2.1.2 System Updates

The system performs the following updates:

The system shall insert a record in the MPA table for each Soldier on demobilization.

- The system shall update TAPDB_REC_STATUS_CD to 9: Demobilized.

The system shall purge Soldiers who have been inactive for 120 days from eMILPO.

1.83.2.1.3 Transactions to TAPDB

The system sends the following transactions to TAPDB.

- The system shall send Transaction 5010 for each Soldier demobilized.
- The system shall send Transaction 5011 for each family member who is to be notified in case of emergency for every Soldier demobilized.

1.83.2.2 Soldier Demobilization—Summary

The Soldier Demobilization—Summary page lists all Soldiers successfully demobilized in the working session and their corresponding data (Rank, Name, SSN, Gaining UIC, and Demobilization Date). You have the option to view and/or print this page. Click Close to exit the page. The system returns you to the Main Menu.

1.83.3 Unit Mobilization

The Unit Mobilization module allows the authorized user to mobilize a unit of Reserve or Guard Soldiers in the event of war or national emergency. Figure 13–68, Unit Mobilization Processes, illustrates the processes in Unit Mobilization.

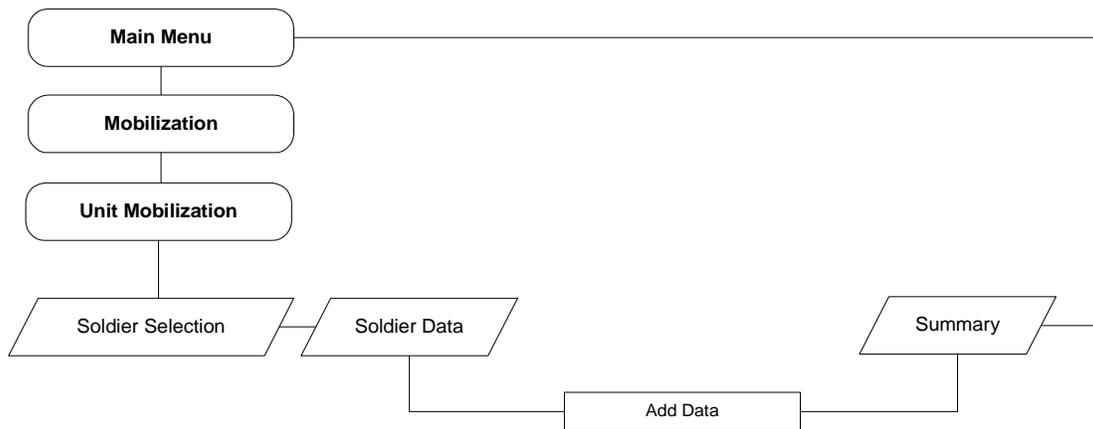


Figure 13–68: Unit Mobilization Processes

1.83.3.1 Unit Mobilization—Soldier Selection

The Unit Mobilization—Soldier Selection page allows you to build a list of Soldiers for the working session. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—Search by all nine digits of the SSN
 - UIC—search by the Soldier's UIC

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Unit Mobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.83.3.2 Unit Mobilization—Soldier Data

The Unit Mobilization—Soldier Data page (shown in Figure 13–69, Unit Mobilization—Soldier Data) allows the authorized user to mobilize a unit of Reserve or Guard Soldiers to active duty.

Unit Mobilization - Soldier Data

This page allows the user to mobilize the soldiers from the selected unit. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Reset" to clear the fields.
- Click "Close" to exit the page and return to the Main Menu.

Basic Unit Mobilization Data

*Report Date: *Report Time: 1736

*Gaining UIC:

*MPA Type: NB - INVOLUNTARY ACTIVATION (NON-STRENGTH) ▾

*MPA Reason: Select One ▾

Save Reset Close

Figure 13–69: Unit Mobilization—Soldier Data

To mobilize a unit, perform the following steps:

1. Under the subheading of Basic Unit Mobilization Data, enter a Report Date (in yyyyymmdd format) indicating the calendar date marking the commencement of mobilization for the unit. This is a required field.
2. Enter a Report Time (in hhmm format) indicating the time marking the commencement of mobilization for the unit. This is a required field.
3. Provide the Gaining UIC indicating the UIC that the Soldiers will report to during mobilization. This is a required field.
4. The system prepopulates the MPA Type to indicate the personnel classification of the mobilization and provides the valid choice for the corresponding MPA Reason.
5. Expand the MPA Reason picklist and select a valid choice, as required.
6. Click Save to save the record. The system will validate your entry and generate the Unit Mobilization—Summary page (Figure 13–70, Unit Mobilization—Summary) showing all completed actions.
7. Click Reset to clear all entry fields and start over.
8. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data.

1.83.3.2.1 System Validations

The system performs the following validations:

- The system shall ensure the Report Date/Time is not a future date.
- The system shall ensure the Report Date/Time does not precede the EAD Date but can be equal to the EAD Date.
- The system shall ensure the Report Date/Time does not precede the previous assignment date.
- The system shall ensure the Report Date/Time does not precede the Soldier's Pay Entry Date.
- The system shall ensure the entered Gaining UIC is a valid Reserve or Guard UIC and can be the same as the Current UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RT," "RV," and "RX."

1.83.3.2.2 Transactions to TAPDB

The system sends Transaction 5010: Unit Mobilization to TAPDB.

1.83.3.3 Unit Mobilization—Summary

The Unit Mobilization—Summary page lists all Soldiers successfully mobilized in the working session and their corresponding data (Gaining UIC, Report Date/Time, Rank, Name, and SSN). You have the option to view and/or print this page.



Figure 13–70: Unit Mobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.83.4 Unit Demobilization

The Unit Demobilization module allows the authorized user to release the previously mobilized Reserve component units and return them to their regular components. Figure 13–71, Unit Demobilization Processes, illustrates the processes in Unit Demobilization.

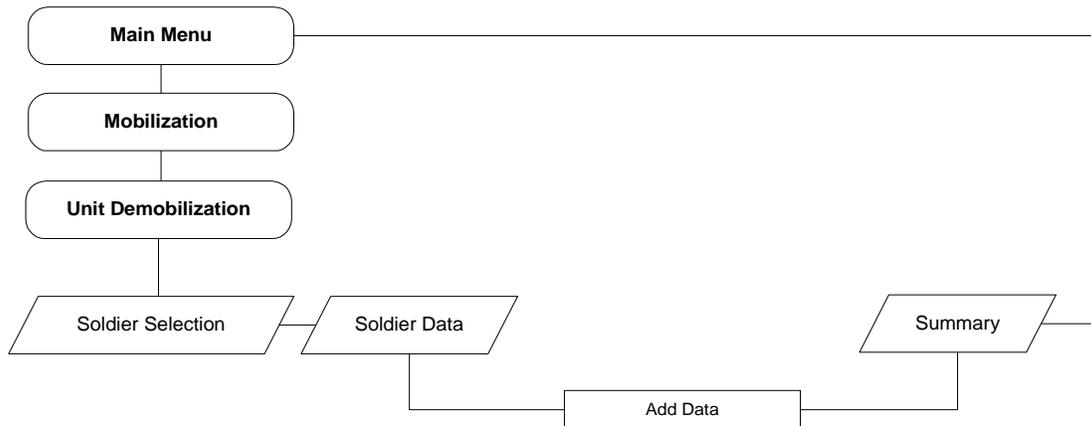


Figure 13–71: Unit Demobilization Processes

To initiate the process of adding unit demobilization data, you must first build a Soldier list. The search criteria available for this function are SSN and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Unit Demobilization—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.83.4.1 Unit Demobilization—Soldier Data

The Unit Demobilization—Soldier Data page (shown in Figure 13–72, Unit Demobilization—Soldier Data) allows the authorized user to release one or more units of Guard or Reserve Soldiers from active duty.

Unit Demobilization - Soldier Data

This page allows the user to release from active duty (REFRAD) mobilized Reserve Component soldiers who are all members of the same unit. This is done at the end of the unit activation period. A unit activation order will have been published by the appropriate CONUSA. Use only for REFRAD under normal conditions, not if soldier is subject of an adverse action or REFRAD earlier than other unit members. Source document is DD Form 214. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

Basic Unit Demobilization Data

*Demobilization Date: *Gaining UIC:

Separation Program Designator: L - INVOLUNTARY REFRAD OR TRANSFER ▼

Separation Program Reason: BK - COMPLETION OF REQUIRED ACTIVE SERVICE ▼

Save Reset Close

Figure 13–72: Unit Demobilization—Soldier Data

To demobilize a unit, perform the following steps:

- Under the subheading of Basic Unit Demobilization Data, enter a Demobilization Date (in yyyyymmdd format) indicating the calendar date marking the end of the activation period. This is a required field.
- Provide the Gaining UIC indicating the UIC that the Soldiers will return to after the activation period. This is a required field.
- The system prepopulates the Separation Program Designator and Separation Program with the valid range of choices.
- Click Save to save the record. The system will validate your entry and generate the Unit Demobilization—Summary page (Figure 13–73, Unit Demobilization—Summary) showing all completed actions.

5. Click Reset to clear all entry fields and start over.
6. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data.

1.83.4.1.1 System Validations

The system performs the following validations:

- The system shall ensure that the Demobilization Date does not precede the Mobilization Date.
- The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.
- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC and can be the same as the Current UIC.
- The system shall ensure that based on the Operational Status Codes of the entered Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status codes: G, M, N, P, U, W, Z, and 1.
- The system shall ensure that based on the Operational Status Codes of the entered Gaining UIC, Reserve Soldiers are only demobilized to units with the following Operational Status codes: M, P, R, S, V, Y, and Z.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

1.83.4.1.2 System Update

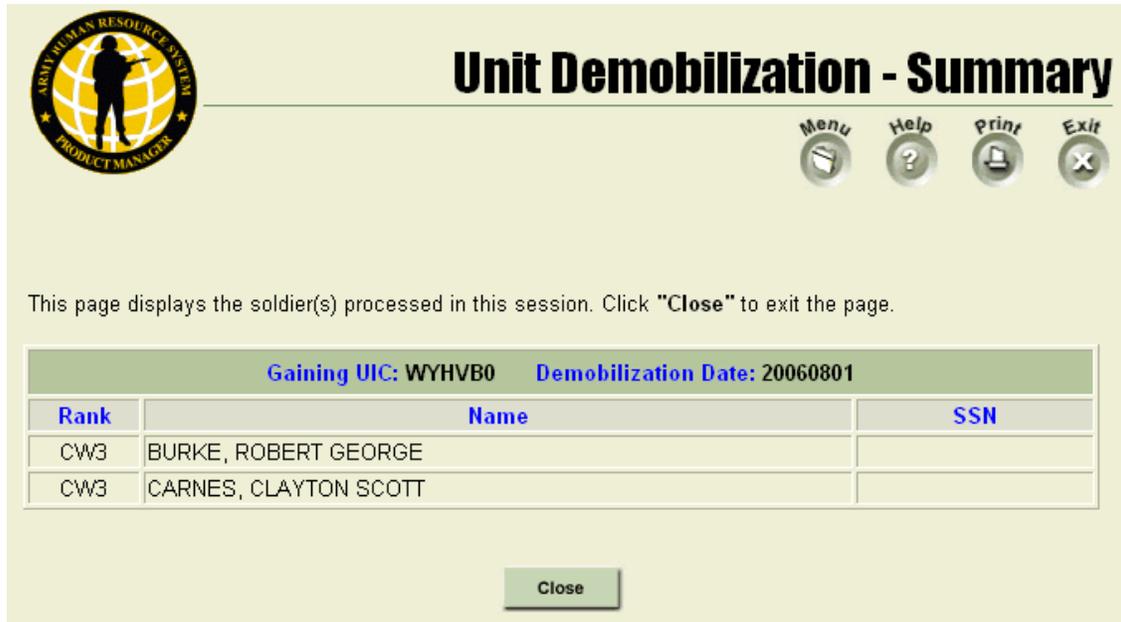
The system will purge Soldiers from eMILPO who have been inactive for 120 days.

1.83.4.1.3 Transaction to TAPDB

The system sends Transaction 5010: Transition to TAPDB.

1.83.4.2 Unit Demobilization—Summary

The Unit Demobilization—Summary page lists all Soldiers successfully demobilized in the working session and their corresponding data (Gaining UIC, Report Date, Rank, Name, and SSN). You have the option to view and/or print this page.



This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Gaining UIC: WYHVB0 Demobilization Date: 20060801		
Rank	Name	SSN
CW3	BURKE, ROBERT GEORGE	
CW3	CARNES, CLAYTON SCOTT	

Close

Figure 13–73: Unit Demobilization—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.83.5 Attach RC Soldiers/Operational Support (ADOS)

The Attach RC Soldiers/Operational Support (ADOS) module allows you to attach a member of the Reserve component to an active Regular Army or a Guard unit for one of the following reasons:

- Temporary Tour of Active Duty (TTAD) for 30 days or more
- Special Work (SW) or Active Duty for Special Work (ADSW)
- Active Guard or Reserve (AGR)
- Guard or Reserve Soldiers on active duty for 30 days or more for Initial Active Duty Training (IADT) or Active Duty Training (ADT). This includes Basic Training (BT) and Advanced Individual Training (AIT).
- Operational Support (ADOS)

This not a mobilization procedure. Figure 13–74, Attach RC Soldiers/Operational Support (ADOS) Processes, illustrates the processes in Attach RC Soldiers/Operational Support (ADOS).

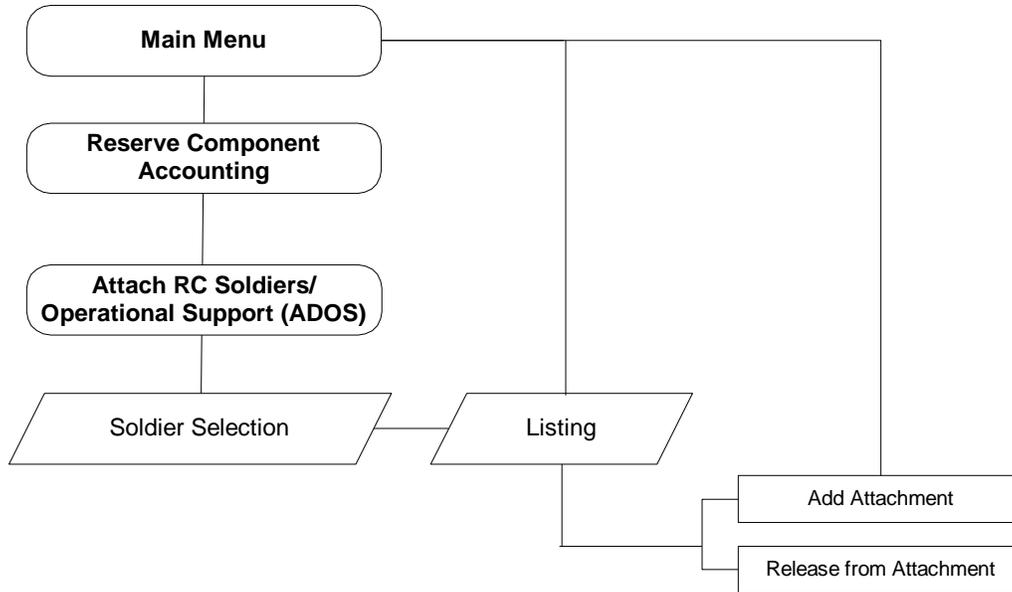


Figure 13–74: Attach RC Soldiers/Operational Support (ADOS) Processes

To initiate the process of attaching a Soldier, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Attach RC Soldiers/Operational Support (ADOS) Listing page.

1.83.5.1 Attach RC Soldiers/Operational Support (ADOS) Listing

The Attach RC Soldiers/Operational Support (ADOS) Listing page (shown in Figure 13–75, Attach RC Soldiers/Operational Support (ADOS) Listing) displays the selected Soldier’s current and open attachments. The system displays the Soldier’s Rank, Name, SSN, and UIC as read-only along with the Soldier’s position from the Soldier list and the total number of Soldiers from the list.

Attach RC Soldier/Operational Support (ADOS) - Listing

This page allows the user to view the selected Reserve Component Soldier's attachment history. The user has the option to add a new or release an existing attachment. Please enter or select the requested data.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

1LT ERIC BARRICKLOW		SSN:	UIC: WP3BT0	1 of 1
Status	Attachment UIC	Attachment Start Date/Time	Attachment End Date	

Add Attachment

Submit Next Close

Figure 13–75: Attach RC Soldiers/Operational Support (ADOS) Listing

The following fields are available on this page:

The Status column will show all completed actions for the Soldier.

The Attachment UIC, Attachment Start Date/Time, and Attachment End Date columns provide the details of each attachment.

1.83.5.2 Add a New Attachment

To add a new attachment, check the Add Attachment checkbox to open an attachment for the Soldier.

1.83.5.3 Release from Attachment

You have the option to release the selected Soldier from an attachment by updating the End Date. You can also reattach the Soldier by clearing a populated End Date. To release a Soldier from an attachment, perform the following steps:

1. Click Submit to proceed. The system validates your selection and displays the appropriate page for the first selected action.
2. Click Next to proceed to the next Soldier without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last or only Soldier from the Soldier list, the system returns you to the Main Menu.
3. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.83.5.3.1 System Validations

The system performs the following validations:

- The system shall ensure that the Start Date and End Date of an attachment do not fall between the Start Dates and End Dates of any existing attachment for the same unit.
- The system shall ensure that the End Date is not a future date and that it does not precede the Start Date.

1.83.5.3.2 Transaction to TAPDB

If you released the Soldier from an attachment, the system sends the following transactions:

- Transaction 4150: Report Release from Attachment.
- Transaction 5010: Report Transfer from Active Duty to civilian life or to a Reserve Component. This transaction is generated when the Soldier's last open attachment is closed.

1.83.5.4 Attach RC Soldiers/Operational Support (ADOS)—Soldier Data

The Attach RC Soldiers/Operational Support (ADOS)—Soldier Data page (shown in Figure 13–76, Attach RC Soldier—Soldier Data) allows you to attach a member of the Reserve component to an active Regular Army unit or a Guard unit. The system displays the Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list.

To attach a Reserve component Soldier, perform the following steps:

1. Enter the Attachment Start Date (in yyyyymmdd format) in the provided text-entry field to indicate the calendar day that the attachment begins. This is a required field.
2. Enter the Attachment Start Time (in hhmm format) in the provided text-entry. This is a required field.
3. Provide the Attachment UIC indicating the UIC that the Soldier will join during mobilization. This is a required field.
4. The system displays the Soldier's MPC for the attachment as well as his or her previous MPC as read-only.
5. Expand the Reason Attached picklist and select A—Admin or B—Training to indicate the reason for the attachment.
6. Expand the Attachment Type picklist and select AD - ADOS or RC - RC Attachment to indicate the type of the attachment.
7. The system defaults the MPA Type to NA - VOLUNTARY ACTIVATION (NON-STRENGTH) and NB - INVOLUNTARY ACTIVATION (NON-STRENGTH). Expand the picklist and select the valid type for the attachment. For an ADOS attachment type, the picklist only contains NA - VOLUNTARY ACTIVATION (NON-STRENGTH).
8. The system populates the MPA Reason with the valid range of values based on the selected MPA Type. Expand the picklist and select the valid reason for the attachment.

Attach RC Soldier/Operational Support (ADOS) - Soldier Data

This page allows the user to attach the selected Reserve Component soldier to a unit. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

1LT ERIC BARRICKLOW	SSN:	UIC: WP3BT0	ACTION: Add	1 of 1
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*Attachment Start Date: *Attachment Start Time: 1931

*Attachment UIC:

MPC: COMMISSIONED OFFICER Previous MPC:

*Reason Attached: Select One

*Attachment Type: Select One

*MPA Type: Select One

*MPA Reason: Select One

Add Attachment

Save Reset Next Close

Figure 13–76: Attach RC Soldiers/Operational Support (ADOS)—Soldier Data

9. You may check the Add Attachment checkbox to open additional attachments for the Soldier.
10. Click Save to save the record. The system validates your entry and advances to the next selected action, if any exist. If the current page is the last or only action selected, the system returns you to the Attachment Listing page to show all completed actions.
11. Click Reset to clear all entry fields and start over.
12. Click Next to advance to the next selected action without saving, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current page is the last or only action selected action, the system returns you to the Attachment Listing page to show all completed actions.
13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data.

1.83.5.4.1 System Validations

The system performs the following validations:

- The system shall ensure the Attachment Start Date/Time does not precede the Soldier's Report Date or the Soldier's Pay Entry Date.

- The system shall allow up to three current Active Duty attachments for Reserve/Guard Soldiers.
- The system shall ensure the Attachment UIC is a Guard or Reserve unit.

1.83.5.4.2 Transactions to TAPDB

The system sends the following transactions:

- Transaction 4205: Report Soldier Attachment.
- Transaction 5010: Report transfer from Active Duty to civilian life or to a Reserve Component. This transaction is generated when the Soldier's last open attachment is closed.

1.84 DFR/DFS

DFR/DFS allows you to record and maintain the loss or temporary drop in strength accountability in the Army. DFR/DFS offers the following functional areas within eMILPO:

Drop from Rolls or Strength

- Return from DFR/DFS
- Revoke DFR/DFS

Figure 13–77, DFR/DFS Processes, illustrates the processes in DFR/DFS.

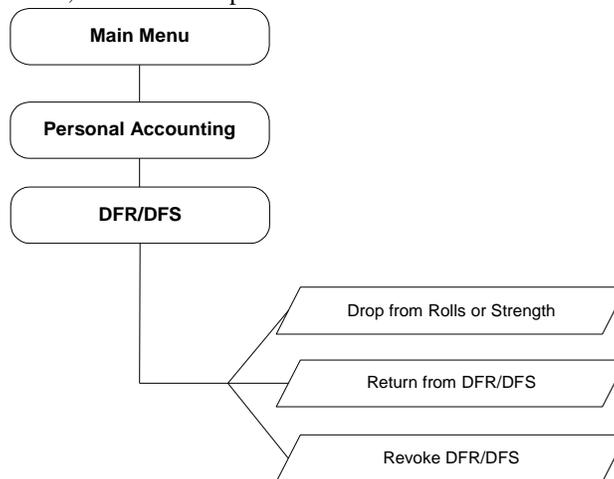


Figure 13–77: DFR/DFS Processes

1.84.1 Drop from Rolls or Strength

The Drop from Rolls or Strength module allows you to drop one or more Soldiers from the strength accountability of the Army for a variety of reasons. Drop from Rolls refers to a process that results in a specific type of Soldier nonavailability to the Army. This is typically a temporary situation. Drop from Strength refers to a process in strength accountability that results (not necessarily immediately) in a Soldier's separation from the Army. You also have the option to update the current drop from rolls or strength data for the selected Soldier. The system shall restrict the ability to execute a Drop from Rolls or Strength to an authorized user.

Note: All open attachments for the Soldier are closed when a Drop From Rolls is performed.

Figure 13–78, Drop from Rolls or Strength Processes, illustrates the processes in Drop from Rolls or Strength.

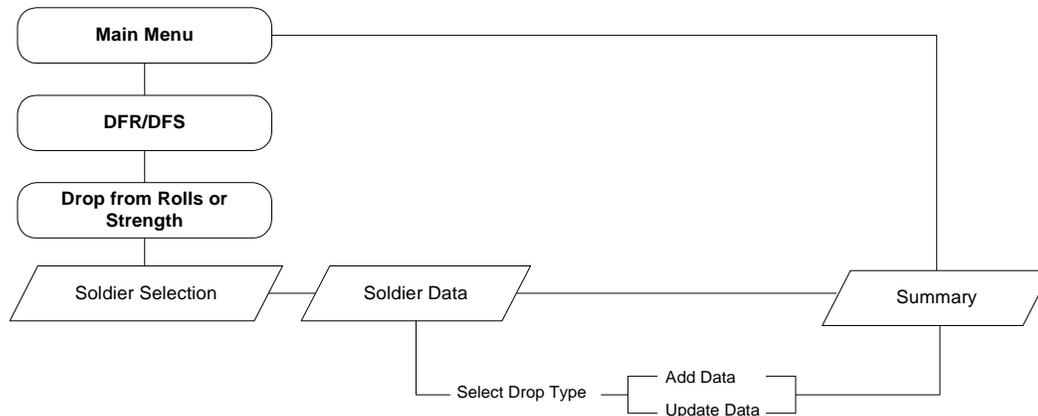


Figure 13–78: Drop from Rolls or Strength Processes

To initiate the process of adding or updating drop from rolls or strength data for a Soldier, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). You have the capability to select Add, Update, or Remove from the Action Type picklist. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Drop from Rolls or Strength—Drop Type page.

1.84.2 Drop from Rolls or Strength—Drop Type

The Drop from Rolls or Strength—Drop Type page (shown in Figure 13–79, Drop from Rolls or Strength—Soldier Data) allows you to select one of seven drop types, or reasons, to drop the selected Soldier from the rolls or strength accountability of the Army. The drop types are indicated by whether they are drop from rolls (DFR) or drop from strength (DFS):

Approved Bad Conduct or Dishonorable Discharge (DFS)

- Confirmed to be a Deserter (DFR)
 - Confirmed POW or Missing (DFS)
 - Leave Active Army for Service Academy (DFS)
 - RC Soldier Failed to Report (During Mobilization Only) (DFR)
 - Remained AWOL for 30 Consecutive Days (DFR)
- Sentenced to Confinement for 6 or More Months (DFS)

Complete the following steps to enter drop from rolls or strength data for the selected Soldier:

1. Expand the Drop Type picklist and select the appropriate drop type.
2. Click Save to proceed. The system will forward you to the Drop from Rolls or Strength—Soldier Data page for the selected drop type.
3. Click Reset to reset the Drop Type picklist to its default.
4. Click Next to proceed to the next Soldier on the list without saving.
5. Click Close to terminate the working session. The system returns you to the Main Menu.

Figure 13–79: Drop from Rolls or Strength—Soldier Data

1.84.2.1 Drop Type: Approved Bad Conduct or Dishonorable Discharge

This page (shown in Figure 13–80, Approved Bad Conduct or Dishonorable Discharge) allows you to drop the selected Soldier from strength accountability because of approved bad conduct or dishonorable discharge. The system displays the Soldier’s Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier’s position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier’s Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Approved Bad Conduct or Dishonorable Discharge for a Soldier, perform the following steps:

1. Enter the Date Convening Authority Approves Action in the provided text-entry field.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exist. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

**Drop from Rolls or Strength
Soldier Data**

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104			
Drop Type: Approved Bad Conduct or Dishonorable Discharge			
*Date Convening Authority Approves Action:			<input type="text"/>

Save Reset Next Close

Figure 13–80: Approved Bad Conduct or Dishonorable Discharge

- If you answer No, the system returns you to the current page for further processing.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.1.1 System Validations

The system shall ensure that the Date Convening Authority Approves Action (Date of DFR/DFS) does not precede the Soldier's Effective Date of Duty Status and that it is not a future date. The system shall ensure that the Soldier's current duty status either CCA, CMA, PDY, SMA, or AWC.

1.84.2.1.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

1.84.2.1.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.2 Drop Type: Confirmed to be a Deserter

This page (shown in Figure 13–81, Confirmed to be a Deserter) allows you to drop the selected Soldier from strength accountability because the Soldier is confirmed to be a deserter. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and

Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

**Drop from Rolls or Strength
Soldier Data**

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104				
Drop Type: Confirmed to be a Deserter				
*Date of Desertion: <input type="text"/>				

Save Reset Next Close

Figure 13–81: Confirmed to be a Deserter

To process a drop type of Confirmed to be a Deserter for a Soldier, perform the following steps:

1. Enter the Date of Desertion in the provided text-entry field.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
6. If you answer No, the system returns you to the current page for further processing.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.2.1 System Validations

The system shall ensure that the Soldier's current duty status is AWOL. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

1.84.2.2.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

1.84.2.2.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength

1.84.2.3 Drop Type: Confirmed POW or Missing

This page (shown in Figure 13–82, Confirmed POW or Missing) allows you to drop the selected Soldier from strength accountability because the Soldier has been confirmed to be a POW or missing. The system displays the standard Soldier's Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Confirmed POW or Missing for a Soldier, perform the following steps:

1. Enter the Effective Date of POW/Missing Status Officially Declared in the provided text-entry field, indicating the date the POW/Missing status is confirmed.
2. Click Save to save the data. The system will advance you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
4. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
6. If you answer No, the system returns you to the current page for further processing.
7. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

**Drop from Rolls or Strength
Soldier Data**

ARMY HUMAN RESOURCE SYSTEM
PRODUCT MANAGER

Menu Help Print Exit

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104				
Drop Type: Confirmed POW or Missing				
*Effective Date of POW/Missing Status Officially Declared:				<input type="text"/>

Save Reset Next Close

Figure 13–82: Confirmed POW or Missing

1.84.2.3.1 System Validations

The system performs the following validations:

- The system shall ensure the Soldier's current duty status is either Captured or Missing in Action. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The system shall ensure the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.

1.84.2.3.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

1.84.2.3.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.4 Drop Type: Leave Active Army for Service Academy

This page (shown in Figure 13–83, Leave Active Army to Enter a Service Academy) allows you to drop the selected Soldier from strength accountability to enter a service academy. The system displays the standard Soldier's Rank, Name, SSN, UIC and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

Drop from Rolls or Strength Soldier Data

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN SSN: UIC: WVMEA0 Action: Add 1 of 1

Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104

Drop Type: Leave Active Army to Enter a Service Academy

*Service Academy:

*Date of Entry to Service Academy:

Save Reset Next Close

Figure 13–83: Leave Active Army to Enter a Service Academy

To process a drop type of Leave Active Army for Service Academy for a Soldier, perform the following steps:

- Select one of the service academies from the corresponding picklist:
 - U.S. Military Academy
 - U.S. Naval Academy
 - U.S. Coast Guard Academy
 - U.S. Air Force Academy
 - Merchant Marine Academy
- Enter the Date of Entry to Service Academy in the provided text-entry field.
- Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
- Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
- Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
- If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
- If you answer No, the system returns you to the current page for further processing.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.4.1 System Validations

The system shall ensure that the Soldier's current duty status is Present for Duty. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

1.84.2.4.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

1.84.2.4.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.5 Drop Type: RC Soldier Failed to Report (During Mobilization Only)

This page allows you to drop the selected Soldier, a member of the Reserve component, from strength accountability because of a failure to report during mobilization. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of RC Soldier Failed to Report for a Soldier, perform the following steps:

1. Enter the Effective Date of DFR in the provided text-entry field.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
4. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
6. If you answer No, the system returns you to the current page for further processing.

Drop from Rolls or Strength Soldier Data

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104				
Drop Type: RC Soldier Failed to Report (During Mobilization Only)				
*Effective Date of DFR: <input type="text"/>				

Save Reset Next Close

Figure 13–84: RC Soldier Failed to Report (During Mobilization Only)

- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.5.1 System Validations

The system performs the following validations:

- The system shall ensure that the Effective Date of DFR is not a future date, does not precede the Soldier's assigned arrival date, and does not precede the Soldier's BASD.
- The system shall ensure that the Soldier's duty status is not PDY.
- The system shall ensure that the Soldier's component is either Reserve or National Guard.

1.84.2.5.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

1.84.2.5.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.6 Drop Type: Remained AWOL For More Than 30 Consecutive Days

This page (shown in Figure 13–85, Remained AWOL for 30 Consecutive Days) allows you to drop the selected Soldier from strength accountability because he or she has been AWOL for more than 30 days. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival

Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

**Drop from Rolls or Strength
Soldier Data**

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104		Duty Status: PDY	Effective Date of Duty Status: 20050104	
Drop Type: Remained AWOL for 30 Consecutive Days				
		*Confirmed DFR:	Select One	
		*Date of DFR:	20050204	

Save Reset Next Close

Figure 13–85: Remained AWOL for 30 Consecutive Days

To process a drop type of Remained AWOL for 30 Consecutive Days for a Soldier, perform the following steps:

1. Indicate whether the AWOL status has been confirmed.
2. Verify the Date of DFR, which defaults to 31 days after the AWOL Duty Status Date. This is a read-only field.
3. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
4. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
5. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
6. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
7. If you answer No, the system returns you to the current page for further processing.

8. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.6.1 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

1.84.2.6.2 Workflow Notices

The system shall create a Workflow Task for the appropriate S1 office manager if a Soldier has not been dropped from the rolls within 31 days from the date he or she enters AWOL status. The system shall send a notification to the appropriate company and battalion commanders if a Soldier has not been dropped within 32 days from the date he or she enters AWOL status.

1.84.2.6.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.7 Drop Type: Sentenced to Confinement For 6 or More Months

This page (shown in Figure 13–86, Sentenced to Confinement for 6 or More Months) allows you to drop the selected Soldier from strength accountability because he or she has been sentenced to confinement by authority for 6 or more months. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the selected drop type as a heading for the purpose of verification.

To process a drop type of Sentence to Confinement for 6 or More Months for a Soldier, perform the following steps:

1. Enter the Date Sentencing Begins in the provided text-entry field.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exist. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.
3. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
4. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
5. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

**Drop from Rolls or Strength
Soldier Data**

This page allows the user to drop the soldier from rolls or strength. Please enter or select the requested data. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Add	1 of 1
Arrival Date: 20050104 Duty Status: PDY Effective Date of Duty Status: 20050104				
Drop Type: Sentenced to Confinement for 6 or More Months				
*Date Sentencing Begins: <input type="text"/>				

Save Reset Next Close

Figure 13–86: Sentenced to Confinement for 6 or More Months

- If you answer No, the system returns you to the current page for further processing.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.7.1 System Validations

The system shall ensure that the Soldier's current duty status is either "CCA" or "AWC." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

1.84.2.7.2 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon successful completion of the DFR/DFS processing.

1.84.2.7.3 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.8 Drop from Rolls or Strength—Soldier Data—Update Mode

In Update mode, the Drop from Rolls or Strength—Soldier Data page (shown Figure 13–87, Drop from Rolls or Strength—Update Mode) allows you to edit the MPA Date and MPA Reason Code designated to the selected Soldier from the current drop from rolls or strength action. The system displays the standard Soldier's Rank, Name, SSN, UIC, and selected Action as read-only along with the Soldier's position from the Soldier list and the total

number of Soldiers from the list. The system also displays the Soldier's Arrival Date, Duty Status, and Effective Date of Duty Status as read-only. The system displays the previously selected drop type in the corresponding picklist. You have the option to select an alternative type as needed.

To update drop from rolls or strength action for a Soldier, perform the following steps:

1. The system populates the MPA Date and MPA Reason Type fields with the previous designations and allows you to edit these values.
2. Click Save to save the data. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Drop from Rolls or Strength—Summary page to show all completed actions.

**Drop from Rolls or Strength
Soldier Data**

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Menu Help Print Exit

This page allows the user to update the previous drop from rolls or strength data for the selected soldier. (*) denotes required fields.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Update	1 of 1
Arrival Date: 20050104		Duty Status: PDY		Effective Date of Duty Status: 20050104
*Drop Type:	APPROVED BAD CONDUCT OR DISHONORABLE DISCHARGE			
*MPA Date:	20060517			
*MPA Reason Code:	MILITARY PRISONER WITH BCD/DD			

Save Next Close

Figure 13–87: Drop from Rolls or Strength—Update Mode

3. Click Next to advance to the next Soldier without saving, if any exist. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
4. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
5. If you answer No, the system returns you to the current page for further processing.
6. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.2.8.1 System Updates

The system shall update the appropriate MPA Type and Reason Code for the Soldier upon the successful completion of DFR/DFS processing.

1.84.2.8.2 Transaction to TAPDB

The system sends Transaction 5015: Report Drop from Rolls/Drop from Strength.

1.84.2.9 Drop from Rolls or Strength—Summary

This page (Figure 13–88, Drop from Rolls or Strength—Summary) displays a list of the Soldiers successfully processed in the working session and their corresponding Soldier data (Status, Rank, Name, SSN, UIC, and Drop Type). You have the option to view and/or print the page.



Figure 13–88: Drop from Rolls or Strength—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.84.3 Return from DFR/DFS

The Return from DFR/DFS allows you to return one or more Soldiers to the strength accountability of the Army from a previous DFR/DFS action. The system will also allow you to return the Soldier to active service by assigning a gaining UIC and duty assignment date. The system will also create a lost time record for the Soldier. Figure 13–89, Return from DFR/DFS Processes, illustrates the processes in Return from DFR/DFS.

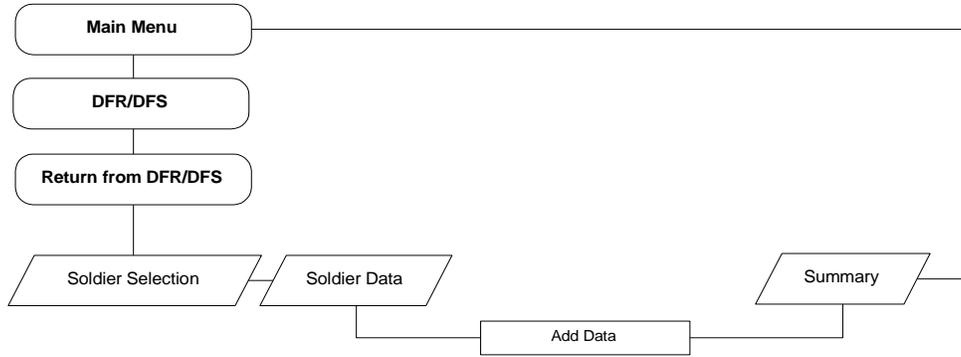


Figure 13–89: Return from DFR/DFS Processes

To initiate the process of returning a Soldier from a DFR/DFS action, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Return from Drop from Rolls or Strength—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.84.3.1 Return from DFR/DFS—Soldier Data

The Return from DFR/DFS—Soldier Data page (shown in Figure 13–90, Return from DFR/DFS—Soldier Data) allows you to return the selected Soldier from the previous DFR/DFS action and back to the administrative control of the Army. The system displays the Soldier’s Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier’s position from the Soldier list and the total number of Soldiers from the list. The system displays the selected drop type as a heading for the purpose of verification.

**Return from Drop from Rolls or Strength
Soldier Data**

Menu Help Print Exit

This page allows the user to return the selected soldier from drop from rolls or strength. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

PV1 JAMES ENGLISH	SSN:	UIC: W6CD2P	PMOS:	1 of 1
*Arrival Date: <input type="text"/>				
*Arrival Time: <input type="text" value="1755"/>				
*Gaining UIC: <input type="text" value="WH9QB0"/>				
Lost Time Reason Code: <input type="text" value="Select One"/>				
OCONUS Assignment Data				
*Dependent Travel Status: <input type="text" value="Select One"/>				
Dependent Arrival Date: <input type="text"/>				
CS Depn Qty: <input type="text"/>			NS Depn Qty: <input type="text"/>	
*Tour Duration: <input type="text" value="Select One"/>			*DEROS Date: <input type="text"/>	

Save Reset Next Close

Figure 13–90: Return from DFR/DFS—Soldier Data

To return a Soldier from a DFR/DFS action, perform the following steps:

1. Enter the Arrival Date in the provided text-entry field. This is a required field.
2. Enter the Arrival Time in the provided text-entry field. This is a required field.
3. The system will prepopulate the Gaining UIC field. You can edit this field as necessary. This is a required field. If you entered an OCONUS UIC, the OCONUS Assignment Data fields will be displayed.
4. Select a Lost Time Reason Code from the corresponding picklist as necessary. Table 13–8, Lost Time Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	DESERTION
B	ABSENT WITHOUT PROPER AUTHORITY (AWOL)
C	MILITARY CONFINEMENT
D	PRETRIAL CNFMNT
E	ABUSE OF DRUG OR ALCOHOL
F	DIS/INJY-LOD NO
G	CIVIL CONFINEMENT

Table 13–8: Lost Time Reason Codes and Abbreviations

5. Click Save to save the data. If you entered an OCONUS UIC, the screen will be redisplayed with the OCONUS Assignment Data fields visible.
 - Select a value from the Dependent Travel Status picklist. This is a required field.
 - Enter the Dependent Arrival Date in the provided text-entry field.
 - Enter a value in the CS Depn Qty field.
 - Enter a value in the NS Depn Qty field.
 - Select the appropriate value from the Tour Duration picklist. This is a required field.
 - Enter the DEROS Date in the provided text-entry field. This is a required field.
 - Click Save to save the data.
6. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Return from DFR/DFS—Summary page (shown in Figure 13–91, Return from DFR/DFS—Summary) to show all completed actions.
7. Click Next to advance to the next Soldier without saving, if any exists. The system detects data entry on the page and prompts you to confirm that you do not wish to save the data.
8. If you answer Yes, the system will forward you to the next Soldier. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
9. If you answer No, the system returns you to the current page for further processing.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.

1.84.3.1.1 System Validation

The system shall ensure the entered Arrival Date/Time is greater than the date the Soldier was dropped.

1.84.3.1.2 Transaction to TAPDB

The system sends the following transactions to TAPDB:

- The system sends Transaction 4135: Report Return from Drop from Rolls/Drop from Strength.

- The system sends Transaction 4195: Military Duty Status.
- If an arrival and departure date is added, the system sends Transaction 4175: Report Soldier/Gain Arrival and 4155: Soldier Departure.
- The system sends the 4350: Transaction for Commissioned Officer, 4355: Transaction for Warrant Officer or 4360: Transaction for Enlisted Soldier.
- The system sends the 4370: Overseas Assignment Transaction if the Gaining UIC is an OCONUS UIC.

1.84.3.2 Return from DFR/DFS—Summary Page

This page displays the Soldiers successfully processed in the working session and their corresponding Soldier data (Rank, Name, SSN, Arrival Date/Time, and Gaining UIC). You have the option to view and/or print the page.

Rank	Name	SSN	Arrival Date/Time	Gaining UIC
PV1	ENGLISH, JAMES OCTAVIOUS		20110420 1755	WH9QB0

Figure 13–91: Return from DFR/DFS—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.84.4 Revoke DFR/DFS

The Revoke DFR/DFS module negates the previous drop from rolls or strength transaction for one or more Soldiers. When you select the Revoke DFR/DFS hyperlink from the eMILPO Main Menu, the system will display a message to ensure that you comprehend the difference between Return from DFR/DFS and Revoke DFR/DFS. You will need to confirm that you wish to proceed to Revoke DFR/DFS to continue, as shown in Figure 13–92, Revoke DFR/DFS System Message.

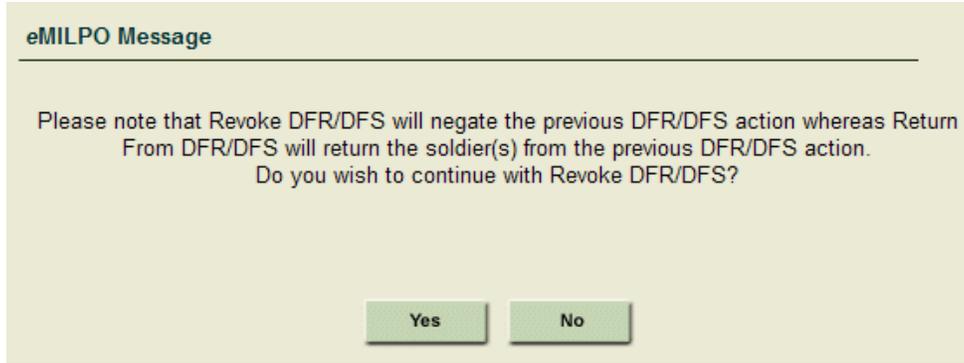


Figure 13–92: Revoke DFR/DFS System Message

Figure 13–93, Revoke DFR/DFS Processes, illustrates the processes in Revoke DFR/DFS.

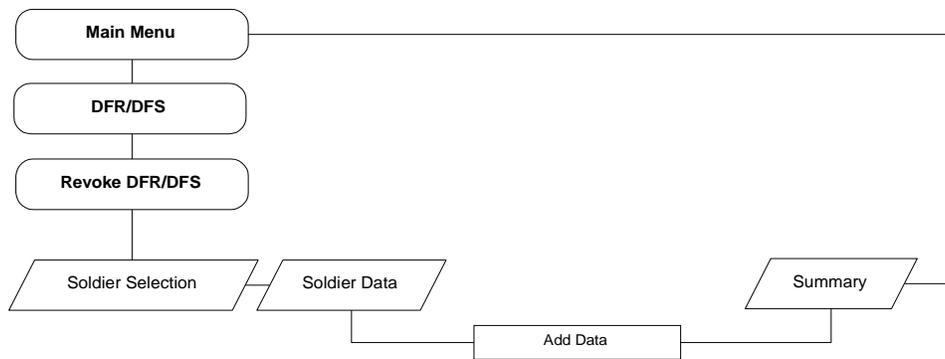


Figure 13–93: Revoke DFR/DFS Processes

To initiate the process of revoking a DFR/DFS transaction, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Revoke DFR/DFS—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.84.4.1 Revoke DFR/DFS—Soldier Data

The Revoke Drop from Rolls or Strength—Soldier Data page (shown in Figure 13–94, Revoke DFR/DFS—Soldier Data) allows you to revoke a DFR/DFS transaction for a Soldier. The system displays the Soldier’s Rank, Name, SSN, UIC, and Action as read-only along with the Soldier’s position from the Soldier list and the total number of Soldiers from the list. The system also displays the Soldier’s current PMOS, Duty Status, and whether the Soldier is attached to a unit as read-only.

Revoke Drop from Rolls or Strength Soldier Data

This page allows the user to revoke drop from rolls or strength for the selected soldier. Please enter or select the requested data.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	Action: Remove	1 of 1
PMOS: 25B Duty Status: PDY Attached: No				
Drop Type: LEAVE ACTIVE ARMY TO ENTER A SERVICE ACADEMY				
MPA Effective Date: 20060720				
MPA Reason Code: TO ATTEND US AIR FORCE ACADEMY (USAFA)				

Save Next Close

Figure 13–94: Revoke DFR/DFS—Soldier Data

To revoke a DFR/DFS transaction for a Soldier, perform the following steps:

1. The system displays the values from the current drop action as read-only: Drop Type, MPA Effective Date, and MPA Reason Code.
2. Click Save to save the data. The system will prompt you to confirm that you wish to remove the record.
3. If you respond Yes, the system will revoke the previous drop action from the Soldier's record. The system will forward you to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier on the list, the system generates the Revoke DFR/DFS—Summary page (shown in Figure 13–95, Revoke DFR/DFS—Summary) to show all completed actions.
4. If you respond No, the system returns you to the current page for further processing.
5. Click Next to advance to the next Soldier without saving, if any exists. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu.
6. Click Close to terminate the working session. If the current Soldier is the only or last Soldier from the Soldier list, the system returns you to the Main Menu. The system generates the Revoke DFR/DFS—Summary page if you have saved any previous actions.

1.84.4.1.1 System Updates

The system shall remove the most recent MPA record from the Soldier's record.

1.84.4.1.2 Transaction to TAPDB

The system sends Transaction 4137: Revoke Drop from Rolls/Drop from Strength.

1.84.4.2 Revoke DFR/DFS—Summary Page

This page displays a list of the Soldiers successfully processed in the working session and their corresponding Soldier data (Rank, Name, SSN, UIC, MPA Date, and MPA Type Code). You have the option to view and/or print the page.



Figure 13–95: Revoke DFR/DFS—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.85 Transition/Loss

The category of Transition/Loss consists of the following functionality: Soldier Transition/Loss to the Army and Mass Transition. Figure 13–96, Transition/Loss Processes, illustrates the processes in Transition/Loss.

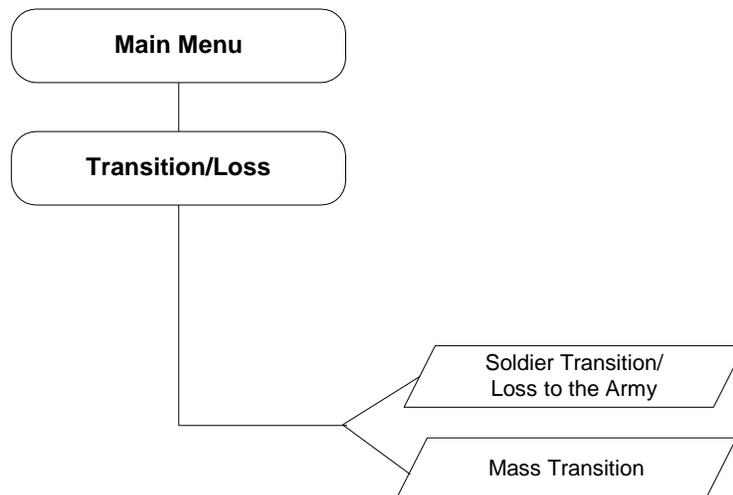


Figure 13–96: Transition/Loss Processes

1.85.1 Soldier Transition/Loss to the Army

The Soldier Transition/Loss to the Army module allows you to transition Enlisted Soldiers to Commissioned Officers, Warrant Officers, or to the Reserve or National Guard components of the Army. Soldiers who leave the Active component of the Army without transitioning to either the Reserve or National Guard components, because of a number of different reasons, are processed as a loss to the Army’s strength. You also have the option to remove existing transition/loss data. Figure 13–97, Soldier Transition/Loss to the Army Processes, illustrates the processes in Soldier Transition/Loss to the Army.

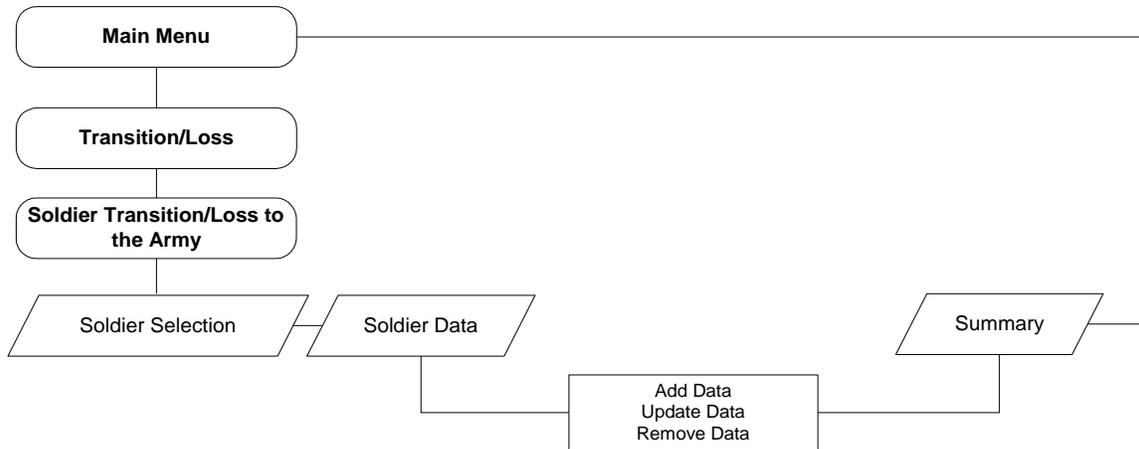


Figure 13–97: Soldier Transition/Loss to the Army Processes

To initiate the process of adding, updating, or removing transition/loss to the Army data for a Soldier, you must first build a Soldier list. You can search by SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Soldier Transition/Loss to the Army—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. You have the capability to select Add, Update, or Remove from the Action Type picklist. The system defaults the picklist to Add except in the case of Soldiers whose status is “Separated from the Army,” in which case adding new records is not allowed. You may Update or Remove a Soldier’s record if those options are available.

1.85.1.1 Soldier Transition/Loss to the Army—Event Type

The Soldier Transition/Loss to the Army—Event Type page (Figure 13–98, Soldier Transition/Loss to the Army—Event Type) allows you to select an event to process a transition or loss for the selected Soldier. The system displays the Soldier’s Rank, Name, SSN, UIC, and Action as read-only along with the Soldier’s position from the Soldier list and the total number of Soldiers from the list.

Figure 13–98: Soldier Transition/Loss to the Army—Event Type

To select an event to process a transition or loss for a Soldier, perform the following steps:

1. Expand the Event Type picklist and select an appropriate choice. Please note that the system will only display the options that are valid for the Soldier's class, rank, and record status.

Loss to the Army

- Transition
- Transition to Commissioned Officer
- Transition to Warrant Officer

2. Click Save to proceed. The system will display the Soldier Transition or Loss to the Army—Soldier Data page for the selected transition type or loss.
3. Click Reset to return the Event Type picklist to its default.
4. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
5. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

1.85.1.2 Event Type: Loss to the Army

This page (shown in Figure 13–99, Loss to the Army) allows you to record the Soldier as a loss to the Army's strength. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the

Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

To record a Soldier as a loss to the Army's strength, perform the following steps:

1. Expand the required Loss Type picklist and select an appropriate value that indicates the classification for the loss. Table 13–9, Loss Type Codes and Abbreviations, provides a list of the available values for this picklist. The system will populate the Loss Reason picklist with the valid range of values based on the selected Loss Type.

Codes	Abbreviations
LD	DISCHARGE-INVOLUNTARY
LE	DISCHARGE-VOLUNTARY
LG	RELEASED FROM MILITARY CONTROL
LJ	ERRONEOUS ACCESSION
LK	RELEASED TO SENIOR ROTC

Table 13–9: Loss Type Codes and Abbreviations

2. Expand the required Loss Reason picklist and select an appropriate value that indicates the basis for the loss. The system will populate the Military Separation Type picklist with the valid range of values based on the selected Loss Type.
3. Provide an Effective Date of Loss in the text-entry field as required. This is the calendar date when the loss becomes valid or effective.
4. Expand the required Military Separation Type picklist and select an appropriate choice. The system will populate the Military Separation Reason picklist with the valid range of values based on the selected Military Separation Reason.
5. Expand the required Military Separation Reason picklist and select the appropriate choice. The system will populate the Military Character of Service and Reenlistment Eligibility picklists with the valid range of values based on the Military Separation Reason selection.

Loss to the Army - Soldier Data

This page allows the user to process a loss event for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD Action: Add 1 of 1

Event Type: Loss to the Army

*Loss Type: Select One

*Loss Reason: Select One

*Effective Date of Loss:

*Military Separation Type: Select One

*Military Separation Reason: Select One

*Military Character of Service: Select One

Early Separation Program Type: Select One

*Reenlistment Eligibility: Select One

*Disability Percentage: %

Save Next Close

Figure 13–99: Loss to the Army

6. Select the appropriate choices for the required Military Character of Service and Reenlistment Eligibility from the corresponding picklists.
7. Optionally, you may select an appropriate value for the Early Separation Program Type that indicates the kind of early release program for the Soldier.
8. Enter a Disability Percentage in the provided text-entry field as required.
9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.

10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

1.85.1.2.1 System Validation

The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

1.85.1.2.2 Transition to TAPDB

The system sends Transaction 4150: Release Attachment.

1.85.1.3 Event Type: Transition

This page (shown in Figure 13–100, Transition) allows you to transition the selected Soldier from his or her current active duty status. Soldiers may be transitioned from the Active component to either the Reserves or the National Guard. Soldiers may also be placed in Retirement status. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

To transition a Soldier from his or her current active duty status, perform the following steps:

1. Expand the required Transition Type Code picklist and select an appropriate choice. Table 13–10, Transition Type Codes and Abbreviations, provides a list of the available values for this picklist. The system will populate the valid range of values for the Transition Reason based on the selected Transition Type.

Codes	Abbreviations
TA	TRANSFER-VOLUNTARY
TB	TRANSFER-INVOLUNTARY
TC	RETIREMENT-VOLUNTARY
TD	RETIREMENT-MANDATORY
TF	RE-RETIREMENT
TG	REVERT TO RETIRED LIST

Table 13–10: Transition Type Codes and Abbreviations

Soldier Transition - Soldier Data

Menu Help Print Exit

This page allows the user to process a transition event for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD Action: Add 1 of 1

Event Type: Transition

*Transition Type: Select One

*Transition Reason: Select One

*Effective Date of Transition:

*Military Separation Type: Select One

*Military Separation Reason: Select One

*Military Character of Service: Select One

Early Separation Program Type: Select One

*Reenlistment Eligibility: Select One

Reserves Expiration Date:

Military Service Obligation Date:

Gaining UIC:

*Disability Percentage: %

Enter Address

Save Next Close

Figure 13–100: Transition

2. Expand the required Transition Reason Code picklist and select an appropriate choice. The system will populate the Military Separation Type picklist with the valid range of values based on the selected Transition Reason.

3. Provide an Effective Date of Transition in the text-entry field, indicating the calendar date when the transition becomes effective or valid. This is a required field.
4. Expand the required Military Separation Type picklist and select an appropriate choice. The system will populate the required Military Separation Reason with the valid range of values based on the selected Military Separation Type.
5. Select the appropriate value from the required Military Separation Reason picklist. The system will populate the required Military Character of Service and Reenlistment Eligibility picklists with the valid range of values based on the selected Military Separation Reason.
6. Expand the required Military Character of Service and select an appropriate value that indicates the Soldier's conduct and performance during his or her service in the active Army.
7. You have the option to expand the Early Separation Program Type picklist and select an appropriate value that indicates the basis for the Soldier's departure from the active Army.
8. Expand the required Reenlistment Eligibility picklist and select an appropriate choice that indicates the Soldier's eligibility for reenlistment.
9. Provide a Reserves Expiration Date in the text-entry field that indicates the ending date for the Soldier's contract in the Reserves, if the information is available.
10. Provide a Military Service Obligation Date that indicates the expiration date of the Soldier's obligation to the Army, if the information is available.
11. Enter a Gaining UIC for the unit that the Soldier will be arriving to, as required.
12. Enter a Disability Percentage in the provided text-entry field, as required.
13. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page, showing all completed actions.
14. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
15. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
16. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

1.85.1.3.1 System Validations

The system performs the following validations:

- The system shall ensure the Service Obligation Date precedes the Reserves Expiration Date.
- The system shall allow the Gaining UIC to match the Assigned UIC if the Soldier's component is G, T, V, or Z. Otherwise, the system shall not permit the Gaining UIC to match the assigned UIC.
- If the Soldier's (Enlisted or Commissioned/Warrant Officer) component is G, T, V, Z, or blank, the system shall not require an entry in the Military Separation Type, Military Separation Reason, and Military Character of Service and Reenlistment Eligibility picklists.
- The system shall ensure that the Effective Date of Transition is not a future date and that it follows the Soldier's previous rank effective date.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

1.85.1.3.2 System Updates

The system shall close any open attachments that exist for the Soldier.

1.85.1.3.3 Transition to TAPDB

The system sends the following transactions to TAPDB:

- The system sends Transaction 5011: Family Member Address. This transaction is used to report those family members designated for emergency notification purposes in the event of the Soldier's separation from the Army.
- The system sends Transaction 4150: Release Attachment.

1.85.1.4 Event Type: Transition to Commissioned Officer

This page (shown in Figure 13–101, Transition to Commissioned Officer) allows you to transition the selected Soldier from Enlisted personnel to Commissioned Officer. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected event type as read-only for verification purposes.

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Soldier Transition - Soldier Data

Menu Help Print Exit

This page allows the user to process a transition event for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Reset"** to clear the fields.
- Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the working session.

SPC MATTHEW GALVIN	SSN: [redacted]	UIC: WDLLBD	Action: Add	1 of 1
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Event Type: Transition to Commissioned Officer

*Effective Date of Transition:

*Military Character of Service Code:

*Officer Procurement Program Number:

*Officer Service Agreement Expiration Date:

*Commissioned Officer Classification Source:

*Commissioned Officer Basic Branch:

*Rank:

*Area of Concentration Code:

Save Reset Next Close

Figure 13–101: Transition to Commissioned Officer

To transition a Soldier from Enlisted personnel to Commissioned Officer, perform these steps:

1. Enter an Effective Date of Transition in the provided text-entry field, as required.
2. Expand the required Military Character of Service Code from the corresponding picklist and select from HONORABLE and UNCHARACTERIZED. This is to indicate the Soldier's conduct and performance during his or her service in the Army.
3. Expand the Officer Procurement Program Number and select a valid choice that indicates the specific program under which the Soldier was assessed.
4. Enter an Officer Service Agreement Expiration Date in the provided text-entry field, as required, that indicates the expiration date of the Soldier's duty as an officer.
5. Expand the Commissioned Officer Classification Source picklist and select an appropriate choice that indicates the source that granted the commission. Table 13–11, Commissioned Officer Classification Source Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
A	USMA	J	OCS
B	USNA	K	AVN CADET
C	USAFA	L	NGUS OCS
D	USCGA	M	DIR PRF APT
E	USMMA	N	DIRECT APPT
F	ANGA	P	AVN TNG PGM
G	ROTC-SCHLSHIP	Q	OCS—DMG
H	ROTC-NONSLP	X	OTHER

Table 13–11: Commissioned Officer Classification Source Codes and Abbreviations

6. Select a valid choice from the required Commissioned Officer Basic Branch from the picklist that indicates the branch into which the Soldier is appointed. Table 13–12, Commissioned Officer Basic Branch Codes and Abbreviations, provides a list of available values.

Codes	Abbreviations
AD	AIR DEFENSE ARTILLERY
AG	ADJUTANT GENERAL
AN	ARMY NURSE CORPS
AR	ARMOR
AV	AVIATION
CA	CIVIL AFFAIRS MIL GOVT
CH	CHAPLAINS
CM	CHEMICAL CORPS
EN	CORPS OF ENGINEER
FA	FIELD ARTILLERY
FI	FINANCE CORPS
IN	INFANTRY
JA	JUDGE ADVOCATE GENERAL
MC	MEDICAL CORPS
MI	MILITARY INTELL BRANCH
MP	MILITARY POLICE CORPS
MS	MEDICAL SERVICE CORPS

Codes	Abbreviations
OD	ORDNANCE CORPS
PR	PROFESSORS USMA
QM	QUARTERMASTER CORPS
SC	SIGNAL CORPS
SF	SPECIAL FORCES
SP	ARMY MED SPEC CORPS
TC	TRANSPORTATION CORPS
VC	VETERINARY CORPS
GO	GENERAL OFFICERS
DL	UNASSIGNED
SS	STAFF SPECIALIST

Table 13–12: Commissioned Officer Basic Branch Codes and Abbreviations

7. The system defaults the Rank picklist with the valid ranks for the Soldier. Select a valid Rank for the Soldier, as required.
8. Enter an Area of Concentration Code that indicates the military specialty of the Soldier.
9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.
10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise the system returns you to the Main Menu.

1.85.1.4.1 System Validations

The system performs the following validations:

- The system shall ensure that the Service Agreement Expiration Date is a future date.
- The system shall ensure that the AOC is valid for the Soldier's gender and MPC.

- The system shall ensure that the Effective Date of Transition does not precede the Soldier's rank effective date and that it is not a future date.

1.85.1.5 Event Type: Transition to Warrant Officer

This page (shown in Figure 13–102, Transition to Warrant Officer) allows you to transition the selected Soldier from Enlisted personnel to Warrant Officer. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system displays the selected transition type as read-only for verification purposes.

Soldier Transition - Soldier Data

This page allows the user to process a transition event for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SPC MATTHEW GALVIN SSN: UIC: WDLLBD Action: Add 1 of 1

Event Type: Transition to Warrant Officer

*Effective Date of Transition:

*Military Character of Service Code:

*Officer Procurement Program Number:

*Officer Service Agreement Expiration Date:

*Warrant Officer Classification Source:

*Management Group:

*Rank:

*Military Occupational Specialty:

Save Reset Next Close

Figure 13–102: Transition to Warrant Officer

To transition a Soldier from Enlisted personnel to Warrant Officer, perform the following steps:

1. Enter the Effective Date of Transition in the provided text-entry field, as required.
2. Expand the Military Character of Service Code picklist and select an appropriate choice between HONORABLE and UNCHARACTERIZED. This is to indicate the Soldier's conduct and performance during his or her service in the Army.

3. Expand the Officer Procurement Program Number and select a valid choice that indicates the specific program under which the Soldier was assessed.
4. Enter an Officer Service Agreement Expiration Date in the provided text-entry field, as required, that indicates the expiration date of the Soldier's duty as an officer.
5. Expand the required Warrant Officer Classification Source picklist and select an appropriate choice. Table 13–13, Warrant Officer Classification Source Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
1	DIRECT APMT
2	DIR CMSND APMT
3	WO AVN TNG PGM
4	APPT WO-COMPL WOTTCC/WOBC
5	CMSND WO-COMP WOTTCC/WOBC
6	CONTGT APMT WO-COMP WOCS
7	CONTGT CMSND WO-COMP WOCS
8	OTHER

Table 13–13: Warrant Officer Classification Source Codes and Abbreviations

6. Expand the required Management Group picklist and select a valid value that indicates the Soldier's management association. Table 13–14, Management Group Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
AB	AIRBORNE
AD	AIR DEFENSE ARTILLERY
AG	ADJUTANT GENERAL
AV	AVIATION
EN	CORPS OF ENGINEER
FA	FIELD ARTILLERY
JA	JUDGE ADVOCATE CORPS
MC	MEDICAL CORPS
MI	MILITARY INTELL BRANCH
MP	MILITARY POLICE CORPS
MS	MEDICAL SERVICE CORPS

OD	ORDNANCE CORPS
SC	SIGNAL CORPS
TC	TRANSPORTATION CORPS
VC	VETERINARY CORPS
QM	QUARTERMASTER
SF	SPECIAL FORCES

Table 13–14: Management Group Codes and Abbreviations

7. The system populates the required Rank picklist with the valid range for the Soldier. Expand the picklist and select an appropriate choice.
8. Enter the required Military Occupational Specialty designation for the Soldier in the provided text-entry field that indicates the Soldier’s skill specialty.
9. Click Save to proceed. The system will validate your entry and save the data to the database. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page showing all completed actions.
10. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
11. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
12. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

1.85.1.5.1 System Validations

The system performs the following validations:

- The system shall ensure that the Service Agreement Expiration Date is a future date.
- The system shall ensure that the MOS is valid for the Soldier’s gender, MPC, and for the selected Management Group.
- The system shall ensure that the Effective Date of Transition does not precede the Soldier’s rank effective date and that it is not a future date.

1.85.1.5.2 Transactions to TAPDB

The system sends one or more of the following transactions to TAPDB depending on the types of event:
Transaction 5010: Transition.

1.85.1.5.3 Soldier Transition—Soldier Data—Remove Mode

This page allows you to remove the current transition or loss event for the selected Soldier. The system displays the Soldier's Rank, Name, SSN, UIC, and Action as read-only along with the Soldier's position from the Soldier list and the total number of Soldiers from the list. The system will also display the current Soldier transition or loss data as read-only.

To remove the current transition or loss event for the selected Soldier, perform the following steps:

1. Click Save to remove the current record. The system prompts you to confirm that the record is being removed. The system then forwards you to the next Soldier on the list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Soldier Transition/Loss to the Army—Summary page (Figure 13–103, Soldier Transition/Loss to the Army—Summary) showing all completed actions.
2. Click Next to proceed to the next Soldier on the list without saving, if one exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only or last Soldier on the list, the system returns you to the Main Menu. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data.
3. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system generates the Soldier Transition/Loss to the Army—Summary page if you have saved any previous data. Otherwise, the system returns you to the Main Menu.

1.85.1.5.4 System Updates

The system performs the following updates:

- The system shall restore the data for a Soldier selected for the revocation of a transition or loss transaction to the previous state.
- The system shall remove the data associated with a transition or loss transaction when it has been successfully removed; this includes: Military Personnel Action Date, Military Personnel Action Reason Code, Military Personnel Action Type Code, Military Character of Service, Ready Reserve Expiration Date (if populated), Military Separation Program Designation Code (if populated), Reenlistment Eligibility Code (if populated), Officer Service Agreement Expiration Date (if populated), Commissioned Officer Military Personnel Classification Source Code (if populated), and Warrant Officer Military Personnel Classification Source Code (if populated).
- The system shall set the Soldier's TAPDB_REC_STAT_CD to Active ("G") when a transition or loss transaction is successfully removed.

1.85.1.6 Soldier Transition/Loss to the Army—Summary

The Soldier Transition/Loss to the Army—Summary page displays the Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, Event Type, Reason, and Effective Date).

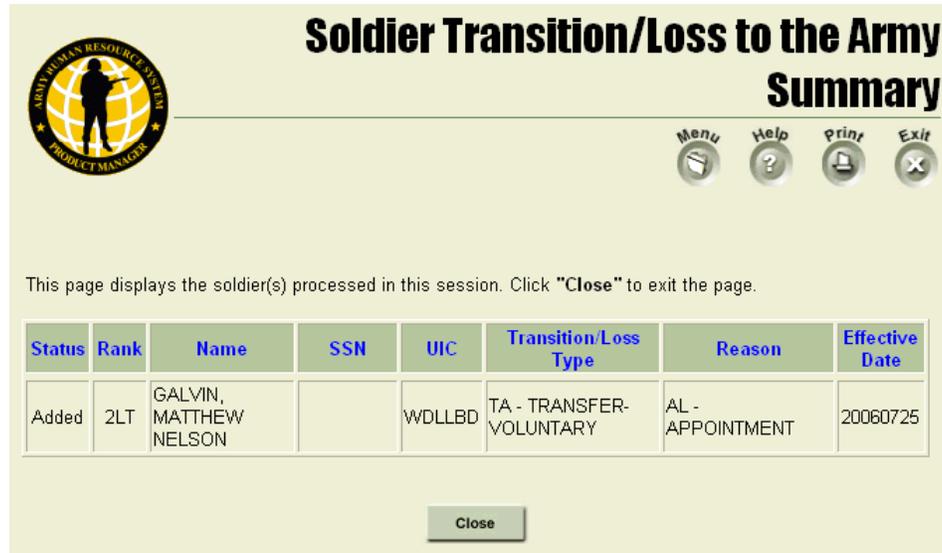


Figure 13–103: Soldier Transition/Loss to the Army—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.85.2 Mass Soldier Transition

The Mass Soldier Transition module allows you to transition a group of Enlisted Soldiers to Commissioned Officers or Warrant Officers. Figure 13–104, Mass Soldier Transition Processes, illustrates the processes in Mass Soldier Transition.

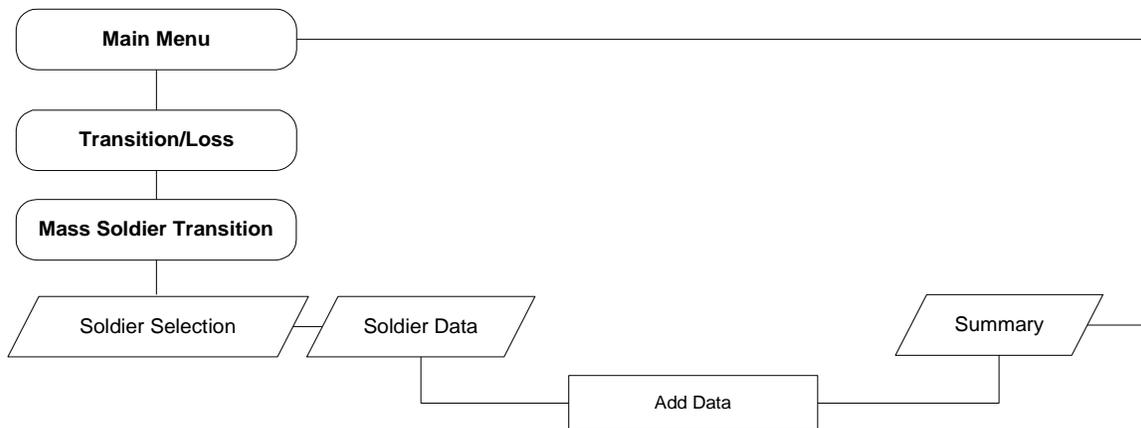


Figure 13–104: Mass Soldier Transition Processes

To initiate the process of adding mass transition data for a group of Soldiers, you must first build a Soldier list. For this function, the only search criterion available is UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Mass Soldier Transition—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.85.2.1 Mass Soldier Transition—Event Type

The Mass Soldier Transition—Event Type page (shown in Figure 13–105, Mass Soldier Transition—Soldier Data) allows you to select a mass event type to process for the Soldier list selected from the Soldier Selection page.

Mass Soldier Transition - Soldier Data

This page allows the user to process a mass event for the selected soldiers. Please select an Event Type.

- Click **"Save"** to proceed. Click **"Reset"** to set the picklist back to its default..
- Click **"Close"** to exit the page and terminate the working session.

Event Type:

Save Reset Close

Figure 13–105: Mass Soldier Transition—Soldier Data

To select an event type, perform the following steps:

1. Expand the Event Type picklist and select an appropriate choice, such as either of the following:
 - Transition to Commissioned Officers
 - Transition to Warrant Officers
2. Click Save to proceed. The system will display the Mass Soldier Transition—Soldier Data page for the selected event type.
3. Click Reset to set the Event Type picklist back to its default.
4. Click Close to exit the page and return to the Main Menu.

1.85.2.2 Event Type: Transition to Commissioned Officers

This page (shown in Figure 13–106, Transition to Commissioned Officers) allows you to transition the selected Soldiers to Commissioned officers. The system displays the selected event type as read-only for verification purposes.

Mass Soldier Transition - Soldier Data

This page allows the user to process a mass transition event for the selected soldiers. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Reset"** to clear the fields.
- Click **"Close"** to exit the page and terminate the working session.

Event Type: Transition to Commissioned Officers

*Effective Date of Transition:

*Military Character of Service Code:

*Officer Procurement Program Number:

*Officer Service Agreement Expiration Date:

*Commissioned Officer Classification Source:

*Commissioned Officer Basic Branch:

*Rank:

*Area of Concentration Code:

Figure 13–106: Transition to Commissioned Officers

To transition the selected Soldiers to Commissioned officers, perform the following steps:

1. Enter the required Effective Date of Transition that indicates the calendar date the transition becomes valid or effective in the provided text-entry field.
2. Expand the required Military Character of Service Code picklist and select HONORABLE. This code represents the evaluated conduct or performance of the Soldiers during their period of enlistment.
3. Select a valid value from the Officer Procurement Program Number that indicates the program under which the Soldiers were assessed.
4. Enter an Officer Service Agreement Expiration Date that indicates the ending date of the Soldiers' obligation as Commissioned officers. This is a required field.
5. Expand the Commissioned Officer Classification Source and Commissioned Officer Basic Branch picklists and select the appropriate values as required. Refer to Table 13–10, Commissioned Officer Classification Source Codes and Abbreviations, and Table 13–11, Commissioned Officer Basic Branch Codes and Abbreviations, for more details.

6. The system populates the Rank picklist with the valid rank for the selected Soldiers. Select the rank as required.
7. Enter the required Area of Concentration Code that indicates the primary skill specialty of the Soldiers.
8. Click Save to proceed. The system will validate your entry and save the data to the database. The system will then generate the Mass Soldier Transition—Summary page showing all successfully processed Soldiers.
9. Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
10. Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.85.2.2.1 System Validations

The system shall ensure that the Service Agreement Expiration Date is a future date.

1.85.2.2.2 Transaction to TAPDB

The system sends Transaction 5010: Transition to TAPDB.

1.85.2.3 Transition Type: Transition to Warrant Officers

This page allows you to transition the selected Soldiers to Warrant Officers. The system displays the selected transition type as read-only for verification purposes.

To transition the selected Soldiers to Warrant officers, perform the following steps:

1. Enter the required Effective Date of Transition that indicates the calendar date when the transition becomes valid or effective in the provided text-entry field.
2. Expand the required Military Character of Service Code picklist and select an appropriate value from HONORABLE and UNCHARACTERIZED. This represents the evaluated conduct or performance of the Soldiers during their enlistment.
3. Select a valid value from the Officer Procurement Program Number picklist that indicates the program under which the Soldiers were assessed.
4. Enter an Officer Service Agreement Expiration Date indicating the ending date of the Soldiers' obligation as Warrant Officers. This is a required field.
5. Expand the Warrant Officer Classification Source picklist and select an appropriate value that indicates the method of the program under which the Soldiers became Warrant Officers. Refer to Table 13–12, Warrant Officer Classification Source Codes and Abbreviations, for more details.
6. Select a valid value from the Management Group picklist that indicates the group the Soldiers will be associated with, as required. Refer to Table 13–13, Management Group Codes and Abbreviations, for more details.
7. The system stores the valid rank for the Soldiers in the Rank picklist. Select the rank as required.

Mass Soldier Transition - Soldier Data

This page allows the user to process a mass transition for the selected soldiers. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Reset"** to clear the fields.
- Click **"Close"** to exit the page and terminate the working session.

Event Type: Transition to Warrant Officers

*Effective Date of Transition:

*Military Character of Service Code:

*Officer Procurement Program Number:

*Officer Service Agreement Expiration Date:

*Warrant Officer Classification Source:

*Management Group:

*Rank:

*Military Occupational Specialty:

Figure 13–107: Transition to Warrant Officers

- Enter a Military Occupational Specialty that indicates the skill specialty of the Soldiers. This is a required field.
- Click Save to proceed. The system will validate your entry and save the data to the database. The system will then generate the Mass Soldier Transition—Summary page showing all successfully processed Soldiers.
- Click Reset to clear all text-entry fields and reset other data elements to their original defaults.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system then returns you to the Main Menu.

1.85.2.3.1 System Validations

The system shall ensure that the Service Agreement Expiration Date is a future date.

1.85.2.3.2 Transaction to TAPDB

The system sends Transaction 5010: Transition to TAPDB.

1.85.2.4 Mass Soldier Transition—Summary

The Mass Soldier Transition—Summary page displays the Soldiers successfully processed in the working session and their corresponding data (Transition Type, Rank, Name, and SSN).

Rank	Name	SSN	UIC
2LT	AMBROSE, MICHAEL A		WSNGAA
2LT	AXFORD, LEVI AUSTIN		WSNGAA
2LT	BODILY, JACOB GLENN		WSNGAA
2LT	CARRIBOU, ROBERT LESLIE		WSNGAA
2LT	FATZ, LUKE STEVEN		WSNGAA
2LT	GOOD, TODD ALLEN		WSNGAA
2LT	HAMM, TERRY THOMAS		WSNGAA

Figure 13–108: Mass Soldier Transition—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.86 PCS Departure

The category of PCS Departure in Personnel Accounting offers the following functions:

- Departure
- Revoke Departure

Figure 13–109, PCS Departure Processes, illustrates the processes in the PCS Departure functional category.

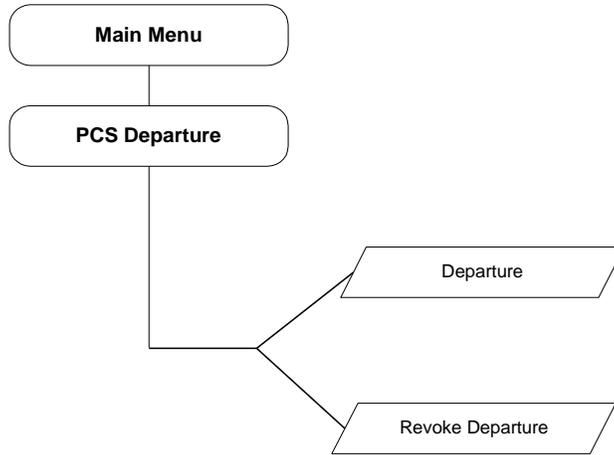


Figure 13–109: PCS Departure Processes

1.86.1 Departure

Departure allows you to create a departure for one or more Soldiers. Figure 13–110, PCS Departure Processes, illustrates the processes in Departure.

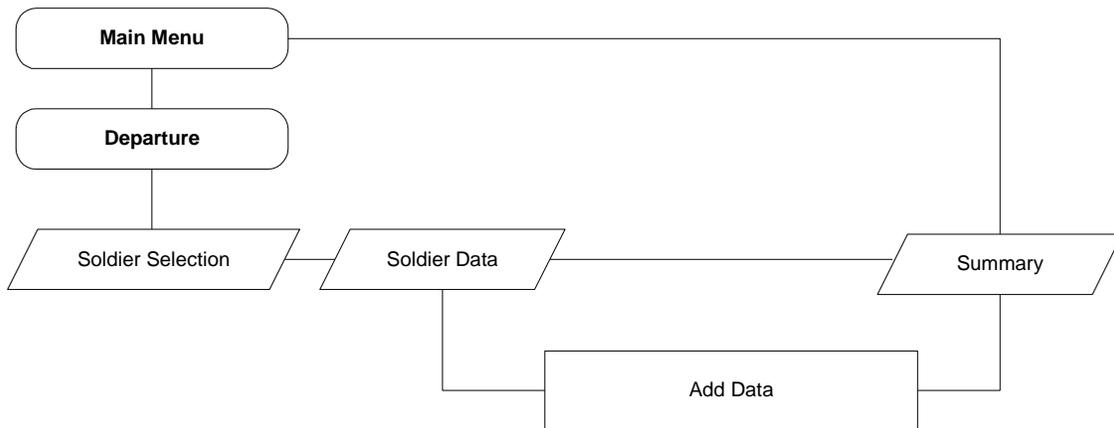


Figure 13–110: Departure Processes

To initiate the process of adding departure data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

- SSN—search by all nine digits of the SSN
- Last Name—search by the Soldier’s last name
- UIC—search by the UIC of the Soldier’s unit

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Departure—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.86.2 PCS Departures

The PCS Departures—Soldier Data page (shown in Figure 13–111, PCS Departures—Soldier Data) allows you to process the departure of a Soldier from one installation to another. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's standing on the Soldier list and the total number of Soldiers from the list.

ARMY HUMAN RESOURCE SYSTEM
PRODUCT MANAGER

PCS Departures - Soldier Data

Menu Help Print Exit

This page allows the user to complete a PCS Departure. Please verify or enter/select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN SSN:			UIC: WVMEA0	ACTION: Add	1 of 2
*Gaining UIC:	<input type="text"/>	*Departure Date:	20060726	*Time:	1852
*Movement Designator:	Select One				
*Reassignment Type:	RD - RSGMT W/ ACTIVE ARMY UNITS				
*Reassignment Reason:	Select One				
Number of TDY Days:	<input type="text" value="0"/>	Calculate	Report Date :	<input type="text" value="20060726"/>	
Number of Leave Days:	<input type="text" value="0"/>				

Save Reset Next Close

Figure 13–111: PCS Departures—Soldier Data

Complete the following steps to create a departure for a Soldier:

- Enter the Gaining UIC in the provided text-entry field. This is a required field.
Note: The Gaining UIC will be displayed as read-only if data exist in the Soldier Assignment Instruction table in the database. You have the option to revise the UIC if there are no data in the Soldier Assignment Instruction table.
- Provide the required Departure Date in the available text-entry field. This date cannot be a future date, but may be a historical date. The system defaults to the current system date.

3. Provide the required Time in the available text-entry field. The system defaults to the current system time. The time cannot be a future time if you use the current date. Time is entered in four-digit military notation format.
4. Expand the Movement Designator picklist and select a value of choice that indicates the source of budgetary funds for the Soldier's transfer. Refer to Table 13–15, Movement Designator Codes and Abbreviations—PCS Departures, for more details.

Code	Description
AC	COMPASSIONATE
AD	FAILURE TO QUAL PERM/CONTINUED FLY STAT
AE	EXPIRATION OF AUTH PERIOD OF OVRSTRGTH
AF	JOINT DOMICILE
AG	TO ENTER US MILITARY ACADEMY (USMA)
AJ	MEDICALLY UNFIT FOR RETENTION
AM	BLUE BARK
AN	PREVIOUS MPA ERRONEOUSLY REPORTED
AQ	EXCEPTIONAL FAMILY MEMBER
AT	EXP AUTH PD RTND STAT PAST MAND RMVL DT
AU	CODE X
AZ	ABSNC W/O AUTH FR UNIT TNG 3 MO-COWO
BB	MAXIMUM AGE
BC	MAXIMUM AUTHORIZED YEARS OF SERVICE
BD	SUFFICIENT SERVICE FOR RETIREMENT
BE	PROFESSIONAL DEVELOPMENT
BF	EXP SEL RES OBLIG
BJ	EMBARASSMENT/DISCREDIT TO COMMAND
BN	POTENTIAL DEFECTOR
BQ	THREAT TO LIFE
BS	LOSS OF QUALIFICATION
BT	WITHDRAWAL OF FEDERAL RECOGNITION, UNIT
BU	PROMOTION
BX	RELIEF FOR CAUSE
BY	NONSELECTION BY SELECT/QUAL RETENT BOARD
BZ	RELEASE TO/FROM MEDICAL HOLDING DETACHMT

Code	Description
CA	MOVED BEYOND REAS COMM DSTNC (CHG OF RES)
CB	FORCE MODERNIZATION
CC	RIF
CE	UNIT RELATED MOVES
CG	INTO PCS SCHOOL
CH	USAREC COMPANY COMMAND
CJ	PRIORITY ASSIGNMENT
CL	DUAL COMP-ENL RA OR APPT RA WO
CM	CONSCIENTIOUS OBJECTOR
CQ	SURVIVING FAMILY MEMBER
CR	TOUR LIMIT – BY STATUTE/CONTRACT/COUNTRY
CS	VALID SURPLUS DUE TO BASE CLOSURE
CT	VALID SURP (NOT BSE CLOS) RECLAS-UT INTCT
CU	TO/FROM CMD DSG POSN LIST/PROJECT MGR
CV	OUT OF PCS SCHOOL
CX	CONSECUTIVE OVERSEAS TOUR
CY	RELIGIOUS OBLIGATIONS
DB	HARDSHIP-OTHER THAN PARENTHOOD
DC	OTHER IMMEDIATELY AVAILABLE ASSIGNMENT
DD	NONAVAIL OF MEMBER OF STANDBY RESERVE
DF	PREGNANCY
DG	PARENTHOOD
DH	DEPENDENCY
DQ	CEASED TO OCC POS COMMENS W/GRD OR HIER
DR	OVERSEAS READINESS
DV	NORMAL TOUR COMPL OT SPECIAL ASGMT PROGS
DW	UNRESOLVABLE EMPLOYMENT CONFLICT
DX	COGENT PERSONAL REASONS
DY	RETURN FROM INACTIVE STATUS
ED	INACTIVATION/REORGANIZATION/RELOCATION
EF	EARLY RLSE PROG-VOL SEP INCENTIVE (VSI)

Code	Description
EG	UNSATISFACTORY PARTICIPATION
EH	EARLY RLSE PROG-SPEC SEP BENEFIT (SSB)
EL	NOMINATIVE POSITION
EP	BY NAME REPLACEMENT REQUEST
ER	NO SHOW
ES	DELAY FROM ENTERING ACTIVE DUTY W/UNIT
ET	LACK OF MTOE OR TDA POSITION
EV	REENL ASG NEW SPEC TNG (20+ WKS PCS SCHL)
EW	REENL ASG FOR NEW SPEC TNG (NON PCS SCHL)
EY	REENLISTMENT ASSIGNMENT
EZ	TEMP MEDICAL DISQUAL-REMEDIAL W/I 1 YEAR
FA	MAXIMUM PROMOTION DECLINATION PERIOD
FE	VOLUNTARY REQUEST
FK	PHYSICAL DISABILITY – TEMP
FM	REVOCAION OF ASSIGNMENT ORDER
FU	TO ATTEND US NAVAL ACADEMY (USNA)
FV	FAILURE TO MAINTAIN ARMY WGT CNTRL STDS
FW	TO ATTEND US COAST GUARD ACADEMY (USCGA)
FY	TO ATTEND US AIR FORCE ACADEMY (USFA)
GA	UNSAT ENTRY LEVEL STAT PERF OR CONDUCT
GB	PROMOTION NONSELECTION
GD	INCORRECT DEROS/CANCEL FST EXTENSION
GF	HQDA OR LOCAL BAR TO REENLIST
GL	ORDERED TO AD FOR AN AGR TOUR
GN	ENL/APT REG/RES COMP OTHER THAN US ARMY
GW	INTERSTATE TRANSFER
GY	ON POST REASSIGNMENT
HB	PERMISSIVE RSGMT-OTHER THAN JT DOMICILE
HC	ENROLLED IN ROTC BASIC COURSE
HJ	UNSATISFACTORY PERFORMANCE
HL	IN LIEU OF DISCHARGE-SUBSTNRD PERFORMANCE

Code	Description
HP	DESERTER
HQ	MILITARY PRISONER WITH BCD/DD
HR	MISSING OR CAPTURED
HS	SENT TO 6 MO OR MORE CONF BY CIVIL AUTH
HT	TO TRANSFER POINT PENDING LOSS/TRF RSGMT
HV	COMPL 20+ YRS QUAL SVC FOR RETMT AGE 60
HY	MED DISQUAL FOR AD RSLT SVC CONNCT DISBL
HZ	ATTND AGE 37/COMPL MIN 8 YRS SAT FED SVC
IG	SPECIAL ASSIGNMENT (IG/EEO DUTY)
JA	MED DISQ NOT RESULT OF OWN MISCONDUCT
JB	COMPLETED 10+ YRS ACT FED CMSND SVC
JH	FAILURE TO FULFILL MIL ED REQRMTS
JQ	RECRUITER DUTY
JR	ACTIVE ARMY RSGMT TO FULL TIME MAN POSN
JS	RECRUITER DUTY
JT	INSTRUCTOR DUTY
JU	DRILL SERGEANT DUTY
JV	COHORT
JY	POR DISQUALIFICATION
KL	SPECIAL DUTY/JOINT ASSIGNMENT
KP	BLACK BOOK
KQ	ENROLLED IN MERCHANT MARINE ACADEMY
KR	BACKFILL FOR MANDATORY/VOL RETIREMENT
KS	MOST ELIGIBLE /QUALIFIED
KW	FIRST PERM ASGMT AFTER ACCESSION/RECALL
KZ	UNABLE TO PLACE ON A SUBSEQUENT TOUR
LB	FORCE RED (CFE/RET/ CFE/QUICKSLVR/NUC FRZ)
LC	BASE REALIGNMENT AND CLOSURE (BRAC)
RD	EARLY RETMT – COMPL LT 20 YRS QUAL SVC
RE	KEY EMPLOYEE
RG	GRADE REDUCTION

Code	Description
SG	NON-PARTICIPATION
SJ	CONUS READINESS
SK	TDA REVISION (REALIGNMENT)
SL	IRR AUGMENTATION PROGRAM
SN	JOINT RESERVE UNIT (JRU) ASSIGNMENT
SP	DRILL SGT DUTY TOUR COMPLETION
SQ	RECRUITER DUTY TOUR COMPLETION
SR	INSTRUCTOR DUTY TOUR COMPLETION
TH	TEMPORARY CHANGE OF STATION (TCS)

Table 13–15: Movement Designator Codes and Abbreviations—PCS Departures

5. Expand the Reassignment Type picklist and select a value of choice that indicates the type of movement involved in the Soldier's reassignment. Table 13–16, Reassignment Type Codes and Abbreviations—PCS Departures, provides a list of available values for this picklist.

Code	Description
RA	RSGMT W/I USAR BETWEEN TPU
RB	RSGMT W/I USAR BTWN NON-UNIT CATEGORIES
RC	RSGMT W/I USAR BTWN TPU AND NON-UNIT CAT
RD	RSGMT W/I ACTIVE ARMY UNITS
RE	RSGMT W/I ARMY NATIONAL GUARD
RF	DROP FROM STRENGTH (DFS)
RG	RETURN FROM DROP FROM STRENGTH
RH	REVOCATION OF DROP FROM STRENGTH
RJ	REVOCATION OF RTN FROM DROP FRM STRENGTH

Table 13–16: Reassignment Type Codes and Abbreviations—PCS Departures

6. Expand the Reassignment Reason picklist and select a value of choice that indicates the basis for the reassignment and movement. Table 13–17, Reassignment Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Code	Description
1A	ACC ENLISTED GAIN/OFFICER GAIN

Code	Description
1C	ACC-OFF GAIN ASGMT CONUS PERM SCH
1D	ACC-OFF GAIN ASGMT OCONUS-NO O/S TRVL
1E	ACC-GAIN ASG REC STA/BCT/AIT/TDY/PCS SCH
1F	ACC-USMA CADET GAIN
1K	ACC-OFF GAIN ASG IN ANOTHER OCONUS AREA
1L	ACC-ENL SUBMOVE/OFF GAIN ASG OCONUS AREA
1V	ACC-REENL ASG IN ANOTHER OCONUS AREA
2A	TNG-ASG CONUS PCS SCH STUDENT FR CONUS
2B	TNG-ASG CONUS PCS
2C	TNG-ASG ANOTHER CONUS PCS SCH FR CONUS
2E	TNG-ASG PCS ACH NO O/S TVL
3A	OPN-ASG CONUS PERM STA
3B	LOW COST-ASG CONUS PERM STA
3E	OPN-ASG NEW PERM STA IN SAME OCONUS AREA
3F	LOW COST-ASG NEW PERM STA SAME O/S AREA
4A	ROT-ASG TO PERM O/S STA FR CONUS PERM ST
4B	ROT-ASG TO CONUS PCS SCHOOL
4C	ROT-ASG TO CONUS PERM STATION
4D	ROT-ASG TO PERM O/S STA FR O/S PERM STA
4F	ROT-ASG TO CONUS PERM STA FR O/S PCS SCH
4G	ROT-ASG TO O/S PCS SCH OR HOSP FR CONUS
7A	SEP-ASG TO O/S TRNS PT-CONUS HOR
7B	SEP-ASG TO CONUS TRNS PT-CONUS HOR
7C	SEP-ASG TO TRNS PT-OCONUS HOR
7E	SEP-ASG OVERSEAS TRAVEL REQUIRED
7F	SEP-ASG OVERSEAS NO TRAVEL REQUIRED
7G	SEP-USMA CADET
8A	UNIT-ASG TO CONUS PERM STA-NOT GRP TRVL
8B	UNIT-ASG O/S AREA-NOT GROUP TRAVEL
8C	UNIT-ASG W/I SAME O/S AREA-NO GRP TRVL
8D	UNIT-NEW O/S AREA-NOT GROUP TRAVEL

Code	Description
8F	UNIT-ASG O/S AREA-GROUP TRAVEL
8G	UNIT-SAME O/S AREA-NO TRVL REQ-GRP TRVL
8H	UNIT-NEW O/S CONUS AREA-GRP TRVL
CB	CONTINUATION-FURTHER ASG W/I OVERSEA AREA
DA	DIVERSION-CONUS PERMANENT STATION
DB	DIVERSION-PERMANENT OVERSEAS, FROM CONUS
DE	DVRT-PERM OVERSEAS FROM CONUS AFTER OS
DF	DVRT-CONUS PERM FRM CONUS AFTER OVERSEAS
DJ	DVRT-CONUS PERMANENT AFTER CONUS
DK	DVRT-PERM OS FROM CONUS ASSIGNMENT
DL	DVRT-CONUS PERM FROM OVERSEAS
DM	DVRT-PERM OVERSEAS FROM OVERSEAS
NX	NO COST-ASG TO PCS SCH AS STUDENT
NY	NO COST-ASG TO SAME LOC-NOW PCS STUDENT
NZ	NO COST-ASG TO SAME LOCATION
PM	TEMP CHG OF STA-CONTINGENCY OR MOBILIZATION

Table 13–17: Reassignment Reason Codes and Abbreviations—PCS Departures

7. Enter the number of days the Soldier will be temporarily assigned in the Number of TDY Days text-entry field.
8. Enter the number of days the Soldier will be on leave in the Number of Leave Days text-entry field.
9. Click Calculate. The system will calculate the Report Date based on the entered Number of TDY Days and Number of Leave Days and will populate the field accordingly.
10. Click Save to save the entered data. The system will validate your entry and update the Soldier's record. The system then advances to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the PCS Departures—Summary page.
11. Alternatively, you can perform the following:
 - Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
 - Click Next to proceed to the next Soldier without saving, if one exists. The system will detect data entry on the page and will prompt you to save or discard the data. If the

current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu .

- Click Close to terminate the working session and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous entries, the system generates the PCS Departures—Summary page to show all completed actions.

1.86.2.1 System Validations

The system performs the following validations:

- The system shall ensure the Soldier's Duty Status is PDY.
- The Gaining UIC must not be the same as the Home UIC.
- The Departure Date cannot be a future date. The date should not be earlier than the arrival date to the current unit.
- The system shall ensure that the Movement Designator Code is valid.
- The system shall ensure the combination Reassignment Type and Reassignment Reason is valid.
- The system shall ensure that the effective date of departure plus Leave and/or TDY is equal to the Report Date. The date must not be earlier than the gaining UIC activation date. This date can be historical.

1.86.2.2 System Updates

The system updates the following information in the Soldiers' records:

- If the Soldier record did not already include a row in the Soldr_Dprt_T table, a row will be inserted.
- If the Soldier record already included a row in the Soldr_Dprt_T table, the DPRT_TRANS_TAPDB_YN field will be set to "V."

1.86.3 PCS Departures—Summary

This page (Figure 13–112, PCS Departures—Summary) displays a list of the Soldiers successfully reassigned and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.

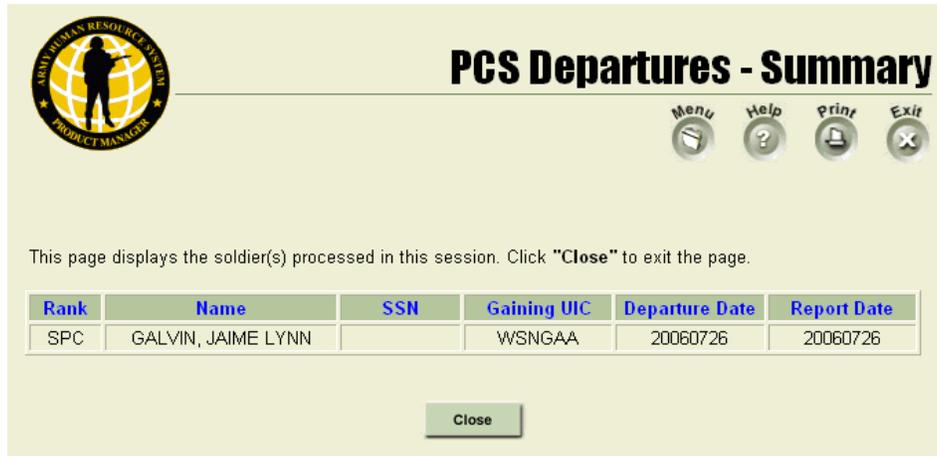


Figure 13–112: PCS Departures—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.86.4 Revoke Departure

The Revoke PCS Departures function allows you to report the revocation of a departure when a Soldier’s departure was revoked or erroneously submitted. The Revoke PCS Departures—Soldier Data page (shown in Figure 13–113, Revoke PCS Departures—Soldier Data) displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm the record is being removed from the database. If you answer Yes, the system will remove the record and advance to the next Soldier. If you answer No, the system returns you to the current page for further processing. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively. After you have completed revocations for the selected Soldiers, the system displays the Revoke PCS Departures—Summary page, which lists all completed actions.

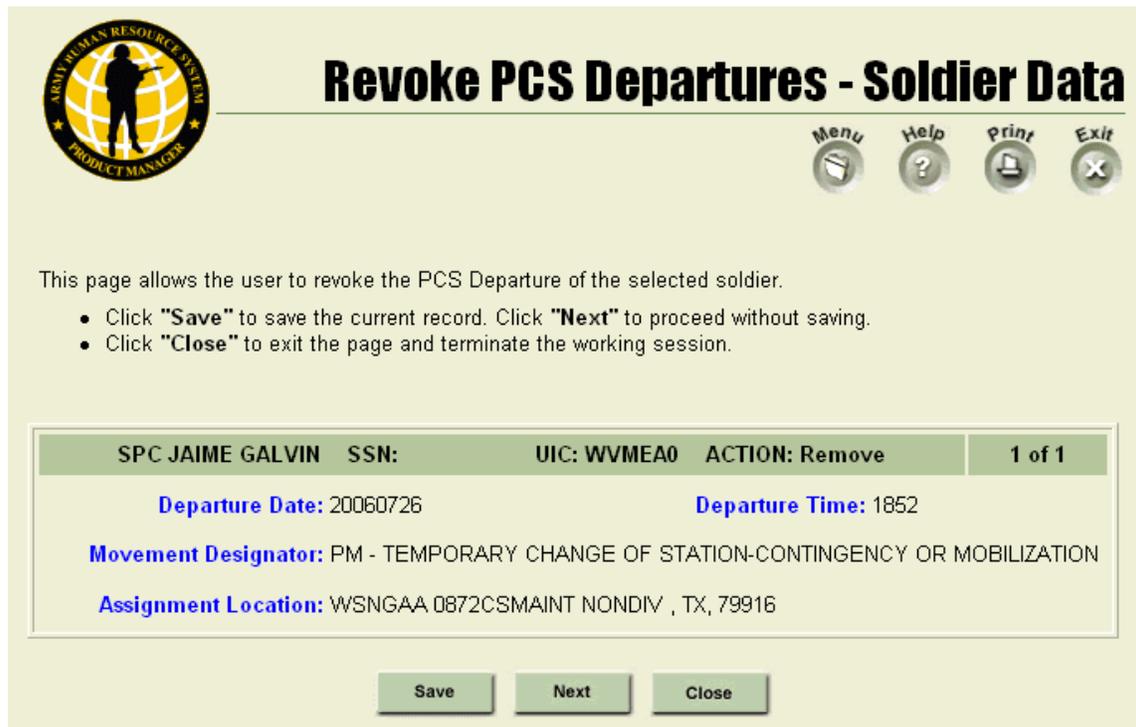


Figure 13–113: Revoke PCS Departures—Soldier Data

1.86.4.1 System Updates

The system updates the DPRT_TRANS_TAPDB_YN field in the Soldr_Dprt_T table to “N” and updates the Soldier’s current duty status to “TDY.”

1.86.4.2 Transactions to TAPDB

If the Soldier’s DPRT_TRANS_TAPDB_YN value was “Y” (prior to the revocation), the system sends the following transactions to TADPB for a remove action.

- Transaction 4170: Revoke Departure
- Transaction 4195: Military Duty Status

1.86.5 Revoke PCS Departure—Summary

This page (Figure 13–114, Revoke PCS Departure—Summary) displays a list of the Soldiers for whom a departure was successfully revoked and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.

Status	Rank	Name	SSN	Gaining UIC	Departure Date Time
Removed	SPC	GALVIN, JAIME LYNN		WSNGAA	20060726 1852

Figure 13–114: Revoke PCS Departures—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.87 RA Strength

The RA Strength component allows you to enlist a previously mobilized Soldier in to the regular Army, to recall a retiree to active duty, and to transition a Soldier to extended active duty. The RA Strength component allows you to perform the following functions:

- Recall Retiree
- Sanctuary/UCMJ
- Enlistment Into RA

Figure 13–115, RA Strength Processes, illustrates the processes for the RA Strength component.

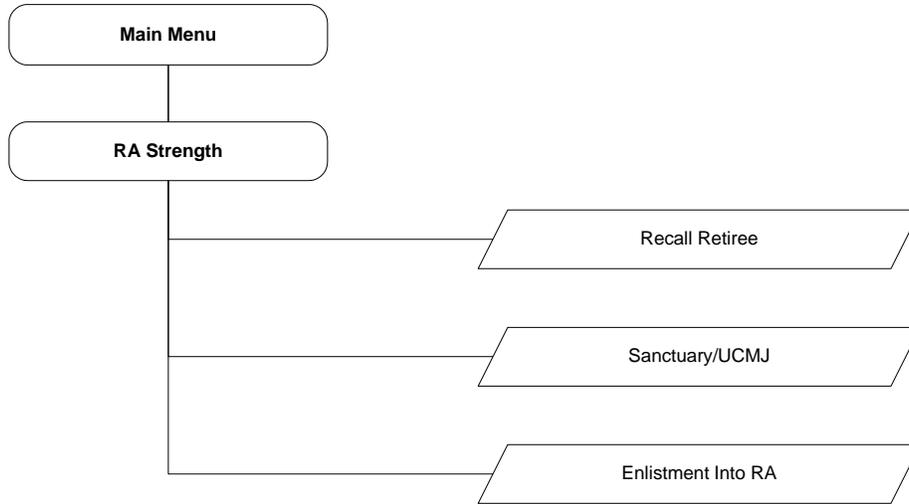


Figure 13–115: RA Strength Processes

1.87.1 Recall Retiree

The Recall Retiree module allows you to transition Reserve Component and National Guard Soldiers to active duty. The Soldiers, both Enlisted as well as officers, who are transitioned to active duty will be counted in the strength accountability of the Active Army, while a mobilized Soldier is not. Figure 13–116, Recall Retiree Processes, illustrates the processes in Recall Retiree.

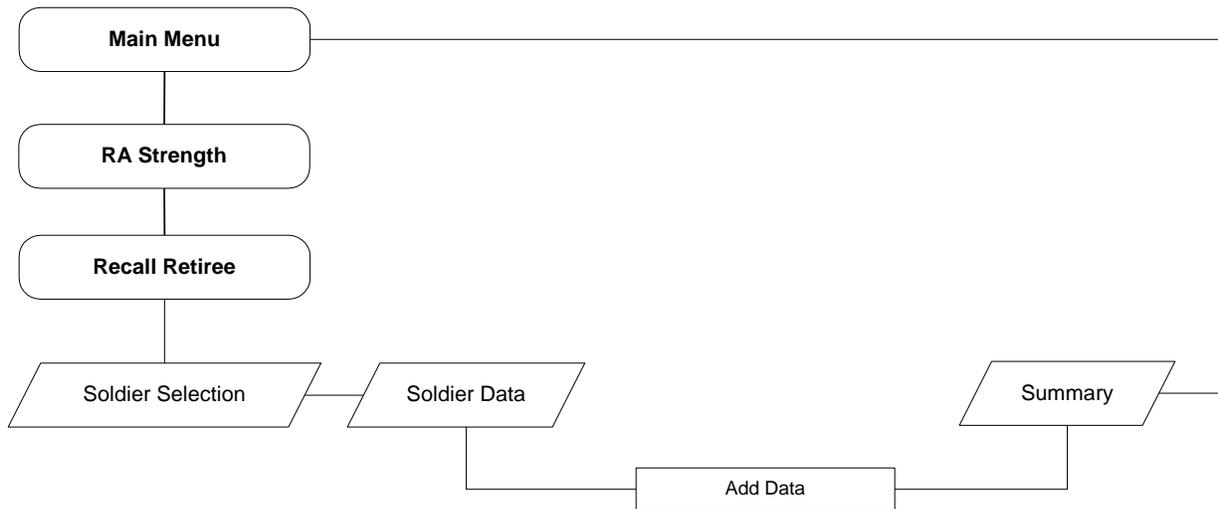


Figure 13–116: Recall Retiree Processes

The Recall Retiree function is only used for reporting on retired Soldiers recalled to active duty, or for a few cases where Army National Guard or Reserve Soldiers join the regular Army but who are not processed through MEPS. When you select Recall Retiree from the Main Menu, eMILPO displays the screen shown Figure 13–117, Recall Retiree Message, which advises you on how this function is used.

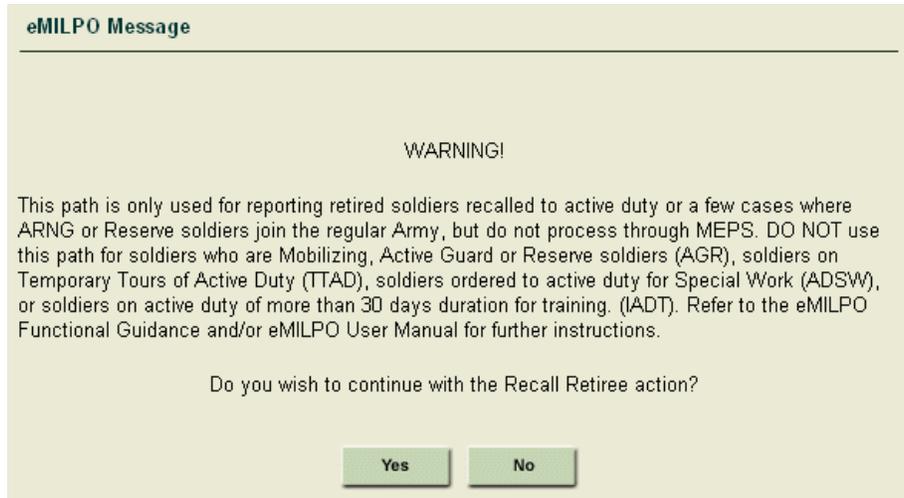


Figure 13–117: Recall Retiree Message

To initiate the process of recalling a retired Soldier to active duty, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldier for whom you wish to make changes, the system will display the Recall Retiree page.

1.87.1.1 Recall Retiree

The Recall Retiree page (shown in Figure 13–118, Recall Retiree Page) allows you to recall one or more retired Soldiers to active duty. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

To recall a retired Soldier to active duty, perform the following steps:

1. Enter a Report Date (in yyyyymmdd format) indicating the date the Soldier needs to report to the unit. This is a required field.
2. Enter a Report Time (in hhmm format) indicating the time the Soldier needs to report to the unit. This is a required field.
3. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.
4. The system displays the Soldier's Military Personnel Classification (MPC) for the attachment as well as his or her previous MPC as read-only.
5. Select an appropriate value from the MPA Type picklist. This is a required field.
6. Select a reason from the MPA Reason picklist. This is a required field.



Recall Retiree - Soldier Data

This page allows the user to transition Reserve Component and National Guard soldiers to active duty. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

1LT ERIC BARRICKLOW SSN:		UIC: WP3BT0 ACTION: Add		1 of 1
*Report Date:	<input type="text"/>	*Report Time:	2053	
*Gaining UIC:	<input type="text"/>			
MPC:	COMMISSIONED OFFICER	Previous MPC:	COMMISSIONED OFFICER	
*MPA Type:	Select One ▼			
*MPA Reason:	Select One ▼			

Save Reset Next Close

Figure 13–118: Recall Retiree Page

- Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Recall Retiree Summary page (Figure 13–119, Recall Retiree Summary) showing all completed actions.
- Click Reset to clear all entry fields.
- Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Recall Retiree Summary page, showing all completed actions.
- Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Recall Retiree Summary page showing all completed actions.

1.87.1.1.1 System Validations

The system performs the following validations:

- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC.
- The system will process transitions for both officers and Enlisted personnel (for the current release of eMILPO).

- The system ensures the transition date is not a future date.

1.87.1.1.2 System Update

The system performs the following updates:

- The system shall populate arrival data for every Reserve Component or National Guard Soldier transitioned to active duty.
- The system updates overseas assignment information for Soldiers whose Gaining UIC is OCONUS.
- The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).
- The system updates the duty status for each mobilized Soldier, setting the duty status to PDY (Present for Duty).
- The system updates the following Soldier information: Person Strength Status Code, Home UIC, and PPA Code.

1.87.1.1.3 Transaction to TAPDB

The system generates the following transactions to TAPDB

- 4056: Report Transfer to First Unit of Assignment for every transitioned Soldier.
- 4195: Military Duty Status for every transitioned Soldier.

1.87.1.2 Recall Retiree—Summary

The Recall Retiree—Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date/Time). You have the option to view and/or print this page.

Recall Retiree Summary

Menu Help Print Exit

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Rank	Name	SSN	UIC	Report Date/Time
1LT	BARRICKLOW, ERIC DUSTIN		WSNGAA	20110418 2053

Close

Figure 13–119: Recall Retiree—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.87.2 Sanctuary/UCMJ

The Sanctuary/UCMJ function allows you to transition a Soldier to extended active duty.

Figure 13–120, Sanctuary/UCMJ Processes, illustrates the processes in Sanctuary/UCMJ.

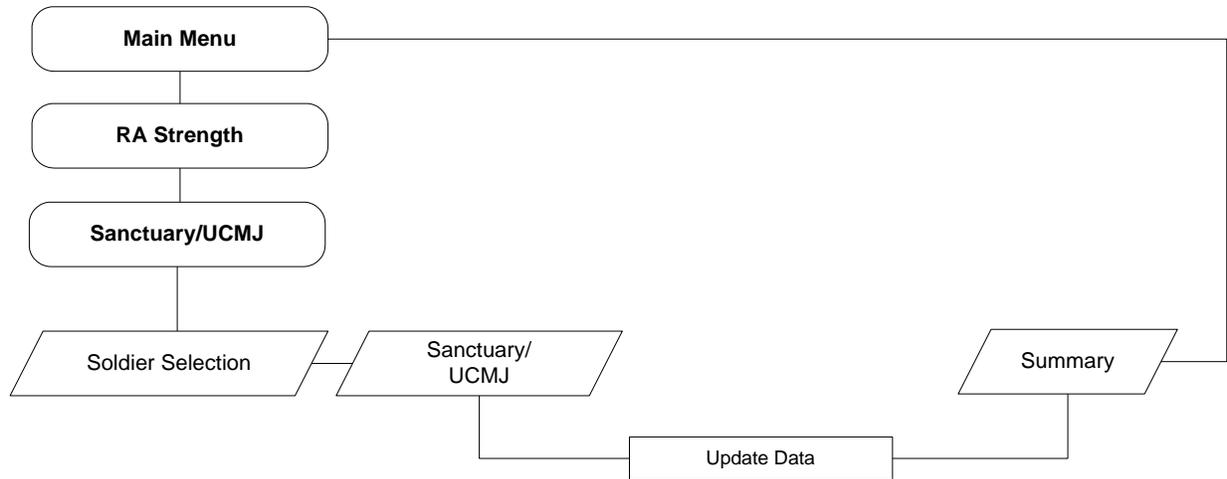


Figure 13–120: Sanctuary/UCMJ Processes

To initiate the process of transitioning a Sanctuary/UCMJ Soldier to active duty, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Sanctuary/UCMJ Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.87.2.1 Sanctuary/UCMJ Soldier Data Page

The Sanctuary/UCMJ Soldier Data page (shown in Figure 13–121, Sanctuary/UCMJ Soldier Data Page) allows you to transition one or more service members from the Reserve component to extended active duty. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.



Sanctuary/UCMJ - Soldier Data

This page allows the user to transition Reserve Component and National Guard soldiers to extended active duty. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SFC DAVID BEECHER	SSN:	UIC: WP3BT0	ACTION: Add	1 of 1
*Date Entered Active Duty:	<input type="text"/>	*Time Entered Active Duty:	1559	
*Gaining UIC:	<input type="text"/>			
*MPA Previous Organization Identification:	Active National Guard of the United States			
*Assignment Type:	Select One			
*Service Component:	Select One			
*MPA Type:	Select One			
*MPA Reason:	Select One			

Save Reset Next Close

Figure 13–121: Sanctuary/UCMJ Soldier Data Page

To transition a Soldier to extended active duty, perform the following steps:

1. Enter a Date Entered Active Duty (in yyymmdd format) indicating the date the Soldier reported for active duty. This is a required field.
2. Enter a Time Entered Active Duty (in hhmm format) indicating the time the Soldier reported for active duty. This is a required field.
3. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.
4. Select an appropriate value from the MPA Previous Organization Identification picklist. This is a required field.
5. Select an appropriate assignment type from the Assignment Type picklist. This is a required field.
6. Select the service component from the Service Component picklist. This is a required field.
7. Select a type from the MPA picklist. This is a required field.

8. Select an appropriate reason from the Previous MPA Reason picklist. This is a required field.
9. Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Sanctuary/UCMJ Summary page (Figure 13–122, Sanctuary/UCMJ Summary) showing all completed actions.
10. Click Reset to clear all entry fields.
11. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Sanctuary/UCMJ Summary page, showing all completed actions.
12. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Sanctuary/UCMJ Summary page showing all completed actions.

1.87.2.1.1 System Validations

The system performs the following validations:

- The system shall ensure the Date/Time Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment and the Soldier's record status is not "9" (inactive-non-strength separated).
- The system shall ensure that the Gaining UIC is a CONUS UIC.

1.87.2.1.2 System Update

The system performs the following updates:

- The system shall populate arrival data for every Sanctuary/UCMJ Soldier transitioned to active duty.
- The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).
- The system updates the duty status for each Soldier, setting the duty status to PDY (Present for Duty).
- The system updates the following Soldier information: Person Strength Status Code, Home UIC, and PPA Code.

1.87.2.1.3 Transaction to TAPDB

The system shall generate the following transactions to TAPDB

- Transaction 4150: Report Release from Attachment for every Soldier with an open attachment.
- Transaction 4057: Sanctuary/Extended Active Duty for every associated Soldier.

1.87.2.2 Sanctuary/UCMJ Summary

The Sanctuary/UCMJ Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date/Time). You have the option to view and/or print this page.



Figure 13–122: Sanctuary/UCMJ Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.87.3 Enlistment into RA

The Enlistment into RA function allows you to transition a mobilized Reserve or Guard Soldier who has enlisted in the regular Army.

Figure 13–123, Enlistment Into RA Processes, illustrates the processes in Enlistment Into RA.

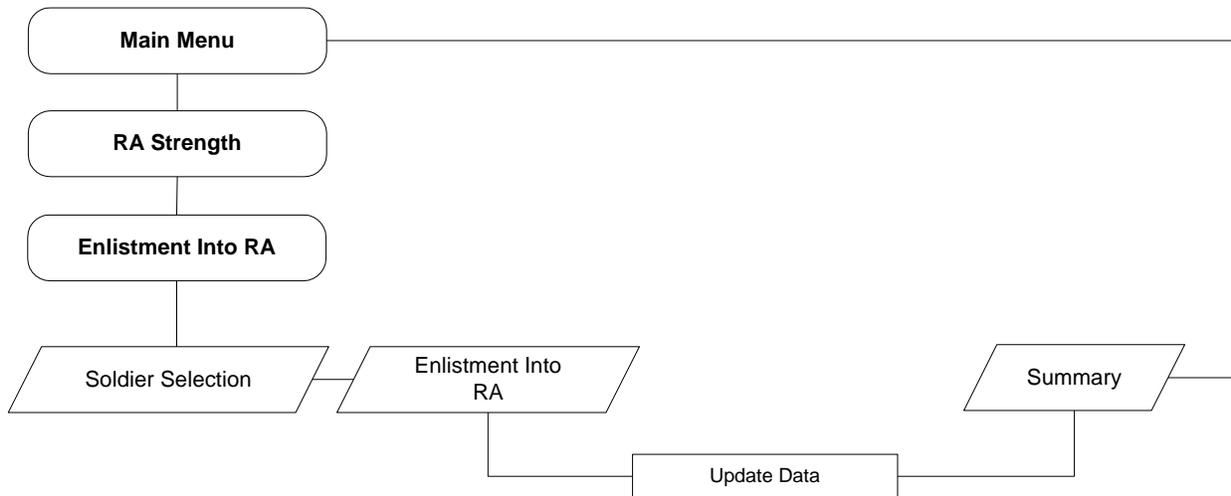


Figure 13–123: Enlistment Into RA Processes

To initiate the Enlistment into RA process, you must first build a Soldier list. The only search criterion available for this function is SSN. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Enlistment into RA page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.87.3.1 Enlistment Into RA Page

The Enlistment into RA page (shown in Figure 13–124, Enlistment into RA) allows you to enlist a mobilized Reserve and Guard Soldier into the regular Army. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list.

Enlistment Into RA

This page allows the user to transition Reserve Component and National Guard soldiers to enlist into the regular Army. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SFC STEPHEN BANKS	SSN:	UIC: WP3BT0	ACTION: Add	1 of 1
*Date Entered Active Duty:	<input type="text"/>	*Time Entered Active Duty:	1605	
*Gaining UIC:	<input type="text"/>			
*MPA Previous Organization Identification:	Active National Guard of the United States			
*Assignment Type:	Select One			
*MPA Type:	Select One			
*MPA Reason:	Select One			

Save Reset Next Close

Figure 13–124: Enlistment Into RA

To perform an Enlistment into RA action, perform the following steps:

1. Enter a Date Entered Active Duty (in yyymmdd format) indicating the date the Soldier reported for active duty. This is a required field.
2. Enter a Time Entered Active Duty (in hhmm format) indicating the date the Soldier reported for active duty. This is a required field.
3. Provide the Gaining UIC indicating the UIC to which the Soldier will be arriving. This is a required field.

4. Select an appropriate value from the MPA Previous Organization Identification picklist. This is a required field.
5. Select the assignment type from the Assignment Type picklist. This is a required field.
6. Select an appropriate type from the MPA Type picklist. This is a required field.
7. Select a reason from the MPA Reason picklist. This is a required field.
8. Click Save to save the record. The system will validate your entry and advance to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Enlistment Into RA Summary page (Figure 13–125, Enlistment Into RA Summary) showing all completed actions.
9. Click Reset to clear all entry fields.
10. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Enlistment Into RA Summary page, showing all completed actions.
11. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Enlistment Into RA Summary page showing all completed actions.

1.87.3.1.1 System Validations

The system performs the following validations:

- The system shall ensure the Date/Time Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure the Date/Time Entered Active Duty is not in the future.
- The system shall ensure the Date/Time Entered Active Duty is not before the Soldier's PEBD.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is a CONUS UIC.
- The system shall ensure that the unit operation status code for the Gaining UIC is A, 1, G or V.
- The system shall ensure that the Gaining UIC is within the logged in user hierarchy.
- The Gaining UIC cannot be equal to the current assignment UIC unless the Soldier's record status is 9 (INACTIVE-NON-STRENGTH SEPARATED).

1.87.3.1.2 System Update

The system performs the following updates:

- The system shall populate arrival data for every Soldier who enlisted in the regular Army.
- The system updates duty assignment data for each mobilized Soldier, setting the position number to 9992 (Incoming Soldier).
- The system updates the duty status for each Soldier, setting the duty status to PDY (Present for Duty).

- The system updates the following Soldier information: Person Strength Status Code, Home UIC, PPA Code and service component ('R').
- The system updates the Soldier's record status to 'G'.
- The system shall insert a major personnel action with a type of TA and reason of ST.

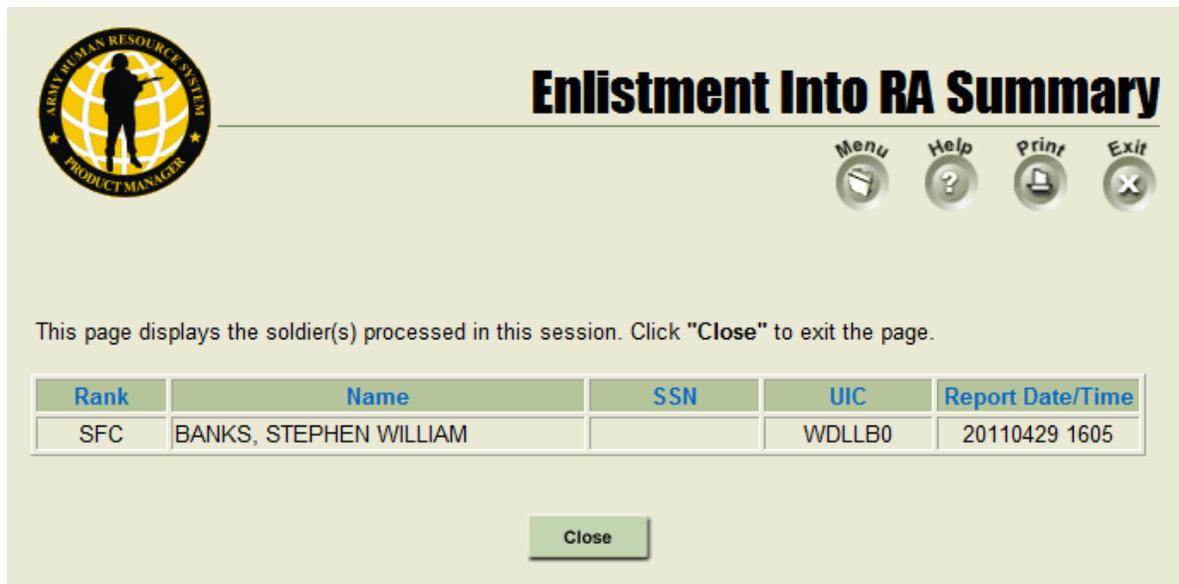
1.87.3.1.3 Transaction to TAPDB

The system shall generate the following transactions to TAPDB

- Transaction 4150: Report Release from Attachment for every Soldier with an open attachment.
- Transaction 4057: Sanctuary/Extended Active Duty for every associated Soldier.
- Transaction 4195: Military Duty Status to report Soldier as PDY at his or her current assignment.

1.87.3.2 Enlistment Into RA Summary

The Enlistment Into RA Summary page lists all Soldiers successfully transitioned in the working session and their corresponding data (Rank, Name, SSN, UIC, and Report Date/Time). You have the option to view and/or print this page.



Enlistment Into RA Summary

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Rank	Name	SSN	UIC	Report Date/Time
SFC	BANKS, STEPHEN WILLIAM		WDLLB0	20110429 1605

Close

Figure 13–125: Enlistment Into RA Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.88 Casualty Affairs

The Casualty Affairs function allows you to process a loss event for a Soldier. **Note:** This function is limited to authorized Casualty and Mortuary Affairs Operations Center (CMAOC) personnel.

Figure 13–126, Casualty Affairs Processes, illustrates the processes in Casualty Affairs.

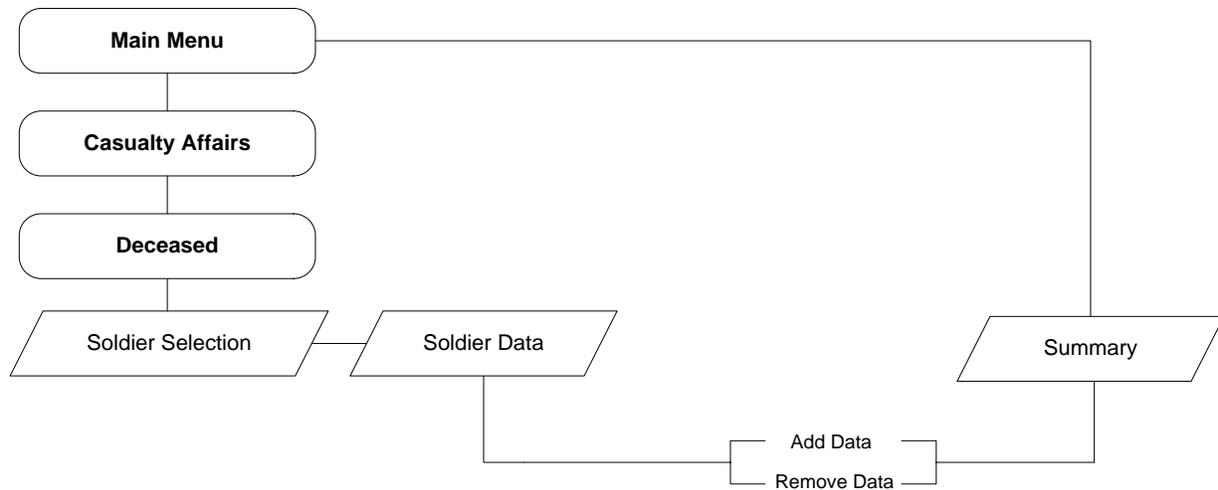


Figure 13–126: Casualty Affairs Processes

To initiate the processing of a loss event a Soldier, you must first build a Soldier list. The search criteria available for this function are SSN, Last Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Casualty Affairs–Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.88.1 Casualty Affairs–Soldier Data Page (Add Mode)

The Casualty Affairs–Soldier Data page (shown in Figure 13–127, Casualty Affairs–Soldier Data Page [Add Mode]) allows you to process a loss event for the selected Soldier. The system displays the selected Soldier’s Rank, Name, SSN, UIC, and Action as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list.

Casualty Affairs - Soldier Data

Menu Help Print Exit

This page allows the user to process a deceased event for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

PV1 BRANDON GALVIN SSN: UIC: W0U5V3 Action: Add 1 of 5

Event Type: Loss to the Army

Loss Type: LH - DEATH

***Loss Reason:** Select One

***Effective Date of Loss:**

Military Separation Type: Select One

Military Separation Reason: Select One

Military Character of Service: Select One

Early Separation Program Type: Select One

Reenlistment Eligibility: Select One

Disability Percentage: %

Save Next Close

Figure 13–127: Casualty Affairs–Soldier Data Page (Add Mode)

To process a loss event for a Soldier, perform the following steps:

1. The Loss Type field is read-only and defaults to LH – Death.
2. Select an appropriate reason from the Loss Reason picklist. The available options are JL – Death-Nonbattle/Nonhostile (Not Disease), JJ – Death-Battle or Hostile Action, or JK – Death-Nonbattle/Nonhostile (From Disease). This is a required field.
3. Provide an Effective Date of Loss in the text-entry field as required. This is the calendar date for when the loss becomes valid or effective. The date should be entered in YYYYMMDD format. This is a required field.
4. Select an appropriate value from the Military Separation Type picklist.
5. Select an appropriate reason from the Military Separation Reason picklist.
6. Select an appropriate value from the Military Character of Service picklist.

7. Select a type from the Early Separation Program Type picklist.
8. Select the Soldier's reenlistment eligibility from the Reenlistment Eligibility picklist. If the Soldier is a Warrant Officer or Commissioned Officer, this field is disabled and appears grayed out.
9. Enter a percentage in the Disability Percentage field.
10. Click Save to save the record. The system validates your entry and advances to the next Soldier on the list, if one exists. If the current page is the only or last Soldier from the list, the system generates the Casualty Affairs Summary page (Figure 13–129, Casualty Affairs Summary) showing all completed actions.
11. Click Reset to clear all entry fields.
12. Click Next to proceed to the next Soldier without saving. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the only Soldier on the list, the system returns you to the Main Menu. If you have saved any previous data, the system generates the Casualty Affairs Summary page, showing all completed actions.
13. Click Close to exit the page and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous data, the system generates the Casualty Affairs Summary page showing all completed actions.

1.88.1.1 System Validations

The system performs the following validations:

- Allow the user to perform an Add for only those Soldiers who do not have a previous 5102 transaction system. Allow the user to perform a Remove for those Soldiers with a previous 5102 transaction for whom the action was determined to be erroneous.
- Allow the deceased transaction for all record statuses except X.

1.88.1.2 System Update

The system performs the following updates: The system updates the Soldier's status to deceased.

1.88.1.3 Transaction to TAPDB

The system shall generate the following transactions to TAPDB: Transaction 5102: Deceased.

1.88.2 Casualty Affairs—Soldier Data—(Remove Mode)

This page allows you to remove a deceased loss event erroneously entered for a Soldier. After building a Soldier list and selecting a Soldier for whom to perform this action, select Remove from the Action picklist on the Casualty Affairs Soldier Selection page. The system displays the Casualty Affairs—Soldier Data page (Remove Mode), shown in Figure 13–128. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. The system also displays the heading of Individual Awards for the purpose of verification.

Casualty Affairs - Soldier Data

Menu Help Print Exit

This page allows the user to remove previous deceased loss data for the selected soldier.

- Click **"Save"** to remove the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

PV1 BRANDON GALVIN	SSN:	UIC: W0U5V3	Action: Remove	1 of 1
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Event Type: Loss to the Army

Loss Type: LH - DEATH

Loss Reason: JL - DEATH-NONBATTLE/NONHOSTLE(NOT DISEASE)

Effective Date of Loss: 20071029

Military Separation Type:

Military Separation Reason:

Military Character of Service:

Early Separation Program Type:

Reenlistment Eligibility:

Disability Percentage: %

Save Next Close

Figure 13–128: Casualty Affairs—Soldier Data Page (Remove Mode)

To remove individual awards data for a Soldier, perform the following steps:

1. The system displays the current loss data as read-only.
2. Click Save to remove the current record. The system will prompt you to confirm that you wish to remove the data from the Soldier's record. The system then forwards you to the next Soldier selected, if any exist. Otherwise, the system returns you to the Listing page and updates the Status column to show all completed actions.
3. Click Next to skip this action and proceed to the next selected Soldier, if one exists.
4. Click Close to terminate the working session. The system returns you to the Main Menu.

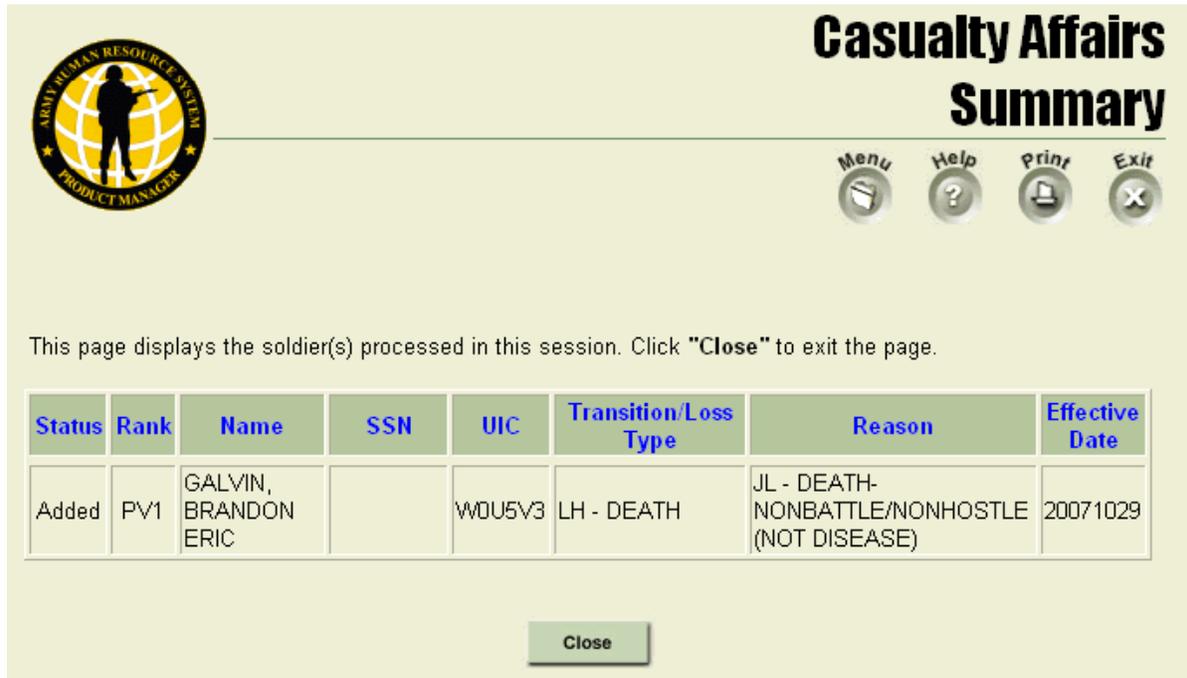
The system sends a transaction to TAPDB as outlined in Section 13.11.4.2.1, Transaction to TAPDB.

1.88.2.1 Transaction to TAPDB

The system shall generate the following transaction to TAPDB: Transaction 4138: Revocation of Deceased.

1.88.3 Casualty Affairs Summary

The Casualty Affairs Summary page lists all Soldiers for whom you have successfully entered deceased information in the working session and their corresponding data (Status, Rank, Name, SSN, UIC, Transition/Loss Type, Reason, and Effective Date). You have the option to view and/or print this page.



This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Status	Rank	Name	SSN	UIC	Transition/Loss Type	Reason	Effective Date
Added	PV1	GALVIN, BRANDON ERIC		WDU5V3	LH - DEATH	JL - DEATH-NONBATTLE/NONHOSTLE (NOT DISEASE)	20071029

Close

Figure 13–129: Casualty Affairs Summary

Click Close to exit the page. The system returns you to the Main Menu.

Reassignments

The functional category of Reassignments offers the following functional areas within eMILPO.

- Schedule Briefing
 - Briefing Attendance
- HQDA Reassignments

Figure 14–1, Reassignments Processes, illustrates the process in Reassignments.

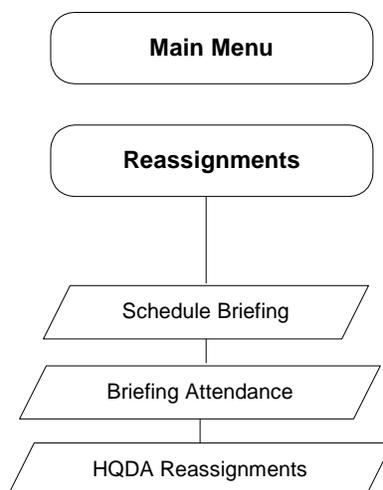


Figure 14–1: Reassignments Processes

1.89 Schedule Briefing

Schedule Briefing allows you to schedule a departure briefing for one or more Soldiers who are due to depart from the losing units. Figure 14–2, Schedule Briefing Processes, illustrates the processes in Schedule Briefing.

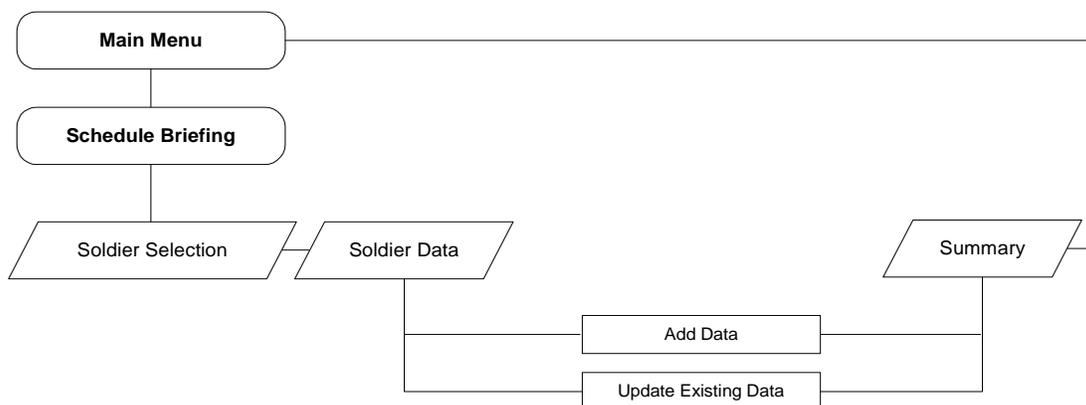


Figure 14–2: Schedule Briefing Processes

To initiate the process of adding or updating briefing data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

SSN—search by all nine digits of the SSN

- Last Name—search by the Soldier’s last name
- UIC—search by the UIC of the Soldier’s unit
- Gaining UIC—search by the Gaining UIC
- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- EDAS Cycle—search by the EDAS cycle
- PSC—search by the Personnel Service Center

MPC—search by the Military Personnel Classification

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Schedule Briefing—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.89.1 Schedule Briefing—Soldier Data

The Schedule Briefing—Soldier Data page (shown in Figure 14–3, Schedule Briefing—Soldier Data) allows you to record the Briefing Date and Briefing Time for the departure briefing.

Schedule Briefing - Soldier Data

This page allows the user to schedule a briefing for the selected soldier(s).

- Click **"Submit"** to proceed. Click **"Close"** to exit the page and terminate the working session.

Attendee List					
Rank	Name	SSN	UIC	Briefing Date	Briefing Time
SSG	GALVIN, DANIEL JOSEPH		WH1LAA	<input type="text"/>	<input type="text"/>

Figure 14–3: Schedule Briefing—Soldier Data

To record briefing data for a Soldier, perform the following steps:

1. Under the subheading of Attendee List, the system displays the Rank, Name, SSN, and UIC of all Soldiers selected from the Schedule Briefing—Soldier Selection page as read-only.
2. You have the option to provide a Briefing Date (in yyyyymmdd format) that indicates the calendar date for the briefings the Soldiers are scheduled to attend prior to departing from the losing unit.
3. You also have the option to provide a Briefing Time (in military hhmm format) that indicates the time for the briefings the Soldiers are scheduled to attend prior to departing from the losing unit.
4. Click Submit to send the data to the database. The system will validate your data entry and display the Briefings—Summary page listing all scheduled briefings.
5. Alternatively, you may click Close to exit the page and terminate the working session. The system returns you to the Main Menu.

1.89.1.1 System Validation

The system shall ensure that the entered Briefing Date and Briefing Time are of the valid formats and that they do not precede the current system date and time.

1.89.2 Briefing—Summary

This page (shown in Figure 14–4) displays the list of Soldiers successfully processed and their corresponding data (Status, Rank, Name, SSN, Briefing Date, and Briefing Time). The Status column will indicate Briefing Scheduled whether or not the Soldier has been scheduled for the briefing. You have the option to view and/or print the page. Click Close to exit the page and return to the Main Menu.

Briefing - Summary

Menu Help Print Exit

This page displays the soldier(s) processed in this session. Click "Close" to exit the page.

Attendee List					
Status	Rank	Name	SSN	Briefing Date	Briefing Time
Briefing Scheduled	SSG	GALVIN, DANIEL JOSEPH		20070728	1300

Close

Figure 14–4: Briefing—Summary (Schedule)

1.90 Briefing Attendance

The eMILPO system provides management support for the reassignment process by allowing you to record reassignment briefing attendance for one or more Soldiers. The Schedule Attendance module tracks whether the Soldiers who were scheduled for reassignment briefings had attended the briefings. You may log the Soldiers who

failed to attend the briefings and you have the option to reschedule them. Figure 14–5, Briefing Attendance Processes, illustrates the processes in Briefing.

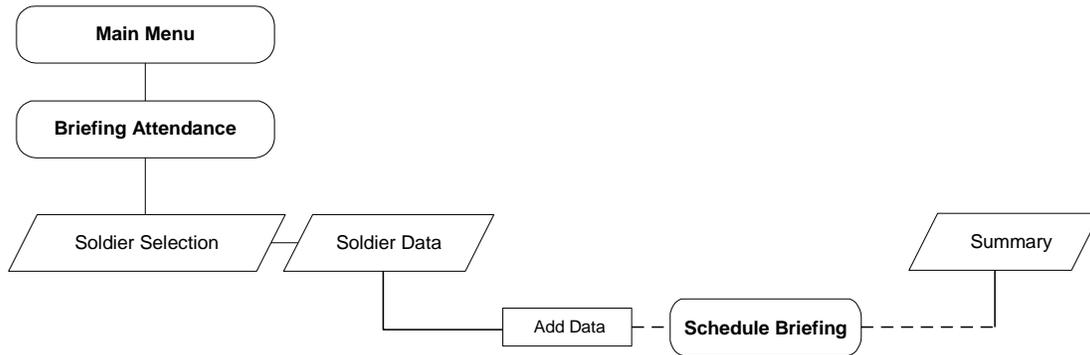


Figure 14–5: Briefing Attendance Processes

To initiate the process of adding or updating briefing attendance data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

SSN—search by all nine digits of the SSN

- Last Name—search by the Soldier’s last name
- Current UIC—search by the UIC of the Soldier’s unit
- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- Briefing Date—search by the date that the Soldier was scheduled for the briefing
- EDAS Cycle—search by the EDAS cycle

PSC—search by the Personnel Service Center

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Briefing Attendance—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.90.1 Briefing Attendance—Soldier Data

The Briefing Attendance—Soldier Data page (shown in Figure 14–6: Briefing Attendance—Soldier Data) allows you to log the Soldiers who failed to attend the rescheduled briefing and to reschedule them to another date.

Briefing Attendance - Soldier Data

This page allows the user to record briefing attendance for the soldiers. Click on the corresponding checkbox if the soldier(s) failed to attend the briefing. The user also has the option to schedule a briefing.

- Click **"Submit"** to proceed. Click **"Close"** to exit the page and terminate the working session.

Attendee List					
Rank	Name	SSN	Brief Date	Brief Time	Failed to Attend
SFC	GALVIN, REGINALD REYNALDO		20050208	1300	<input type="checkbox"/>

Schedule Briefing

Figure 14–6: Briefing Attendance—Soldier Data

To log briefing data for a Soldier, perform the following steps:

- Under the subheading of Attendee List, the system displays the Rank, Name, and SSN of the Soldiers selected from the Soldier Selection page.
- The system also displays the Soldiers' scheduled Briefing Date and Briefing Time. You may check the Failed to Attend checkbox for the Soldiers who failed to attend the briefing.
- You have the option to check the Schedule Briefing checkbox to reschedule the Soldiers who missed the briefing.
- Click Submit to proceed. The system will save the data and display the Briefings—Summary page to show all successfully processed Soldiers. If you have selected to reschedule any Soldiers, the system will display the Schedule Briefing—Soldier Data page.
- Click Close to exit the page without saving. The system returns you to the Main Menu.

1.90.2 Briefing—Summary

This page (shown in Figure 14–7) displays a list of the Soldiers successfully processed and their corresponding data (Status, Rank, Name, SSN, Briefing Date, and Briefing Time). The Status column will indicate Failed to Attend or Briefing Scheduled. You have the option to view and/or print the page. Click Close to exit the page and return to the Main Menu.



Figure 14–7: Briefing—Summary (Attendance)

1.91 HQDA Reassignments

HQDA Reassignments allows you to process one or more Soldiers for reassignment from one installation to another. Figure 14–8, HQDA Reassignments Processes, illustrates the processes in HQDA Reassignments.

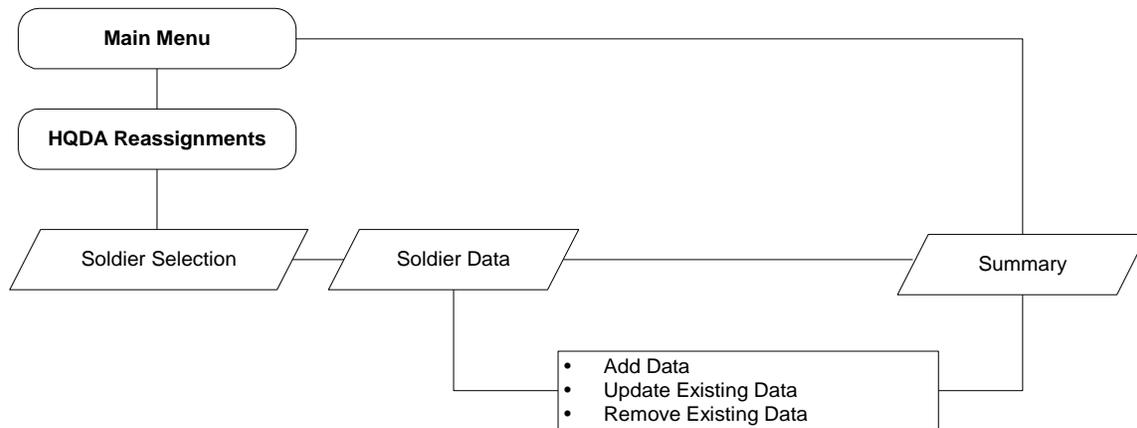


Figure 14–8: HQDA Reassignments Processes

To initiate the process of adding, updating, or removing HQDA reassignment data for a Soldier, you must first build a Soldier list. You can search for Soldiers using one or more of the following criteria: (This process is detailed in Section 11.1, Soldier Selection Process.)

SSN—search by all nine digits of the SSN

- Last Name—search by the Soldier’s last name
- UIC—search by the UIC of the Soldier’s unit
- Gaining UIC—search by the Gaining UIC
- Rpt Date—search by the date the Soldier reports to the Gaining Unit
- EDAS Cycle—search by the EDAS cycle
- PSC—search by the Personnel Service Center

MPC—search by the Military Personnel Classification

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the HQDA Reassignments—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous. You have the capability to select Add, Update, or Remove from the Action Type picklist. The picklist defaults to Add. You can select Update or Remove if the Soldier has an existing record.

1.91.1 HQDA Reassignments—Soldier Data—Add Mode

The HQDA Reassignments—Soldier Data page (shown in Figure 14–9, HQDA Reassignments—Soldier Data) allows you to process the reassignment of a Soldier from one installation to another. The system displays the selected Soldier’s Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier’s standing on the Soldier list and the total number of Soldiers from the list.

This page allows the user to enter reassignment details. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Reset"** to clear the fields. Click **"Close"** to exit the page and terminate the working session.

2LT MATTHEW GALVIN SSN:		UIC: WDLLBD	ACTION: Add	1 of 1
*Gaining UIC:	<input type="text"/>	*Report Date:	<input type="text"/>	
*Movement Designator:	Select One <input type="button" value="v"/>			
*Reassignment Type:	Select One <input type="button" value="v"/>			
*Reassignment Reason:	Select One <input type="button" value="v"/>			
Number of TDY Days:	<input type="text"/>	<input type="button" value="Calculate"/>	DLOS/DEROS:	<input type="text"/>
Number of Leave Days:	<input type="text"/>			

Save Reset Next Close

Figure 14–9: HQDA Reassignments—Soldier Data

Complete the following steps to process an HQDA reassignment:

1. Enter the Gaining UIC in the provided text-entry field. This is a required field.
Note: The Gaining UIC will be displayed as read-only if the instructions come from EDAS. You have the option to revise the UIC if the instructions are non-EDAS.
2. Provide the required Report Date in the available text-entry field.
3. Expand the Movement Designator picklist and select a value of choice that indicates the source of budgetary funds for the Soldier's transfer. Refer to Table 13–1, Movement Designator Codes and Abbreviations, for more details.
4. Expand the Reassignment Type picklist and select a value of choice that indicates the type of movement involved in the Soldier's reassignment. Table 14–1, Reassignment Type Codes and Abbreviations, provides a list of available values for this picklist.

Codes	Abbreviations
RA	RSGMT W/I USAR BETWEEN TPU
RB	RSGMT W/I USAR BTWN NON-UNIT CATEGORIES
RG	RSGMT W/I USAR BTWN TPU AND NON-UNIT CAT
RD	RSGMT W/I ACTIVE ARMY UNITS
RE	RSGMT W/I ARMY NATIONAL GUARD
RF	DROP FROM STRENGTH (DFS)
RG	RETURN FROM DROP FROM STRENGTH
RH	REVOCAION OF DROP FROM STRENGTH
RJ	REVOCAION OF RTN FROM DROP FRM STRENGTH

Table 14–1: Reassignment Type Codes and Abbreviations

5. Expand the Reassignment Reason picklist and select a value of choice that indicates the basis for the reassignment and movement. Table 14–2, Reassignment Reasons Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations	Codes	Abbreviations
AZ	ABSNC W/O AUTH FR UNIT TNG 3 MO-WO/WO	HR	MISSING OR CAPTURED
JR	ACTIVE ARMY RSGMT TO FULL TIME MAN POSN	KS	MOST ELIGIBLE/QUALIFIED
HZ	ATTND AGE 37/COMPL MIN 8 YRS SAT FED SVC	CA	MOVED BEYOND REAS COMM DSTNC (CHG OF RES)
KR	BACKFILL FOR MANDATORY/VOL RETIREMENT	EL	NOMINATIVE POSITION

Codes	Abbreviations	Codes	Abbreviations
LC	BASE REALIGNMENT AND CLOSURE (BRAC)	DD	NONAVAIL OF MEMBER OF STANDBY RESERVE
KP	BLACK BOOK	SG	NON-PARTICIPATION
AM	BLUE BARK	BY	NONSELECTION BY SELECT/QUAL RETENT BOARD
EP	BY NAME REPLACEMENT REQUEST	DV	NORMAL TOUR COMPL OT SPECIAL ASMT PROGS
DQ	CEASED TO OCC POS COMMS W/GRAD OR HIER	ER	NO-SHOW
AU	CODE X	GY	ON POST REASSIGNMENT
DX	COGENT PERSONAL RASONS	GL	ORDERED TO AD FOR AN AGR TOUR
JV	COHORT	DC	OTHER IMMEDIATELY AVAILABLE ASSIGNMENT
AC	COMPASSIONATE	CV	OUT OF PCS SCHOOL
JB	COMPELTED 10+ YRS ACT FED CMSND SVC	DR	OVERSEAS READINESS
HV	COMPL 20+ YRS QUAL SVC FOR RETMT AGE 60	DG	PARENTHOOD
EX	COMPLETED TENURE IN A DUTY POSITION	HB	PERMISSIVE RSGMT-OTHER THAN JT DOMICILE
CM	CONSCIENTIOUS OBJECTOR	FK	PHYSICAL DISABILITY—TEMP
CX	CONSECUTIVE OVERSEAS TOUR	JY	POR DISQUALIFICATION
SJ	CONUS READINESS	BN	POTENTIAL DEFECTOR
ES	DELAY FROM ENTERING ACTIVE DUTY W/ UNIT	DF	PREGNANCY
DH	DEPENDENCY	AN	PREVIOUS MPA ERRONEOUSLY REPORTED
HP	DESERTER	CJ	PRIORITY ASSIGNMENT
JU	DRILL SERGEANT DUTY	BE	PROFESSIONAL DEVELOPMENT
SP	DRILL SGT DTY TOUR COMPLETION	BU	PROMOTION
CL	DUAL COMP-ENL RA, OR APPT RA WO	JS	RECRUITER DUTY
RD	EARLY RETMT—COMPL LT 20 YRS QUAL SVC	SQ	RECRUITER DUTY TOUR COMPLETION

Codes	Abbreviations	Codes	Abbreviations
EH	EARLY RLSE PROG—SPEC SEP BENEFIT (SSB)	JQ	RECRUITER RELIEF
EF	EARLY RLSE PROG-VOL SEP INCENTIVE (VSI)	EW	REENL ASG FOR NEW SPEC TNG (NON PCS SCHL)
BJ	EMBARRASSMENT/DISCREDIT TO COMMAND	EV	REENL ASG NEW SPEC TNG (20+ WKS PCS SCHL)
GN	ENL/APT REG/RES COMP OTHER THAN US ARMY	EY	REENLISTMENT ASSIGNMENT
KQ	ENROLLED IN MERCHANT MARINE ACADEMY	BZ	RELEASE TO/FROM MEDICAL HOLDING DETACHMNT
HC	ENROLLED IN ROTC BASIC COURSE	BX	RELIEF FOR CAUSE
AQ	EXCEPTIONAL FAMILY MEMBER	CY	RELIGIOUS OBLIGATIONS
AT	EXP AUTH PD RTND STAT PAST MAND RMVL DT	DY	RETURN FROM INACTIVE STATUS
BF	EXP SEL RES OBLIG	FM	REVOCATION OF ASSIGNMENT ORDER
AE	EXPIRATION OF AUTH PERIOD OF OVRSTRGTH	CC	RIF
JH	FAILURE TO FULFILL MIL ED REQRMTS	HS	SENT TO 6 MO OR MORE CONF BY CIVIL AUTH
FV	FAILURE TO MAINTAIN ARMY WGT CNTRL STDS	IG	SPECIAL ASSIGNMENT (IG/EEO DUTY)
AD	FAILURE TO QUAL PERM/CONTINUED FLY STAT	KL	SPECIAL DUTY/JOINT ASSIGNMENT
KW	FIRST PERM ASGMT AFTER ACCESSION/RECALL	BD	SUFFICIENT SERVICE FOR RETIREMENT
CB	FORCE MODERNIZATION	CQ	SURVIVING FAMILY MEMBER
LB	FORCE RED (CFE/RET CFE/QUICKISLVR/NUC FRZ)	SK	TDA REVISION (REALIGNMENT)
RG	GRADE REDUCTION	EZ	TEMP MEDICAL DISQUAL-REMEDIAL W/I 1 YEAR
DB	HARDSHIP-OTHER THAN PARENTHOOD	TH	TEMPORARY CHANGE OF STATION (TCS)
GF	HQDA OR LOCAL BAR TO RENENLIST	BQ	THREAT TO LIFE
HL	IN LIEU OF DISCHARGE-SUBSTNRD PERFORMNCE	FY	TO ATTEND US AIR FORCE ACADEMY (USAFA)

Codes	Abbreviations	Codes	Abbreviations
ED	INACTIVATION/REORGANIZATION/RELOCATION	FW	TO ATTEND US COAST GUARD ACADEMY (USCGA)
JT	INSTRUCTOR DUTY	FU	TO ATTEND US NAVAL ACADEMY (USNA)
SR	INSTRUCTOR DUTY TOUR COMPLETION	AG	TO ENTER US MILITARY ACADEMY (USMA)
GW	INTERSTATE TRANSFER	HT	TO TRANSFER POINT PENDING LOSS/TRF RSGMT
CG	INTO PCS SCHOOL	CU	TO/FROM CMD DSG POSN LIST/PROJECT MGR
AF	JOINT DOMICILE	CR	TOUR LIMIT—BY STATUTE/CONTRACT/COUNTRY
RE	KEY EMPLOYEE	KZ	UNABLE TO PLACE ON A SUBSEQUENT TOUR
ET	LACK OF MTOE OR TDA POSITION	CE	UNIT RELATED MOES
BS	LOSS OF QUALIFICATION	DW	UNRESOLVABLE EMPLOYMENT CONFLICT
BB	MAXIMUM AGE	GA	UNSAT ENTRY LEVEL STAT PERF OR CONDUCT
FA	MAXIMUM PROMOTION DECLINATION PERIOD	EG	UNSATISFACTORY PARTICIPATION
FA	MAXIMUM PROMOTION OF ASSIGNMENT ORDER	CH	USAREC COMPANY COMMAND
BC	MAXIMUM AUTHORIZED YEARS OF SERVICE	CT	VALID SURP (NOT BSE CLOS)RECLAS-UT INTCT
JA	MED DISQ NOT RESULT OF OWN MISCONDUCT	CS	VALID SURPLUS DUE TO BASE CLOSURE
HY	MED DISQUAL FOR AD RSLT SVC CONNCT DISBL	FE	VOLUNTARY REQUEST
AJ	MEDICALLY UNFIT FOR RETENTION	BT	WITHDRAWAL OF FEDERAL RECOGNITION, UNIT
HQ	MILITARY PRISONER WITH BCD/DD		

Table 14–2: Reassignment Reasons Codes and Abbreviations

6. Enter the number of days the Soldier will be temporarily assigned in the Number of TDY Days text-entry field.
7. Enter the number of days the Soldier will be on leave in the Number of Leave Days text-entry field.

8. Click Calculate. The system will calculate the DLOS/DEROS Date based on the entered Report Date, Number of TDY Days, and Number of Leave Days and will populate the field accordingly.
9. Click Save to save the entered data. The system will validate your entry and update the Soldier's record. The system then advances to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier on the Soldier list, the system will display the HQDA Reassignments—Summary page.
10. Alternatively, you can perform the following:
 - Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
 - Click Next to proceed to the next Soldier without saving, if one exists. The system will detect data entry on the page and will prompt you to save or discard the data. If the current Soldier is the last or only Soldier from the list, the system returns you to the Main Menu.
 - Click Close to terminate the working session and return to the Main Menu. The system detects data entry on the page and prompts you to save or discard the data. If you have saved any previous entries, the system generates the HQDA Reassignments—Summary page to show all completed actions.

1.91.1.1 System Validations

The system performs the following validations:

- The system shall ensure the combination Reassignment Type and Reassignment Reason is valid.
- The system shall ensure the DLOS Date is less than or equal to the Report Date.
- The Gaining UIC must not be the same as the Home UIC.
- The system shall ensure the Soldier's Duty Status is PDY and that he or she has a current assignment.
- The system shall ensure the Report Date does not exceed the UIC active date.

1.91.1.2 System Updates

The system updates the following information in the Soldiers' records:

- Duty Status
 - Duty Status Effective Date
- PERSS

The system will also remove the Soldier's record from the losing unit on the DLOS date.

1.91.1.3 Workflow Notices

The system sends a workflow notice to the gaining unit 7 days prior to the Soldiers' departure. The system sends a workflow notice 20 days prior to EDAS Report Date if no departure record has been created for the Soldier.

1.91.1.4 Transactions to TAPDB

The system sends the following transactions to TAPDB:

- Transaction 4440: Anticipated Loss Date
 - Transaction 4195: Military Duty Status

- Transaction 4170: Revoke Departure
- Transaction 4155: Soldier Departure

1.91.2 HQDA Reassignments—Update Mode

In update mode of an existing HQDA reassignments record, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate your data entry and update the Soldier's record. The system sends the necessary transactions to TAPDB. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively.

1.91.3 HQDA Reassignments—Remove Mode

In remove mode of an existing HQDA reassignments record, the system displays the current values in the database for the selected Soldier as read-only. You can click Save to remove the record from the database. The system will prompt you to confirm the record is being removed from the database. If you answer Yes, the system will remove the record and advance to the next Soldier. If you answer No, the system returns you to the current page for further processing. Alternatively, you can click Next or Close to advance to the next Soldier without saving or to terminate the working session, respectively.

1.91.3.1 Transactions to TAPDB

The system sends the following transactions to TADPB for a remove action.

- Transaction 4170: Revoke Departure
- Transaction 4195: Military Duty Status

1.91.4 HQDA Reassignments—Summary

This page (Figure 14–10, HQDA Reassignments—Summary) displays a list of the Soldiers successfully reassigned and their corresponding data (Status, Rank, Name, SSN, Gaining UIC, and DLOS). You have the option to view and/or print the page.

Status	Rank	Name	SSN	Gaining UIC	DLOS
Added	2LT	GALVIN, MATTHEW NELSON		WSNCAA	20060728

Figure 14–10: HQDA Reassignments—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.92 Assignment Instructions

The eMILPO system improves the information flow related to EDAS assignment instructions by generating e-mail and workflow notices for the affected Soldiers and the appropriate users to minimize delays in the reassignment process.

When assignment instructions are received from TAPDB, the system generates a workflow notice for the appropriate user within the Soldier's Personnel Services Battalion (PSB). The PSB user will open the workflow notice, and the system will respond by generating the portions of DA Form 5118-R that are appropriate for the Soldier. You will need to complete this form, including the scheduled briefing date.

When you save the changes to DA Form 5118-R, the system will automatically forward the workflow task associated with the form to the Soldier's BN S-1. Additionally, the system will send an e-mail to the Soldier to notify him or her that the PSB has successfully screened his or her assignment instructions.

1.93 Deletion/Deferment Processing

The eMILPO system receives Deletion/Deferment notifications from TAPDB and processes them in the following manner:

For Deletion Processing:

- The system removes the Soldier's data from the Soldier departure table.
- The system generates a workflow task to notify the BN S-1.
- The system sends an e-mail to the Soldier.
- The system sends Transaction 4195: Military Duty Status to TAPDB.
- The system sends Transaction 4170: Revoke Departure to TAPDB.

- For Deferment Processing:
 - If in Step 1 of Basic Flow, TAPDB sends Deferments, the system adjusts the Soldier's departure date.
 - The system sends Transaction 4440: Anticipated Loss Date to TAPDB.
 - The system sends Transaction 4370: Overseas Assignment Data to TAPDB.

1.94 Reassignment Checklist

The Reassignment Checklist is a Workflow task that prompts you, as an authorized user, to perform in accordance with a Soldier's reassignment. The system displays the Soldier's present unit details as well as the details of the unit to which the Soldier is being reassigned. The system also displays the checkpoints for you to review and perform.

Promotions

The functional category of Promotions provides functions to process the reduction action, promotion, lateral appointment, and the revocation and restoration of grades and ranks for Enlisted Soldiers. The category of Promotions offers the following functional areas within eMILPO:

Enlisted Reduction

- Lateral Appointment
- Promotion
- Deny Promotion
- Deny Promotion List Auto Integration
- Special Category Promotion
- Restore/Revoke Previous Rank
- Correct Date of Rank
- Rank History
- Enlisted Advancement Report (AAA-117)
- Enlisted Promotion Report (AAA-294)

Figure 15–1, Promotions Processes, illustrates the processes in Promotions.

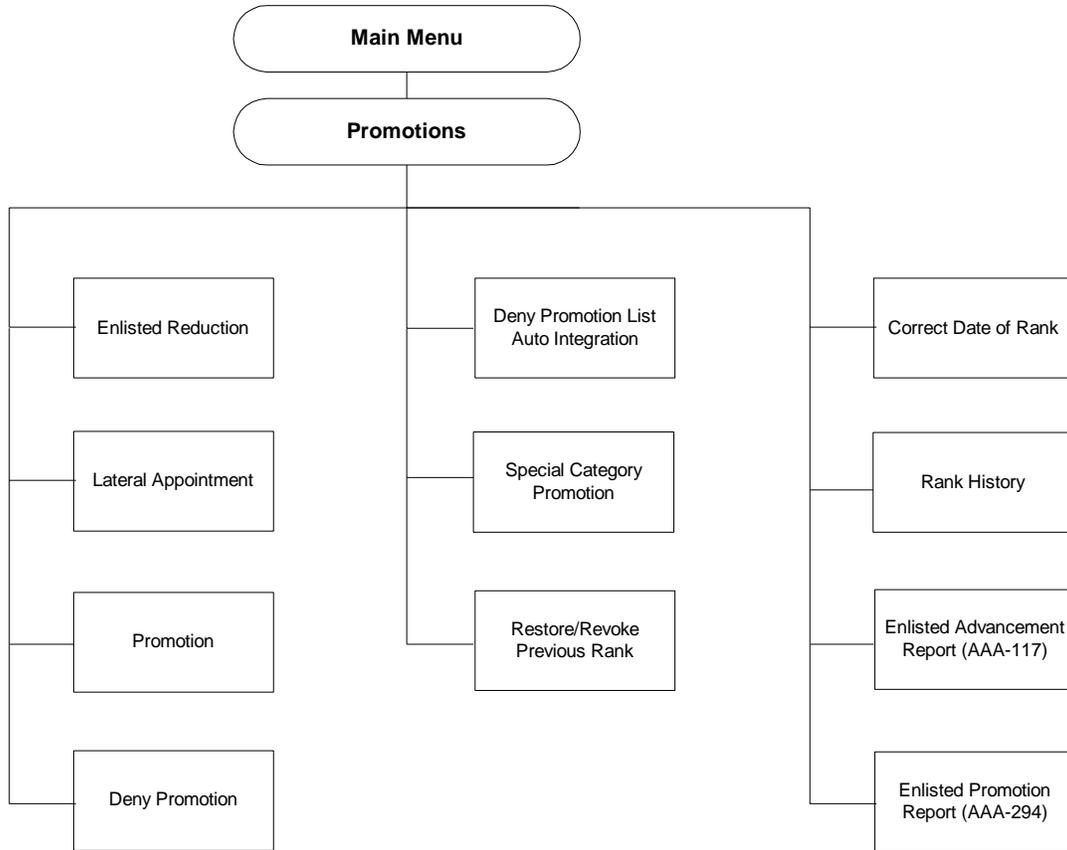


Figure 15–1: Promotions Processes

1.95 Enlisted Reduction

Enlisted Reduction allows you to process a reduction in rank of one or more Enlisted Soldiers. The reduction may be based on one or more of the following reasons: misconduct, inefficiency, discharge under other than honorable conditions, failure to complete formal training, and other reasons listed in Army regulations governing reduction for Enlisted personnel. You have the option to process a reduction in rank for Soldiers E2 to E9 as follows:

- E2 can be reduced to E1
- E3 can be reduced to E2 and E1
- E4 can be reduced to E3, E2, and E1
- E5 and above can be reduced more than one grade if the Rank Change Reason Code is “B” (MISCONDUCT) or “D” (DISCH UNDER OTHER THAN HONORABLE COND).

Figure 15–2, Enlisted Reduction Processes, illustrates the processes in Enlisted Reduction.

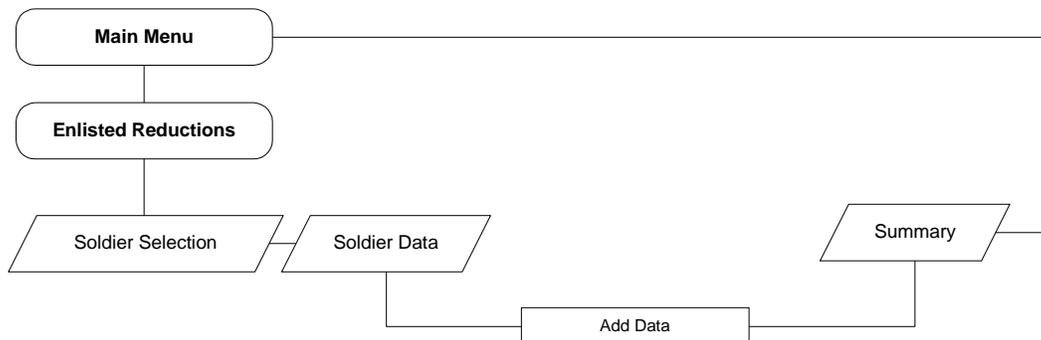


Figure 15–2: Enlisted Reduction Processes

To process a reduction in rank of one or more Enlisted Soldiers, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Enlisted Reduction—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.95.1 Enlisted Reduction—Soldier Data

The Enlisted Reduction—Soldier Data page (shown in Figure 15–3, Enlisted Reduction—Soldier Data) allows you to process the reduction in rank of an Enlisted Soldier from E2 to E9. The system displays the Soldier’s Rank, Name, SSN, UIC, and PMOS as well as the Soldier’s position on the Soldier list and the total number of Soldiers from the list as read-only.

Note: Any pending Auto List Integration (ALI) denial data for the Soldier are removed when you perform an Enlisted reduction. The data are removed from the eMILPO database and are not recoverable should the reduction be restored later.

This page allows the user to process the reduction in rank of an enlisted soldier. (*) denotes a required field.

- Click "Save" to save the record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SSG DANIEL GALVIN SSN: [redacted] UIC: WH1LAA PMOS: 63B 1 of 1

*New Rank: Select One Rank Change Type: REDUCTION

*Effective Date of Rank: [text box] *Date of Rank: [text box]

*PMOS: Select One

*Rank Change Reason Code: Select One

Save Next Close

Figure 15–3: Enlisted Reduction—Soldier Data

Complete the following steps to process an Enlisted reduction:

1. The system stores the valid range of ranks for reduction in the New Rank picklist. You may select an appropriate choice. This is a required field.
2. The system defaults the Rank Change Type to REDUCTION. You may not edit this data.
3. Enter the Effective Date of Rank and Date of Rank in the provided text-entry fields, as required.
4. The system stores the valid range of PMOS for the selected Soldier in the PMOS picklist. You may select an appropriate choice to indicate the Soldier’s primary specialty, as required.

5. Expand the Rank Change Reason Code picklist and select a value. Table 15–1, Rank Change Reason (Enlisted Reduction) Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	INEFFICIENCY
B	MISCONDUCT
C	INVOLUN REDTN DUE TO UNIT REORG INACT
D	DISCH UNDER OTHER THAN HONORABLE COND
E	SOLDR DROPPED FROM THE ROLLS OF THE ARMY
F	FAILURE TO COMPLETE SCHOOLING

Table 15–1: Rank Change Reason (Enlisted Reduction) Codes and Abbreviations

6. Click Save to save the entered data. The system will validate your data entry and update the Soldier's record. The system then advances you to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Enlisted Reduction—Summary page (shown in Figure 15–4, Enlisted Reduction—Summary) to show all completed actions.
7. Alternatively, you can perform the following:
- Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Enlisted Reduction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Enlisted Reduction—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.95.1.1 Transaction to TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

1.95.2 Enlisted Reduction—Summary

The Enlisted Reduction—Summary page lists the Soldiers who have been successfully processed and their corresponding data (New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print this page.

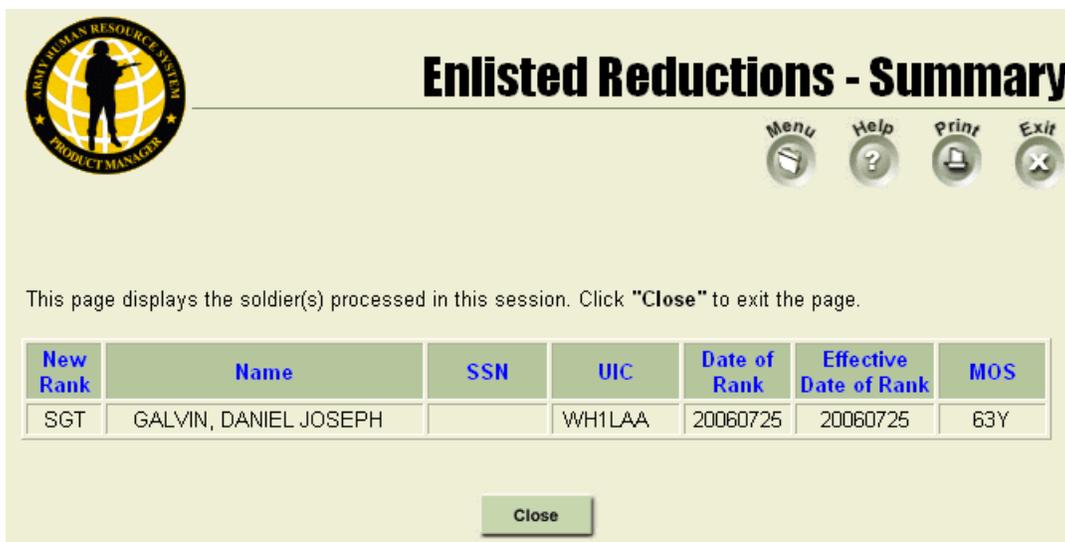


Figure 15–4: Enlisted Reduction—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.96 Lateral Appointment

The Lateral Appointment module allows you to process the appointment of one or more Enlisted Soldiers to a laterally equivalent rank and equal pay. Lateral Appointment can be processed for the following:

- SPC to/from CPL
 - MSG to/from 1SG

Figure 15–5, Lateral Appointment Processes, illustrates the processes in Lateral Appointment.

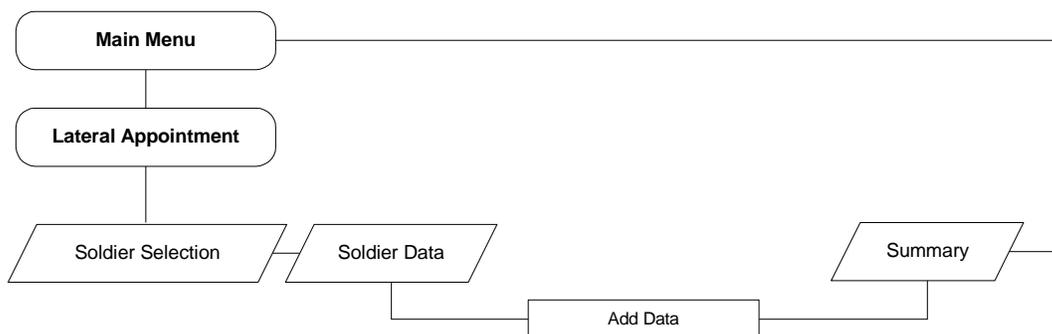


Figure 15–5: Lateral Appointment Processes

To process a lateral appointment for one or more Enlisted Soldiers, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Lateral Appointment—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.96.1 Lateral Appointment—Soldier Data

The Lateral Appointment—Soldier Data page (shown in Figure 15–6, Lateral Appointment—Soldier Data) allows you to process the grade change for one or more Soldiers who have an approved lateral appointment. The system

displays the Soldier's Rank, Name, SSN, UIC, and PMOS as well as the Soldier's position on the Soldier list and the total number of the Soldiers from the list as read-only.

Lateral Appointment - Soldier Data

This page allows the user to process a lateral appointment for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to save the record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	PMOS: 25B	1 of 1
*New Rank:	<input type="text" value="CPL"/>	Date of Rank:	<input type="text" value="20041108"/>	
*Effective Date of Rank (Date of Appointment):	<input type="text"/>	Rank Change Type:	<input type="text" value="D"/>	
*PMOS:	<input type="text" value="25B"/>			

Save Next Close

Figure 15–6: Lateral Appointment—Soldier Data

Complete the following steps to process a lateral appointment:

1. The system provides a valid range of New Rank in the corresponding picklist. Select a value. This is a required field.
2. The system defaults the required Date of Rank to the Soldier's current date of rank. You may not edit this field.
3. Enter the Effective Date of Rank (Date of Appointment) in the provided text-entry field, as required.
4. The system defaults the Rank Change Code to D (Lateral Appointment). You may not edit these data.
5. The system defaults the Soldier's current primary specialty in the PMOS picklist. You may select an alternate choice if the data are available.
6. Click Save to save the entered data. The system will validate your data entry and update the Soldier's record. The system then advances you to the next Soldier on the Soldier list, if one exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Lateral Appointment—Summary page (shown in Figure 15–7, Lateral Appointment—Summary) to show all completed actions.
7. Alternatively, you can perform the following:

- Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Lateral Appointment—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Lateral Appointment—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.96.1.1 Transaction to TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

1.96.2 Lateral Appointment—Summary

The Lateral Appointment—Summary page lists the Soldiers who have been successfully processed and their corresponding data (Rank, New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and PMOS). You have the option to view and/or print this page.

Rank	New Rank	Name	SSN	UIC	Date of Rank	Effective Date of Rank	PMOS
SPC	CPL	GALVIN, JAIME LYNN		WVMEAD	20041108	20060727	25B

Figure 15–7: Lateral Appointment—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.97 Promotion

The Promotion module allows you to process the promotion of E1, E2, E3, and E4 Soldiers based on TIS and TIG. Figure 15–8, Promotion Processes, illustrates the processes in Promotion.

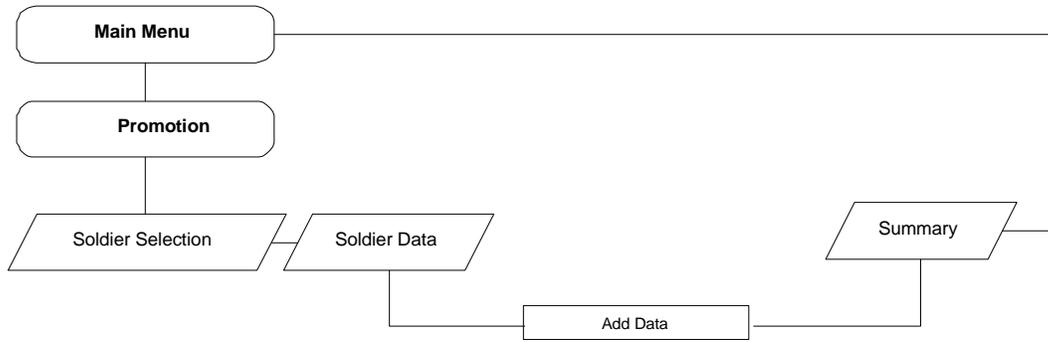


Figure 15–8: Promotion Processes

To process the promotion of E1, E2, E3, and E4 Soldiers based on TIS and TIG, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.97.1 Promotion—Soldier Data

The Promotion—Soldier Data page (Figure 15–9: Promotion—Soldier Data) allows you to process the promotion for E1 to E4 Soldiers who are eligible for promotion based on TIS and TIG qualifications and those Soldiers not previously selected. The system displays the Soldier’s Rank, Name, SSN, UIC, and PMOS along with the Soldier’s standing on the Soldier list and the total number of Soldiers from the list as read-only.

Promotion - Soldier Data

Menu Help Print Exit

This page allows the user to promote the selected enlisted soldier. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

PFC MICHAEL GALVIN	SSN:	UIC: WEUTAA	PMOS: 88M	1 of 1
*New Rank:	Select One	*Date of Rank:		
*Effective Date of Rank:		Rank Change Type:	A	
MOS:	88M			

Save Next Close

Figure 15–9: Promotion—Soldier Data

Complete the following steps to process a Soldier’s promotion:

1. The system displays the next higher Rank to which the Soldier can be promoted. This is not an editable field.

2. Enter the Date of Rank and Effective of Rank in the provided text-entry fields. These are required fields.
3. The system defaults the Rank Change Type to A (Advancement Of Only One Paygrade). You may not edit these data.
4. The system defaults the MOS field to the Soldier's current MOS. You may not edit these data.
5. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Promotion—Summary page (shown in Figure 15–10, Promotion—Summary) to show all completed actions. **Note:** If you enter an Effective Date of Rank that precedes the system displays an error message; click OK to return to the Promotion Soldier Data page to correct the date.
6. Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.97.1.1 System Validations

The system performs the following validations:

- The system shall send Transaction 4215 unless the change type is F.
- The system shall ensure that the Soldier has met the minimum Time in Grade (TIG) and Time in Service (TIS) requirements for the promote with waiver.
- For Enlisted promotion, the system shall use the Soldier's BASD to determine his TIS.
- For Enlisted promotion, the system shall use the Soldier's Date of Rank to determine his TIG.
- The system shall show E1 Soldiers in the Soldier selection list for promotion when they have at least 4 months TIS.
- The system shall show E2 Soldiers in the Soldier selection list for promotion when they have at least 6 months TIS and 2 months TIG.
- The system shall show E3 Soldiers in the selection list for promotion with at least 18 months TIS and 3 months TIG.
- The system shall ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.
- For promotion of E1 Soldiers, the system shall ensure the Date of Rank is at least 4 months after the Soldier's BASD.

- For promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 6 months after the Soldier's BASD.
- For the promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 2 months after the Soldier's current Date of Rank.
- For the promotion of E3 Soldiers, the system will ensure the Date of Rank is at least 18 months after the Soldier's BASD.
- For the promotion of E3 Soldiers, the system will ensure that the Date of Rank is at least 3 months after the Soldier's current Date of Rank.
- The system will ensure that the Date of Rank and Effective Date of Rank are no more than 31 days past the current date.
- The system will ensure that the allocation for promotions in the waiver zone is not exceeded.

1.97.1.2 Transaction to TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

1.97.2 Promotion—Summary

The Promotion—Summary page lists all successfully promoted Soldiers and their corresponding data (New Rank, Name, SSN, UIC, MOS, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print the page.

New Rank	Name	SSN	UIC	Date of Rank	Effective Date of Rank	MOS
SPC	GALVIN, MICHAEL JAY		WEUTAA	20060726	20060726	88M

Figure 15–10: Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.98 Deny Promotion

Deny Promotion allows you to record the commander's decision to block an automatic promotion to PV2, PFC, and SPC. Figure 15–11, Deny Promotion Processes, illustrates the processes in Deny Promotion.

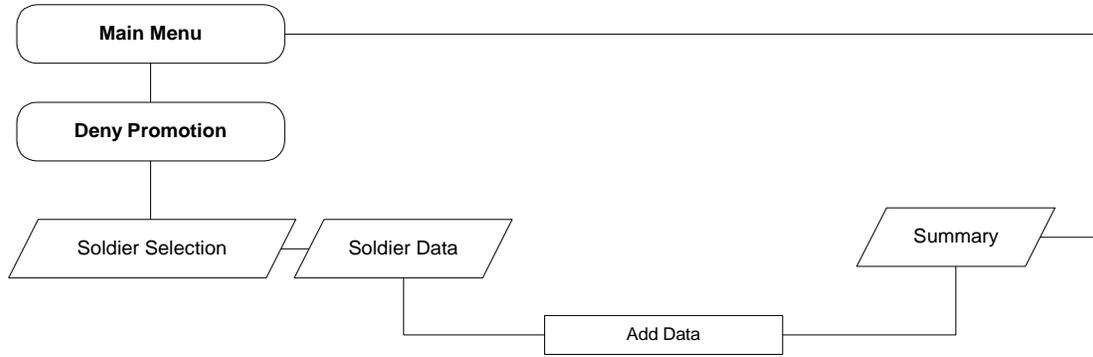


Figure 15–11: Deny Promotion Processes

To record the commander’s decision to block an automatic promotion to PV2, PFC, and SPC for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Deny Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.98.1 Deny Promotion—Soldier Data

The Deny Promotion—Soldier Data (shown in Figure 15–12, Deny Promotion—Soldier Data) page allows the authorized user to record the commander’s decision to block the promotion for the ranks of PV2, PFC, and SPC. The system displays the Soldier’s Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier’s standing from the Soldier list and the total number of Soldiers from the list.



Figure 15–12: Deny Promotion—Soldier Data

To record a promotion denial for a Soldier, perform the following steps:

1. Enter the Effective Date (Date of Denial) in the provided text-entry field. This is a required field.
2. The system defaults the Reason Code and Reason Type values for the Soldier. You may not edit these data.
3. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion—Summary page (shown in Figure 15–13, Deny Promotion—Summary) to show all completed actions.
4. Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Deny Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.98.1.1 Workflow Notice

The system forwards a workflow notice that informs the Soldier's career counselor of the need to schedule a counseling session.

1.98.1.2 System Validations

The system performs the following validations:

- The system shall show E1 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 5 months Time in Service (TIS).
- The system shall show E2 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 11 months TIS and 3 months Time in Grade (TIG).
- The system shall show E3 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 23 months TIS and 5 months TIG.
- The system shall show Enlisted Soldiers E1 to E3 in the Soldier list for Deny Promotion until the first day of the month in which they should have been promoted, until they have been promoted, until they have been denied promotion, or until they have been processed out of the Army.
- The system shall add an SFPA flag with a reason code of P and a reason type of A to the Soldier when a Deny Promotion is processed.
- The system shall automatically remove the deny code (PA) from the Soldier's record 1 day after the promotion should have occurred.
- The system shall not allow the user to enter a future denial date.
- The system shall not allow the user to enter a date that is more than 60 days before the effective date of promotion.

1.98.1.3 Transaction to TAPDB

The system sends Transaction 4215: Suspension of Favorable Personnel Action Data to TAPDB.

1.98.2 Deny Promotion—Summary

The Deny Promotion—Summary page lists all Soldiers successfully processed in the working session and their corresponding data (Rank, Name, SSN, UIC, Effective Date, and MOS). You have the option to view and/or print the page.



Figure 15–13: Deny Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.99 Deny Promotion List Auto Integration

The Deny Promotion List Auto Integration module allows you to process the denial of automatic integration to the promotion list for the selected Enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5. Figure 15–14, Deny Promotion List Auto Integration Processes, illustrates the processes in Deny Promotion List Auto Integration.

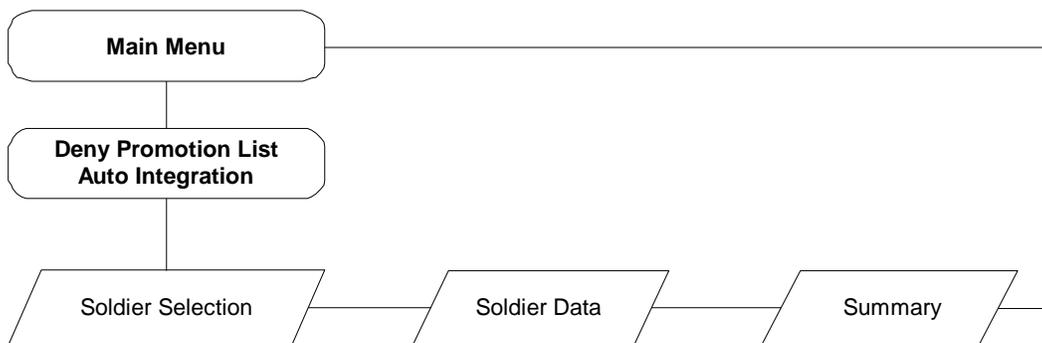


Figure 15–14: Deny Promotion List Auto Integration Processes

To initiate the processing of automatic integration to the promotion list for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Deny Promotion List Auto Integration – Soldier Data page.

1.99.1 Deny Promotion List Auto Integration – Soldier Data

The Deny Promotion List Auto Integration – Soldier Data page (shown in Figure 15–15) allows you to process the denial of automatic integration to the promotion list for the selected Enlisted Soldier. You have the option to deny promotion list automatic integration for E4 Soldiers who meet the minimum time in service and time in grade requirements to be promoted to E5. The system displays the selected Soldier’s rank, name, SSN, UIC, and PMOS as read-only fields along with the Soldier’s standing from the Soldier list and the total number of Soldiers from the list.

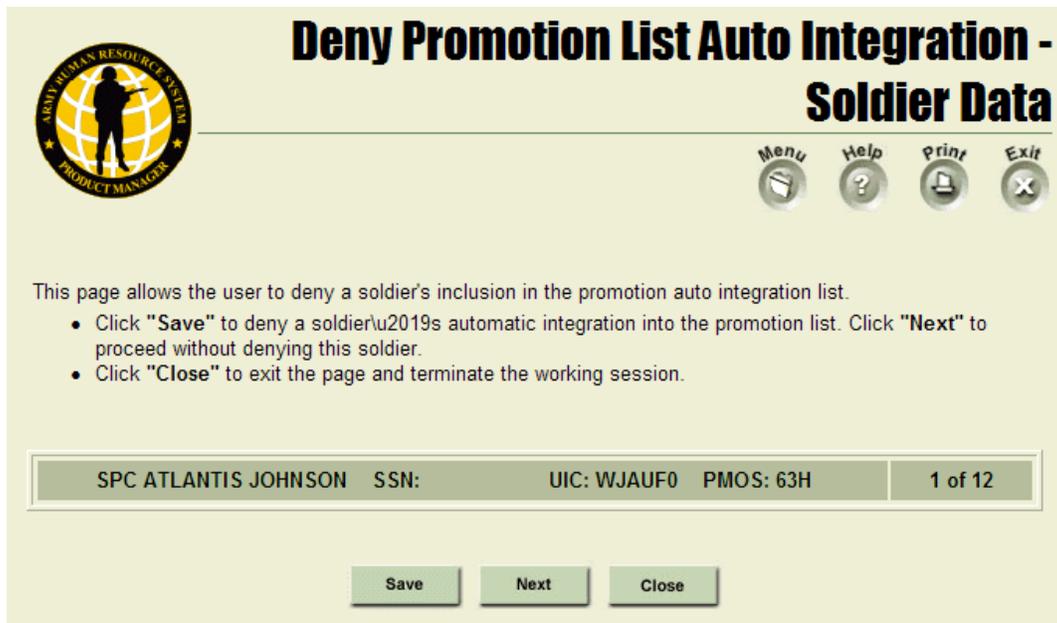


Figure 15–15: Deny Promotion List Auto Integration – Soldier Data

To process a denial from automatic integration, perform the following steps:

1. Click Save to process the Soldier’s denial from automatic integration into the promotion list. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Deny Promotion List Auto Integration – Summary page to show all completed actions.
2. Click Next to proceed to the next Soldier without saving. The system then advances to the next Soldier on the Soldier list, if any exists. If the current Soldier is the only or last Soldier from the Soldier Selection page, the system returns you to the Main Menu.
3. Click Close to terminate the working session and return to the Main Menu. If the user has saved any previous actions, the system generates the Deny Promotion List Auto Integration - Summary page for the Soldiers who were already successfully processed. Otherwise, the system returns the user to the Main Menu.

Note: This function is only available from the first to the 19th of the month. If you try to access Deny Promotion List Auto Integration after the 19th of the month, the system displays a message (shown in Figure 15–16) informing you that the function is unavailable.

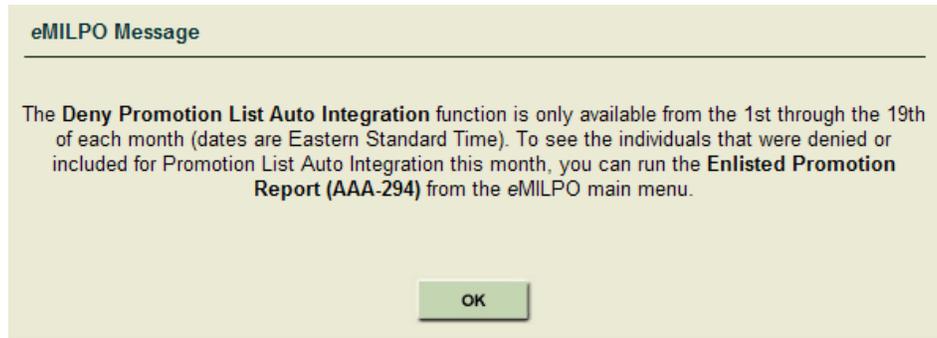


Figure 15–16: Deny Promotion List Auto Integration Message

1.99.1.1 Transactions to TAPDB

The following transaction is sent to TAPDB: On the 20th of every month, a 4285 transaction for every Soldier who was not denied auto integration this month is generated.

1.99.2 Deny Promotion List Auto Integration – Summary

The Deny Promotion List Auto Integration – Summary page (shown in Figure 15–17) lists all Soldiers who were denied automatic integration to the promotion list and their corresponding data (Name, SSN, UIC, MOS, and Denial Date). You have the option to view and/or print the page.

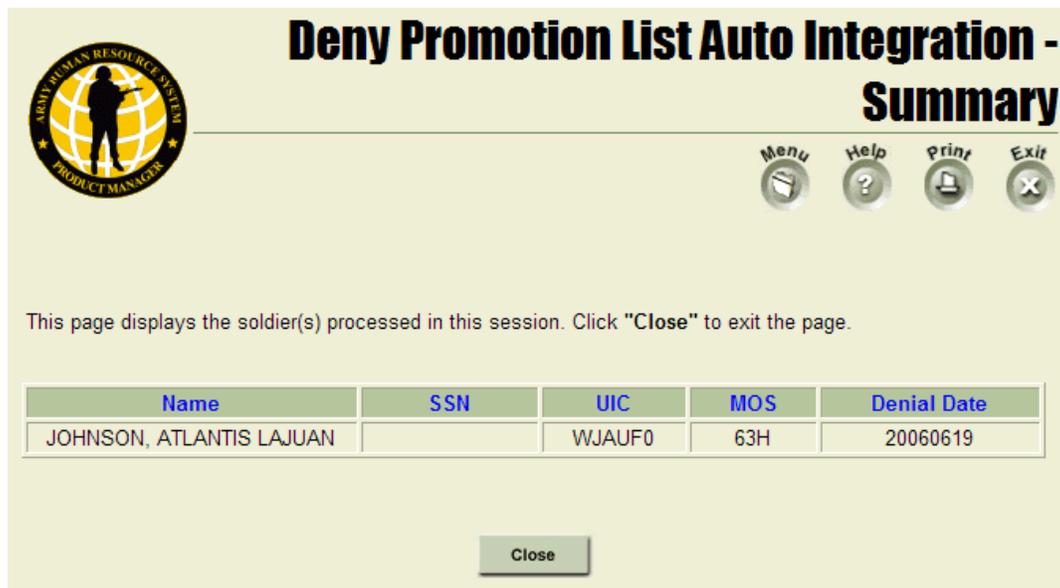


Figure 15–17: Deny Promotion List Auto Integration – Summary

Click Close to return to the Main Menu.

1.100 Special Category Promotion

The Special Category Promotion module allows you to process the promotion of one or more Enlisted Soldiers who fall into the category of "Special." An example of Special may consist of Soldiers who had attended special schools or Ranger training. The Soldiers belonging to this category will not follow the same criteria for promotion eligibility as the majority of active Enlisted Soldiers. Figure 15–18, Special Category Promotion Processes, illustrates the processes in Special Category Promotion.

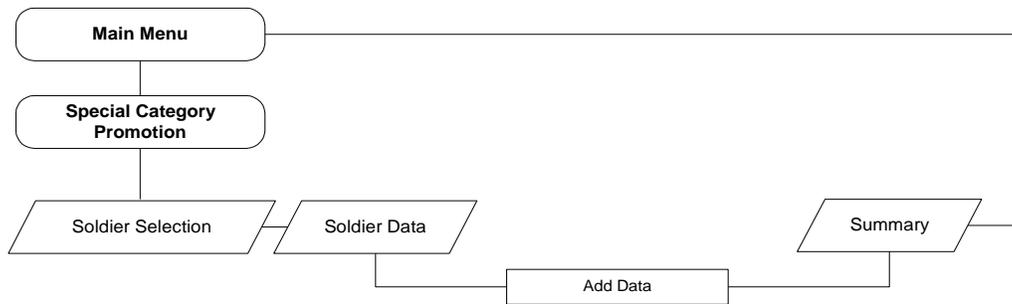


Figure 15–18: Special Category Promotion Processes

To process a special category promotion for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). The system allows only Soldiers with grades E01, E02, and E03 to be returned through the build Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Special Category Promotion—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.100.1 Special Category Promotion—Soldier Data

This page (shown in Figure 15–19, Special Category Promotion—Soldier Data) allows you as an authorized user to process the promotion for the selected Enlisted Soldier who falls under the category of Special. The system displays the Soldier’s Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier’s standing from the Soldier list and the total number of Soldiers from the list.

Complete the following steps to process a special category promotion.

1. The system stores the valid ranks in the New Rank picklist and allows you to select a valid choice. This is a required field.
2. The system will default the Rank Change Type according to the New Rank you select. You may not edit these data.
 - A—ADVANCEMENT OF ONLY ONE PAYGRADE if the selected New Rank is one rank above the Soldier’s current rank.
 - B—ADVANCEMENT OF MORE THAN ONE PAYGRADE if the selected New Rank is more than one rank above the Soldier’s current rank.
3. Enter the Date of Rank and Effective Date of Rank in the provided text-entry fields, as required.

Figure 15–19: Special Category Promotion—Soldier Data

4. The system displays the Soldier’s current MOS, indicating his or her military specialty. You may not edit this field.
5. Select a valid Enlisted Promotion Reason from the corresponding picklist to indicate the basis for the promotion. This is a required field. Table 15–2, Enlisted Promotion Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
R	ENTERED WARRANT OFFICER ENTRY COURSE
S	GRADUATED FROM RANGER SCHOOL
X	OTHER, EXCEPTION TO POLICY

Table 15–2: Enlisted Promotion Reason Codes and Abbreviations

6. Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier on the Soldier list, the system generates the Special Category Promotion—Summary page (shown in Figure 15–20, Special Category

Promotion—Summary) listing all completed actions. **Note:** If you enter an Effective Date of Rank that precedes the system displays an error message; click OK to return to the Promotion Soldier Data page to correct the date.

7. Alternatively, you can perform the following:

- Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Special Category Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Special Category Promotion—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.100.1.1 System Validations

The system performs the following validations:

- The system ensures that Date of Rank and Effective Date of Rank are not future dates; the dates must be either equal to or less than the system date and less than the Soldier's Current Date of Rank.
- The system shall allow a Soldier at the E1 grade level to advance one, two, or three grade levels.
- The system shall allow a Soldier at the E2 grade level to advance one or two grade levels.
- The system shall allow a Soldier at the E3 grade level to advance one grade level.
- The system shall update the Rank Change Type based on the new rank selected by the user.
- The system shall not allow a future Date of Rank.
- The system shall not allow a future Effective Date of Rank.
- The system shall ensure that the Effective Date of Rank is greater than or equal to the Date of Rank.
- The system shall ensure that The Effective Date of Rank is greater than or equal to the Soldier's previous Effective Date of Rank.
- The system shall ensure that the Date of Rank is greater than or equal to the Soldier's previous Date of Rank.

1.100.1.2 Transaction to TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

1.100.2 Special Category Promotion—Summary

The Special Category Promotion—Summary page lists all successfully promoted Soldiers and their corresponding data (Rank, New Rank, Name, SSN, UIC, Date of Rank, Effective Date of Rank, and MOS). You have the option to view and/or print the page.

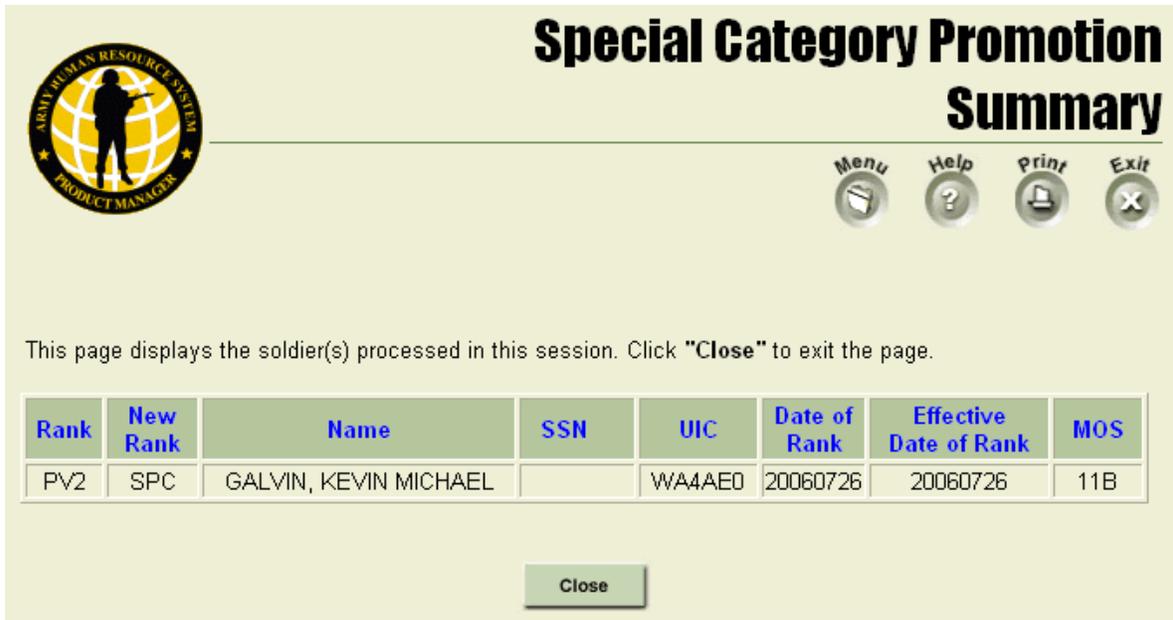


Figure 15–20: Special Category Promotion—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.101 Restore/Revoke Previous Rank

The Restore/Revoke Previous Rank allows you to process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction. Figure 15–21, Restore/Revoke Previous Rank Processes, illustrates the processes in Restore/Revoke Previous Rank.

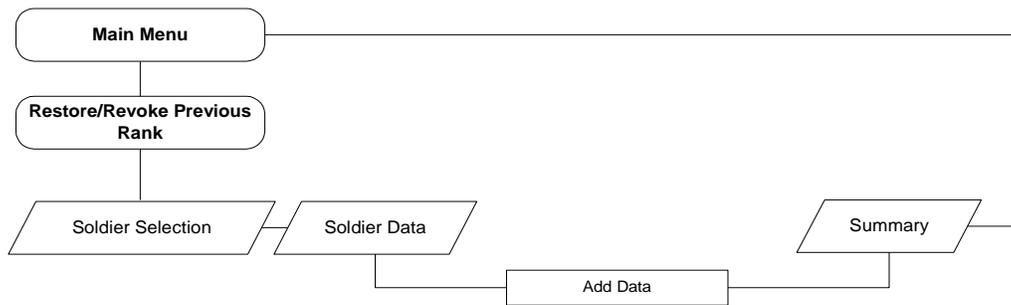


Figure 15–21: Restore/Revoke Previous Rank Processes

To process the restoration to the previous rank of a reduction only and the revocation of an erroneous data entry, promotion, or reduction for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Restore/Revoke Previous Rank—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.101.1 Restore/Revoke Previous Rank—Soldier Data—Restore Mode

This page (shown in Figure 15–22, Restore/Revoke Previous Rank—Soldier Data—Restore Mode) allows the authorized user to restore a reduction (only) back to the Soldier’s previously held rank. The system displays the selected Soldier’s current Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier’s standing from

the Soldier list and the total number of Soldiers from the list. The system also displays the selected action as read-only for verification purposes.

**Restore/Revoke Previous Rank
Soldier Data**

ARMY HUMAN RESOURCE SYSTEM
PRODUCT MANAGER

Menu Help Print Exit

This page allows the user to restore the previous rank for the selected soldier. Please enter or select the requested data. (*) denotes a required field.

- Click **"Save"** to restore the record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SGT DANIEL GALVIN	SSN:	UIC: WH1LAA	PMOS: 63Y	1 of 3
ACTION: Restore				
Reinstated Rank:	<input type="text" value="SSG"/>	*Effective Date of Restoration:	<input type="text" value="20060725"/>	
Date of Rank:	<input type="text" value="20041001"/>	*MOS:	<input type="text" value="44E"/>	
Rank Change Reason:	<input type="text" value="RESTORATION"/>			

Save Next Close

Figure 15–22: Restore/Revoke Previous Rank—Soldier Data—Restore Mode

Complete the following steps to process a restoration of previous rank:

- The system displays the Previous Rank in the Reinstated Rank field and Date of Rank as read-only.
- The system displays the Effective Date of Restoration to the effective date of Reduction. You may edit this date.
- The system defaults the selected Soldier's current military specialty in the MOS picklist and allows you to select an alternative value, as necessary.
- The system defaults the Rank Change Reason to Restoration. This is a read-only field.
- Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page to show all completed actions.
- Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the

Soldier list, the system will display the Restore/Revoke Previous Rank—Summary page to list all completed actions. Otherwise, the system returns you to the Main Menu.

- Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.101.1.1 System Validation

The system performs the following validations:

- The system shall default the Rank Change Reason Code for Restore to “H.”
- The system shall ensure that the Effective Date of Restoration is not a future date.

1.101.1.2 Transaction to TAPDB

The system sends Transaction 4225: Grade Change to TAPDB.

1.101.2 Restore/Revoke Previous Rank—Soldier Data—Revoke Mode

This page (shown in Figure 15–23, Restore/Revoke Previous Rank—Soldier Data—Revoke Mode) allows you as an authorized user to revoke the Soldier’s current rank (promotion/reduction). The system displays the selected Soldier’s Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier’s standing from the Soldier list and the total number of Soldiers from the list. The system also displays the selected action as read-only for verification purposes.

To revoke the Soldier’s current rank, perform the following steps:

1. The system displays the Soldier’s Previous Rank, Previous Date of Rank, and Effective Date of Erroneous Action as read-only. You may not edit these fields.
2. The system defaults the Soldier’s current military specialty in the MOS picklist and allows you to select an alternative value, as necessary.
3. The system stores the valid basis for the revocation of rank in the Rank Change Reason picklist and allows you to select a valid choice for the Soldier. This is a required field. Table 15–3, Rank Change Reason Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
J	CORRECTION OF ERRONEOUS PROMOTION
I	CORRECTION OF ERRONEOUS REDUCTION
G	ERRONEOUS ACTION—DATA ENTRY ERROR

Table 15–3: Rank Change Reason Codes and Abbreviations

**Restore/Revoke Previous Rank
Soldier Data**

Menu Help Print Exit

This page allows the user to revoke the previous rank for the selected soldier. (*) denotes a required field.

- Click **"Save"** to revoke the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SGT JASON GALVIN SSN: UIC: WBT4A1 PMOS: 15T 2 of 3

ACTION: Revoke

Previous Rank: Previous Date of Rank:

Eff. Date of Erroneous Action: MOS:

*Rank Change Reason:

Save Next Close

Figure 15–23: Restore/Revoke Previous Rank—Soldier Data—Revoke Mode

- Click Save to proceed. The system will validate your data entry and prompt you to confirm the action before revoking the Soldier's record. The system then forwards you to the next Soldier, if any exists. If the current Soldier is the only or last Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page listing all completed actions.
- Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exist. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Restore/Revoke Previous Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.101.2.1 System Validations

The system performs the following validation: The system ensures that the Effective Date of Revocation is equal to the effective date of the erroneous promotion or reduction.

1.101.2.2 Transaction to TAPDB

The system sends the following transaction to TAPDB: Transaction 4225: Grade Change.

1.101.3 Restore/Revoke Previous Rank—Summary

The Restore/Revoke Previous Rank—Summary page (shown in Figure 15–24, Restore/Revoke Previous Rank—Summary) lists all successfully promoted Soldiers with their corresponding data (Status, Rank, Name, SSN, UIC, MOS, Date of Rank, and Effective Date of Rank). You have the option to view and/or print the page.

Status	Rank	Name	SSN	UIC	MOS	Date of Rank	Eff Date of Rank
Restored	SSG	GALVIN, DANIEL JOSEPH		WH1LAA	44E	20041001	20060725
Revoked	SPC	GALVIN, JASON MICHAEL		WBT4A1	15T	20020411	20060201

Figure 15–24: Restore/Revoke Previous Rank—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.102 Correct Date of Rank

The Correct Date of Rank module allows you to correct the Soldiers' current Date of Rank and Effective Date of Rank in the system. Figure 15–25, Correct Date of Rank Processes, illustrates the processes in Correct Date of Rank.

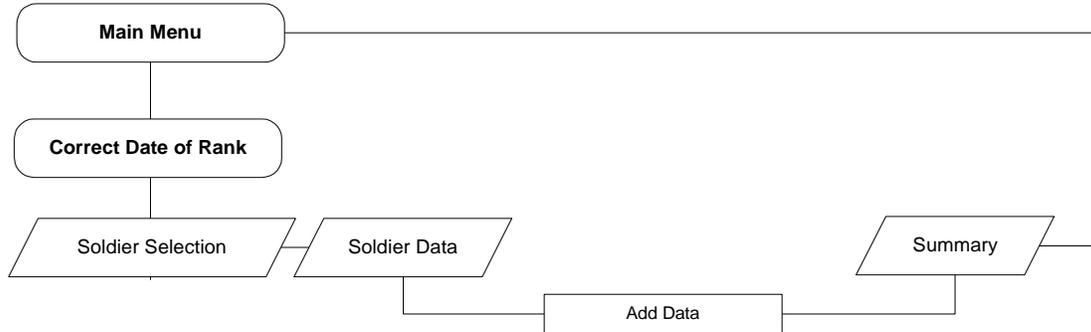


Figure 15–25: Correct Date of Rank Processes

To correct a Soldiers' current Date of Rank and Effective Date of Rank, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Correct Date of Rank—Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.102.1 Correct Date of Rank—Soldier Data

The Correct Date of Rank—Soldier Data page (shown in Figure 15–26, Correct Date of Rank—Soldier Data) allows you to correct the Date of Rank and Effective Date of Rank for the Soldier's current rank. The system displays the selected Soldier's current Rank, Name, SSN, UIC, and PMOS as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system displays the Soldier's current Date of Rank and Effective Date of Rank as read-only for verification purposes.

Correct Date of Rank - Soldier Selection

This page allows the user to correct a Date of Rank or Effective Date of Rank for the selected soldier. (*) denotes a required field.

- Click **"Save"** to save the current record. Click **"Next"** to proceed without saving.
- Click **"Close"** to exit the page and terminate the working session.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	PMOS 25B	1 of 2
Date of Rank: 20041108		Effective Date of Rank: 20060727		
*Corrected Date of Rank:		<input type="text"/>		
*Corrected Effective Date of Rank:		<input type="text"/>		

Save Next Close

Figure 15–26: Correct Date of Rank—Soldier Data

To correct a date of rank for a Soldier, perform the following steps:

- You may provide a Corrected Date of Rank. This is a required field.
- You may provide a Corrected Effective Date of Rank if the information is available.
- Click Save to proceed. The system will validate your data entry and add a new record for the Soldier. The system will then forward you to the next Soldier, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Correct Date of Rank—Summary page (shown in Figure 15–27, Correct Date of Rank—Summary) to show all completed actions.
- Alternatively, you can perform the following:
 - Click Next to proceed without saving. The system detects data entry on the page and prompts you to save or discard the data. The system will then advance to the next Soldier on the Soldier list, if any exists. If the current Soldier is the last or only Soldier from the Soldier list, the system generates the Correct Date of Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.
 - Click Close to terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. If you have saved any previous data, the system generates the Correct Date of Rank—Summary page to list any completed actions. Otherwise, the system returns you to the Main Menu.

1.102.1.1 System Validations

The system performs the following validations:

- The Date of Rank cannot be before the Soldier's DIEMS if the Soldier has a DIEMS.
- The Date of Rank cannot be before the Soldier's PEBD if the Soldier has a PEBD and does not have a DIEMS.
- The Date of Rank cannot be before the Soldier's BASD if the Soldier has a BASD and does not have a DIEMS and PEBD.
- The Date of Rank cannot be before the Soldier's Date of Birth (DOB) if the Soldier has a DOB and does not have a DIEMS, PEBD, and BASD.
- The Date of Rank cannot be before 01/01/1900 if the Soldier does not have a DIEMS, PEBD, BASD, and DOB.

1.102.1.2 Transactions to TAPDB

The system sends Transaction 4233: Date of Rank Correction to TAPDB.

1.102.2 Correct Date of Rank—Summary

The Correct Date of Rank—Summary page lists all successfully processed Soldiers and their corresponding data (Rank, Name, SSN, UIC, New Date of Rank, and New Effective Date of Rank). You have the option to view and/or print the page.

Rank	Name	SSN	UIC	New Date of Rank	New Effective Date of Rank
SPC	GALVIN, JAIME LYNN		WVMEAD	20060726	20060726

Figure 15–27: Correct Date of Rank—Summary

Click Close to exit the page. The system returns you to the Main Menu.

1.103 Rank History

The Rank History module lists all ranks held by the selected Soldier during his or her Army career, including the ranks' Date of Rank and Effective Date of Rank. **Note:** This function is available for performing actions for Enlisted personnel only. You have the option to add, update, or remove one or more ranks. Figure 15–28, Rank History Processes, illustrates the processes in Rank History.

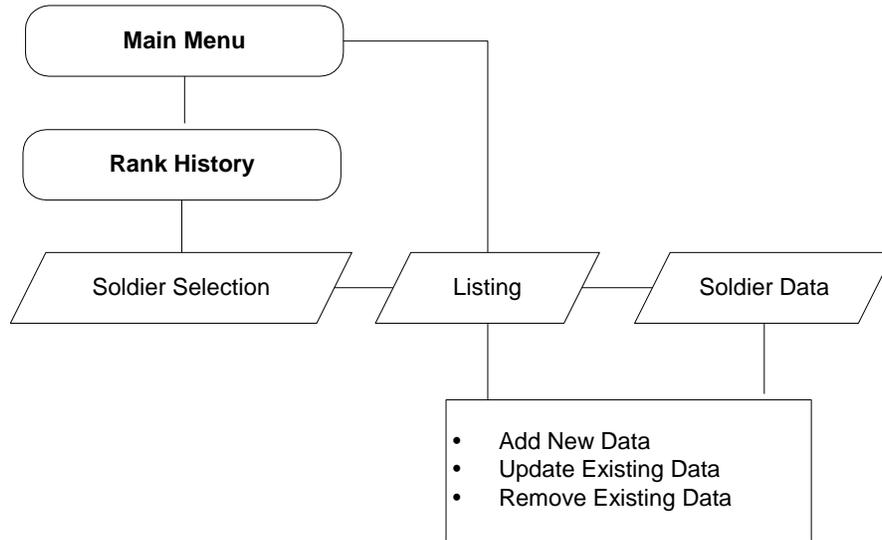
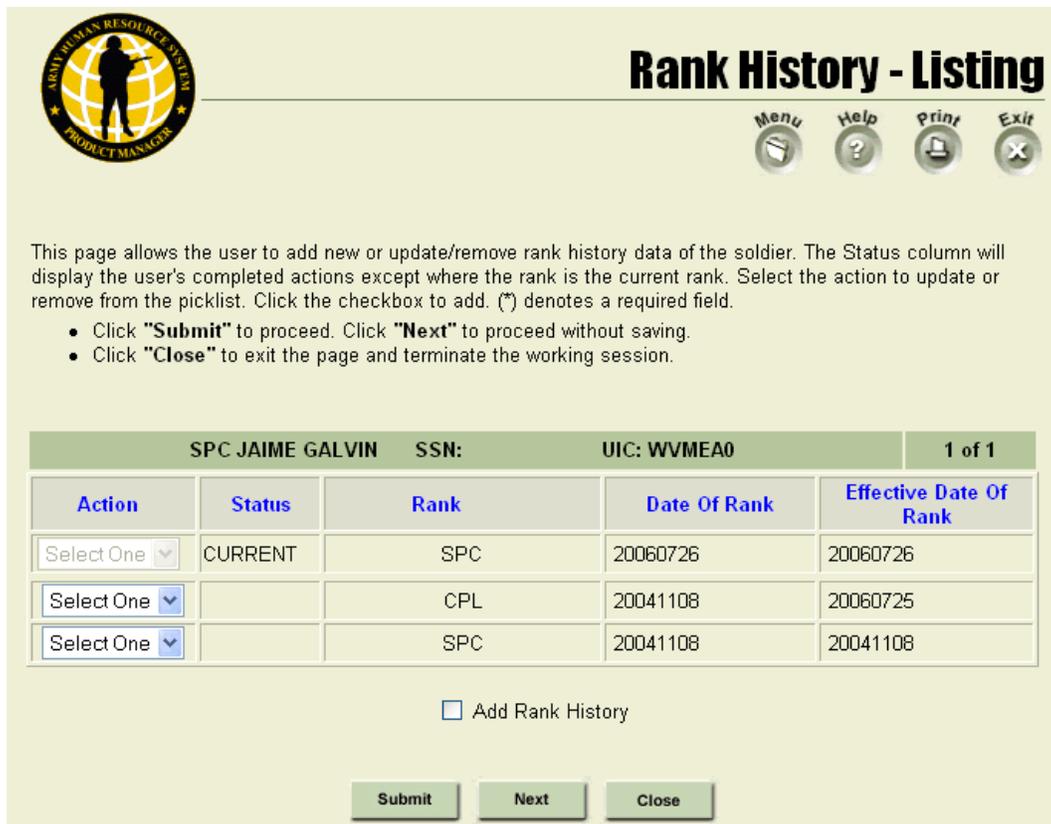


Figure 15–28: Rank History Processes

To add, update, or remove a rank history data for a Soldier, you must first build a Soldier list. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the Rank History—Listing page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous.

1.103.1 Rank History—Listing

The Rank History—Listing page (shown in Figure 15–29, Rank History—Listing) details all ranks held by the Soldier throughout his or her Army career and their corresponding Date of Rank and Effective Date of Rank. The system displays the selected Soldier's current Rank, Name, SSN, and UIC as read-only fields along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list.



Rank History - Listing

This page allows the user to add new or update/remove rank history data of the soldier. The Status column will display the user's completed actions except where the rank is the current rank. Select the action to update or remove from the picklist. Click the checkbox to add. (*) denotes a required field.

- Click "Submit" to proceed. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SPC JAIME GALVIN		SSN:	UIC: WVMEA0		1 of 1
Action	Status	Rank	Date Of Rank	Effective Date Of Rank	
Select One	CURRENT	SPC	20060726	20060726	
Select One		CPL	20041108	20060725	
Select One		SPC	20041108	20041108	

Add Rank History

Submit Next Close

Figure 15–29: Rank History—Listing

The following fields are available on this page:

- The Action picklist stores valid actions that you can select: Update, Remove, and View.
- The Status column will be updated after all selected actions are performed.
- The Rank, Date of Rank, and Effective Date of Rank columns list the details of the ranks.

1.103.1.1 Update/Remove Existing Rank History

You may select the appropriate action to update or remove one or more existing rank history data using the Action column.

1.103.1.2 Add New Rank History

To add a new rank history for a Soldier, perform the following steps:

- You may check the Add Rank History checkbox to add a new rank history for the Soldier.
- Click Submit to proceed. The system will display the Rank History—Soldier Data page for the first selected action and action type.
- Click Next to proceed to the next Soldier without saving, if any exists.
- Click Close to terminate the working session. The system returns you to the Main Menu.

1.103.2 Rank History—Soldier Data—Add Mode

The Rank History—Soldier Data page (shown in Figure 15–30, Rank History—Soldier Data—Add Mode) in Add mode allows you to add a new rank history for the selected Soldier. The system displays the Soldier's current Rank,

Name, SSN, UIC, and Action as read-only along with the Soldier’s standing from the Soldier list and the total number of Soldiers from the list.

Rank History - Soldier Data

Menu Help Print Exit

This page allows the user to add rank history data for a soldier. (*) denotes required fields.

- Click **"Save"** to save the current record. Click **"Reset"** to clear the fields.
- Click **"Next"** to proceed without saving. Click **"Close"** to exit the page.

SPC JAIME GALVIN	SSN:	UIC: WVMEA0	ACTION: Add	1 of 1
------------------	------	-------------	-------------	--------

*New Rank:

*Date of Rank: *Effective Date of Rank:

Rank Change Reason Code:

Rank Change Type:

Save Reset Next Close

Figure 15–30: Rank History—Soldier Data—Add Mode

To add new rank history data for a Soldier, perform the following steps:

1. The system stores the valid range of ranks for the selected Soldier in the New Rank picklist. You may select an appropriate choice. This is a required field.
2. Enter the required Date of Rank and Effective Date of Rank for the selected Rank.
3. Expand the required Rank Change Reason Code picklist and select an appropriate choice that indicates the basis for the rank. Table 15–4, Rank Change Reason Codes and Abbreviations, provides a list of the available values for this picklist. This is an optional field.

Codes	Abbreviations
A	INEFFICIENCY
B	MISCONDUCT
D	DISCH UNDER OTHER THAN HONORABLE COND
F	FAILURE TO COMPLETE SCHOOLING
G	ERRONEOUS ACTION—DATA ENTRY ERROR
H	RESTORATION
I	CORRECTION OF ERRONEOUS REDUCTION
J	CORRECTION OF ERRONEOUS PROMOTION
V	STRIPES FOR BUDDIES

Table 15–4: Rank Change Reason Codes and Abbreviations

4. Expand the required Rank Change Type picklist and select an appropriate choice that indicates the category for the change in rank. Table 15–5, Rank Change Type Codes and Abbreviations, provides a list of the available values for this picklist.

Codes	Abbreviations
A	ADVANCEMENT OF ONLY ONE PAYGRADE
B	ADVANCEMENT OF MORE THAN ONE PAYGRADE
C	REDUCTION
D	LATERAL APPOINTMENT

Table 15–5: Rank Change Type Codes and Abbreviations

5. Click Save to save the current record and proceed to the next action, if one exists. If you had selected to perform additional actions on the current Soldier, the system will loop through all selected actions and will then return you to the Listing page and update the Status column to show all completed actions. **Note:** If the dates entered precede dates associated with the Soldier’s current rank, the system displays a message (shown in Figure 5–31) informing you

that promotions are handled through the Promotion function; click OK to return to the Rank History Soldier Data page.

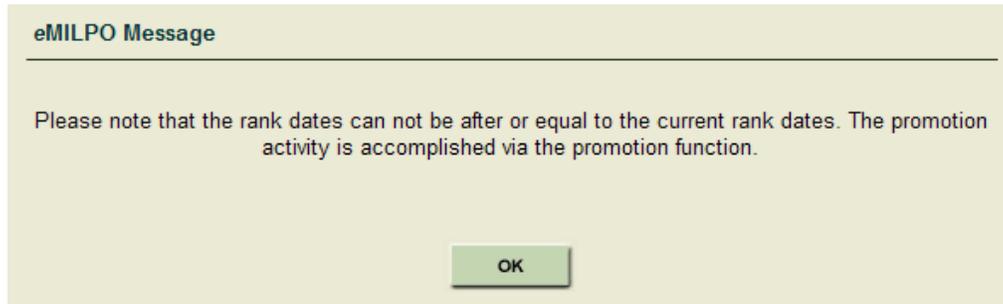


Figure 15–31: Rank History Message

6. Click Reset to clear all text-entry fields and reset all other form elements to their default values, if any exist. The system will return the location cursor to the first text-entry field on the page.
7. Click Next to skip this action. The system detects data entry on the page and prompts you to save or discard the data. If no other selected action exists, the system returns you to the Listing page and updates the Status column to show all completed actions.
8. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm the session is being terminated. The system then returns you to the Main Menu.

1.103.2.1 System Validations

The system performs the following validations:

- The Date of Rank cannot be before the Soldier's DIEMS, if the Soldier has a DIEMS.
- The Date of Rank cannot be before the Soldier's PEBD, if the Soldier has a PEBD and does not have a DIEMS.
- The Date of Rank cannot be before the Soldier's BASD, if the Soldier has a BASD and does not have a DIEMS and PEBD.
- The Date of Rank cannot be before the Soldier's Date of Birth (DOB), if the Soldier has a DOB and does not have a DIEMS, PEBD, and BASD.
- The Date of Rank cannot be before 01/01/1900, if the Soldier does not have a DIEMS, PEBD, BASD, and DOB.

1.103.3 Rank History—Soldier Data—Update Mode

The Rank History—Soldier Data page in Update mode allows you to revise current rank history data for the selected Soldier. The system displays the selected Soldier's current Rank, Name, SSN, UIC, PMOS, and Action as read-only along with the Soldier's standing from the Soldier list and the total number of Soldiers from the list. The system populates the fields with the data recorded for the selected rank history and allows you to edit the data. The Date of Rank is editable. The Rank Change Type and Rank Change Reason are optional. You may click Save, Next, or Close.

1.103.4 Rank History—Soldier Data—View Mode

The Rank History—Soldier Data page in View mode allows you to view existing rank history data for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only as well as the Soldier's position on the Soldier list and the total number of Soldiers from the list. To view current rank history data for a Soldier, perform the following steps:

1. The system displays the current values for the selected rank history as read-only.
2. Click Save to proceed. The system will prompt you to confirm the data are being removed from the Soldier's record. The system then forwards you to the next selected action.
3. Alternatively, you may click Next or Close.

1.103.5 Rank History—Soldier Data—Remove Mode

The Rank History—Soldier Data page in Remove mode allows you to view and remove an existing rank history for the selected Soldier. The system displays the selected Soldier's Rank, Name, SSN, UIC, and Action as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list. To remove rank history data for a Soldier, perform the following steps:

1. The system displays the current values for the selected rank history as read-only.
2. Click Save to proceed. The system will prompt you to confirm the data are being removed from the Soldier's record. The system then forwards you to the next selected action.
3. Alternatively, you may click Next or Close.

1.104 Promotions Reports

1.104.1 Promotion Report—UIC Selection

The Promotion Report—UIC Selection allows the authorized user to select a UIC to generate one of two Promotions reports: the AAA-117 or AAA-294.

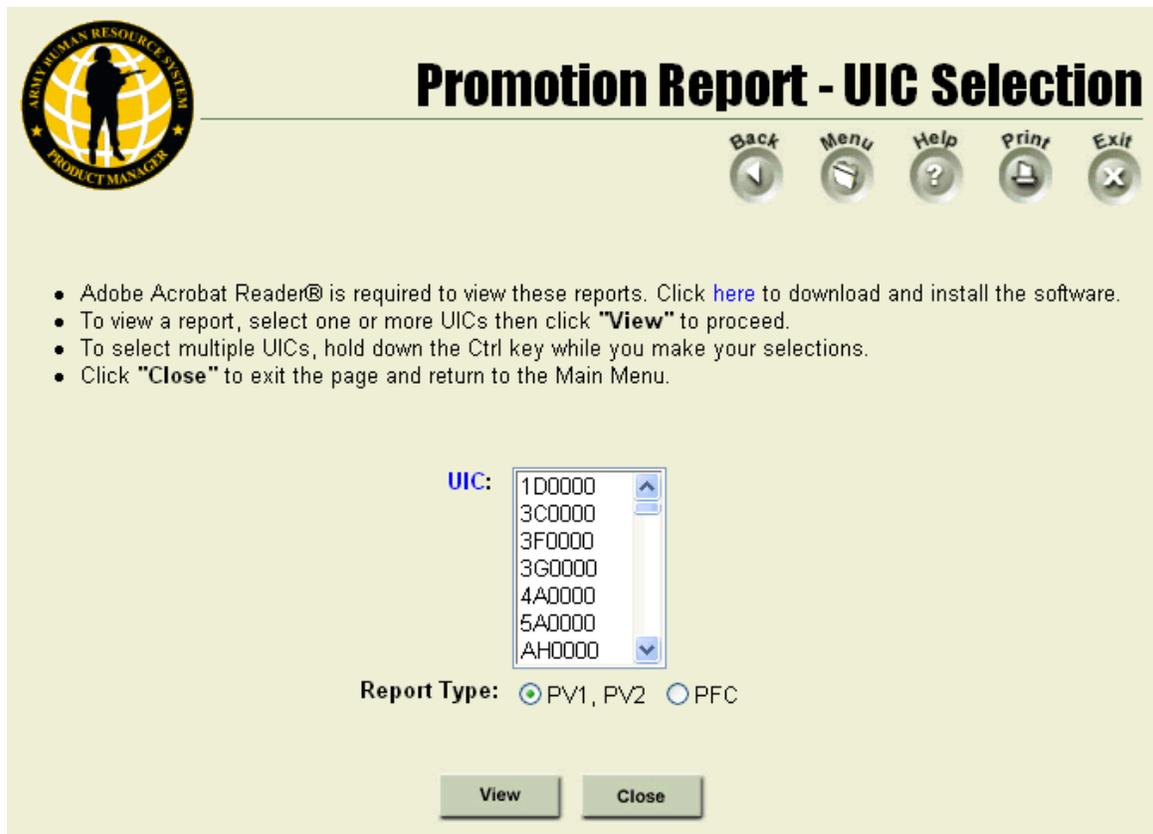


Figure 15–32: Promotion Report—UIC Selection

1.104.1.1 Enlisted Advancement Report (AAA-117)

To generate the Enlisted Advancement Report, perform the following steps:

1. The system displays the UICs accessible to you in the UIC picklist.
2. Select one or more UICs by clicking on the UIC of choice.
3. Select report type: PV1 and PV2 for Company, PFC for Battalion Role Up for SPC Promotions.
4. Click View to proceed. The system generates the report in Adobe Acrobat format. You will need to download and install Adobe Acrobat Reader to view the report. Click on the corresponding link to download and install Reader.
5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

1.104.1.2 Enlisted Promotion Report

To generate the Enlisted Promotion Report, perform the following steps:

1. The system displays the UICs accessible to you in the UIC picklist.
2. Select a UIC by clicking on the UIC of choice. You may only select one UIC at a time.
3. Click View to proceed. The system generates the report in Adobe Acrobat format.
4. You will need to download and install Adobe Acrobat Reader. Click the corresponding link to download and install Reader.
5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

1.104.2 Enlisted Advancement Report (AAA-117)

The Enlisted Advancement Report (shown in Figure 15–33, Enlisted Advancement Report [AAA-117])—combining the AAA-117 and AAA-119 reports—allows the authorized user to view the promotion recommendation for Enlisted Soldiers from E1 to E2 and E2 to E3. The report is based on the selected Associated UIC and subunits at the company level. Access the report by clicking on the corresponding hyperlink from the Main Menu.

AAA-117 Report - Unit Enlisted Advancement Report		UNCLASSIFIED	
Enlisted Advancement Report (AAA-117)			
UIC: W1HS10		Date of Report: 20050701	
PV1 Eligible			
No soldier data found for the selected UIC.			
PV1 Eligible with Waiver			
No soldier data found for the selected UIC.			
PV1 Not Eligible for Promotion			
No soldier data found for the selected UIC.			
Waiver Allocation Report			
Total Number of Soldiers Assigned	Total Allowance with Waiver	Number of Soldiers with Less Than Required TIS	Total Waivers Authorized
0	0	0	0
Page 1 of 2		As Of Date: 20050603	

Figure 15–33: Enlisted Advancement Report (AAA-117)

The system generates the report as an Adobe Acrobat .PDF file. You have the option to view, print, or save the file to a local media of choice within the Adobe Acrobat Reader framework. The system displays the Associated UIC and Date of Report as read-only. The system then generates the report categorized by rank for the following categories:

Fully Eligible for Promotion
Eligible for Promotion with Waiver

Not Eligible for Promotion Each category is displayed with the following corresponding data:

- Name
- SSN
- MOS (Military Occupation Specialty)
- Rank
- BASD (Basic Active Service Date)
- TIS (Time in Service)

- DOR (Date of Rank)
- TIG (Time in Grade)
- PSS (Personnel Security Status)
- PHY CAT (Physical Category)
- Advancement Action (Yes or No)

Remarks

The system also displays the Waiver Allocation Report for the following categories:

- Total Number of Soldiers Assigned and Attached
 - Total Allowance with Waiver
 - Number of Soldiers with Less than Required TIS
- Total Waivers Authorized

Click the “X” icon on the browser toolbar or select File and then Exit within Adobe Acrobat Reader to exit the page.

1.104.3 Enlisted Promotion Report (AAA-294)

The Enlisted Promotion Report (AAA-294)—shown in Figure 15–34, Enlisted Promotion Report (AAA-294)—allows you as an authorized user to view the promotion recommendation for Enlisted Soldiers from E4 to E5 and E5 to E6. The report is based on the selected Associated UIC and subunits at the battalion level. Access the report by clicking on the corresponding hyperlink from the Main Menu.

AAA-294 Report - Unit Enlisted Promotion Report											UNCLASSIFIED	
Enlisted Promotion Report (AAA-294)												
UIC: WBZ4AA Date of Report: 20050701												
SPC/CPL Eligible												
Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Promotion Action	Commander DTY PERFORM PTS	Remarks
BRADLEY, REBECCA CAROLYN		91D	SPC	20000825	58	20040201	17	N	A	YES	NO	
CASIANORODRIGUEZ, CHRISPY		31B	SPC	20010711	47	20030301	28	F	A	YES	NO	
CHAMBERS, BRANDON RICHARD		31B	SPC	20020205	40	20030901	22	P	A	YES	NO	
DAVIS, JASON ROBERT		31B	SPC	20020128	41	20031101	20	F		YES	NO	
DORSEY, JOHNNIE LEONARD		31B	SPC	20020307	39	20020307	39	F	A	YES	NO	
DOVE, JOHN RUSSELL		31B	SPC	20010821	46	20030701	24	F	A	YES	NO	
DUNCAN, CHRISTIE GEORGETTE		31B	SPC	20000829	58	20021001	33	F	B	YES	NO	
ELLINGSON, SCOTT LYLE		31B	SPC	20010918	45	20030401	27	F	A	YES	NO	
FISHEL, BRETT MICHAEL		31B	SPC	20010619	48	20030201	29	F	A	YES	NO	
GRAHAM, NICHOLAS EDWARD		31B	SPC	20020312	39	20040201	17	F	A	YES	NO	
HAMMERSLEY, JACOB ROBERT		31B	SPC	20010312	51	20021001	33	F	B	YES	NO	
LEBEAU, BENJAMIN DAVID		31B	SPC	20000605	60	20020805	34	F	A	YES	NO	
MODE, TIMOTHY BRIAN		31B	SPC	20020806	34	20040806	10	F	A	YES	NO	
PARKER, BRIAN WILLIAM		31B	SPC	20020404	38	20040201	17	F	A	YES	NO	
PAUL, CRISTINA LYNN		31B	SPC	20011018	44	20030801	23	F	B	YES	NO	
PHILLIPS, MICHAEL RICHARD		31B	SPC	20020103	41	20040103	17	F	A	YES	NO	

Figure 15–34: Enlisted Promotion Report (AAA-294)

The system generates the report as an Adobe Acrobat .PDF file. You have the option to view, print, or save the file to a local media of choice within the Adobe Acrobat Reader framework.

The system displays the Associated UIC and Date of Report as read-only. The system then generates the report categorized by rank for the following categories:

Fully Eligible for Promotion
Eligible for Promotion with Waiver

Not Eligible for Promotion Each category is displayed with the following corresponding data:

Name

- SSN
- MOS (Military Occupation Specialty)
- Rank
- BASD (Basic Active Service Date)
- TIS (Time in Service)
- DOR (Date of Rank)
- TIG (Time in Grade)
- PSS (Personnel Security Status)
- PHY CAT (Physical Category)
- Promotion Action (Yes or No)
- Commander DTY PERF PTS (Commander Duty Performance Point)

Remarks

Click the “X” icon on the browser toolbar or select File and then Exit within Adobe Acrobat Reader to exit the page.

Readiness

The Readiness module provides an aggregate view of a unit's personnel, strength, and readiness status. Readiness offers the following functions within eMILPO:

- Personnel Asset Visibility Report (PAVR)—The PAVR is the Personnel portion of the USR.
- Human Resource Authorizations Report (HRAR)—The HRAR simulates the UMR.
- Individual Non-Available Deployment Tracking
- Mass Non-Available Deployment Tracking

Figure 16–1, Readiness Processes, illustrates the processes in Readiness.

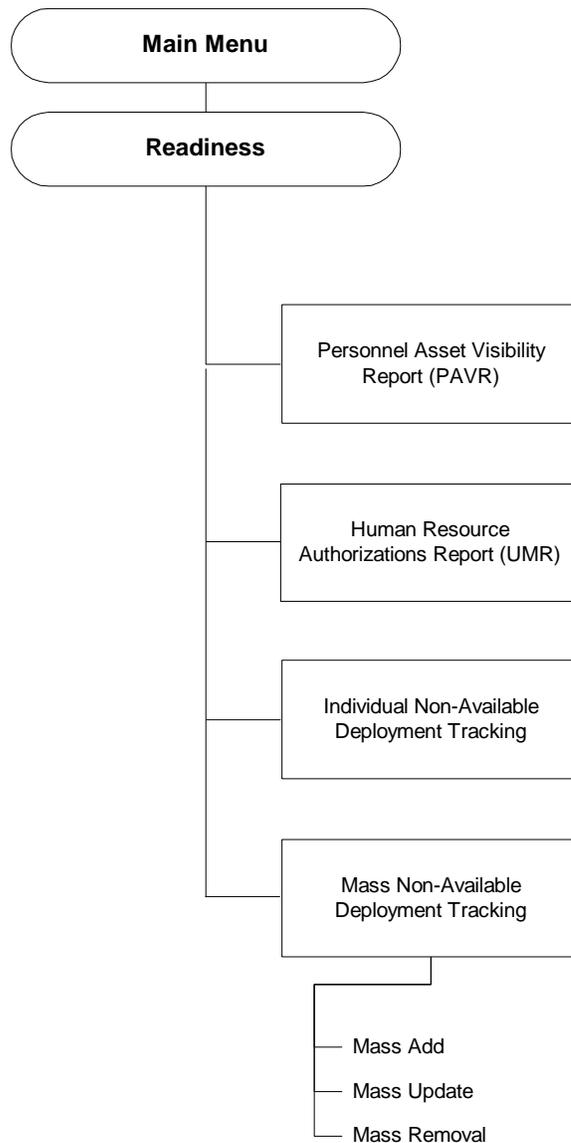


Figure 16–1: Readiness Processes

1.105 Personnel Asset Visibility Report (PAVR)

The Personnel Asset Visibility Report (PAVR) provides information related to a unit’s readiness for deployment. The report includes analysis sections related to Soldier availability and MOS qualification. Figure 16–2, PAVR Processes, illustrates the processes in the PAVR.

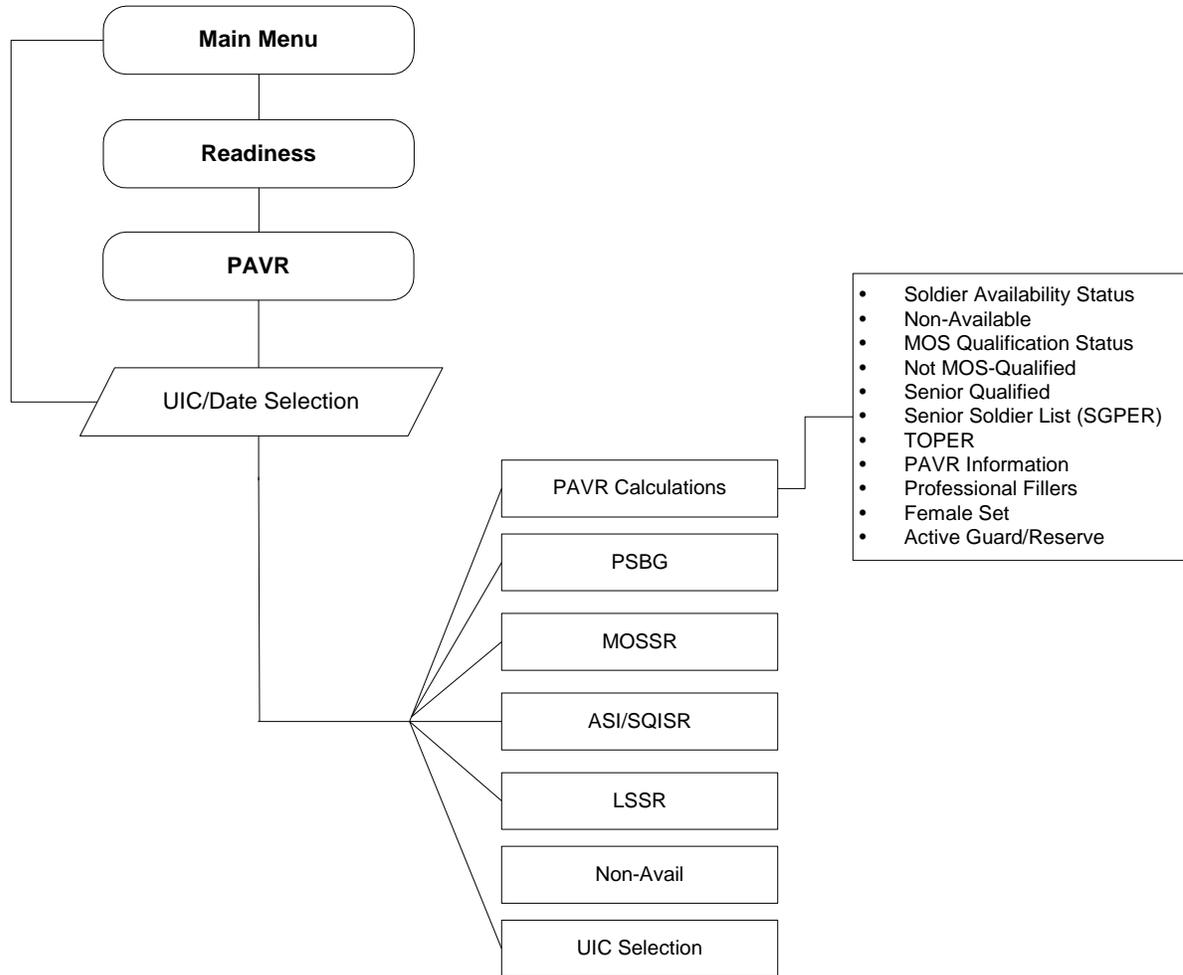


Figure 16–2: PAVR Processes

1.105.1 PAVR—UIC Selection

The UIC Selection page (shown in Figure 16–3, PAVR—UIC Selection) for the PAVR displays the UICs accessible to you based on the eMILPO UIC hierarchy. **Note:** The UICs displayed must be active or have a child UIC that is active as well.

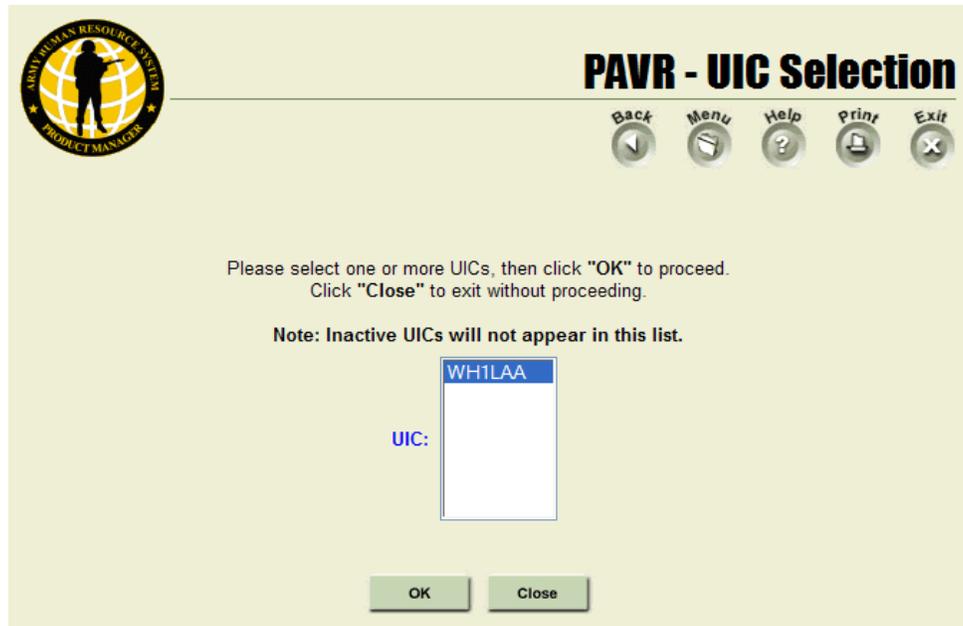


Figure 16–3: PAVR—UIC Selection

To select a UIC, perform the following steps:

1. Select a UIC from the UIC picklist. You may select more than one UIC. If you select more than one UIC, the system defaults to the current document for each UIC.
2. Click OK to proceed. If you selected more than one UIC, the system displays the PAVR Calculations page.
3. If you selected one UIC, the system displays the PAVR – Date Selection page (shown in Figure 16–4, PAVR—Date Selection). Select a date from the Document Effective Date picklist (values available include the current and immediate future document, if available).

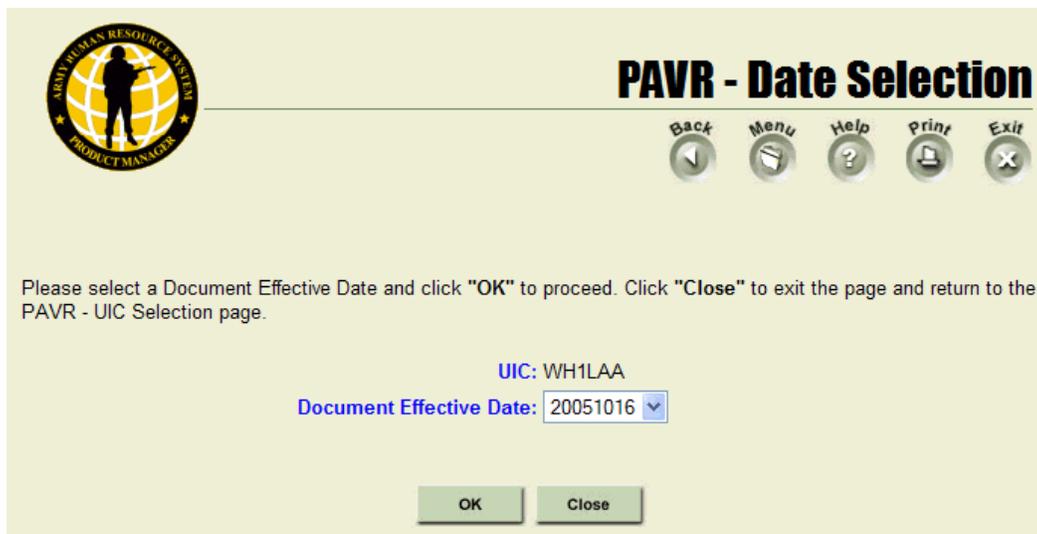


Figure 16–4: PAVR—Date Selection

4. Click OK to proceed.
5. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

1.105.2 PAVR Calculations

The PAVR Calculations page—shown in Figure 16–5, PAVR Calculations (Single UIC)—offers the following calculations related to strength accounting for the selected unit and document effective date:

- Personnel Information
 - Assigned Strength Percentage (ASGN PER)
 - Available Strength Percentage (AVAL PER)
 - Military Occupational Specialty Qualified Percentage (MOSQ)
 - Senior Qualified
 - Senior Grade Percentage (SGPER)
 - Personnel Turnover Percentage (TOPER)
 - Soldier Availability Status
 - Non-Available
 - MOS Qualification Status
 - Not MOS-Qualified
 - Senior Grade Listing
- Professional Fillers
- FEMALE SET
- Active Guard/Reserve
- PAVR Info

PAVR Calculations

UIC: 'WH1LAA' Date of Report: 20060630

Personnel Information

ASGN PER: 92 soldier(s) - 79% [Soldier Availability Status](#)

AVAL PER: 89 soldier(s) - 76% [Non-Available: 3](#)

MOSQ: 76 soldier(s) - 65% [MOS Qualification Status](#)

Senior Qualified: 39 soldier(s) [Not MOS-Qualified: 13](#)

SGPER: 49 soldier(s) - 129%

TOPER: 33 soldier(s) - 36% Personnel departed in last 90 days: [GO!](#)

Professional Fillers

PROFREQ: 0 [GO!](#) PROAVAL: 0 [GO!](#) PROFPCT: 0

FEMALE SET

FEMASGD: 34 FEMPCT: 37% FEMPREG: 0 PCTPREG: 0%

Active Guard/Reserve

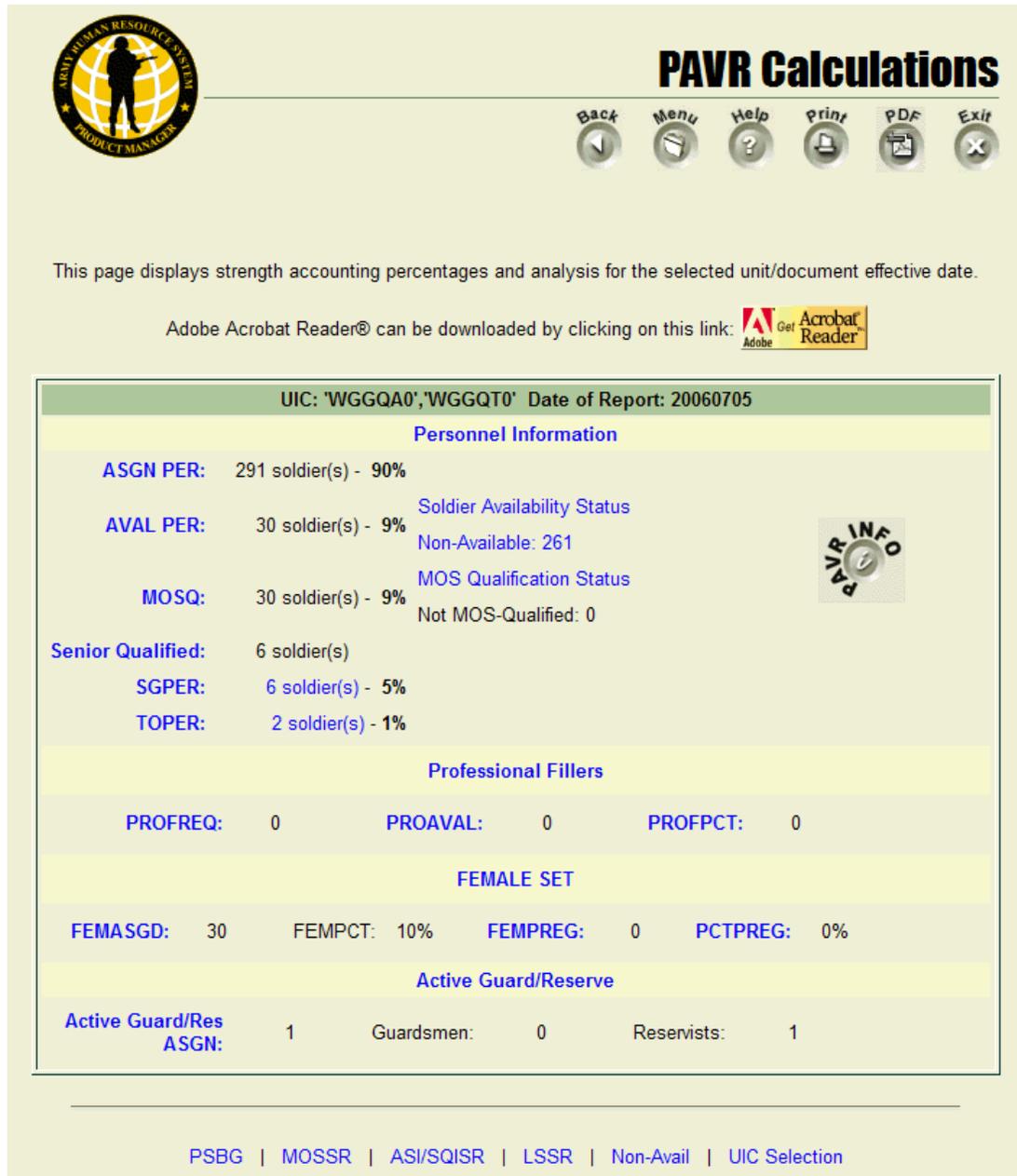
Active Guard/Res ASGN: 3 Guardsmen: 0 Reservists: 3

[PSBG](#) | [MOSSR](#) | [ASI/SQISR](#) | [LSSR](#) | [Non-Avail](#) | [UIC Selection](#)

Figure 16–5: PAVR Calculations

Note: Hyperlinks to Personnel Information reports appear in blue when enabled. The reports are not enabled if there are no data to report for that category (for example, Non-Available). The exception is that the link to TOPER (Turnover) is always enabled. The ability to override the TOPER count may result in the number of Soldiers displayed for turnover differing from the count shown on the Calculations screen.

If you selected more than one UIC, the system disables the TOPER hyperlink and Professional Fillers data entry fields are disabled, as shown in Figure 16–6, PAVR Calculations (Multiple UICs).



PAVR Calculations

Back Menu Help Print PDF Exit

This page displays strength accounting percentages and analysis for the selected unit/document effective date.

Adobe Acrobat Reader® can be downloaded by clicking on this link: 

UIC: 'WGGQA0','WGGQT0' Date of Report: 20060705

Personnel Information

ASGN PER:	291 soldier(s) - 90%	
AVAL PER:	30 soldier(s) - 9%	Soldier Availability Status
		Non-Available: 261
MOSQ:	30 soldier(s) - 9%	MOS Qualification Status
		Not MOS-Qualified: 0
Senior Qualified:	6 soldier(s)	
SGPER:	6 soldier(s) - 5%	
TOPER:	2 soldier(s) - 1%	

Professional Fillers

PROFREQ:	0	PROAVAL:	0	PROFPCT:	0
-----------------	---	-----------------	---	-----------------	---

FEMALE SET

FEMASGD:	30	FEMPCT:	10%	FEMPREG:	0	PCTPREG:	0%
-----------------	----	----------------	-----	-----------------	---	-----------------	----

Active Guard/Reserve

Active Guard/Res ASGN:	1	Guardsmen:	0	Reservists:	1
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[PSBG](#) | [MOSSR](#) | [ASI/SQISR](#) | [LSSR](#) | [Non-Avail](#) | [UIC Selection](#)

Figure 16–6: PAVR Calculations (Multiple UICs)

The PAVR Calculations page also provides hyperlinks to the following sections for the authorized user. You can navigate to these sections by clicking on the corresponding hyperlinks at the bottom of the page.

- **PSBG**—Personnel Strength by Grade Report
- **MOSSR**—Military Occupational Specialty Shortage Report
- **ASI/SQISR**—Additional Skill Identifier/SQI Shortage Report
- **LSSSR**—Language Skill Shortage Report
- **Non-Avail**—Non-Avail Report

Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

1.105.2.1 Personnel Information

Personnel Information section contains assigned, available, MOS, senior grade, and turnover strength percentages for the unit.

- **ASGN PER** (Assigned Strength Percentage)—This is calculated by dividing the unit's assigned strength by its required strength.
- **AVAL PER** (Available Strength Percentage)—This is calculated by dividing the unit's available strength by its required strength. You can view a list of unavailable Soldiers by clicking on the corresponding hyperlink. The authorized user can also alter the availability status of a Soldier by designating him or her as such when clicking on the corresponding checkbox.
 - **Soldier Availability Status**—This option allows you to query the system for a list of available Soldiers by name or SSN. You can then view and/or alter the availability status of the Soldiers by selecting a reason for unavailability.
 - **Non-Available**—This option displays those Soldiers currently unavailable. You can alter the availability status by checking the Waiver checkbox and clicking Submit.

Note: When overriding an unavailable status, the change is confined to the PAVR only. No transaction is sent to TAPDB, and no update is made to the Soldier's deployment record. However, if the user declares a Soldier as unavailable through PAVR processing, a record will be added to the database for the deployment limitation, and a transaction will be sent to TAPDB.

Note 2: A Soldier may be available though not assigned to a unit if that Soldier is attached to the unit at the time of the report. A Soldier counted toward the ASGN PER may not count for the AVAL PER if that Soldier is attached to a different unit at the time of the report or if that Soldier has a deployment limitation code that has not expired. The percentage is calculated against the required unit strength in the same way as the ASGN PER.

- **MOSQ** (Military Occupational Specialty Qualified Percentage)—This is based on a comparison of available MOS-qualified personnel and required MOS-qualified personnel. Available MOS-qualified strength cannot exceed available strength. You can view a list of Not MOS-Qualified Soldiers by clicking on the corresponding link. You can also alter the availability status of a Soldier by designating him or her as such when clicking on the corresponding checkbox.
 - The **MOS Qualification Status** option allows you to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit. The system submits the result of the search and allows the authorized user to view and alter the MOS qualification status of the selected Soldiers. Please refer to the Help section on MOS Qualification Status for more details.
 - The **Not MOS-Qualified** page displays Soldiers who meet the following conditions:
 - The skills possessed by the Soldiers are not required among the unit's authorizations.

- The Soldier's skills may be required, but there is a surplus of unit personnel available to fill the requirements.
- You have previously, during the session, declared the Soldier to be not qualified for the role allocated.
- **Senior Qualified**—This field displays the number of senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic.
- **SGPER** (Senior Grade Percentage)—This is based upon availability in the same way as the AVAL PER, but it looks only at required strength and available strength for promotable E4 Soldiers and for grades higher than E4.
- **TOPER** (Personnel Turnover Percentage Calculation)—This displays the turnover percentage of the unit during the previous 3 months for conditions of arrival to another unit, HQDA reassignment, PCS Departure, transition from the Army, and deceased Soldiers. In addition, Enlisted Soldiers containing an expired ETS date are shown as pending departures. The system determines the percentage by dividing the number of Soldiers who have left the unit in the time period by the current assigned strength and multiplying the result by 100. To override the calculation, you can enter the number of personnel who have departed the unit in the past 90 days (from the date of the report, which is the 15th of the current month) and click GO! to proceed. **Note:** This field is read-only if you select more than one UIC.
- **Senior Grade Listing**—The Senior Grade Listing report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 or above or who are currently E4 and eligible for promotion.

1.105.2.2 Professional Fillers

The Professional Fillers section determines Professional Fillers requirements based on the medical MOS/AOC in which the authorization document indicates a greater required strength than authorized strength for the position.

Note: The PROFREQ and PROAVAL are read-only if you selected more than one UIC. The set includes the following:

- **PROFREQ**—This is the number of professional filler Soldiers (for example, doctors) that are required in a unit.
- **PROAVAL**—This is the number of professional filler Soldiers currently assigned to the unit.
- **PROFPCT**—This is the percentage of professional filler Soldiers assigned to the unit.

1.105.2.3 FEMALE Set

The FEMALE Set contains information related to the female Soldiers assigned to the unit. The set includes the following:

- **FEMASGD**—This is the total number of female Soldiers assigned to the unit.
- **FEMPREG**—This is the total number of female Soldiers who are pregnant.
- **PCTPREG**—This is the percentage of female Soldiers assigned to the unit who are pregnant.

1.105.2.4 Active Guard/Reserve

The Active Guard/Reserve section contains information related to the National Guard and Reserve Soldiers who are currently serving in an active role at the selected unit. This set includes the following:

- **Active Guard/Res ASGN**—The total number of Guardsmen and Reservists on active duty assigned to a unit.
- **Guardsmen**—The number of Guardsmen on active duty assigned to a unit.
- **Reservists**—The number of Reservists on active duty assigned to a unit.

1.105.3 PAVR Information

The PAVR Info link on the PAVR Calculations page directs you to the PAVR Information page (shown in Figure 16–7, PAVR Information). The PAVR Information page displays a list of Soldiers whose status has been updated for the current document. This page also displays overrides to non-availability, MOS qualification, and MOS non-qualification that have occurred during a previous session and the override is not 60 days old.

PAVR Information

This page provides details of all soldiers related to the selected unit whose availability status has been updated during the course of the PAVR session. Simply click on the corresponding links to view the details.

UIC: 'WH1LAA' Date of Report: 20060630

- [Commander's Waivers](#)
- [Percentage of Assigned Strength Against Authorized Strength](#)

Commander's Waivers			
Unit	Name	Status	Reason

Percentage of Assigned Strength Against Authorized Strength: 0

[Top](#)

Figure 16–7: PAVR Information

1.105.4 Soldier Availability Status

The Soldier Availability Status page—shown in Figure 16–8, Soldier Availability Status (Single UIC)—allows you as an authorized user to query the database to view and, if the option is available, modify a Soldier's availability status by declaring the designation unavailable. The update availability status fields are disabled if more than one UIC is selected, as shown in Figure 16–9, Soldier Availability Status (Multiple UICs).

The screenshot shows the 'Soldier Availability Status' web application. At the top left is the Army Human Resource System Product Manager logo. The title 'Soldier Availability Status' is prominently displayed at the top right. Below the title are navigation buttons for Back, Menu, Help, Print, and Exit. A descriptive paragraph explains that the page allows users to query soldiers and view or modify their availability status by entering a SSN or Name and clicking 'Search'. The main form area contains a header with 'UIC: 'WH1LAA'' and 'Date of Report: 20060630'. Below this are two rows of input fields: 'SSN:' with a text box and a 'Select One' dropdown, and 'Name:' with a text box and a 'Select One' dropdown. A 'Search' button is centered below these fields. A second paragraph instructs users on how to alter a soldier's availability status by selecting a reason from a picklist and clicking 'Submit', with a 'Close' button to exit. The bottom section of the form displays the soldier's details: 'Rank: PV1 Name: CONRAD CHRISTOPHER WILLIAM PMOS/PAOC: 92F SSN:'. Below this are three fields: '*Non-Available Status:' with a 'Select One' dropdown, '*Non-Available Reason:' with a 'Select One' dropdown, and '*Start Date:' and 'End Date:' with text boxes. At the bottom are 'Submit' and 'Close' buttons.

Figure 16–8: Soldier Availability Status (Single UIC)

Soldier Availability Status

This page allows the authorized user to query for soldiers and to view and/or modify soldier availability status. Proceed by entering or selecting a soldier's SSN or Name then click "Search".

UIC: 'WGGQA0','WGGQT0' Date of Report: 20060705

SSN: Select One

Name: Select One

Search

Click "Close" to exit

Rank: SGT	Name: BELKY MATTHEW ALBERT	PMOS/PAOC: 21W	SSN:
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*Non-Available Status: NAT - NON-AVAILABLE-TEMP
 *Non-Available Reason: DP: DEPLOYED
 *Start Date: 20060311 End Date:

Close

Figure 16–9: Soldier Availability Status (Multiple UICs)

To view and modify a Soldier's availability status, perform the following steps:

1. To search for a Soldier, enter the Soldier's SSN or name in the corresponding text box or select the Soldier's SSN/Name from the corresponding picklist and then click Search to submit. If the Soldier's record is found in the database, the system displays the Soldier's data and availability status in the table below the search box. The list of Soldiers is sorted by name. You can create a list of more than one Soldier by performing additional searches; the system adds the Soldiers to the list already displayed.
2. Select the reason for the change in status from the Non-Available Reason. This is a required field.
3. Select the Soldier's availability status from the Non-Available Status picklist. This is a required field.
4. Enter the start and end date for the timeframe during which the Soldier is not available in the Start Date and End Date fields. **Note:** The end date is required if the NAT – NON-AVAILABLE-TEMP status is selected.
5. Click Submit to proceed. If you make a Soldier unavailable, the system updates the PAVR Calculations percentages as follows:

- The ASGN PER and TOPER is not updated because the assigned count and turnover have not been altered.
 - The AVAL PER is decreased because one Soldier will have been subtracted from the Available count from which this percentage is determined.
 - The MOSQ may be decreased if the Soldier processed is not already in a “Not MOS qualified status,” in which case the Soldier will not have counted toward this percentage. If the MOS that the Soldier possesses does not have a surplus of available personnel, the system retrieves one of the surplus Soldiers to fill the vacated position.
 - The SGPER is updated if the Soldier being processed is of a grade higher than E4.
 - The list of Non-Available Soldiers is updated to reflect any updates made, with that Soldier added to the Non-Available list with the reason specified. The link to the Non-Available list from the PAVR Calculations page has its count incremented by one.
 - The PSBG page is updated for the grade of the Soldier processed and reduces the Available column by one for the Soldier’s grade. The link for that grade from the PSBG page now reflects that Soldier’s unavailable status and reason.
 - The Non-Avail page also reflects this change, incrementing the count of Soldiers unavailable against the reason provided in this update.
 - The Commander Overrides table on the PAVR Information page is updated to reflect any changes to Soldier status made on this page.
 - The MOSSR page is updated if the updates cause the Soldiers’ previously assigned skills to become shortage skills or if the updates cause an already identified shortage skill to be further affected.
6. Click Close to exit the page without making any changes. The system returns you to the PAVR Calculations page.

The system sends the following updates and transactions:

- The system creates an open PERSTEMPO event and sends Transaction 4455 if the Soldier's deployment status is NAT - NON-AVAILABLE-TEMP and the reason is DP – DEPLOYED and if the Soldier does not have any open PERSTEMPO events.
- The system closes any open PERSTEMPO events and sends Transaction 4455 when the Soldier's deployment status is NAT - NON-AVAILABLE-TEMP and the reason is DP – DEPLOYED and the Soldier has an open PERSTEMPO event.

1.105.5 Non-Available

The Non-Available page (shown in Figure 16–10, Non-Available [Single UIC]) displays a list of Soldiers, along with the corresponding reasons, who are not available for deployment for the selected unit and document effective date combination. You have the option to view and override a Soldier’s availability status. This page also provides the ability to clarify the reason for parenthood by specifying pregnancy or postpartum. Modifying a Soldier’s status to pregnancy affects the FEMPREG and PCTPREG values on the PAVR Calculations screen. To access the Non-Available page, select the Non-Available hyperlink from the PAVR Calculations page.

Non-Available

This page displays the soldiers who are not available for deployment and the corresponding reasons.

Please click on the corresponding checkbox in the "Waiver" column for the selected soldier if the designation should be overridden. Click **"Submit"** to proceed. Click **"Close"** to exit without proceeding.

UIC: WH1LAA Date of Report: 20060630				
Rank	Name	PMOS/PAOC	Reason	Waiver
SSG	PARHM LILLIAN DORICE	92F	Attached Out	
SSG	SCHOFIELD CRAIG ONEAL	92A	Attached Out	
SGT	WILKINS SARAH MAE	92F	PH: PARENTHOOD	<input type="checkbox"/>

Submit **Close**

Figure 16–10: Non-Available (Single UIC)

To modify the availability status of a Soldier, perform the following steps:

1. Click the Waiver checkbox. **Note:** You can select more than one Soldier.
2. If the non-availability reason is PH, select the appropriate reason from the Reason picklist. Available values include Parenthood, Parenthood (Pregnancy), or Parenthood (Postpartum). **Note:** You cannot change the PH reason and waive the Soldier simultaneously.
3. Click Submit to proceed. The system recalculates the Available Strength Percentage accordingly.
4. To exit the page without altering any status, click Close.

If you selected more than one UIC, the system displays the Rank, Name, PMOS/PAOC, as read only—as shown in Figure 16–11, Non-Available (Multiple UICs). Click Close to return to the PAVR Calculations page.

Non-Available

Back Menu Help Print Exit

This page displays the soldiers who are not available for deployment and the corresponding reasons.

UIC: WC1TA2,WCRGAA,WJGYAA Date of Report: 20060705

UIC	Rank	Name	PMOS/PAOC	Reason
WJGYAA	SGT	HARTER NATHAN PAUL	96B	Attached Out
WJGYAA	CPT	POPE DEWUANA LAICHE	92A	Attached Out
WJGYAA	CPT	RUSSELL CHADDRICK LEWIS	14E	Attached Out
WJGYAA	MSG	SPENCE JAMES VON	19Z	Attached Out
WCRGAA	MSG	DANIEL ANTHONY HARTRAMPF	88Z	DP: DEPLOYED
WCRGAA	SFC	INGRAM LADIETRA	88M	DP: DEPLOYED
WCRGAA	PV1	KIRBY DAVID CHRISTOPHER	88N	DP: DEPLOYED
WCRGAA	SPC	LESTER LEONARD	88H	DP: DEPLOYED
WCRGAA	SGT	MORRIS COURTNEY RENEE	88H	DP: DEPLOYED
WCRGAA	SPC	PHAM LAN TRAN	88N	DP: DEPLOYED
WCRGAA	SSG	RITCHIE DOUGLAS MICHAEL	88H	DP: DEPLOYED
WCRGAA	SSG	ROWE CHRISTOPHER JAMES	88N	DP: DEPLOYED
WCRGAA	SGT	SIMMONS DETRA LAVAL	88N	DP: DEPLOYED
WJGYAA	MAJ	CHISM TORRANCE DION	35D	DP: DEPLOYED

Close

Figure 16–11: Non-Available (Multiple UICs)

1.105.6 MOS Qualification Status

1.105.6.1 MOS Qualification Status—Selection

The MOS Qualification Status—Selection page (shown in Figure 16–12, MOS Qualification Status—Selection) allows you to query the database for and review an individual Soldier’s qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit.

MOS Qualification Status - Selection

This page allows the user to query the database to review the MOS qualification status for the unit.

- To view or modify a soldier's MOS details, enter or select the soldier's name then click "Search".
- To view the status of a specific MOS/AOC enter or select the MOS/AOC from the list, then click "Search".
- To view/modify soldiers associated with their Primary or Secondary MOS/AOC, or to view all soldiers, select the appropriate radio button then click "Search" to proceed.
- Click "Close" to exit without proceeding.

UIC: 'WH1LAA' Date of Report: 20060630

Search by Soldier or MOS/AOC
 Select One

 Select One

View Soldiers Qualified by PMOS/PAOC
 View Soldiers Qualified by SMOS/SAOC
 View All Soldiers With Assigned MOS/AOC

Search Close

Figure 16–12: MOS Qualification Status—Selection

To view or modify Soldiers' duty assignment details, perform the following steps:

1. Accept the system-defaulted Search by Soldier or MOS/AOC radio button.
2. Enter a Soldier's name in the Name field or select the name from the picklist. Alternatively, you can enter an MOS/AOC in the text-entry field or select the MOS/AOC from the corresponding picklist. The system facilitates the key entry by providing a type-ahead function for both fields. Click Search to submit.
3. Alternatively, you may also search using the following criteria:
 - You may choose to search for all Soldiers allocated within the PAVR to their primary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by PMOS/PAOC radio button and then click Search to submit.
 - You may choose to search for all Soldiers allocated within the PAVR to their secondary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by SMOS/SAOC radio button and then click Search to submit.
 - You may choose to search for all Soldiers allocated within the PAVR to their primary or secondary MOS/AOC. The system allows updates of those Soldiers. Select the View All Soldiers with Assigned MOS/AOC radio button and then click Search to submit.
4. The system displays the MOS Qualification–Data page.
5. Click Close to exit the page without proceeding.

1.105.6.2 MOS Qualification Status—Data (Status by Soldier)

The MOS Qualification Status—Data, Status by Soldier page displays the result of the query that you performed on the MOS Qualification Status—Selection page.

To modify MOS Qualification Status by Soldier, perform the following steps:

1. If you have selected to search by Soldier, the system displays the Soldiers' Rank, Name, Primary MOS/AOC, assigned MOS/AOC, and a Not Qualified checkbox allowing you to designate the Soldier as not qualified to perform the associated MOS/AOC. You have the option to update the Soldier's MOS Qualification (for the report's purposes only) by clicking in the Not Qualified checkbox, as shown in Figure 16–13, MOS Qualification Status—Data, Status by Soldier (Single UIC). **Note:** If you selected more than one UIC, the Not Qualified checkbox is not displayed, as shown in Figure 16–14, MOS Qualification Status—Data, Status by Soldier (Multiple UICs).

The screenshot shows the 'MOS Qualification Status - Data' web application interface. At the top left is the Army Human Resource System Product Manager logo. The title 'MOS Qualification Status - Data' is prominently displayed. Navigation buttons for Back, Menu, Help, Print, and Exit are located in the top right. A text block explains that the page shows query results and provides instructions on how to update a soldier's status using checkboxes and 'Submit'/'Close' buttons. Below this is a search results box showing 'UIC: 'WH1LAA'' and 'Date of Report: 20060630'. A table displays the search results for a single soldier:

Rank	Name	PMOS/PAOC	MOS/AOC	Not Qualified
SSG	CHACON MIDGE MICHELLE	92A	92A	<input type="checkbox"/>

At the bottom of the interface are 'Submit' and 'Close' buttons.

Figure 16–13: MOS Qualification Status—Data, Status by Soldier (Single UIC)

2. You can then click Submit to proceed.
3. The Military Occupational Specialty count and percent (MOSQ) is recalculated. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

MOS Qualification Status - Data

Back Menu Help Print Exit

This page displays the result of the query performed on the MOS Qualification Status - Selection page. Click "Close" to exit.

UIC: 'WC1TA2','WCRGAA','WJGYAA' Date of Report: 20060705
Search Results

UIC	Rank	Name	PMOS/PAOC	MOS/AOC
WJGYAA	SSG	BROOKES NICOLE CLAROMIN	91W	

Close

Figure 16–14: MOS Qualification Status—Data, Status by Soldier (Multiple UICs)

1.105.6.3 MOS Qualification Status—Data (Status by MOS/AOC)

The MOS Qualification Status—Data, Status by MOS/AOC page displays the result of the query that you performed on the MOS Qualification Status—Selection page.

To view MOS Qualification Status by MOS/AOC, perform the following steps:

1. If you have selected to view the status of a specific MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength and Overstrength counts based for the selected criteria, as shown in Figure 16–15, MOS Qualification Status—Data, Qualified by MOS/AOC.

MOS Qualification Status - Data

Back Menu Help Print Exit

This page displays the strength count based on a specific MOS. If available, the hyperlink in the "ASGD" column can be selected to view the soldier(s) assigned to the selected MOS/AOC. Click "Close" to exit the page.

UIC: 'WH1LAA' Date of Report: 20060630

MOS	REQ	AUTH	ASGD	Overstrength
92W	11	11	7	0

Close

Figure 16–15: MOS Qualification Status—Data, Qualified by MOS/AOC

- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC, as shown in Figure 16–16, Soldiers Assigned. Click Close to exit the page.

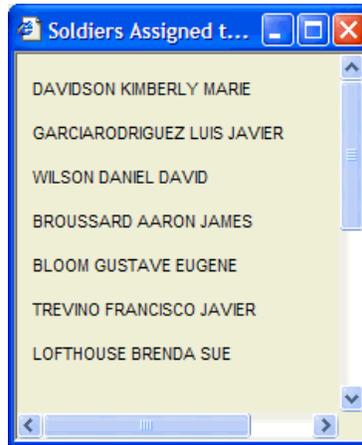


Figure 16–16: Soldiers Assigned

- Click Close. The system returns you to the MOS Qualification Status—Selection page.

1.105.6.4 MOS Qualification Status—Data (Status by PMOS/PAOC or SMOS/SAOC)

The MOS Qualification Status—Data, Status by PMOS/PAOC (or by SMOS/SAOC if you selected the View Soldiers Qualified by SMOS/SAOC radio button) page displays the result of the query that you performed on the MOS Qualification Status—Selection page.

To modify MOS Qualification Status by PMOS/PAOC or SMOS/SAOC, perform the following steps:

- The system displays the Soldiers' Rank, Name, Primary MOS/AOC, Secondary MOS/AOC, and a Not Qualified checkbox allowing you to designate the Soldier as not qualified to perform the associated MOS/AOC. You have the option to update the Soldier's status (for the report's purposes only) by clicking in the Not Qualified checkbox, as shown in Figure 16–17, MOS Qualification Status—Data, Status by PMOS/PAOC (Single UIC). **Note:** If you selected the View Soldiers Qualified by SMOS/SAOC radio button, the system displays the screen shown in Figure 16–18, MOS Qualification Status—Data, Status by SMOS/SAOC (Single UIC).
- If you selected more than one UIC, the Not Qualified checkbox is not displayed.

MOS Qualification Status - Data

Back Menu Help Print Exit

This page displays the result of the query performed on the MOS Qualification Status - Selection page. To alter the MOS/AOC status of the selected soldier, click on the corresponding checkbox in the "Not Qualified" column then click "Submit" to proceed. Click "Close" to exit without proceeding.

UIC: 'W00124' Date of Report: 20060703
Search Results by PMOS/PAOC

Rank	Name	PMOS/PAOC	MOS/AOC	Not Qualified
SSG	NELSON JAIME MARIA RUSH	98C	98C	<input type="checkbox"/>

Submit Close

Figure 16–17: MOS Qualification Status—Data, Status by PMOS/PAOC (Single UIC)

3. You can then click Submit to proceed.
4. The Military Occupational Specialty Percent (MOSQ) is recalculated. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.



MOS Qualification Status - Data

Back Menu Help Print Exit

This page displays the result of the query performed on the MOS Qualification Status - Selection page. To alter the MOS/AOC status of the selected soldier, click on the corresponding checkbox in the "Not Qualified" column then click "Submit" to proceed. Click "Close" to exit without proceeding.

UIC: 'W00101' Date of Report: 20060703
 Search Results by SMOS/SAOC

Rank	Name	PMOS/PAOC	MOS/AOC	Not Qualified
LTC	ADAMS WILLIAM FRENCH	-	43A	<input type="checkbox"/>
MAJ	HERNANDEZPABON GERARDO	-	53A	<input type="checkbox"/>
MAJ	FOSTER TRACY ALAN	44A	45A	<input type="checkbox"/>
SSG	RUSSELL SERENA RENEE	92Y	42L	<input type="checkbox"/>

Submit Close

Figure 16–18: MOS Qualification Status—Data, Status by SMOS/SAOC (Single UIC)



MOS Qualification Status - Data

Back Menu Help Print Exit

This page displays the result of the query performed on the MOS Qualification Status - Selection page. To alter the MOS/AOC status of the selected soldier, click on the corresponding checkbox in the "Not Qualified" column then click "Submit" to proceed. Click "Close" to exit without proceeding.

UIC: 'W00124' Date of Report: 20060703
 Search Results for All Soldiers

Rank	Name	PMOS/PAOC	MOS/AOC	Not Qualified
SSG	NELSON JAIME MARIA RUSH	98C	98C	<input type="checkbox"/>

Submit Close

Figure 16–19: MOS Qualification Status—Data, All Soldiers With Assigned MOS/AOC (Single UIC)

1.105.7 Not MOS-Qualified

The Not MOS-Qualified page (shown in Figure 16–20, Not MOS-Qualified [Single UIC]) displays Soldiers who meet the following conditions:

- The skills possessed by the Soldiers are not required among the unit’s authorizations.
- The Soldier’s skills may be required but there is a surplus of unit personnel available to fill the requirements.
- You have previously during the session declared the Soldier to be not qualified for the role allocated.

For any Soldiers who have not been associated (within the PAVR session) to a required position for the unit/document effective date, the system retrieves the reason (again determined internally to the PAVR). Along with the reasons for the non-qualifications, the system displays Soldier details, including rank, name, and PMOS/PAOC. The screen allows you to override the MOS qualification status of one or more Soldier. **Note:** If you selected more than one UIC, this function is not enabled; the data are displayed read-only (as shown in Figure 16–21, Not MOS-Qualified [Multiple UICs]).

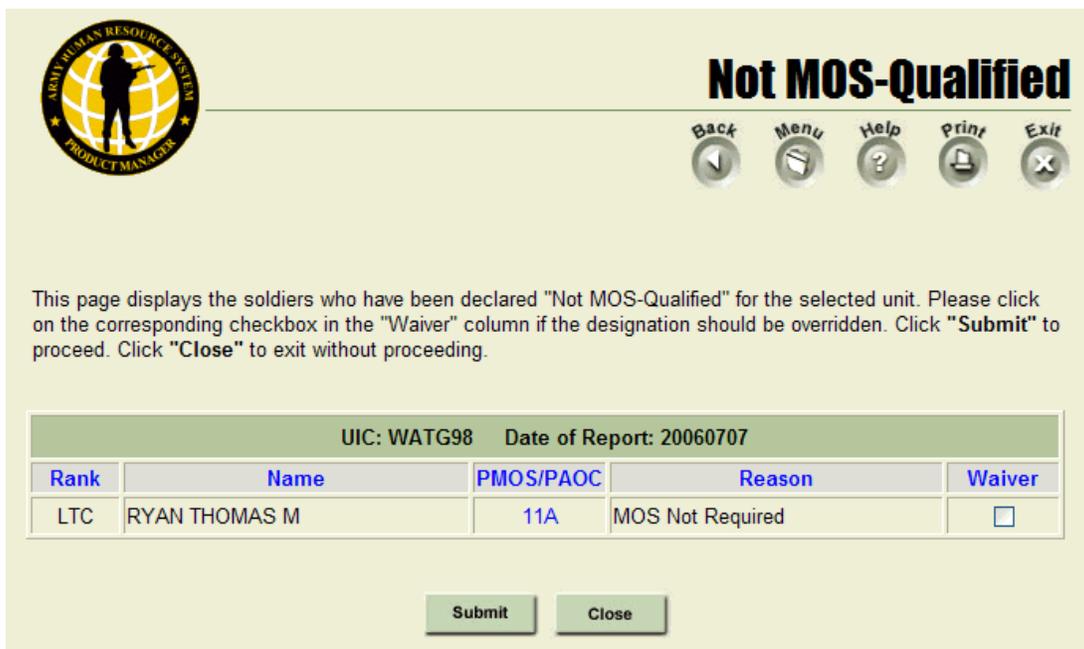
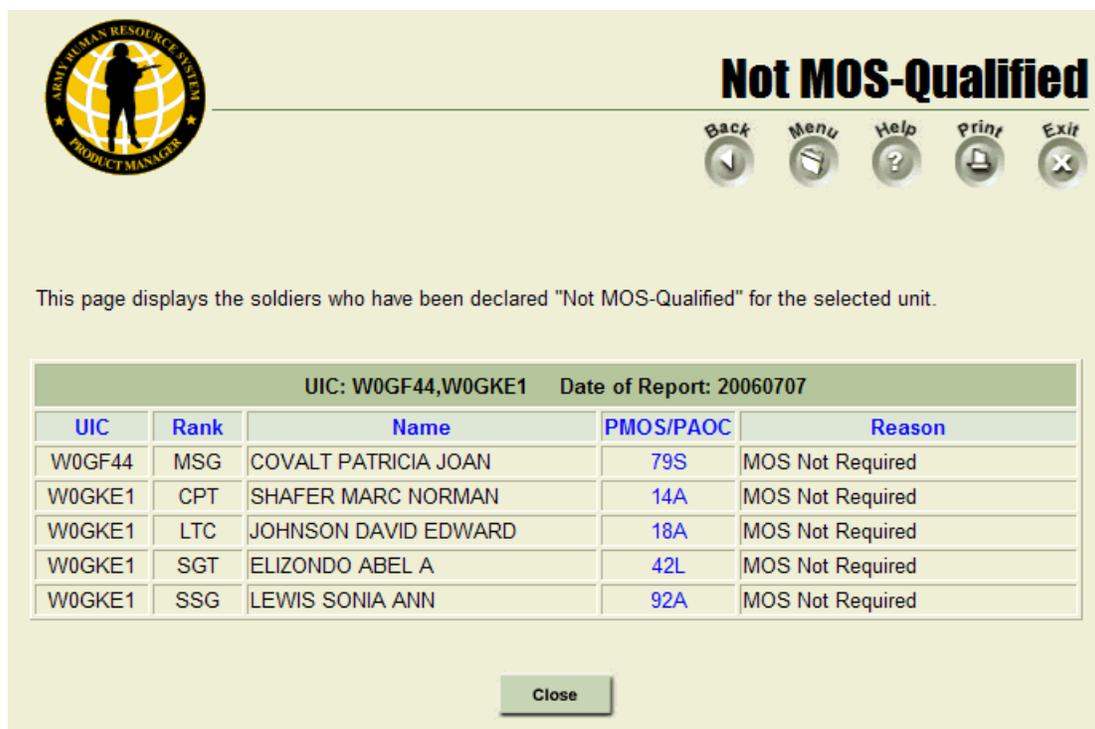


Figure 16–20: Not MOS-Qualified (Single UIC)



This page displays the soldiers who have been declared "Not MOS-Qualified" for the selected unit.

UIC: W0GF44,W0GKE1 Date of Report: 20060707				
UIC	Rank	Name	PMOS/PAOC	Reason
W0GF44	MSG	COVALT PATRICIA JOAN	79S	MOS Not Required
W0GKE1	CPT	SHAFFER MARC NORMAN	14A	MOS Not Required
W0GKE1	LTC	JOHNSON DAVID EDWARD	18A	MOS Not Required
W0GKE1	SGT	ELIZONDO ABEL A	42L	MOS Not Required
W0GKE1	SSG	LEWIS SONIA ANN	92A	MOS Not Required

Close

Figure 16–21: Not MOS-Qualified (Multiple UICs)

To modify the MOS qualification status of a Soldier, perform the following steps:

1. Click on the corresponding checkbox in the Waiver column to update the Soldier's status for purposes of the report. You may not override the status of Unavailable Soldiers through this page. This is done by navigating instead to the Unavailable Soldiers page. **Note:** If you selected more than one UIC, the Waiver column is not displayed.
2. Click Submit to proceed.
3. To exit the page without making changes, click Close.

1.105.8 Senior Grade Listing Report

The Senior Grade Listing report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 or above or who are currently E4 and eligible for promotion. To view the Senior Soldier List, perform the following steps:

1. On the PAVR Calculations screen, click the number of Soldiers hyperlink to the right of SGPER.

SGPER: 1 soldier(s) - 1%

2. The system displays the Senior Soldier List, shown in Figure 16–22.
3. Click Close to return to the PAVR Calculations page.

Senior Soldier List

This page displays the senior grade soldiers assigned/attached to the unit. Senior grade soldiers are defined as those above a grade of E4 or currently E4 and eligible for promotion.

UIC: 'W00124' Date of Report: 20060703

Rank	Name	MPC
E6	NELSON JAIME MARIA RUSH	Enlisted

Close

Figure 16–22: Senior Grade Listing Report

1.105.9 Soldier Turnover List

The Soldier Turnover List provides a list of Soldiers who are no longer assigned to the unit, have become deceased, transitioned from the Army, contain HQDA reassignment information, or have a PCS departure within the previous 90 days. In addition, this link displays those Enlisted Soldiers with an expired ETS date. To view the Soldier Turnover List, click on the number of Soldiers hyperlink in the TOPER field.

TOPER: [1 soldier\(s\) - 100%](#) Personnel departed in last 90 days: **GO!**

This read-only report lists the Rank, Name, MPC, and Departure Date of the Soldiers who are no longer assigned to the unit or are pending departures from this unit, as shown in Figure 16–23, Soldier Turnover List.

Soldier Turnover List

This page displays the soldier who are now longer assigned to the associated unit. These soldiers have departed the unit within the last 90 days.

Important Note: The number of soldiers displayed on this screen may differ from the turnover count shown on the Calculations screen. This is because of an override to the turnover count on the Calculations page. In addition, those soldiers not yet arrived at another unit (pending departure) have been denoted with a (P) next to their departure date. Enlisted soldiers are also denoted with P when their ETS date has expired. These soldiers will appear under turnover even when the expiration date is prior to the start of the reporting period.

UIC: 'W00124' Date of Report: 20060703

Rank	Name	MPC	Departure Date
SSG	GIBBONS JOSHUA ALAN	Enlisted	(P) 20060417

Close

Figure 16–23: Soldier Turnover List

1.105.10 PSBG Report

The PSBG: Personnel Grade Strength report (shown in Figure 16–24, PSBG: Personnel Grade Strength Report [Single UIC]) is a section of the PAVR Calculations page that allows you to get a general overview of the unit’s strength per grade. This report lists the REQ, AUTH, ASGD, and available (AVAIL) personnel strength counts for each Soldier grade associated with the selected UIC(s). In addition, the % Assigned is displayed for each grade, which is derived by comparing the grade’s required strength count against its assigned strength count.

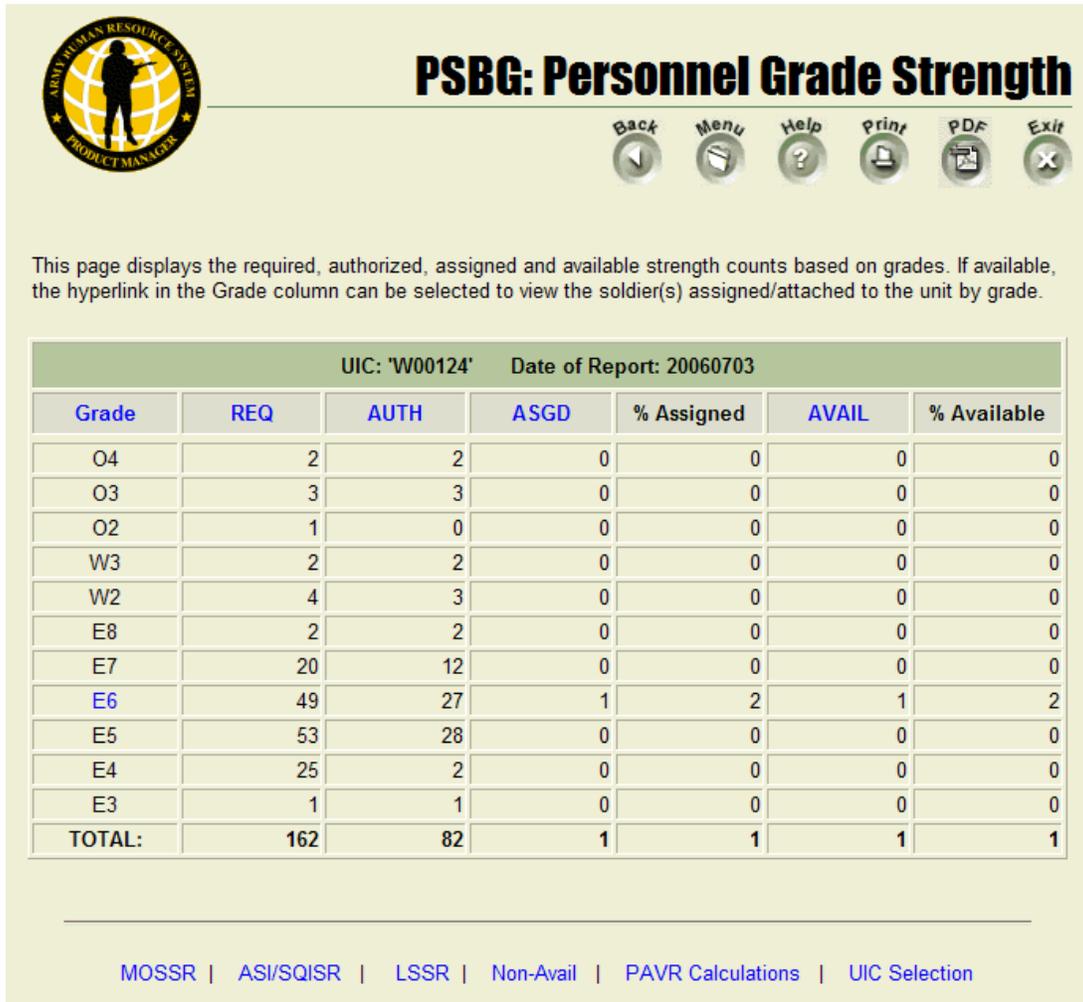


Figure 16–24: PSBG: Personnel Grade Strength Report (Single UIC)

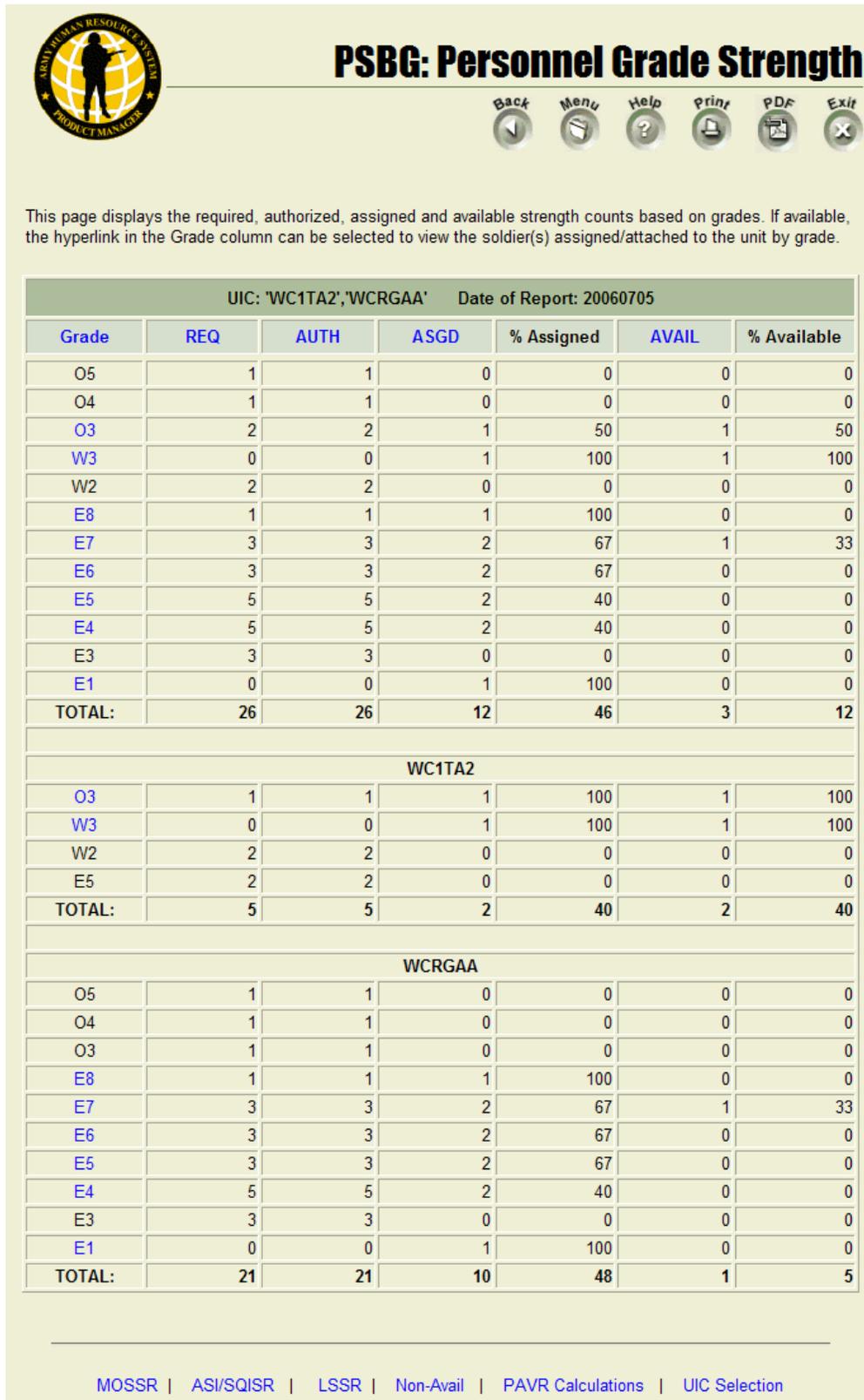


Figure 16–25: PSBG: Personnel Grade Strength Report (Multiple UICs)

The top row of the report displays the totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report, which is discussed in Section 16.1.10.1, MOS for Grade. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

1.105.10.1 MOS for Grade

The MOS for Grade report (shown in Figure 16–26, MOS for Grade) displays the MOS totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column for the grade selected. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report, which is discussed in Section 16.1.3.2, Personnel by Grade. Additionally, a hyperlink exists for each MOS that provides information about those Soldiers who are either assigned or available to the unit. Click Close to return to the PSBG: Personnel by Grade page.

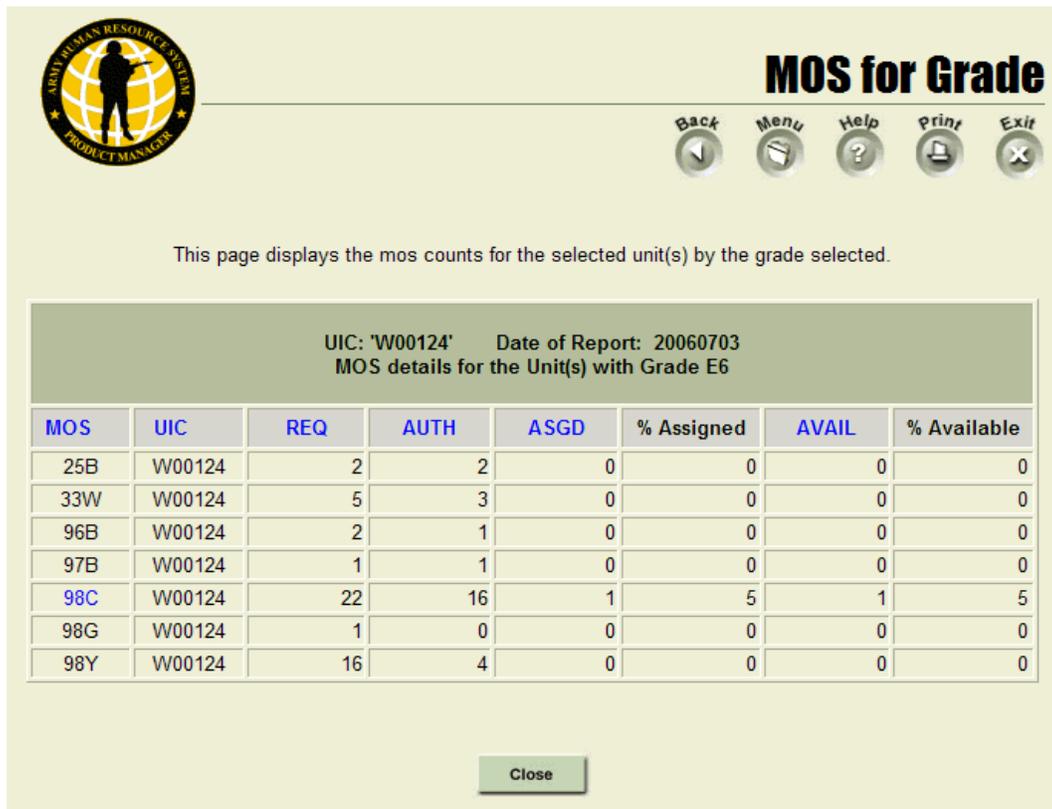


Figure 16–26: MOS for Grade

1.105.10.2 Personnel by Grade

The Personnel by Grade Report (shown in Figure 16–27) displays the Soldiers—by grade and MOS—assigned and attached to a unit along with supporting data, such as rank, component, PMOS/PAOC, availability status, and reason for unavailability. The report also provides an explanation of the PMOS/PAOC terms. Simply click on the hyperlink to view the corresponding definition. Click Close to return to the MOS for Grade page.

Personnel by Grade

This page displays the soldiers assigned/attached to the unit by the grade selected.

UIC: W00124 Date of Report: 20060703
 Soldiers Assigned to the Unit with Grade E6

Rank	Name	Comp	PMOS/PAOC	Status	Reason
SSG	NELSON JAIMEMARIA RUSH	R	98C	Available	

Figure 16–27: Personnel by Grade

1.105.11 ASI/SQISR Report

The ASI/SQISR Report (shown in Figure 16–28, ASI/SQISR Report [Single UIC]) displays the ASI/SQI code and the REQ, AUTH, and ASGD strength counts of those skills for which the system has identified a shortfall in personnel against the requirements of the selected document.



Figure 16–28: ASI/SQISR Report (Single UIC)

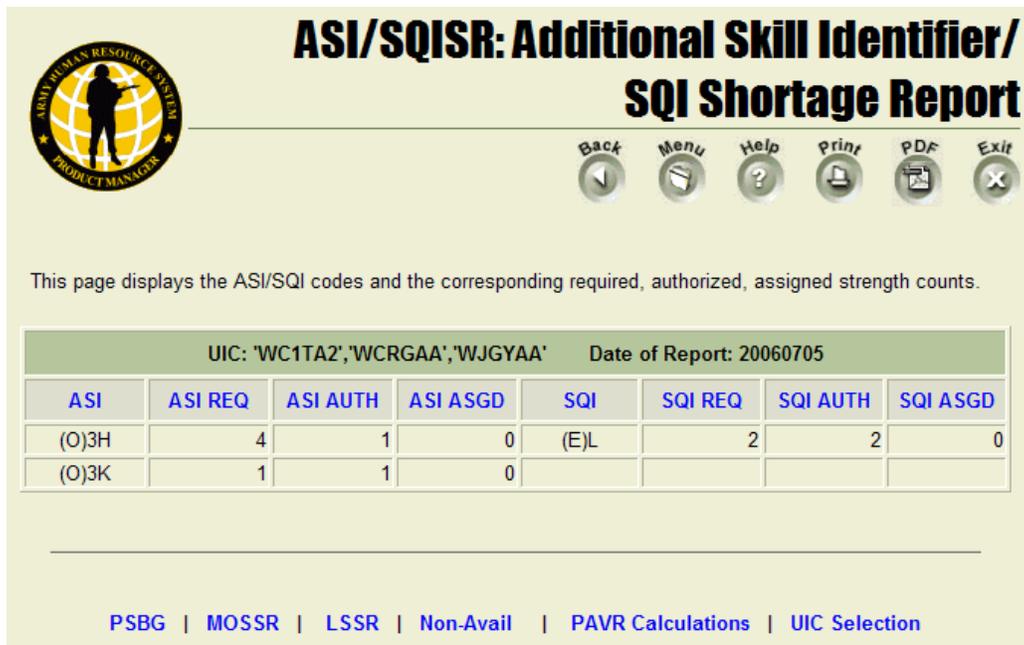


Figure 16–29: ASI/SQISR Report (Multiple UICs)

The assigned strength count for the selected unit must be less than the required strength count for the selected unit for the ASI/SQI to fall into this category. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

1.105.12 MOSSR Report

The MOSSR Report (shown in Figure 16–30, MOSSR Report [Single UIC]) is a section of the PAVR Calculations page. This report displays the MOS/AOC and the REQ, AUTH, and ASGD strength counts of that MOS/AOC for the selected UIC(s). The assigned strength count would have to be less than the required strength count for the MOS/AOC to fall into this category.

The system also provides a link to Soldiers who possess the MOS/AOC as their secondary skill and who have been allocated within the PAVR to their primary skill. Click on the hyperlink in the Secondary MOS column to view the corresponding data. When you alter the MOS qualified status of a Soldier, that change will be reflected here. **Note:** You can view a definition of the MOS by clicking on the hyperlink in the MOS column. If the data are available, the system also provides a hyperlink on the calculations in the REQ column to capture the shortage by grade for the corresponding MOS.



MOSSR: Military Occupational Specialty Shortage Report

Back Menu Help Print PDF Exit

This page displays the MOS/AOC shortages along with required, authorized, and assigned strength counts.

- The hyperlink in the MOS column displays a description of the corresponding MOS
- If available, the hyperlink in the Secondary MOS column can be selected to view the soldier(s) who have a secondary MOS matching the shortage.

UIC: 'WH1LAA' Date of Report: 20060703				
MOS	REQ	AUTH	ASGD	Secondary MOS
21F20	1	1	0	0
21J10	1	1	0	0
42A10	1	1	0	0
63B10	6	6	1	0
63B20	2	2	1	0
63J20	1	1	0	0
92A10	24	24	12	0
92A20	7	7	5	0
92F10	28	26	16	0
92W10	7	7	5	0
92W20	2	2	0	0
92Y10	1	1	0	0

[PSBG](#) | [ASI/SQISR](#) | [LSSR](#) | [Non-Avail](#) | [PAVR Calculations](#) | [UIC Selection](#)

Figure 16–30: MOSSR Report (Single UIC)



MOSSR: Military Occupational Specialty Shortage Report

Back Menu Help Print PDF Exit

This page displays the MOS/AOC shortages along with required, authorized, and assigned strength counts.

- The hyperlink in the MOS column displays a description of the corresponding MOS
- If available, the hyperlink in the Secondary MOS column can be selected to view the soldier(s) who have a secondary MOS matching the shortage.

UIC: 'WC1TA2','WCRGAA','WJGYAA' Date of Report: 20060705					
MOS	REQ	AUTH	ASGD	Secondary MOS	
02A	4	4	0	0	
11B10	1	1	0	0	
11B40	1	1	0	0	
25U10	2	2	1	0	
350GO	1	1	0	0	
35D	3	3	2	0	
88A	2	2	0	0	
88C	1	1	0	0	
88H10	2	2	1	0	
88M30	1	1	0	0	
88N10	6	6	2	0	
88N20	2	2	1	0	
88N40	1	1	0	0	
90A	2	2	0	0	
91W10	1	1	0	0	
96B10	1	1	0	0	
96B30	1	1	0	0	
96D20	1	1	0	0	
97E10	1	1	0	0	

[PSBG](#) | [ASI/SQISR](#) | [LSSR](#) | [Non-Avail](#) | [PAVR Calculations](#) | [UIC Selection](#)

Figure 16–31: MOSSR Report (Multiple UICs)

You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

1.105.13 LSSR Report

The LSSR Report (shown in Figure 16–32: LSSR Report [Single UIC]) is a section of the PAVR Calculations page. For each MOS/AOC, the report displays the language abbreviation (LIC), and the required (LICREQ), assigned

(LICASGD), and qualified (LICQUAL) strength counts that are associated with the selected unit/document effective date combination.

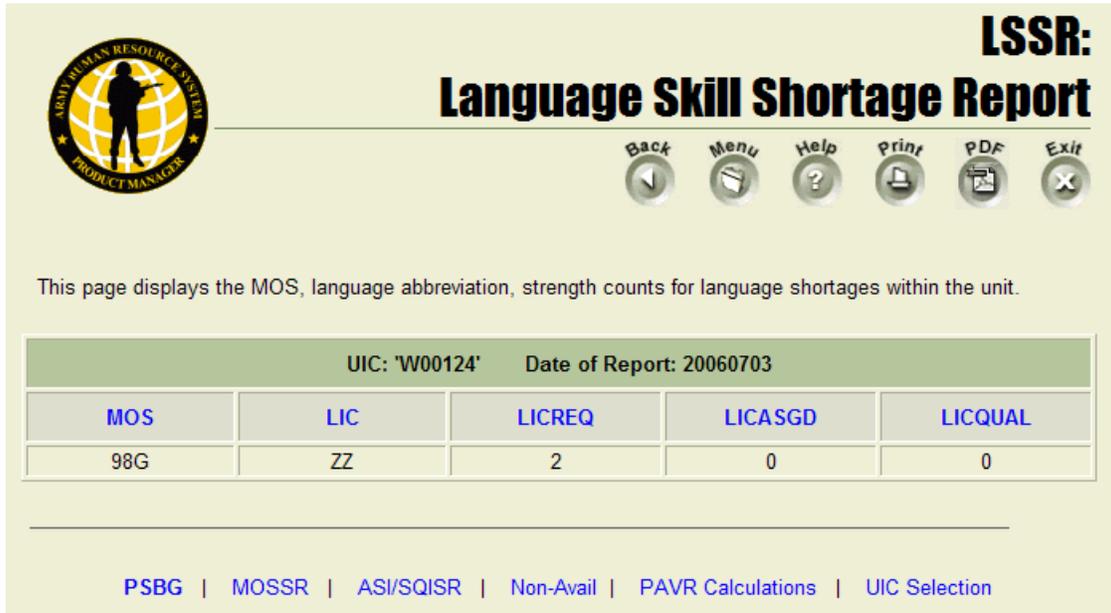


Figure 16–32: LSSR Report (Single UIC)

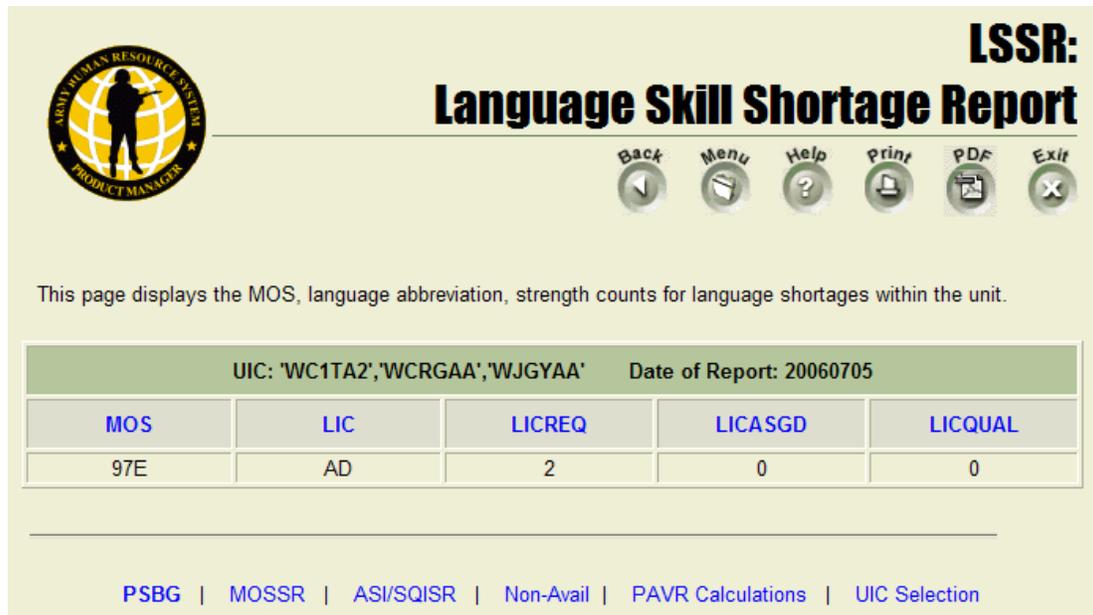


Figure 16–33: LSSR Report (Multiple UICs)

The assigned strength count will be less than the required strength count for the MOS/AOC + Language combination to fall into this category. You also have the option to view the definition of the selected MOS by clicking on the hyperlinks in the MOS column. You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can click UIC Selection to return to the PAVR—UIC Selection page to select another UIC.

1.105.14 Non-Avail Report

The Non-Avail Report (shown in Figure 16–34, Non-Avail Report [Single UIC]) is a section of the PAVR Calculations. This report lists the count of Soldiers for the selected unit who are not available for deployment and their corresponding reasons.

This report also reflects any changes to a Soldier's status (for example, if one becomes unavailable) made within the PAVR.

You can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, you can select UIC Selection to return to the PAVR - UIC Selection page to select another UIC.

Non-Avail Report

This page lists the count of soldiers who are not available for deployment and their corresponding reasons.

UIC: WH1LAA Date of Report: 20060703	
Count	Reason
2	Attached Out
1	PH: PARENTHOOD

Non-Avail soldiers				
UIC	Rank	Name	PMOS/PAOC	Reason
WH1LAA	SSG	PARHM LILLIAN DORICE	92F	Attached Out
WH1LAA	SSG	SCHOFIELD CRAIG ONEAL	92A	Attached Out
WH1LAA	SGT	WILKINS SARAH MAE	92F	PH: PARENTHOOD

PSBG | MOSSR | ASI/SQISR | LSSR | PAVR Calculations | UIC Selection

Figure 16–34: Non-Avail Report (Single UIC)



Non-Avail Report

[Back](#) | [Menu](#) | [Help](#) | [Print](#) | [PDF](#) | [Exit](#)

This page lists the count of soldiers who are not available for deployment and their corresponding reasons.

UIC: WC1TA2,WCRGAA,WJGYAA Date of Report: 20060705	
Count	Reason
4	Attached Out
10	DP: DEPLOYED
WCRGAA	
9	DP: DEPLOYED
WJGYAA	
4	Attached Out
1	DP: DEPLOYED

Non-Avail soldiers				
UIC	Rank	Name	PMOS/PAOC	Reason
WJGYAA	SGT	HARTER NATHAN PAUL	96B	Attached Out
WJGYAA	CPT	POPE DEWUANA LAICHE	92A	Attached Out
WJGYAA	CPT	RUSSELL CHADDRICK LEWIS	14E	Attached Out
WJGYAA	MSG	SPENCE JAMES VON	19Z	Attached Out
WCRGAA	MSG	DANIEL ANTHONY HARTRAMPF	88Z	DP: DEPLOYED
WCRGAA	SFC	INGRAM LADIETRA	88M	DP: DEPLOYED
WCRGAA	PV1	KIRBY DAVID CHRISTOPHER	88N	DP: DEPLOYED
WCRGAA	SPC	LESTER LEONARD	88H	DP: DEPLOYED
WCRGAA	SGT	MORRIS COURTNEY RENEE	88H	DP: DEPLOYED
WCRGAA	SPC	PHAM LAN TRAN	88N	DP: DEPLOYED
WCRGAA	SSG	RITCHIE DOUGLAS MICHAEL	88H	DP: DEPLOYED
WCRGAA	SSG	ROWE CHRISTOPHER JAMES	88N	DP: DEPLOYED
WCRGAA	SGT	SIMMONS DETRA LAVAL	88N	DP: DEPLOYED
WJGYAA	MAJ	CHISM TORRANCE DION	35D	DP: DEPLOYED

[PSBG](#) | [MOSSR](#) | [ASI/SQISR](#) | [LSSR](#) | [PAVR Calculations](#) | [UIC Selection](#)

Figure 16–35: Non-Avail Report (Multiple UICs)

1.106 Human Resource Authorizations Report (HRAR)

The Human Resource Authorizations Report (HRAR) displays the associations between authorizations and Soldiers within the unit. It includes sections for slotted Soldiers and their authorizations, unslotted Soldiers, unfilled positions, slotted and unfilled positions, changed authorizations, and total Soldiers. Figure 16–36, HRAR Processes, illustrates the processes available on the HRAR.

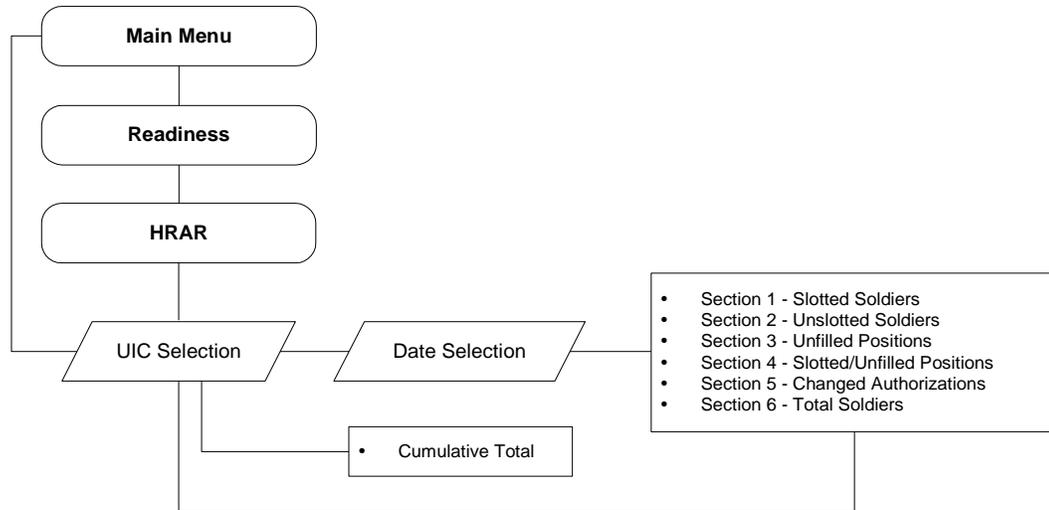


Figure 16–36: HRAR Processes

1.106.1 HRAR—UIC Selection

The UIC Selection page for the HRAR displays the UICs accessible to you. This page is shown in Figure 16–37, HRAR—UIC Selection. To view and select a UIC for the HRAR, perform the following steps:

1. To view the HRAR for a single UIC, select one UIC by clicking on the UIC and then clicking View to proceed.
2. To select multiple UICs, use the **Shift** key in combination with the left mouse button to select UICs in succession of each other. Use the **Ctrl** key in combination with the left mouse button to select UICs not in succession of each other. A single or multiple UICs can be selected when you opt to view the Cumulative Total report for these UICs. Please note that the Document Effective Date for the Cumulative Report is the current date. To view the Cumulative Total for the selected UICs, click Total.
3. To exit the page without proceeding, click Close. The system returns you to the Main Menu.

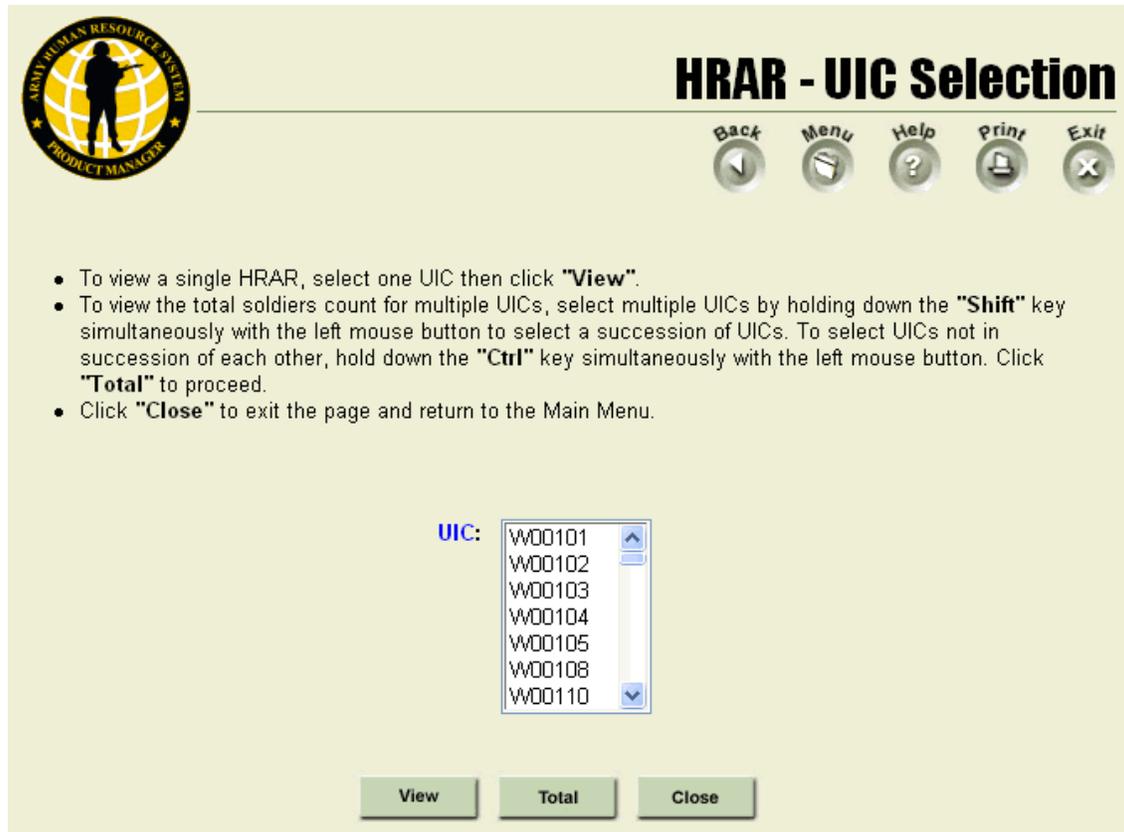


Figure 16–37: HRAR—UIC Selection

1.106.2 HRAR—Date Selection

The HRAR—Date Selection page (shown in Figure 16–38: HRAR—Date Selection) displays the selected UIC, the Document Effective Dates available for the selected UIC, and the Document Number for the selected Document Effective Date. To select a date for the HRAR, perform the following steps:

1. If you select a future or past Document Effective Date, that is any other than the current date, only HRAR Section 5—Changed Authorizations will be displayed. The system defaults to the current Document Effective Date for the selected UIC.
2. To select another date, select a Document Effective Date from the picklist and click OK to proceed.
3. Click Close to exit the page without proceeding. The system will return to the HRAR—UIC Selection page.

HRAR - Date Selection

Please select a Document Effective Date and click "OK" to proceed. Click "Close" to exit the page and return to the HRAR - UIC Selection page.

UIC: W00103

Document Effective Date: 20051003

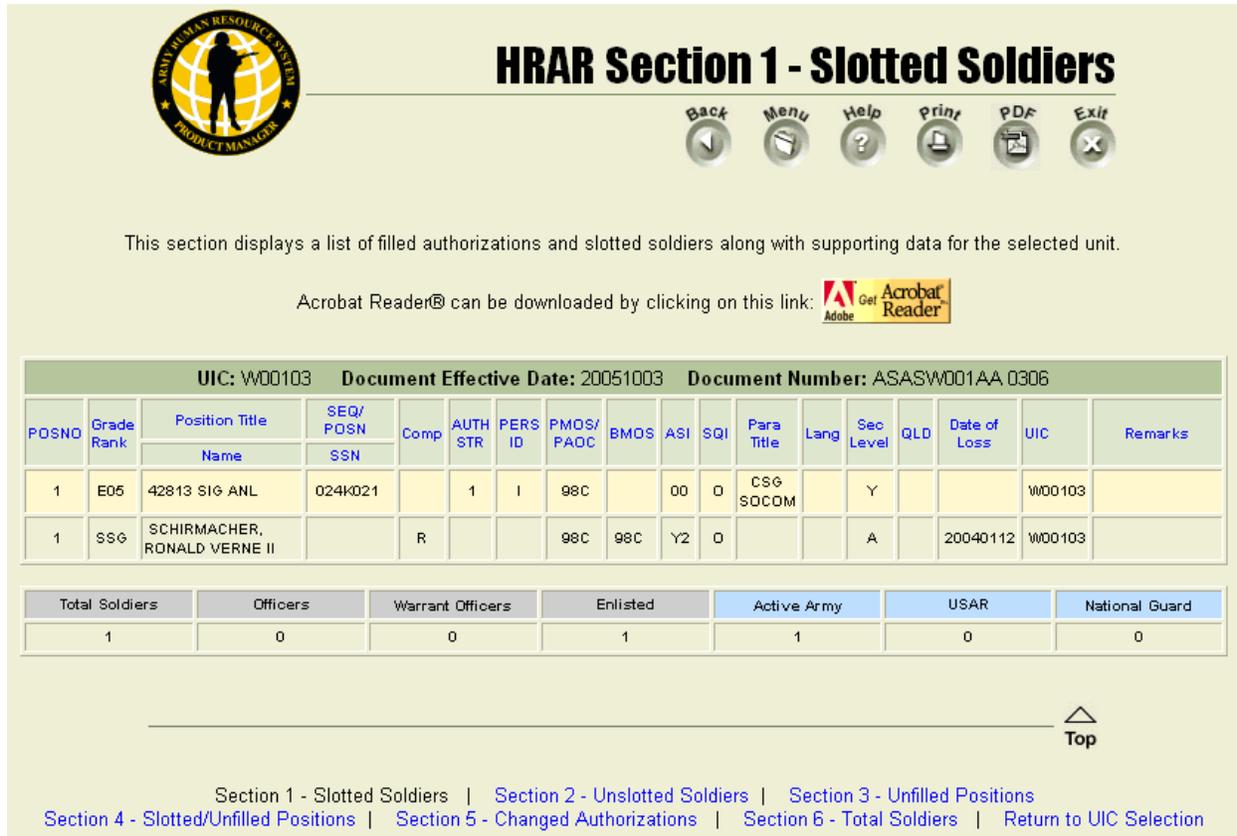
Document Number: ASASW001AA 0306

OK Close

Figure 16–38: HRAR—Date Selection

1.106.3 HRAR Section 1—Slotted Soldiers

Section 1 of the HRAR (shown in Figure 16–39, HRAR Section 1—Slotted Soldiers) displays a list of filled authorizations and supporting data (Grade, Position Title, SEQ/POSN, COMP, AUTH STR, PERS ID, PMOS/PAOC, ASI, SQI, Para Title, LANG, and Sec Level) along with a listing of slotted Soldiers and supporting data (Rank, Name, SSN, Comp, PMOS/PAOC, BMOS, ASI, Lang, Sec Level, QLD, and Date of Loss). The system compares the qualifications of the Soldiers with the requirements of the authorizations and notes any incompatibilities in the Remarks column. The system also calculates the total number of Soldiers and categorizes them by Military Personnel Classification (that is, Officers, Warrant Officers and Enlisted) and component.



The screenshot shows the HRAR Section 1 interface. At the top left is the Army Human Resource System Product Manager logo. The main title is "HRAR Section 1 - Slotted Soldiers". Navigation buttons for Back, Menu, Help, Print, PDF, and Exit are visible. A text block states: "This section displays a list of filled authorizations and slotted soldiers along with supporting data for the selected unit." Below this is a link to download Adobe Acrobat Reader. The main data area contains a table with columns for POSNO, Grade Rank, Position Title, SEQ/ POSN, SSN, Comp, AUTH STR, PERS ID, PMOS/ PAOC, BMOS, ASI, SQI, Para Title, Lang, Sec Level, QLD, Date of Loss, UIC, and Remarks. A summary table below the main table shows counts for Total Soldiers, Officers, Warrant Officers, Enlisted, Active Army, USAR, and National Guard. At the bottom, there are navigation links for other sections and a "Return to UIC Selection" link.

UIC: W00103 Document Effective Date: 20051003 Document Number: ASASW001AA 0306																	
POSNO	Grade Rank	Position Title	SEQ/ POSN	Comp	AUTH STR	PERS ID	PMOS/ PAOC	BMOS	ASI	SQI	Para Title	Lang	Sec Level	QLD	Date of Loss	UIC	Remarks
		Name	SSN														
1	E05	42813 SI6 ANL	024K021		1	I	98C		00	0	CS6 SOCOM		Y			W00103	
1	SS6	SCHIRMACHER, RONALD VERNE II		R			98C	98C	Y2	0			A	20040112	W00103		

Total Soldiers	Officers	Warrant Officers	Enlisted	Active Army	USAR	National Guard
1	0	0	1	1	0	0

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[Section 1 - Slotted Soldiers](#) |
 [Section 2 - Unslotted Soldiers](#) |
 [Section 3 - Unfilled Positions](#) |
 [Section 4 - Slotted/Unfilled Positions](#) |
 [Section 5 - Changed Authorizations](#) |
 [Section 6 - Total Soldiers](#) |
 [Return to UIC Selection](#)

Figure 16–39: HRAR Section 1—Slotted Soldiers

HRAR Section 1 provides a link to download and install Adobe Acrobat to view, print, and save the .PDF file of the report. Click the Get Acrobat Reader link and follow the instructions to download and install Acrobat Reader. You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

1.106.4 HRAR Section 2—Unslotted Soldiers

Section 2 of the HRAR (shown in Figure 16–40, HRAR Section 2—Unslotted Soldiers) compares the position number values between the authorizations and the Soldiers in the unit and displays the Soldiers who are not slotted to an authorization along with their supporting data (SEQ/POSN, Position Title, Rank, Name, SSN, COMP, PMOS/PAOC, ASI, SQI, Sec Skill, Lang, and Sec Level). The section also displays the total number of unslotted Soldiers within the unit and categorizes them by Military Personnel Classification (that is, Officers, Warrant Officers and Enlisted) and component.



HRAR Section 2 - Unslotted Soldiers

Back Menu Help Print PDF Exit

This section displays a list of soldiers and supporting data for the selected unit who are not slotted to an authorization.

UIC: W00103 Document Effective Date: 20051003 Document Number: ASASW001AA 0306													
SEQ/POSN	Position Title	Rank	Name	SSN	Comp	PMOS/PAOC	BMOS	ASI	SQL	Sec Skill	Lang	UIC	Sec Level
9992	INCOMING PERSONNEL	SGT	CRITES, KRISTOPHER CHARLES		R	98C		Y2	0			W00103	A
9992	INCOMING PERSONNEL	SPC	SACASA, HUBERT FRANCIS		R	98C		Y2	0			W00103	A

Total Unslotted Soldiers	Officers	Warrant Officers	Enlisted	Active Army	USAR	National Guard
2	0	0	2	2	0	0

△
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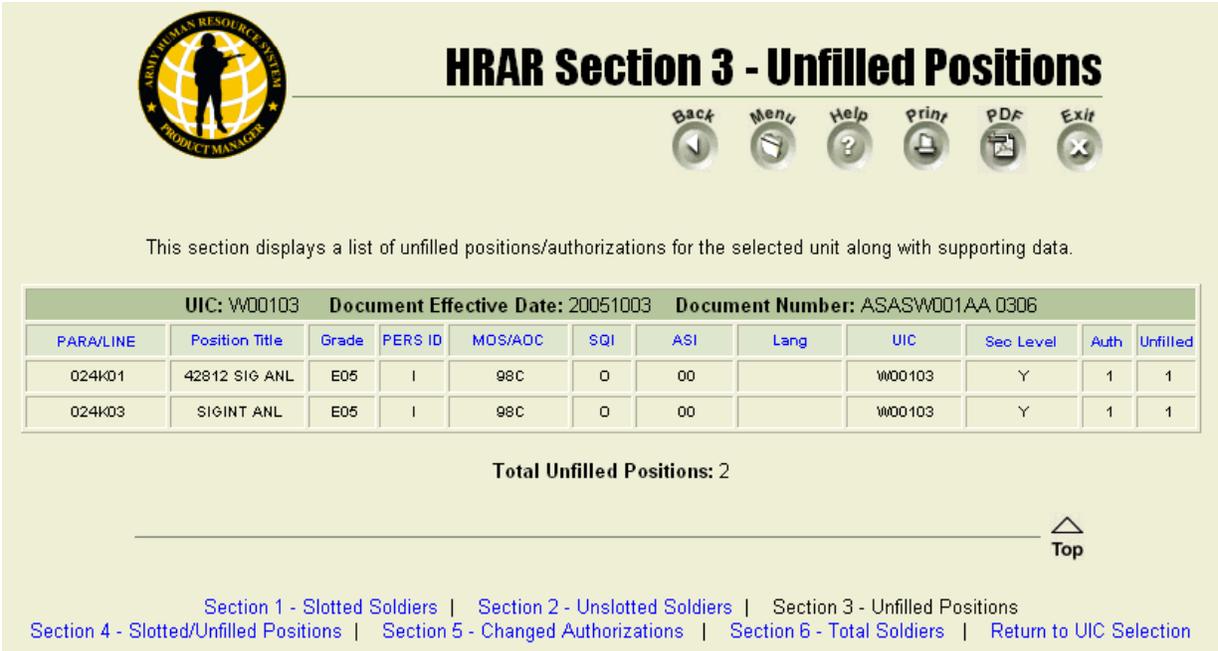
[Section 1 - Slotted Soldiers](#) |
 [Section 2 - Unslotted Soldiers](#) |
 [Section 3 - Unfilled Positions](#)
[Section 4 - Slotted/Unfilled Positions](#) |
 [Section 5 - Changed Authorizations](#) |
 [Section 6 - Total Soldiers](#) |
 [Return to UIC Selection](#)

Figure 16–40: HRAR Section 2—Unslotted Soldiers

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

1.106.5 HRAR Section 3—Unfilled Positions

Section 3 of the HRAR (shown in Figure 16–41: HRAR Section 3—Unfilled Positions) displays a list of unfilled positions in the unit along with supporting data relevant to those positions (Seq No., Position Title, Grade, Comp, PERS ID, MOS/AOC, SQL, ASI, Lang, and Sec Level). The section also displays the total number of unfilled positions for the selected unit.



The screenshot shows the HRAR Section 3 interface. At the top left is the Army Human Resource System Project Manager logo. The main title is "HRAR Section 3 - Unfilled Positions". Below the title are navigation buttons: Back, Menu, Help, Print, PDF, and Exit. A text line states: "This section displays a list of unfilled positions/authorizations for the selected unit along with supporting data." Below this is a table with the following data:

UIC: W00103 Document Effective Date: 20051003 Document Number: ASASW001AA 0306											
PARA/LINE	Position Title	Grade	PERS ID	MOS/AOC	SQL	ASI	Lang	UIC	Sec Level	Auth	Unfilled
024K01	42812 SIG ANL	E05	I	98C	O	00		W00103	Y	1	1
024K03	SIGINT ANL	E05	I	98C	O	00		W00103	Y	1	1

Below the table, it says "Total Unfilled Positions: 2". At the bottom right, there is a "Top" button with an upward-pointing triangle icon. At the very bottom, there are several hyperlinks: "Section 1 - Slotted Soldiers", "Section 2 - Unslotted Soldiers", "Section 3 - Unfilled Positions", "Section 4 - Slotted/Unfilled Positions", "Section 5 - Changed Authorizations", "Section 6 - Total Soldiers", and "Return to UIC Selection".

Figure 16–41: HRAR Section 3—Unfilled Positions

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

1.106.6 HRAR Section 4—Slotted/Unfilled Positions

Section 4 of the HRAR (shown in Figure 16–42, HRAR Section 4—Slotted/Unfilled Positions) displays a list of both slotted and unfilled authorizations in the unit along with supporting data relevant to those positions (SEQ No., Slotted, Position Title, Grade, Comp, AUTH STR, PERS ID, MOS/AOC, SQL, ASI, Lang, and Sec Level). The system counts the total number of slotted positions and unfilled positions for the selected unit at the bottom of the report.



HRAR Section 4 - Slotted/Unfilled Positions

Back Menu Help Print PDF Exit

This section displays the slotted and unfilled positions/authorizations for the selected unit along with supporting data.

UIC: W00103 Document Effective Date: 20051003 Document Number: ASASW001AA 0306												
SEQ No.	Slotted	Position Title	Grade	Comp	AUTH STR	PERS ID	MOS/AOC	SQI	ASI	Lang	UIC	Sec Level
SSN		Name										
024K021	Y	42813 SIG ANL	E05		1	I	98C	O	00		W00103	Y
		SCHIRMACHER, RONALD VERNE II	SSG	R			98C	O	Y2		W00103	A
024K011	N	42812 SIG ANL	E05		1	I	98C	O	00		W00103	Y
024K031	N	SIGINT ANL	E05		1	I	98C	O	00		W00103	Y

Total Slotted Positions	Total Unfilled Positions
1	2

△
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 [Section 2 - Unslotted Soldiers](#) |
 [Section 3 - Unfilled Positions](#)
[Section 4 - Slotted/Unfilled Positions](#) |
 [Section 5 - Changed Authorizations](#) |
 [Section 6 - Total Soldiers](#) |
 [Return to UIC Selection](#)

Figure 16–42: HRAR Section 4—Slotted/Unfilled Positions

You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

1.106.7 HRAR Section 5—Changed Authorizations

Section 5 of the HRAR (shown in Figure 16–43, HRAR Section 5—Changed Authorizations) displays the authorizations that will be dropped from or added to the unit when the next document takes effect, and the supporting data relevant to these changed authorizations. The system displays the changed authorizations and their corresponding data: SEQ No., Position Title, Grade, Comp, PERS ID, PMOS/PAOC, ASI, SQI, Sec Skill, Lang, Sec Level, and whether the positions are Added (A) or Dropped (D). If you select any Document Effective Date other than the current date, only HRAR Section 5—Changed Authorizations will be displayed.



HRAR Section 5 - Changed Authorizations

Back Menu Help Print PDF Exit

This section displays the authorizations that will be dropped from or added to the unit when the next document takes effect.

Please note: Only Section 5 will be available if the selected Document Effective Date is other than the current date.

UIC: W00103 Document Effective Date: 20051003, 20061002 Document Number: ASASW001AA 0306, ASASW001AA 0207

SEQ No.	Position Title	Grade	Comp	PERS ID	PMOS/PAOC	ASI	SQI	Sec Skill	Lang	Sec Level	UIC	Added (A) Dropped (D)
024K041	42812 SIG ANL	E05		I	98C	00	0			Y	W00103	A
024K051	42813 SIG ANL	E05		I	98C	00	0			Y	W00103	A
024K061	SIGINT ANL	E05		I	98C	00	0			Y	W00103	A
024K071	11010 SIGINT ANALYST	E04		I	98C	00	0			Y	W00103	A
024K081	20260 SIG ANL	E04		I	98C	00	0			Y	W00103	A

Total Changed Authorizations	Total Dropped	Total Added
5	0	5

[Section 1 - Slotted Soldiers](#) | [Section 2 - Unslotted Soldiers](#) | [Section 3 - Unfilled Positions](#)
[Section 4 - Slotted/Unfilled Positions](#) | [Section 5 - Changed Authorizations](#) | [Section 6 - Total Soldiers](#) | [Return to UIC Selection](#)

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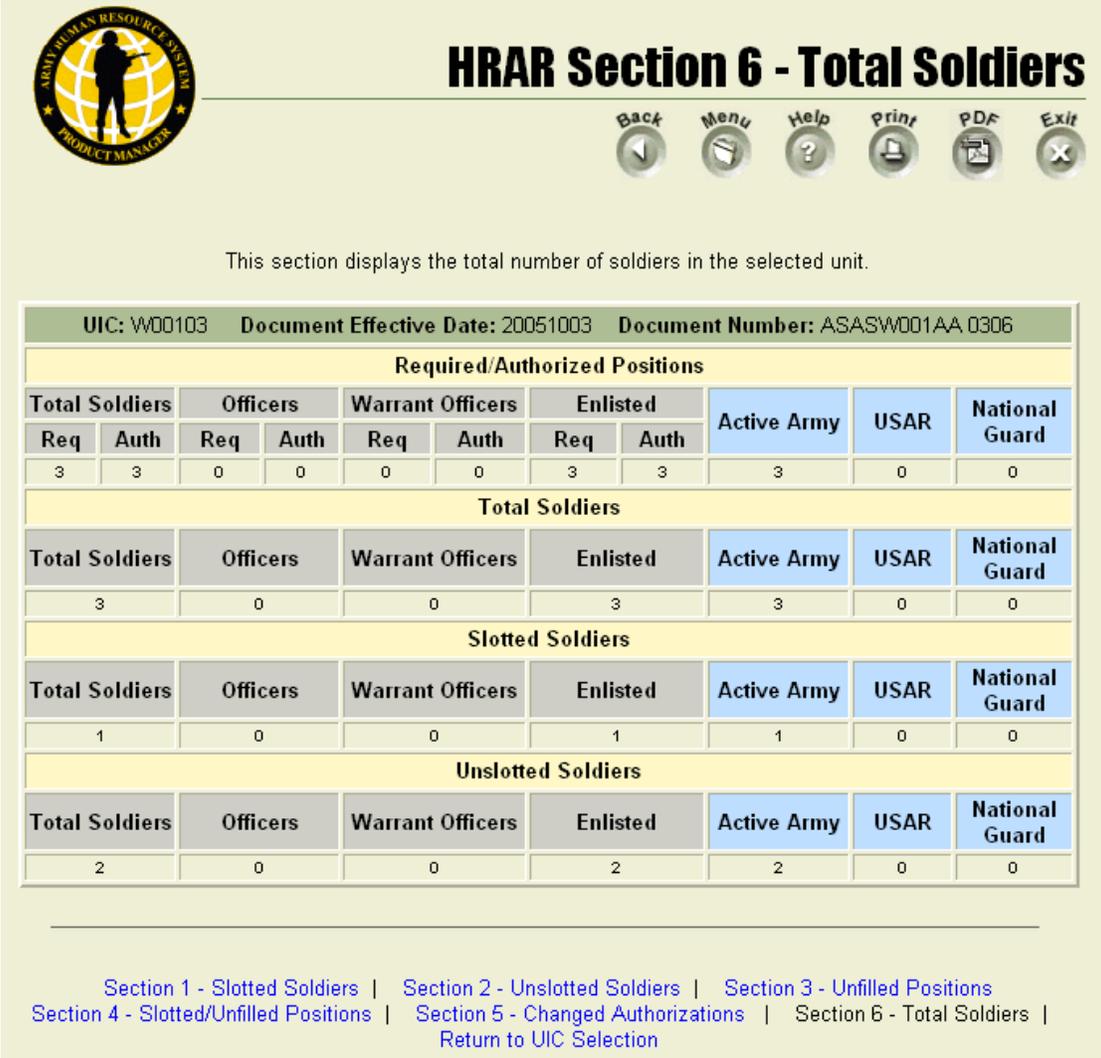
Figure 16–43: HRAR Section 5—Changed Authorizations

If you select a current document, the system will notify you that there is no future document effective date for the comparison. You can navigate to the other sections of the HRAR or back to the HRAR—UIC Selection page by clicking on the corresponding hyperlinks at the bottom of the page.

1.106.8 HRAR Section 6—Total Soldiers

Section 6 of the HRAR (shown in Figure 16–44, HRAR Section 6—Total Soldiers) displays the total number of Soldiers in the selected unit categorized by the following criteria:

- **Required/Authorized Positions from the Authorization Document**—The system calculates the total number of required and authorized Soldiers by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.
- **Total Soldiers**—The system calculates the total number of Soldiers in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.
- **Slotted Soldiers**—The system calculates the total number of Soldiers who are slotted to an authorization in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.
- **Unslotted Soldiers**—The system calculates the total number of Soldiers who are not slotted to an authorization in the unit categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component.



The screenshot shows the HRAR Section 6 - Total Soldiers interface. At the top left is the Army Human Resource System Product Manager logo. To the right is the title "HRAR Section 6 - Total Soldiers" and a row of navigation buttons: Back, Menu, Help, Print, PDF, and Exit. Below the title is a text box stating: "This section displays the total number of soldiers in the selected unit." The main content area contains a header bar with "UIC: W00103", "Document Effective Date: 20051003", and "Document Number: ASASW001AA 0306". Below this are four summary tables: "Required/Authorized Positions", "Total Soldiers", "Slotted Soldiers", and "Unslotted Soldiers". Each table has columns for "Total Soldiers", "Officers", "Warrant Officers", "Enlisted", "Active Army", "USAR", and "National Guard". The "Required/Authorized Positions" table has sub-columns for "Req" and "Auth" for each category. At the bottom, there are navigation links for Section 1 (Slotted Soldiers), Section 2 (Unslotted Soldiers), Section 3 (Unfilled Positions), Section 4 (Slotted/Unfilled Positions), Section 5 (Changed Authorizations), Section 6 (Total Soldiers), and a "Return to UIC Selection" link.

Required/Authorized Positions										
Total Soldiers		Officers		Warrant Officers		Enlisted		Active Army	USAR	National Guard
Req	Auth	Req	Auth	Req	Auth	Req	Auth			
3	3	0	0	0	0	3	3	3	0	0

Total Soldiers						
Total Soldiers	Officers	Warrant Officers	Enlisted	Active Army	USAR	National Guard
3	0	0	3	3	0	0

Slotted Soldiers						
Total Soldiers	Officers	Warrant Officers	Enlisted	Active Army	USAR	National Guard
1	0	0	1	1	0	0

Unslotted Soldiers						
Total Soldiers	Officers	Warrant Officers	Enlisted	Active Army	USAR	National Guard
2	0	0	2	2	0	0

[Section 1 - Slotted Soldiers](#) | [Section 2 - Unslotted Soldiers](#) | [Section 3 - Unfilled Positions](#)
[Section 4 - Slotted/Unfilled Positions](#) | [Section 5 - Changed Authorizations](#) | [Section 6 - Total Soldiers](#) | [Return to UIC Selection](#)

Figure 16–44: HRAR Section 6—Total Soldiers

1.106.9 HRAR Cumulative Total

The Cumulative Total report (shown in Figure 16–45, HRAR—Cumulative Total) displays the total number of all Soldiers for the selected UICs categorized by Military Personnel Classification (that is, Officers, Warrant Officers, and Enlisted) and component. Please note that the Document Effective Date for the Cumulative Total is the current Document Effective Date. To view the HRAR Cumulative Total, perform the following steps:

1. Select a single or multiple UICs from the picklist.
2. Select a single UIC by clicking on the UIC of choice.
3. Select multiple UICs that are in succession of each other by holding down the **Shift** key and select with the left mouse button.
4. Select multiple UICs that are not in succession of each other by holding down the **Ctrl** key and select with the left mouse button.
5. Click Close to exit the report. The system returns you to the Main Menu.

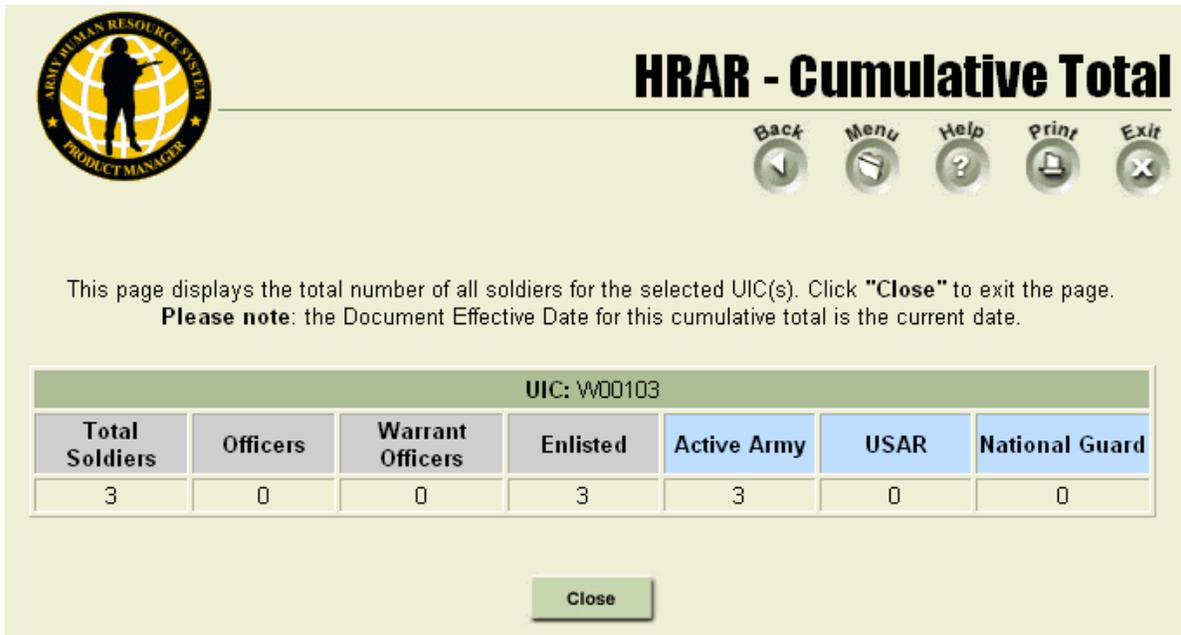


Figure 16–45: HRAR—Cumulative Total

1.107 Soldier Availability Deployment Tracking

The Soldier Availability Deployment Tracking function allows you to track Soldiers who are unavailable for deployment. Soldier Availability Deployment Tracking allows you to add, update, and remove non-availability deployment data for a Soldier. Figure 16–46, Soldier Availability Deployment Tracking Processes, illustrates the processes in the functional category of Soldier Availability Deployment Tracking.

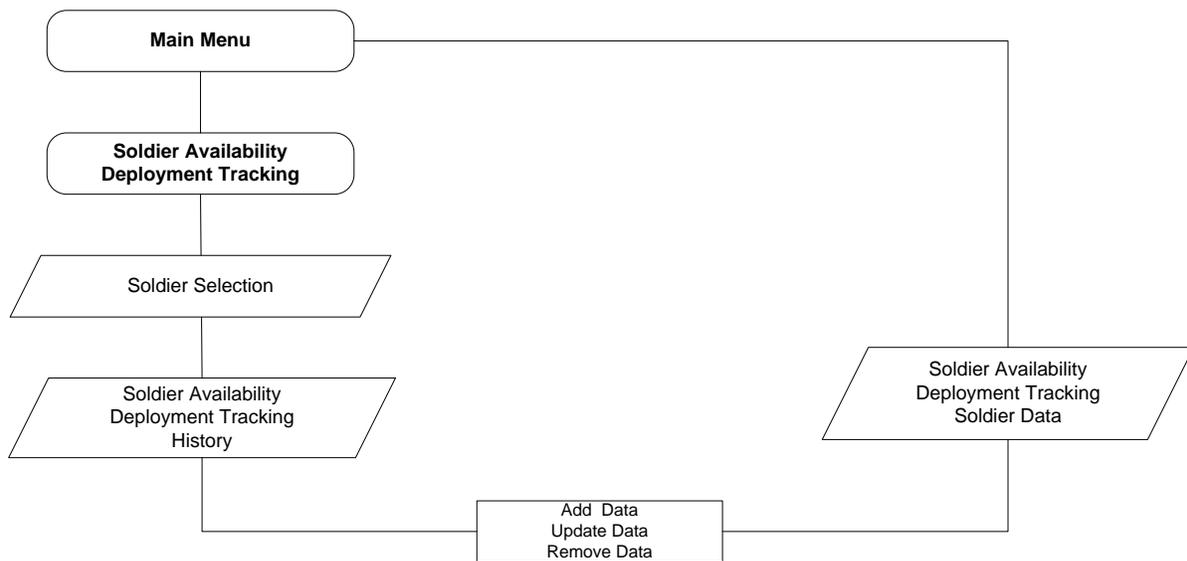


Figure 16–46: Soldier Availability Deployment Tracking Processes

To initiate the process of adding, updating, or removing a Soldier Availability Deployment Tracking record for a Soldier, you must first build a Soldier list. The search criteria available for Soldier Availability Deployment Tracking are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the

Soldier Availability Deployment Tracking History page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.107.1 Soldier Availability Deployment Tracking History

The Soldier Availability Deployment Tracking History page (shown in Figure 16–47, Soldier Availability Deployment Tracking History) displays the selected Soldier’s deployment non-availability data records, including Non-Available Status, Non-Available Reason, UIC, unit designation, start date, and end date. The system displays the Soldier’s Rank, Name, SSN, current UIC, MRC Code, and the Soldier’s current deployment availability status as read-only. If the end date of the Soldier’s last non-available status is past, the system displays his or her status as Available.



Figure 16–47: Soldier Availability Deployment Tracking History

You have the capability to add, update, or remove a Soldier Availability Deployment Tracking record for the selected Soldier. To add a record, check the Add Non-Availability Record checkbox and click Submit. The system will display the Non-Availability Indicator—Soldier Data page. To update or remove deployment data for the Soldier, select Update from the drop-down in the Action column and click Submit. The system will display the Soldier Availability Deployment Tracking—Soldier Data page. Click Close to exit return to the Main Menu without saving any changes.

1.107.2 Soldier Availability Deployment Tracking—Soldier Data—Add Mode

The Soldier Availability Deployment Tracking—Soldier Data—Add Mode page (shown in Figure 16–48, Soldier Availability Deployment Tracking—Soldier Data—Add Mode) allows you to add a non-availability record for a Soldier. The system displays the Soldier's Rank, Name, SSN, current UIC, and current Status as read-only.

**Soldier Availability Deployment Tracking
- Soldier Data**

Menu Help Print Exit

This page allows the user to enter Deployment Record. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

SSG STACEY SMITH SSN: UIC: W18LAA Action: Add

* Non-Available Status: Select One

* Non-Available Reason: Select One

* Start Date: End Date:

Save Reset Next Close

Figure 16–48: Soldier Availability Deployment Tracking—Soldier Data—Add Mode

Follow these steps to enter non-availability indicator data for a Soldier:

1. Select the appropriate value from the Non-Available Status drop-down menu. Available values include the following:
 - Deployed—No reason code is required.
 - Non-Available-Temp—Requires a reason code
 - Non-Available-Permanent—Requires a reason code
 - Available-SIT—Does not require a reason code
 - Available-ARC—Does not require a reason code
 - Stabilized/PCS/Retire-SPR—Does not require a reason code
2. Expand the Non-Availability Reason picklist and select a value of choice.
3. Enter the effective date of the non-available status in the Start Dt: field. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

4. Enter the end date of when the Non-Available-Temp/DP-Deployed status will expire. The date should be entered in YYYYMMDD format, where YYYY is the year, MM is the two-digit month (for example, 05 for May), and DD is the two-digit day (enter a leading zero if the day is less than 10).

When adding Soldier Availability Deployment Tracking data, the user may receive the following eMILPO message:

The event end date must be greater than the event start date.

This message indicates that the system is unable to create the corresponding **PERSTEMPO event** when adding the Soldier's Soldier Availability Deployment Tracking record.

In an attempt to create an open PERSTEMPO event for the category "Named Operation" and purpose "Contingency Operation," any existing open PERSTEMPO event must be closed. For the end date of the PERSTEMPO event to be closed, the system uses the day before the start date of the Soldier Availability Deployment Tracking record. If the end date exists prior to the start date of the PERSTEMPO event being closed, the above message is displayed.

To remedy this situation, the user should access the Individual Event screen for the Soldier and perform one of the following actions:

1. Adjust the dates and close the existing PERSTEMPO event so that the dates will not conflict or overlap with the Soldier's Soldier Availability Deployment Tracking record.
2. Remove the existing PERSTEMPO event.

After correcting the PERSTEMPO event, the user should return to the Soldier Availability Deployment Tracking screen and enter the deployment data.

1.107.2.1 System Validations

The system performs the following validations:

- The system dynamically enables data entry fields, picklist options, and required fields depending on the non-available reason.
- The start date entered shall be greater than the earliest date of the following: BASD, PEBD, and Military EAD Date.
- The start date may not be a future date.
- The end date must be after the start date.
- The end date may not be a future date except when the Non-Available Status is Non-Available-Temp (NAT), Stabilized/PCS/Retire (SPR), or Deployed (DEP).
- The system creates an open PERSTEMPO event and sends Transaction 4455 when the Soldier's non-available deployment data meets the following criteria: The Soldier does not have an open PERSTEMPO event and the Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).
- The system closes the existing open PERSTEMPO event first, creates a new open PERSTEMPO event, and sends Transaction 4455 when the Soldier's non-available deployment data meet the following criteria and the Soldier has an open PERSTEMPO event: The Non-Available Status is DEP - DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

- The system closes any open PERSTEMPO event and sends Transaction 4455 to TAPDB when the Soldier's non-available deployment data is ended by a user and meets the following criteria: The Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

1.107.2.2 Transaction to TAPDB

The system will send the following transactions:

- Transaction Number 4456: Deployment Non-Availability
- Transaction Number 4455

1.107.3 Soldier Availability Deployment Tracking—Soldier Data—Update Mode

In the Update mode of a Soldier Availability Deployment Tracking record for a Soldier, the system displays the current values in the database for the selected Soldier. You can edit those values and click Save. The system will validate and update your data entry as outlined in Add mode. The system will send transactions to TAPDB as outlined in Add mode. Alternatively, you can click Next or Close. Figure 16–49, Soldier Availability Deployment Tracking—Soldier Data—Update Mode, provides an example of the update page.

**Soldier Availability Deployment Tracking
- Soldier Data**

Menu Help Print Exit

This page allows the user to update Deployment Record for the selected soldier.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SSG STACEY SMITH SSN: UIC: W18LAA Action: Update

* Non-Available Status: NAT - NON-AVAILABLE-TEMP

* Non-Available Reason: FP - FAMILY CARE PLAN

* Start Date: 20100515 * End Date: 20100715

Save Next Close

**Figure 16–49: Soldier Availability Deployment Tracking—
Soldier Data—Update Mode**

1.107.4 Soldier Availability Deployment Tracking—Soldier Data—Remove Mode

In the Remove mode of a Soldier Availability Deployment Tracking for a Soldier, the system displays the current values in the database for the selected Soldier as read-only. You can view the record and click Save to remove the record from the database. Figure 16–50, Soldier Availability Deployment Tracking—Soldier Data—Remove Mode, provides an example of the remove page.

1. The system will prompt you to confirm that the record is being removed from the database.
2. If you answer Yes, the system will remove the record and advance you to the next Soldier, if any exist. If the current Soldier is the last or only Soldier, the system generates the Soldier Availability Deployment Tracking History page to display all Soldiers successfully processed in the working session.
3. If you answer No, the system returns you to the current page for further processing.
4. You have the option to click Next or Close.
5. The system will send transactions to TAPDB as outlined in Add mode.

Soldier Availability Deployment Tracking - Soldier Data

This page allows the user to remove Deployment Record for the selected soldier.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Close" to exit the page and terminate the working session.

SSG STACEY SMITH	SSN:	UIC: W18LAA	Action: Remove
Non-Available Status: NAT - NON-AVAILABLE-TEMP			
Non-Available Reason: FAMILY CARE PLAN			
Start Date:	20100515	End Date:	20100715

Save Next Close

Figure 16–50: Soldier Availability Deployment Tracking—Soldier Data—Remove Mode

1.107.5 Soldier Availability Deployment Tracking—History (Summary)

After you complete an action, eMILPO returns you to the Soldier Availability Deployment Tracking—History and displays non-availability deployment data for the Soldier. If a record was deleted, the Action column will indicate the record was deleted. Figure 16–51, Soldier Availability Deployment Tracking—History (Summary), provides an example of a Soldier for whom a record has been removed.

Soldier Availability Deployment Tracking - History

This page allows the user to add, update or remove Deployment Records. The Status column will display the user's completed actions. Select from the corresponding picklist to update or remove existing Deployment Records. Click on the checkbox to add a new Deployment Record.

- Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

SSG STACEY SMITH SSN: UIC: W18LAA STATUS: NON-AVAILABLE 1 of 1

MRC Code: 3A - ITEMS THAT WILL TAKE LESS THAN 30 DAYS TO CORRECT

Action	Status	Non-Available Status	Non-Available Reason	UIC	Unit Designation	Start Date	End Date
Select One	Updated	NAT - NON-AVAILABLE-TEMP	FAMILY CARE PLAN	W18LAA	USAREC ATLANTA RBN	20100515	20100715

Add Non-Availability Record

Submit Next Close

Figure 16–51: Soldier Availability Deployment Tracking—History (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

1.108 Mass Soldier Availability Deployment Tracking

The Mass Soldier Availability Deployment Tracking function allows you to track Soldiers who are unavailable for deployment. Mass Soldier Availability Deployment Tracking allows you to add, update, and remove non-availability deployment data for selected Soldiers. Figure 16–52, Mass Non-Available Deployment Tracking Processes, illustrates the processes in the functional category of Mass Non-Availability Deployment Tracking.

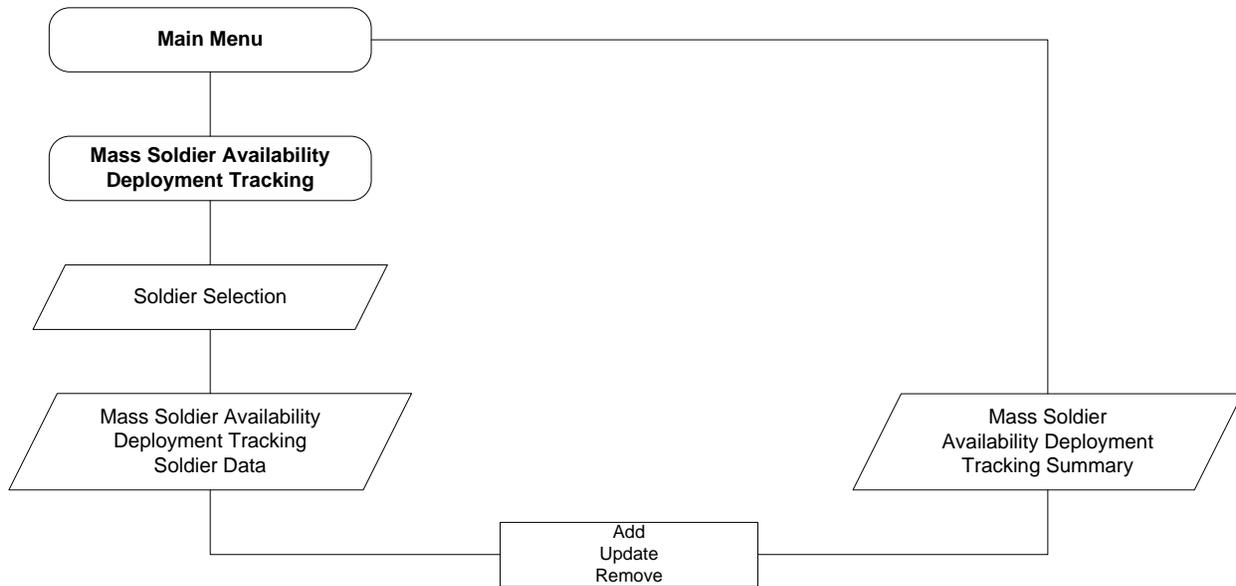


Figure 16–52: Mass Soldier Availability Deployment Tracking Processes

To initiate the process of adding, updating, or removing a Mass Soldier Availability Deployment Tracking record for Soldier, you must first build a Soldier list. The search criterion available for Mass Soldier Availability Deployment Tracking is UIC or you may use the Load function to load a file of SSNs. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system displays the Mass Soldier Availability Deployment Tracking Soldier Data page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list.

1.108.1 Mass Soldier Availability Deployment Tracking—Soldier Data (Add and Update)

The Mass Soldier Availability Deployment Tracking Soldier Data page (shown in Figure 16–53, Mass Soldier Availability Deployment Tracking Soldier Data Page) allows you to add or update Mass Soldier Availability Deployment Tracking Data for the selected Soldiers.

Mass Soldier Availability Deployment Tracking - Soldier Data

This page allows the user to enter Deployment Record. Please enter or select the requested data. (*) denotes a required field.

- Click "Save" to save the current record. Click "Next" to proceed without saving.
- Click "Reset" to clear the fields. Click "Close" to exit the page and terminate the working session.

Non-Available Status: DEP-DEPLOYED

* Start Date: * End Date:

Save Close

Figure 16–53: Mass Soldier Availability Deployment Tracking Soldier Data Page

To process a Mass Add or Mass Update for the selected Soldiers, perform the following steps:

1. The Non-Available Status defaults to read-only text that indicates DEP-DEPLOYED.
2. Enter the Start Date in the provided text-entry field. This is a required field.
3. Enter the End Date in the provided text-entry field. This is a required field.
4. Click Save to save the attempt to add or update non-availability information for the selected Soldiers. If there are no screen edit failures (for example, missing start date, start date in the future, end date after start date, etc.), the system displays the Mass Soldier Availability Deployment Tracking Summary screen.
5. Click Close to exit the page and return to the Main Menu.

1.108.2 Mass Soldier Availability Deployment Tracking—Soldier Data (Remove)

The Mass Soldier Availability Deployment Tracking Soldier Data page (shown in Figure 16–54, Mass Soldier Availability Deployment Tracking Soldier Data Page) allows you to remove a deployment (1-DEP) non-availability indicator record for the selected Soldiers.



Figure 16–54: Mass Non-Availability Indicator—Data Page

To remove a deployment non-availability indicator record, perform the following steps:

1. The system displays a disclaimer informing the user that saving the Soldier data page will result in the removal of 1-DEP records for all the Soldiers selected on the previous page.
2. Click Save to remove the current record and proceed to the next action, if one exists. The system displays a message asking you to confirm that you want to delete the records. Click Yes to proceed. Click No to cancel and return to the Mass Soldier Availability Deployment Tracking Soldier Data page.
3. Click Close to exit the page without saving changes and return to the listing page.

1.108.3 Mass Soldier Availability Deployment Tracking Summary

The Mass Soldier Availability Deployment Tracking Summary page (shown in Figure 16–55, Mass Soldier Availability Deployment Tracking Summary) displays the results of completed Mass Add, Mass Update, or Mass Removal actions. The system displays the data as follows:

- The screen displays the rank, name, SSN, UIC, and action for each Soldier selected from the associated selection screen.
- If a 1-DEP record was added for a Soldier, the Action field displays Inserted.
- If a 1-DEP record was update for a Soldier, the Action field displays Updated.
- If a 1-DEP record was removed for a Soldier, the Action field displays Deleted.

- There are various edits performed while performing a Mass Add or Mass Update action. If a Soldier is not processed because of an edit error, the information is displayed in the Action field of the summary screen.

Rank	Name	SSN	UIC	Action
SSG	BETTER, RAMIRO ANTONIO		W18LAA	Inserted non-availability
SGT	DEW, JEREMIAH LEN		W18LAA	Inserted non-availability
SSG	MCFALL, CHAD BRYAN		W18LAA	Inserted non-availability
SFC	PLUCKER, BRADLEY BRIAN		W18LAA	Inserted non-availability
CPT	SUPERSAD, DOMINICK TARRAN		W18LAA	Inserted non-availability

Figure 16–55: Mass Soldier Availability Deployment Tracking Summary

Click Close to exit the page. The system returns you to the Main Menu.

Workflow

Workflow provides automatic notification to authorized personnel of task actions they need to perform for Soldiers under their administrative authority. Workflow will also provide information related to the tasks and allow the authorized user to view or forward tasks to other users (limited to those with accounts in the same unit as the user) as necessary.

Workflow offers the following functionality within eMILPO:

- **Inbox**—Displays the current tasks and their corresponding data. The authorized user may perform the following actions from the Workflow Inbox: Delete Task, Forward Task, Open Task/ View Task, Return Task, view Workflow Audit Log
- **Outbox**—Displays tasks that have been forwarded by the user.
- **Delegate Role**—Allows the authorized user to assign his or her workflow-related role from one user to another within his or her unit boundaries.

Figure 17–1, Workflow Processes, illustrates the processes in Workflow.

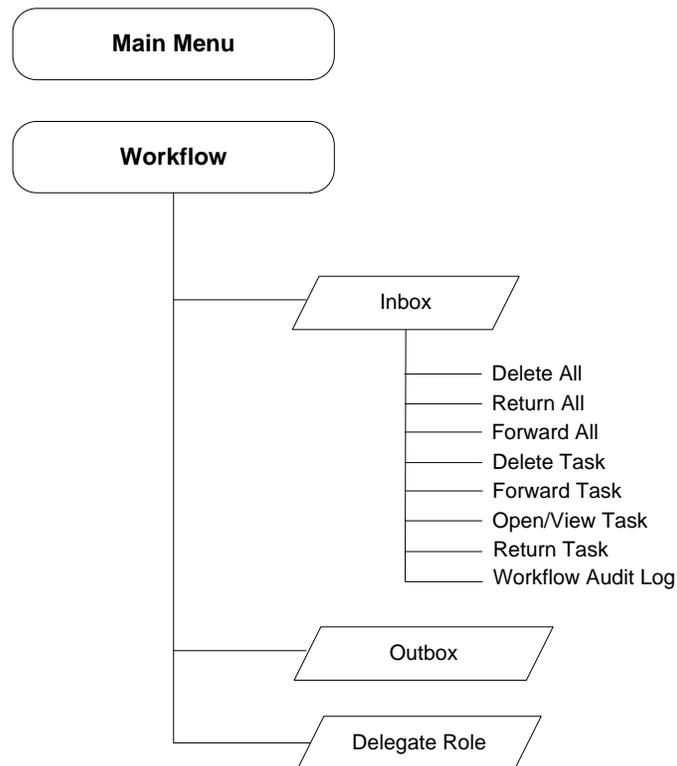


Figure 17–1: Workflow Processes

The following workflow notices are being offered by eMILPO:

- **Departure Notice**—One day prior to a Soldier’s departure from his or her current parent unit
- **Reassignment**—When a Soldier has not been scheduled for reassignment within 20 days of his or her required report date at a gaining unit

- **Patient Tracking**—When an event related to a Soldier’s period of hospitalization occurs (for example, hospital admittance and discharge)
- **Failure to Gain**—When a Soldier does not report to his or her gaining command by the required date
- **Slotting**—When a Soldier is not slotted to an authorization within 5 days of his or her arrival at a new parent unit
- **Slot Attached**—When a Soldier is not slotted to an authorization within 5 days of his or her attachment to a unit
- **Attachment Start**—When a Soldier begins a period of attachment
- **Pending Attachment Release**—Seven days prior to a Soldier’s release from attachment
- **Attachment Expiration**—When a Soldier’s period of attachment ends
- **Drop from Rolls**—When a Soldier has not been dropped from the rolls of the Army within 31 days of entering AWOL status
- **Deny Promotion**—When a Soldier is denied promotion
- **New Unit**—When a new unit is created
- **Assignment Instruction**—When EDAS assignment instructions are received
- **Complete Assignment Instruction**—When EDAS assignment instructions are screened
- **System Administration**—When the appropriate administrator for a particular action is not located within a given part of the unit hierarchy
- **Out of Balance Notice**—When an “out of balance” condition is detected while processing incoming transactions
- **Deletion Assignment Instruction**—When an assignment deletion is received from EDAS
- **Deferment Assignment Instruction**—When an assignment deferment is received from EDAS
- **Unit Suspense Notice**—When a unit is scheduled for deactivation.
- **PERSTEMPO**—The following workflow notices are generated by the PERSTEMPO functionality:
 - **Ending Events**—This notice is generated for events that have ended and for which a workflow notice has not been generated previously.
 - **Starting Events**—This notice is generated for events that will start within 7 days of the current date and for which a workflow notice has not been generated previously.
 - **Missing Operation/Exercise Title**—This notice is generated for closed events that are missing the operation or exercise title.

1.109 Workflow Inbox

If there are pending tasks for you, the system will display the Workflow Inbox after a successful login and prior to displaying the eMILPO Main Menu. The Workflow Inbox layout (shown in Figure 17–2, Workflow Inbox) is as follows:

- The Select column allows you to select a task to perform by clicking on the corresponding radio button. You can only select one task at a time.
- The Subject column lists the task description.
- The Assignment Type column indicates whether the tasks are action-oriented or informational tasks.
- The Soldier column displays the rank and last name of the Soldier who is the subject of the workflow task.
- The Status column displays the current status of the workflow task. Informational tasks may have a status of Read or Unread. Action- based tasks may have a status of Pending or Complete.
- The Date Assigned column displays the date the workflow task was assigned to the user.
- The UIC column displays the unit associated with the task. For tasks related to a Soldier, this column displays the Soldier's parent UIC. For tasks related to a unit, this column displays the unit's UIC.
- The Originator column displays the names of the original owner of the task.
- The Delete All button allows you to delete more than one workflow task.
- The Return All button allows you to return more than one workflow task to the originator.
- The Forward All button allows you to forward more than one workflow task to another user.
- The Workflow Tasks picklist provides the following choices:
 - Delete Task
 - Forward Task
 - Open/View Task
 - Return Task
 - View Audit Log



Figure 17–2: Workflow Inbox

To perform a task from the Workflow Inbox:

1. Select a task by clicking on the corresponding radio button in the Select column. Expand the Workflow Tasks picklist, select an option, and then click OK to proceed. The system will forward you to the appropriate page to process the workflow task.
2. Additionally, you may delete, return or forward more than one workflow task by clicking the corresponding button.
3. Click Close to exit the Workflow Inbox without proceeding. The system will forward you to the Main Menu.

1.109.1 Delete All, Return All, and Forward All Buttons

The subsequent sections describe the procedures for using the Delete All, Return All, and Forward All buttons.

1.109.1.1 Delete All

Delete All allows you to delete more than one task. To delete more than one listed task, perform the following steps:

1. From the Workflow Inbox, click Delete All. The system displays the Workflow Mass Delete screen, shown in Figure 17–3.
2. Select tasks by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all tasks. Click Deselect to deselect all tasks.
3. Click Submit.
4. The system displays a confirmation message. Click Yes to proceed. The system removes the selected tasks and refreshes the page. Click No to cancel and return to the Main Menu.
5. Click Close to return to the Workflow Inbox without proceeding.

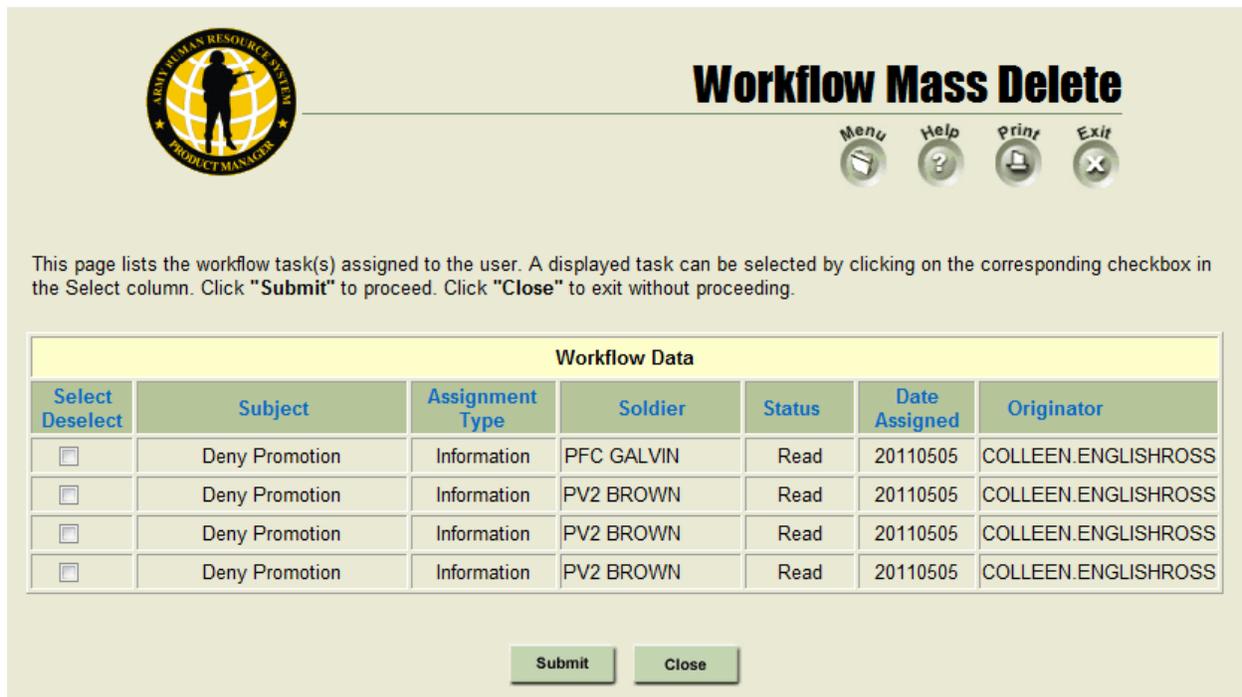


Figure 17–3: Workflow Mass Delete Screen

1.109.1.2 Forward All

Forward All allows you to forward more than one task. To forward more than one listed task, perform the following steps:

1. From the Workflow Inbox, click Forward All. The system displays the Workflow Mass Forward screen, shown in Figure 17–4.
2. Select tasks by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all tasks. Click Deselect to deselect all tasks.
3. Select a user from either the User Name picklist or the AKO ID picklist. The lists contain only the users who have an account with the same UIC as the current user.
4. Enter any relevant comments in the Remarks text-entry field as necessary.
5. Click Submit.

6. The system displays a confirmation message. Click Yes to proceed. The system forwards the selected tasks and refreshes the page. Click No to cancel and return to the Main Menu.
7. Click Close to return to the Workflow Inbox without proceeding.

This page lists the workflow task(s) assigned to the user. A displayed task can be selected by clicking on the corresponding checkbox in the Select column. Click "Submit" to proceed. Click "Close" to exit without proceeding.

Select Deselect	Subject	Assignment Type	Soldier	Status	Date Assigned	Originator
<input type="checkbox"/>	Deny Promotion	Information	PV2 BROWN	Unread	20110505	COLLEEN.ENGLISHROSS
<input type="checkbox"/>	Deny Promotion	Information	PV2 BROWN	Unread	20110505	COLLEEN.ENGLISHROSS

User Name: Select One

AKO User ID: Select One

Remarks:

Submit Close

Figure 17–4: Workflow Mass Forward

1.109.1.3 Return All

Return All allows you to return more than one task to the originator. To return more than one listed task, perform the following steps:

1. From the Workflow Inbox, click Return All. The system displays the Workflow Mass Return screen, shown in Figure 17–5.
2. Select tasks by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all tasks. Click Deselect to deselect all tasks.
3. The system displays the details related to the task, such as the subject of the task and the name of the originator.
4. You can enter any pertinent remarks related to returning the task in the Remarks text area.
5. Click Submit.
6. The system displays a confirmation message. Click Yes to proceed. The system returns the selected tasks to the originator and refreshes the page. Click No to cancel and return to the Main Menu.
7. Click Close to return to the Workflow Inbox without proceeding.



Workflow Mass Return

This page lists the workflow task(s) assigned to the user. A displayed task can be selected by clicking on the corresponding checkbox in the Select column. Click "Submit" to proceed. Click "Close" to exit without proceeding.

Workflow Data						
Select Deselect	Subject	Assignment Type	Soldier	Status	Date Assigned	Originator
<input type="checkbox"/>						

Remarks:

Figure 17–5: Workflow Mass Return

1.109.2 Delete Task

You may delete a listed task as follows:

1. From the Workflow Inbox, select a task by clicking the corresponding radio button in the Select column.
2. Expand the Workflow Tasks picklist and select Delete Task. Click OK to proceed. The system will remove the selected task and refresh the page.

Note: A PERSTEMPO workflow notice (Missing Operation/Exercise Title, Starting Date, or Ending Date) cannot be deleted until all the subtasks contained within the workflow task.

1.109.3 Forward Task

You have the option to forward a workflow task from the Workflow Inbox that was assigned to you to another user by completing the following steps:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.
2. Select Forward Task from the Workflow Tasks picklist and then click OK to proceed.
3. The system displays the Workflow—Forward Task page shown in Figure 17–6, Workflow—Forward Task.

Workflow - Forward Task

This page allows the user to forward a workflow task to another user. Please select a User Name or AKO User Id, ensuring that one or the other is selected, and provide any pertinent remarks. Click "Submit" to proceed. Click "Close" to exit the page.

User Name:

AKO User ID:

Remarks:

Figure 17–6: Workflow—Forward Task

4. Select a user from either the User Name picklist or the AKO ID picklist. The lists contain only the users who have an account with the same UIC as the current user.
5. Enter any relevant comments in the Remarks text-entry field as necessary.
6. Click Submit to proceed.
7. The system will forward the task to the selected user and return you to the Workflow Inbox.
8. Alternatively, click Close to return to the Workflow Inbox without proceeding.

1.109.4 Open/View Task

You can select to open/view a task as follows:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.
2. Expand the Workflow Tasks picklist and select Open/View Task. Click OK to proceed.
3. If the task requires an action from you, the system will display the appropriate page from the corresponding functional area. If the task is informational, the system will display the Workflow—View Task page (as illustrated in Figure 17–7, Workflow—View Task) and allow you to view the pertinent information related to the task. You can click Close on the Workflow—View Task page to return to the Workflow Inbox.

Workflow - View Task

Help Print Exit

This page allows the user to view an informational workflow task. Click "Close" to exit.

Subject: Deny Promotion

Originator: COLLEEN.ENGLISHROSS

Remarks: PFC MATTHEW MILLER has been denied promotion.

Close

Figure 17–7: Workflow—View Task

Refer to Section 17.1.9, Process PERSTEMPO Workflow Tasks, for information on how to process workflow tasks generated by the PERSTEMPO function.

1.109.5 Return Task

You have the option to return a task that was forwarded to you by completing the following steps:

1. From the Workflow Inbox, click the corresponding radio button in the Select column.
2. Select Return Task from the Workflow Tasks picklist and then click OK to proceed.
3. The system displays the Workflow—Return Task page (shown in Figure 17–8, Workflow—Return Task).
4. The system displays the details related to the task, such as the subject of the task and the name of the originator.
5. You can enter any pertinent remarks related to returning the task in the Remarks text area.

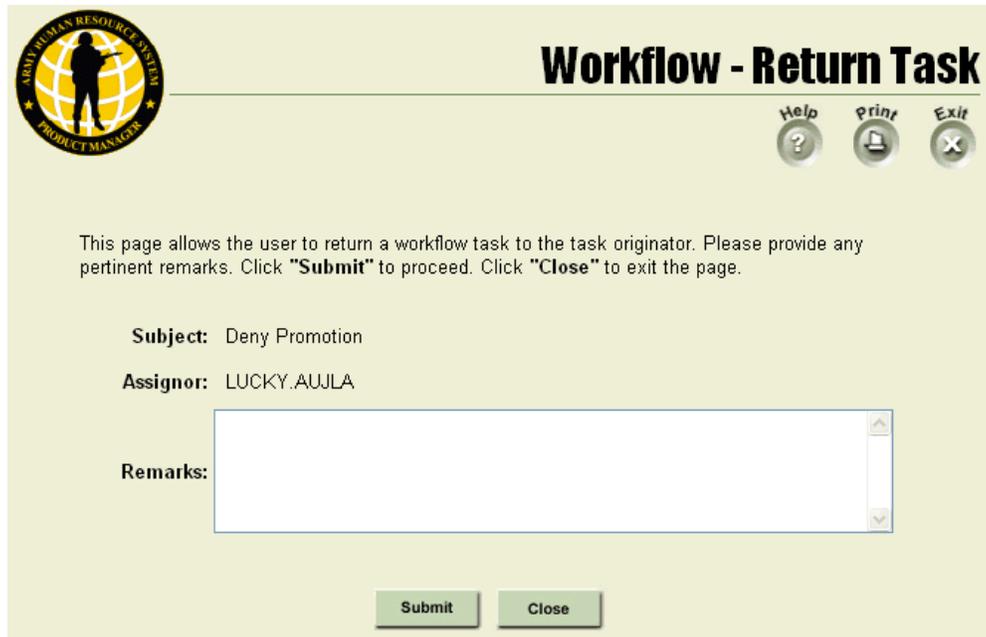


Figure 17–8: Workflow—Return Task

6. Click Submit to proceed. The system will return the task to the originator and return you to the Workflow Inbox.
7. Alternatively, click Close to return to the Workflow Inbox without proceeding.

1.109.6 Workflow Audit Log

The Workflow Audit Log option (shown in Figure 17–9, Workflow Audit Log) displays the history of a specific workflow task. The system displays the task subject and lists all actions that were performed on that task.

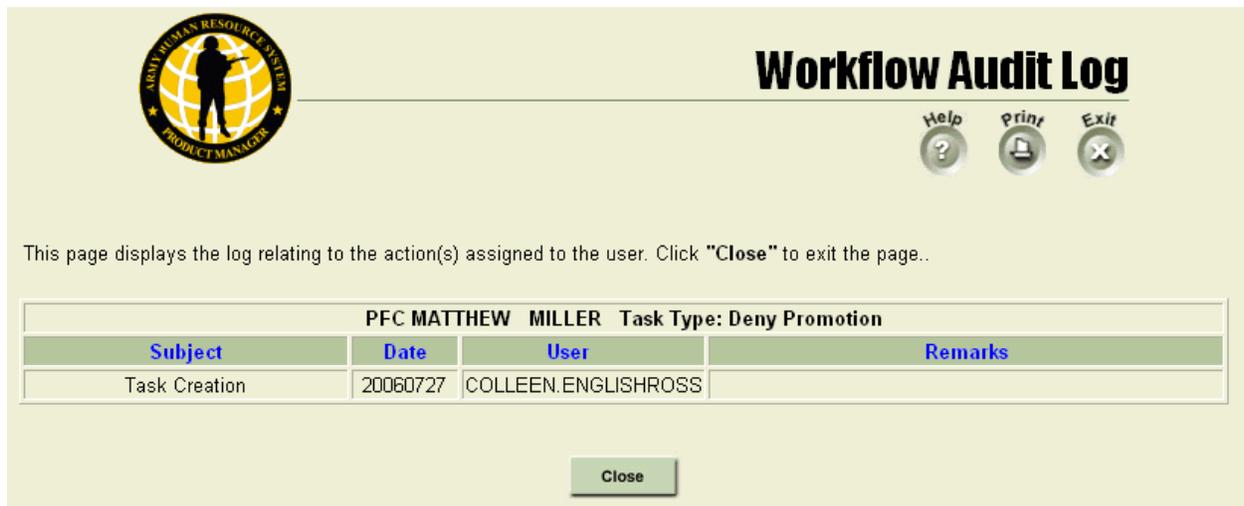


Figure 17–9: Workflow Audit Log

The Workflow Audit Log displays the following information:

- The Workflow Tasks column indicates the tasks that were performed on the listed subject.
- The Date column shows the date that the tasks were performed.
- User column indicates the users who performed the tasks.
- The Remarks column notes any data pertinent to the specific task performed.
- Click Close to exit the page. The system returns you to the Workflow Inbox.

1.109.7 Workflow Outbox

The Workflow Outbox logs all workflow tasks that were at some point assigned to you but have since been forwarded to another user.

Subject	Status	Date Originated	Due Date	Assignee
Deny Promotion	Read	20060727		LUCKY.AUJLA

Figure 17–10: Workflow Outbox

The system displays all workflow tasks that were at some point assigned to you, but have since been forwarded to another user. The layout of the Workflow Outbox is as follows:

- The Subject column identifies the workflow type.
- The Status column shows the status of the specific tasks: Complete, Pending, Read, and Unread.
- The Date Originated and Due Date columns indicate the specific time frame of the task.
- The Assignee column identifies the user who was assigned to perform the tasks.
- Click Close to exit the page. The system returns you to the Main Menu.

1.109.8 Delegate Role

The Delegate Role page (shown in Figure 17–11, Delegate Role) allows you, as an authorized user, to assign a workflow-related role from one user to another within your unit boundaries. The system provides two access paths for the Delegate Role screen. If you access the screen from the Main Menu, you can delegate your workflow role to another user. If you access the Delegate Role screen via the System Administration submenu, you can delegate the role of any user in your account or any subordinate unit within your hierarchy. To delegate a role, perform the following steps:

1. Under the subheading of User Information, the system displays the current values for Name, SSN, User ID, e-Mail Address, Phone Number, Rank, PGrade, Associated Unit, and User Role from the database as read-only for verification purposes.
2. The system stores the available User Names within the unit of the user whose role is to be delegated in the Delegate Role User Name picklist. You may expand the picklist and select an appropriate name. The system also stores the corresponding AKO User ID values in the AKO User ID picklist. You may expand the picklist to select an appropriate ID.
3. The system will populate the Name and SSN as read-only based on the selected User Name or AKO User ID.
4. You may enter a Start Date and End Date indicating the length of time for the role delegation in the provided text-entry fields.
5. You also have the option to enter any pertinent Delegation Comments for the selected user.
6. Click Submit to proceed. The system will prompt you to confirm that the delegation of role is successful and will return you to the Main Menu.
7. Click Close to exit the page without proceeding. The system returns you to the Main Menu (or System Administration submenu if this was how the Delegate Role screen was accessed).

Delegate Workflow Role

This page allows the administrator to delegate the selected user's workflow role to another user. Please select either the delegated user's AKO ID or name to proceed..

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information					
Name:	ENGLISHROSS, COLLEEN		SSN:		
User ID:	COLLEEN.ENGLISHROSS		e-Mail Address:	COLLEEN.ENGLISHROSS@us.army.mil	
Phone Number:		Rank:		PGrade:	
Associated Unit:	GOARMY		Workflow Role:	NONE	

Delegate Workflow Role User Name: AKO User Id:

Name	SSN	Start Date	End Date	Delegation Comments
LUCKY AUJLA		<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 17–11: Delegate Role

1.109.9 Process PERSTEMPO Workflow Tasks

The subsequent sections detail how to process Missing Operation/Exercise Title and Starting Date/Ending Date workflow notices.

1.109.9.1 Process Starting Date/Ending Date Workflow Tasks

You may accept or update the subtasks contained within the Starting Date/Ending Date workflow notice. To process either a Starting Date or Ending Date workflow task, perform the following steps:

1. Select the pending workflow task from the Workflow inbox, select Open/View task, and click OK. The system displays the PERSTEMPO Verification of Event(s) Start Date Workflow page, shown in Figure 17–12. (**Note:** If you selected an Ending Date workflow notice, the PERSTEMPO Verification of Event(s) End Date Workflow page will be displayed.)

**PERSTEMPO - Verification of Event(s)
Start Date Workflow**

Please note that updating the start date of any of the events below or removing/canceling them will result in the system automatically removing those events from this list of workflow tasks.

Page 1 of 1

Select Deselect	Status	Name	Rank	SSN	Category	Purpose	Start Date	End Date
<input type="checkbox"/>		CRITES, KRISTOPHER CHARLES	SGT		MISSION SUPPORT TDY	NOT APPLICABLE	20060821	20061130
<input type="checkbox"/>		SACASA, HUBERT FRANCIS	SPC		MISSION SUPPORT TDY	NOT APPLICABLE	20060821	20061130
<input type="checkbox"/>		SCHIRMACHER, RONALD VERNE	SSG		MISSION SUPPORT TDY	NOT APPLICABLE	20060821	20061130

Figure 17–12: PERSTEMPO Verification of Event(s) Start Date Workflow Page

2. Select a Soldier to process by clicking the checkbox to the left of his or her name, or select all the Soldiers in the list process by clicking Select in the column heading.
3. Click Accept to accept selected events without updating information about the event. The system updates the Status column to reflect the action performed.
4. To update information for a selected event, you may either perform an individual update or a mass update. To update the event information, use either of the following processes:
 - **Individual**—An individual update allows you to change information, such as the Event UIC, for each event selected. Select the events you want to process and click Individual. The system displays the PERSTEMPO Individual Event Soldier Data page. Update the necessary information and click Save. The system returns you to the PERSTEMPO

Verification of Event(s) Start Date Workflow page and updates the Status column to reflect the action performed.

- **Mass**—A mass update allows you to change information that is common to several events at one time. Select the events you want to process and click Mass. The system displays the PERSTEMPO Mass Event Soldier Data Action: Update page. Update the desired information and click Save. The system displays the PERSTEMPO Mass Event – Workflow Summary page. Click Close. The system returns you to the PERSTEMPO Verification of Event(s) Start Date Workflow page and updates the Status column to reflect the action performed.
5. After processing the last event, the system displays a message informing that all workflow events have been processed and that you may now delete the task from your Workflow Inbox. Click OK to proceed. The system returns you to the PERSTEMPO Verification of Event(s) Start Date Workflow page.
 6. Click Close after you have processed all events. The system returns you to the Workflow Inbox. The system updates the Status column to show that the workflow task is complete.

1.109.9.2 Process Missing Operation/Exercise Title Workflow Tasks

You may update the events contained within the Missing Operation/Exercise Title workflow task. If you change the start date of any of the events or remove/cancel the event, the system automatically removes those events from the list of workflow tasks. To process a Missing Operation/Exercise Title workflow task, perform the following steps:

1. Select the pending workflow task from the Workflow inbox, select Open/View task, and click OK. The system displays the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page, shown in Figure 17–13.

PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow

Please note that updating the start date of any of the events below or removing/canceling them will result in the system automatically removing those events from this list of workflow tasks.

Select Deselect	Status	Name	Rank	SSN	Category	Purpose	Start Date	End Date
<input type="checkbox"/>		BOAZ, JASON CHARLES	SSG		NAMED OPERATION	NATIONAL EMERGENCY	20030517	20040518
<input type="checkbox"/>		HALLIBURTON, COLE BENTLEY	CPL		NAMED OPERATION	NATIONAL EMERGENCY	20030517	20041026
<input type="checkbox"/>		HOOGERWERF, CHRISTOPHER ALLE	SPC		NAMED OPERATION	NATIONAL EMERGENCY	20030517	20041026
<input type="checkbox"/>		KERRIGAN, KEVIN J	SPC		NAMED OPERATION	NATIONAL EMERGENCY	20030517	20041026

Figure 17–13: PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow Page

2. Select a Soldier to process by clicking the checkbox to the left of his or her name, or select all the Soldiers in the list process by clicking Select in the column heading.
3. To update information for a selected event, you may either perform an individual update or a mass update. To update the event information, use either of the following processes:
 - **Individual**—Select the events you want to process and click Individual. The system displays the PERSTEMPO Individual Event Soldier Data page. Only the Operation/Exercise Title picklist is enabled for update. Select a value from the picklist and click Save. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page and updates the Status column to reflect the action performed.
 - **Mass**—Select the events you want to process and click Mass. The system displays the PERSTEMPO Mass Event Soldier Data Action: Update page. The Event UIC, Start Date, and End Date fields and the Operation/Exercise Title picklist are enabled for update. (**Note:** Updating the Start Date will remove the event from the workflow task list.) Update the desired information and click Save. The system displays the PERSTEMPO Mass Event – Workflow Summary page. Click Close. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page and updates the Status column to reflect the action performed.
4. After processing the last event, the system displays a message informing that all workflow events have been processed and that you may now delete the task from your Workflow Inbox. Click OK to proceed. The system returns you to the PERSTEMPO - Verification of Missing Operation/Exercise Title Workflow page.
5. Click Close after you have processed all events. The system returns you to the Workflow Inbox. The system updates the Status column to show that the workflow task is complete.

System Administration

The System Administration module allows the authorized User Administrator (UA) to perform unit hierarchy and user account management functions within eMILPO. Figure 18–1, System Administration Processes, illustrates the processes in System Administration.

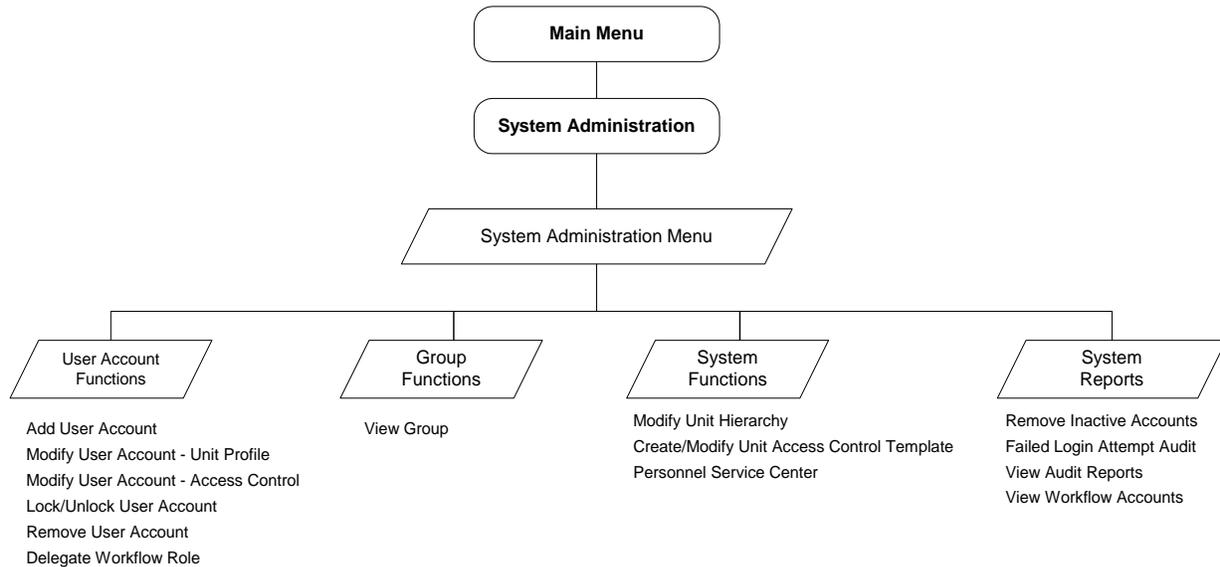


Figure 18–1: System Administration Processes

1.110 System Administration Menu

The System Administration Menu (shown in Figure 18–2, System Administration Menu) allows the authorized UA to select an option to process System Administration functions. The System Administration function within eMILPO offers the following functionality:

- User Account Functions
 - Add User Account
 - Modify User Account—Unit Profile
 - Modify User Account—Access Control
 - Lock/Unlock User Account
 - Remove User Account
 - Delegate Workflow Role
- Group Functions
 - View Group
- System Functions
 - Modify Unit Hierarchy
 - Modify Unit’s Access Control Template
 - Personnel Service Center

- System Reports
 - Remove Inactive Accounts
 - Failed Login Attempt Audit
 - View Audit Reports
 - View Workflow Accounts

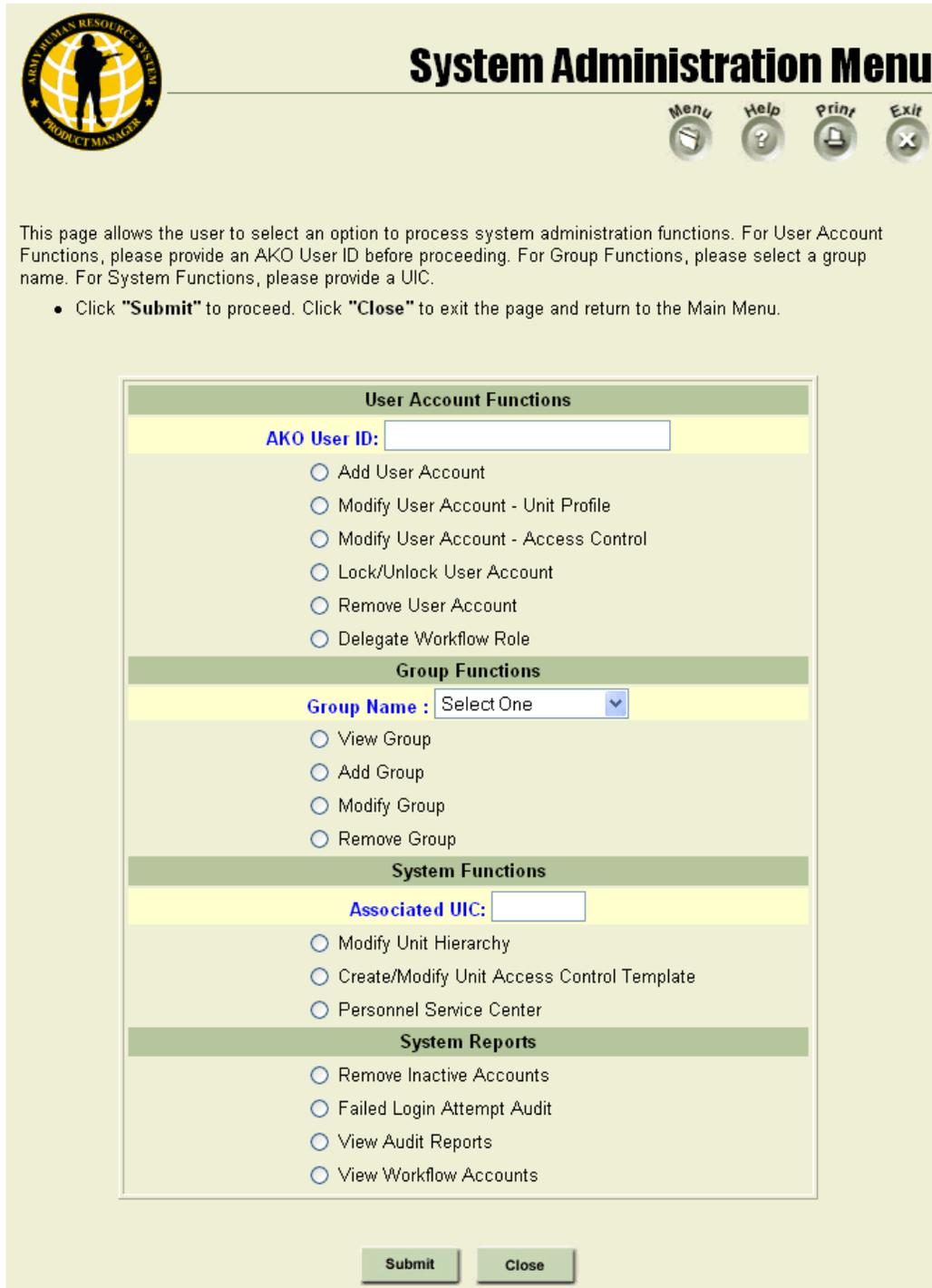


Figure 18–2: System Administration Menu

To access the functions available on the System Administration Menu, perform the following steps:

1. To perform a User Account Function, enter an AKO ID in the provided text-entry field and click on the corresponding radio button for the function.
2. To perform a Group Function, select a group from the pull-down and click the corresponding radio button for the function.
3. To perform a System Function, enter a UIC in the provided text-entry field and click on the corresponding radio button for the function.
4. Alternatively, to generate a System Report, click on the corresponding radio button for the report.
5. Click Submit to proceed. The system will display the appropriate data page for the selected function.
6. Click Close to exit the page without proceeding. The system returns you to the Main Menu.

1.110.1 Roles and Responsibilities

A distinction is made between functional roles and workflow roles within the eMILPO system. Functional roles refer to system users and administrators and the permissions they have that are defined within their user templates. User roles within eMILPO include the following:

- Senior User Administrator (SUA)—The SUA's responsibilities include the creation and management of groups and the rights associated with those groups. The SUA can create the following user accounts: SUA, User Administrator, and User. The SUA role will be performed by HQDA personnel.
- User Administrator (UA)—The UA's responsibilities include the creation and management of user accounts and user profiles, the assignment of groups to a user, and the locking/unlocking of user accounts. The UA may temporarily delegate a user role for the receipt of Workflow Notices (for example, to cover for a period of vacation). The UA can also manage the Army's organizational hierarchy and turn workflow privileges on and off (for Slotting only) for units within his or her authorization.
- Users—This refers to the clerks who access the various personnel functions within the application. Their permissions are defined by the groups to which they are assigned.

Workflow roles refer to the responsibilities of assigning tasks and approving personnel requests and actions. Workflow roles include the following:

- BDE S1 Chief
 - BDE S1 Clerk
 - BN S1 Chief
 - BN S1 Clerk
 - Career Counselor
 - Commanding Officer
 - None
 - PERSTEMPO Chief
 - PERSTEMPO Clerk
 - PSC Chief
 - PSC Clerk
 - Sr. System Administrator
 - System Administrator
- Unit Administrator

1.110.2 Business Rules for System Administration

Please note the following business rules pertaining to System Administration:

- The UA will approve or deny requests for access based on eMILPO security requirements. Only those users with a legitimate reason to access the eMILPO system will be approved.
- Only the UA can add, modify, remove, and unlock user access and accounts.
- An UA can only add, modify, remove, and unlock user access or accounts for UICs for which he or she is authorized. The UA will not have visibility of user accounts with UICs that are not under his or her assigned authority.
- A User's rights are determined by the Groups to which he or she has been assigned.

1.111 User Account Functions

User Account Functions on the System Administration Menu (shown in Figure 18–3, System Administration Menu—User Account Functions) allow the UA to create, maintain, and remove user accounts for the unit boundaries that he or she is authorized to manage. All User Account Functions require that the UA provide an AKO User ID. Some User Account Functions will further require the UA to select an Associated UIC, if the user is associated with more than one UIC.

Figure 18–3: System Administration Menu—User Account Functions

To access User Account Functions, the UA performs the following steps:

1. From the System Administration Menu, provide an AKO User ID for the user.
2. Select an option by clicking the corresponding radio button.
3. Click Submit to proceed. The system will authenticate the user ID to ensure it is a valid and active AKO User ID. The system will then display the appropriate page for processing.
4. Click Close to exit without proceeding. The system will return the UA to the Main Menu.

1.111.1 System Validations

The system performs the following validations:

- The system shall ensure that the entered AKO User ID exists in the AKO Directory.
- The system shall ensure that the entered AKO User ID does not already exist in the eMILPO database in the event of the Add User Account selection.
- The system shall ensure that the entered AKO User ID has not already been associated with two UICs. eMILPO users may be associated with 15 UICs.

1.111.2 Add User Account (User)

After the pertinent leader, supervisor, or manager of a unit approves the eMILPO Access Request Form, it will be submitted to the UA of the unit. The UA for the unit is authorized to approve and create user accounts based on eMILPO security requirements. This function allows the authorized UA to create the Unit Profile for a new user account. The UA should have the submitted and approved Access Request Form to complete the necessary data.

The UA completes the following steps to add a new user account:

1. Select the Add User Account radio button from the main System Administration Menu: eMILPO displays the Add User Account—Unit Profile Page (shown in Figure 18–4).

Add User Account - Unit Profile

This page allows the administrator to add the user's unit profile. Please enter or select the requested data. (*) denotes a required field.

- Click **"Submit"** to proceed. Click **"Reset"** to clear the fields. Click **"Close"** to exit the page.

User Information	
Name: ENGLISHROSS, COLLEEN	SSN:
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil
Phone Number:	Rank:
PGrade:	
*Workflow Role: Select One	
*User Role: Select One	
Unit Profile Information	
*Associated UIC:	
*Start Date:	*End Date:
Supervisor/Leader/Manager Information	
*Name:	*Phone Number:
Access Control Information	
*Unit Template <input checked="" type="radio"/>	*User Specific <input type="radio"/>

Submit Reset Close

Figure 18–4: Add User Account—Unit Profile

2. Under the subheading of User Information, the system displays the user data as currently recorded in the database as read-only. The captured information (Name, SSN, User ID, e-Mail Address, Phone Number, Rank, and P-Grade) is based on the entered AKO User ID.

3. Under the User Information subheading, select a Workflow role from the Workflow Role picklist. This is a required field. If a Workflow role is not applicable, select None.
4. Under the User Information subheading, select the User role from the User Role picklist. This is a required field.
5. Under the subheading of Unit Profile Information:
 - Enter the Associated UIC as provided in the Access Request Form. This is a required field.
 - Enter a required Start Date for the account in the provided text-entry field.
 - Enter a required End Date for the account in the provided text-entry field.
6. Under the subheading of Supervisor/Leader/Manager Information:
 - Enter the required Name of the manager who approved the Access Request Form.
 - Enter the required Phone Number in the provided text-entry field.
7. Under the subheading of Access Control Information, indicate the type or level of access control for the user by checking on the corresponding radio button.
 - **Unit Template**—The user will inherit the access control template of the associated UIC. The UA will not need to assign access control for this user.
 - **User Specific**—The UA will assign a more specific or customized access control template for the user.
8. Click Reset to clear all text-entry fields and start over.
9. Click Close to exit the page without saving. The system returns you to the System Administration Menu page.
10. Click Submit to proceed. The system will validate entry and display the Add User Group Control page—shown in Figure 18–5, Add User Control Group Page—if the selection of User Specific was made. Otherwise, the system returns the user to the System Administration Menu.

**ARMY HUMAN RESOURCE SYSTEM
PRODUCT MANAGER**

Add User Group Control

Menu Help Print Exit

This page allows the administrator to add group control for the selected user. Please enter or select the requested data.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information		
Name: ENGLISHROSS, COLLEEN	SSN:	
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil	
Phone Number:	Rank:	PGrade:

Group Control at Associated Unit: WSNCAA

Available Groups	*Assigned Groups
CMOAC FIELD LEVEL MY TEMP GROUP PAVR PERSTEMPO RA STRENGTH READINESS	

ADD DEL

Submit Close

Figure 18–5: Add User Control Group Page

- Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–6, Add User Access Control Page.

Army Human Resource System
PRODUCT MANAGER

Add User Access Control

Menu Help Print Exit

This page allows the administrator to add access control for the selected user. Please enter or select the requested data.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information		
Name: ENGLISHROSS, COLLEEN	SSN:	
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil	
Phone Number:	Rank:	PGrade:

Access Control at Associated Unit: WSNAGAA

Available Functions - Groups		Assigned Functions - Groups
<ul style="list-style-type: none"> AEA - FIELD LEVEL ASVAB/AFCT scores - FIELD LEVEL ASVAB/AFCT scores - THEATER Address - FIELD LEVEL Address - THEATER Address - CMDAC Arrival Date Correction - FIELD LEVEL 	<p>ADD</p> <p>DEL</p>	

Access Control at Sub-Unit(s): [View Unit Hierarchy](#)

Available Functions - Groups		Assigned Functions - Groups
	<p>ADD</p> <p>DEL</p>	

Submit Close

Figure 18–6: Add User Access Control Page

- At the Add User Access Control page, you may select the functions you want to assign to the user from the Available Functions – Groups on the right. Select the functions you want to assign and click ADD. To select one functional area, click on the item. To select multiple functional areas that are in succession of each other, click on the first item, hold down the **Shift** key. To select multiple functional areas that are not in succession of each other, click on the first item, hold down the **Ctrl** key and click each succeeding item. The system adds the functions to the users Assigned Functions – Groups listing.

13. Under Access Control at Sub-Unit(s), you may assign functions to the sub-units to which the user has rights. Select the function from the Available Functions – Groups and click Add. The functions will be added to the Assigned Functions – Groups.
14. Click Submit to finish creating a user-specific user account. The system displays a message confirming that the user account has been created and asking if you would like to create another account. Click Yes to create another account; the system returns you to the System Administration Menu. Click No to return to the Main Menu.
15. Click Close to return to the System Administration Menu without saving your changes.

1.111.2.1 System Validations

The system performs the following validations:

- The system shall ensure that the entered AKO User ID is not already associated with the given Associated UIC.
- The system shall ensure that the entered Associated UIC is within the unit boundaries of the UA. The UA cannot process account requests outside of his or her unit boundaries.
- The system shall ensure that the unit profile data entered are valid.

1.111.3 Add User Account (User Administrator)

To create a user administrator account, the UA performs the following steps:

1. Select the Add User Account radio button from the main System Administration Menu: eMILPO displays the Add User Account—Unit Profile Page (shown in Figure 18–4).
2. Under the subheading of User Information, the system displays the user data as currently recorded in the database as read-only. The captured information (Name, SSN, User ID, e-Mail Address, Phone Number, Rank, and P-Grade) is based on the entered AKO User ID.
3. Under the User Information subheading, select a Workflow role from the Workflow Role picklist. This is a required field. If a Workflow role is not applicable, select None.
4. Under the User Information subheading, select the User Administrator role from the User Role picklist. This is a required field.
5. Under the subheading of Unit Profile Information:
 - Enter the Associated UIC as provided in the Access Request Form. This is a required field.
 - Enter a required Start Date for the account in the provided text-entry field.
 - Enter a required End Date for the account in the provided text-entry field.
6. Under the subheading of Supervisor/Leader/Manager Information:
 - Enter the required Name of the manager who approved the Access Request Form.
 - Enter the required Phone Number in the provided text-entry field.
7. Under the subheading of Access Control Information, indicate the type or level of access control for the user by checking on the corresponding radio button.
 - **Unit Template**—The user will inherit the access control template of the associated UIC. The UA will not need to assign access control for this user.
 - **User Specific**—The UA will assign a more specific or customized access control template for the user.

8. Click Reset to clear all text-entry fields and start over.
9. Click Close to exit the page without saving. The system returns you to the System Administration Menu page.
10. Click Submit to proceed. The system will validate entry and display the Add User Group Control page—shown in Figure 18–5, Add User Control Group Page—if the selection of User Specific was made. Otherwise, the system returns the user to the System Administration Menu.
11. Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system returns you to the System Administration Menu.

1.111.3.1 System Validations

The system performs the following validations:

- The system shall ensure that the entered AKO User ID is not already associated with the given Associated UIC.
- The system shall ensure that the entered Associated UIC is within the unit boundaries of the UA. The UA cannot process account requests outside of his or her unit boundaries.
- The system shall ensure that the unit profile data entered are valid.

1.111.4 Modify User Account

The Modify User Account function allows the UA to make modifications to the unit profile and access control that were previously assigned to the user. To modify a user account, the UA performs the following steps:

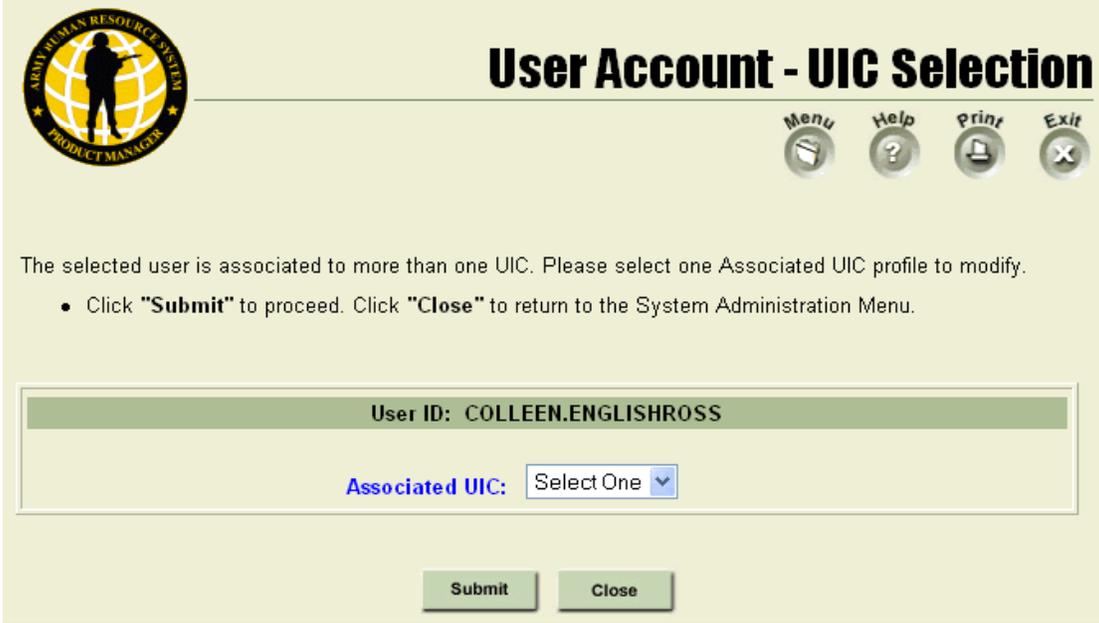
1. From the System Administration Menu, provide the AKO User ID for the user.
2. Select the appropriate option by clicking the corresponding radio button.
3. Click Submit to proceed. The system will authenticate the user ID to ensure that it is a valid and active AKO User ID before displaying the pertinent page.

1.111.4.1 User Account—UIC Selection

If the selected user is associated with more than one UIC, the system will display the User Account—UIC Selection page (shown in Figure 18–7, User Account—UIC Selection). This page allows the authorized UA to select one Associated UIC to manage the user's account.

To select a UIC to associate with the user, the UA performs the following steps:

1. The system stores the UICs that the user is associated with in the corresponding picklist. The UA may select one UIC to proceed.
2. Click Submit to continue. The system will display the Modify User Account—Unit Profile page.
3. Click Close to exit. The system returns you to the UA Menu.



User Account - UIC Selection

The selected user is associated to more than one UIC. Please select one Associated UIC profile to modify.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User ID: COLLEEN.ENGLISHROSS

Associated UIC:

Figure 18–7: User Account—UIC Selection

1.111.4.2 Modify User Account—Unit Profile

The Modify User Account—Unit Profile page (shown in Figure 18–8, Modify User Account—Unit Profile) allows the UA to modify the unit profile portion of an existing user account. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the AKO User ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1, User Account—UIC Selection.

Modify User Account - Unit Profile

This page allows the administrator to modify the selected user's unit profile. (*) denotes a required field.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information	
Name: ENGLISHROSS, COLLEEN	SSN:
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil
Phone Number:	Rank:
	PGrade:
Unit Profile Information - Associated UIC: WSNAAA	
*Workflow Role: NONE	
*User Role: USER	
*Start Date: 20060730	*End Date: 20060801
Supervisor/Leader/Manager Information	
*Name: S	*Phone Number: S

Submit Close

Figure 18–8: Modify User Account—Unit Profile

To modify the unit profile for a user account, the UA performs the following steps:

- The system displays the user data as currently recorded in the database as read-only.
- Under the Unit Profile Information – Associated UIC heading, the system displays the current values as recorded for the user unit profile. The UA may edit these data as necessary.
- Under the Supervisor/Leader/Manager Information heading, the system displays the current values as recorded for the user unit profile. The UA may edit these data as necessary.
- To change the Workflow Role for the user, perform the following steps:
 - Select a role from the Workflow Role picklist.
 - Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.
 - Click Close to exit the page without saving. The system returns the UA to the System Administration Menu for further processing.
- To change the User Role for the user from User to User Administrator, perform the following steps:
 - The system displays the Modify User Access – Group Control page, shown in Figure 18–9, Modify User Account—Group Control.

- Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right.
 - Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.
 - Click Close to exit the page without saving. The system returns the UA to the System Administration Menu for further processing.
6. To change the User Role for the user from User Administrator to User, perform the following steps:
- The system displays the Modify User Access – Group Control page, shown in Figure 18–9, Modify User Account—Group Control.
 - Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–10, Modify User Account—Access Control.
 - Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in eMILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.
 - The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.
 - Under the subheading of Access Control at Sub-Units, the system populates the Available Functions – Groups with the functional categories and areas that exist in eMILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.
 - The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.
 - Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.
 - Click Close to exit the page without saving. The system will return the UA to the System Administration Menu for further processing.

1.111.4.3 Modify User Account—Access Control

The Modify User Account—Access Control function allows the authorized UA to modify the access rights previously assigned to an existing user account. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1. The system then displays the Modify User Account – Group Control page, as shown in Figure 18–9, Modify User Account—Group Control. To modify access for a user, the UA performs the following steps:

Modify User Account - Group Control

This page allows the administrator to modify the previously selected group control for the user.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information		
Name: ENGLISHROSS, COLLEEN	SSN:	
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil	
Phone Number:	Rank:	PGrade:

Group Control at Associated Unit: WSNAAA

Available Groups		*Assigned Groups
MY TEMP GROUP	ADD	CMOAC
	DEL	FIELD LEVEL
		PAVR
		PERSTEMPO
		RA STRENGTH
		READINESS
		THEATER

Submit Close

Figure 18–9: Modify User Account—Group Control

- Under Group Control at Associated Unit, select the Group you want to assign to the user from the Available Groups on the left and click Add. The Group will be added to the user's Assigned Groups on the right. Click Submit. The system displays the Add User Access Control page, shown in Figure 18–10, Modify User Account—Access Control.

Modify User Account - Access Control

Menu Help Print Exit

This page allows the administrator to modify the previously selected access control for the user.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information

Name: ENGLISHROSS, COLLEEN **SSN:**

User ID: COLLEEN.ENGLISHROSS **e-Mail Address:** COLLEEN.ENGLISHROSS@us.army.mil

Phone Number: **Rank:** **PGrade:**

Access Control at Associated Unit: WSNAAA

Available Functions - Groups **Assigned Functions - Groups**

ADD DEL

Access Control at Sub-Unit(s): View Unit Hierarchy

Available Functions - Groups **Assigned Functions - Groups**

ADD DEL

Submit Close

Figure 18–10: Modify User Account—Access Control

- The system displays the user’s data as currently recorded in the database as read-only. The system also displays the selected Associated UIC from the UIC Selection page as read-only.
- Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in eMILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.

4. The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.
5. Under the subheading of Access Control at Sub-Units, the system populates the Available Functions – Groups with the functional categories and areas that exist in eMILPO. The UA may select one or more selections and click ADD to add to the current selections for the user.
6. The system populates the Assigned Functions – Groups previously selected for the user. The UA may highlight one or more selections and click DEL to remove the functions.
7. Click Submit to proceed. The system validates the data entry and returns the UA to the System Administration Menu.
8. Click Close to exit the page without saving. The system returns the UA to the System Administration Menu.

1.111.5 Lock/Unlock User Account

The Lock/Unlock User Account page (shown in Figure 18–11, Lock/Unlock User Account) allows the UA to lock an account and, therefore, make it inaccessible or unlock an account that has been previously locked. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.



Figure 18–11: Lock/Unlock User Account

To lock or unlock a user account, the UA performs the following steps:

1. Under the subheadings of User Information and Supervisor/Leader/Manager Information, the system displays the current data as read-only for verification purposes.
2. Select the Lock or Unlock option by clicking on the corresponding radio button.
3. Click Submit to proceed. The system will either lock or unlock the requested account. The system returns the UA to the System Administration Menu.
4. Click Close to exit the page without proceeding. The system returns the UA to the System Administration Menu.

1.111.6 Remove User Account

The Remove User Account function allows the authorized UA to remove an existing user account and remove eMILPO access for the selected user. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with two UICs, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.

To remove a user account, the UA performs the following steps:

1. Under the subheadings of User Information and Supervisor/Leader/Manager Information, the system displays the current data as read-only for verification purposes—as shown in Figure 18–12, Remove User Account.

Remove User Account

This page allows the administrator to remove the selected user's account from the database.

- Click "Submit" to proceed. Click "Close" to return to the System Administration Menu.

User Information	
Name: ENGLISHROSS, COLLEEN	SSN:
User ID: COLLEEN.ENGLISHROSS	e-Mail Address: COLLEEN.ENGLISHROSS@us.army.mil
Phone Number:	Rank:
Associated Unit: WSNCAA	PGrade:
	Workflow Role: PSC CHIEF

Supervisor/Leader/Manager Information	
Name: S	Phone Number: S

Submit Close

Figure 18–12: Remove User Account

2. Click Submit to proceed. The system will prompt the UA to confirm that the user's account and access to eMILPO for the Associated UIC is being removed. Figure 18–13, Removal

Confirmation Message, shows the message the UA receives to confirm removal of the user's account.

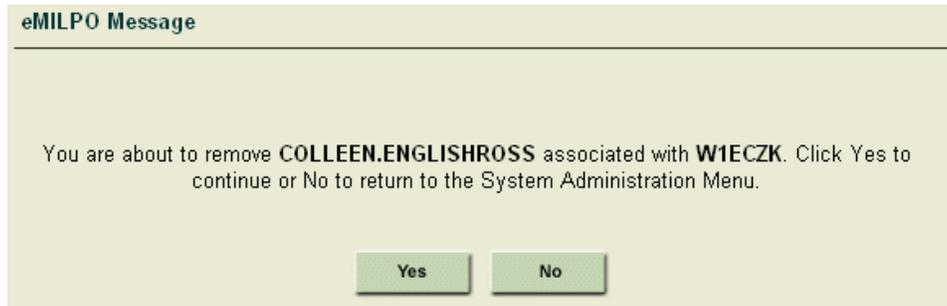


Figure 18–13: Removal Confirmation Message

1.111.6.1 System Validations

If the user is associated with more than one UIC, the system shall ensure that only the unit profile and access control data of the UIC specified in the UIC Selection are removed. The user will still have access to eMILPO via the other unit profile.

1.111.7 Delegate Workflow Role

The Delegate Workflow Role page (shown in Figure 18–14, Delegate Workflow Role) allows the authorized UA to assign a workflow-related role from one user to another within his or her unit boundaries. When the option is selected from the System Administration Menu, the system will determine if the entered AKO User ID is associated with more than one UIC. If the ID is associated with more than one UIC, the system will display the User Account—UIC Selection page so that one UIC can be selected as noted in Section 18.2.4.1.

Delegate Workflow Role

This page allows the administrator to delegate the selected user's workflow role to another user. Please select either the delegated user's AKO ID or name to proceed..

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information					
Name:	ENGLISHROSS, COLLEEN		SSN:		
User ID:	COLLEEN.ENGLISHROSS		e-Mail Address:	COLLEEN.ENGLISHROSS@us.army.mil	
Phone Number:		Rank:		PGrade:	
Associated Unit:	GOARMY		Workflow Role:	NONE	

Delegate Workflow Role User Name: AKO User Id:

Name	SSN	Start Date	End Date	Delegation Comments
LUCKY AUJLA		<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 18–14: Delegate Workflow Role

To assign a workflow-related role from one user to another, the UA performs the following steps:

- Under the subheading of User Information, the system displays the current values for Name, SSN, User ID, E-Mail Address, Phone Number, Rank, P-Grade, Associated Unit, and Workflow Role from the database as read-only for verification purposes.
- The system stores the available User Name within the UA's boundary of authority in the Delegate Workflow Role User Name picklist. The UA may expand the picklist and select an appropriate name. The system also stores the available AKO User ID within the UA's boundary of authority in the AKO User ID picklist. The UA may expand the picklist to select an appropriate ID.
- The system will populate the Name and SSN as read-only based on the selected User Name or AKO User ID.
- The UA may enter a Start Date and End Date indicating the length of time for the role delegation in the provided text-entry fields.
- The UA also has the option to enter any pertinent Delegation Comments for the selected user.
- Click Submit to proceed. The system will prompt the UA to confirm that the delegation of role is successful and return the UA to the System Administration Menu.

- Click Close to exit the page without proceeding. The system will return the UA to the System Administration Menu.

1.112 Group Functions

The Group Functions on the System Administration Menu allow the UA to view the Groups created in the eMILPO system as well as the functions assigned to that group.

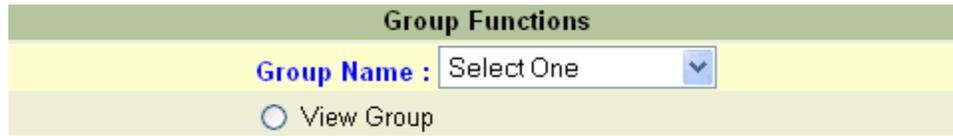


Figure 18–15: System Administration Menu—Group Functions

To view a group, perform the following steps:

- Select the group name from the Group Name picklist. The system displays the View Group page, shown in Figure 18–16, View Group.

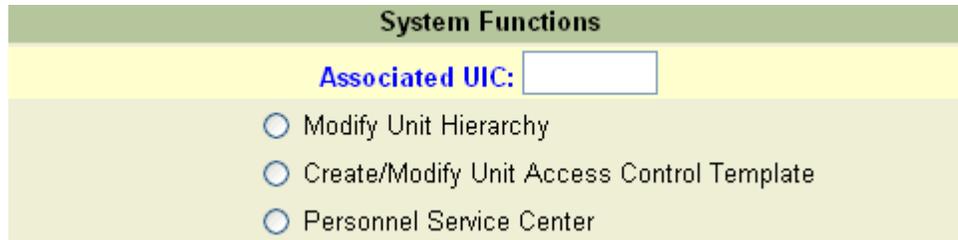


Figure 18–16: View Group

- The system displays the Group Name, Assigned Functions, and Effective Date as read-only.
- Click Close to return to the System Administration Menu.

1.113 System Functions

The System Functions on the System Administration Menu allow the UA to manage the hierarchy and access control templates of UICs within his or her unit boundaries. The UA also has the option to manage a unit's PSC status. All System Functions require that the UA provide an Associated UIC.



System Functions

Associated UIC:

Modify Unit Hierarchy

Create/Modify Unit Access Control Template

Personnel Service Center

Figure 18–17: System Administration Menu—System Functions

To associate a UIC and select a system function, the UA performs the following steps:

1. From the System Administration Menu, provide an Associated UIC for the unit.
2. Select a function by clicking the corresponding radio button.
3. Click Submit to proceed. The system will authenticate the entered Associated UIC to ensure that it is a valid and active UIC. The system will then display the appropriate page for processing.
4. Click Close to exit without proceeding. The system will return the UA to the Main Menu.

1.113.1 System Validations

The system shall ensure that the entered UIC exists in the database.

1.113.2 Modify Unit Hierarchy

The Modify Unit Hierarchy page (shown in Figure 18–18, Modify Unit Hierarchy) allows the authorized UA to change the organizational hierarchy of a parent unit. Organizational hierarchy is defined as the administrative chain of command for a segment of the Army structure. Within the organizational hierarchy of units, a user will have access to his or her unit's data and those units that exist below it in the hierarchy. Users who are associated with a Personnel Service Center (PSC) will also have access to each of the units serviced by their PSC.

Modify Unit Hierachy

This page allows the administrator to modify the selected associated unit's hierarchy. (*) denotes a required field.

- Click "**Submit**" to proceed. Click "**Close**" to return to the System Administration Menu.

Selected UIC: WSNAAA

[View Unit Hierachy](#)

*Parent UIC: W6CL04 *Designation: Company *Workflow Status: On Off

Unit Hierachy - Micro...
Unit Hierachy for UIC: WSNAAA
→ WSNAAA - Company

Figure 18–18: Modify Unit Hierachy

To modify the unit hierarchy, the UA performs the following steps:

1. The system displays the selected UIC as read-only for verification purposes.
2. The UA may view the graphical presentation of the selected unit's hierarchy by clicking the View Unit Hierachy link. The selected unit's position within the hierarchy will be shown in red. The hierarchy structure will show both the parent unit above it and the sub-units below it.
3. The system populates the Parent UIC text field. The UA may provide a different UIC as necessary. This is a required field.
4. The system populates the required Designation picklist with the current data. The UA may expand the picklist and select an alternative choice as appropriate.
5. The UA has the option to turn workflow notification on or off for the selected associated UIC by clicking on the corresponding radio button. This is a required field.
6. Click Submit to proceed. The system will authenticate the entered Parent UIC to ensure that it is a valid and active UIC. The system will then notify the UA of a successful modification and return the UA to the System Administration Menu.

- Click Close to exit without proceeding. The system will return the UA to the System Administration Menu.

1.113.3 Create/Modify Unit Access Control Template

The unit's access control template determines the data and functions that the unit and sub-units can access within eMILPO. The Create/Modify Unit Access Control Template page allows the authorized UA to revise a unit's access to data and functions.

To create/modify the unit access control template, the UA performs the following steps:

- Select the Create/Modify Unit Access Control Template radio button. The system displays the Modify Account Template – Group Control page, shown in Figure 18–19.

Modify Account Template - Group Control

This page allows the administrator to modify the previously selected group control for the user account template.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

Group Control at Associated Unit: WSNAAA

Available Groups

- CMOAC
- FIELD LEVEL
- MY TEMP GROUP
- PAVR
- PERSTEMPO
- RA STRENGTH
- READINESS

*** Assigned Groups**

Submit **Close**

Figure 18–19: Modify Account Template – Group Control

- Under Group Control at Associated Unit, select the Group you want to assign to the unit template from the Available Groups on the left and click Add. The Group will be added to the unit's Assigned Groups on the right. Click Submit. The system displays the Modify Unit's Access Control Template page, shown in Figure 18–20, Modify Unit's Access Control Template.

Modify Unit's Access Control Template

Menu Help Print Exit

This page allows the administrator to modify the previously selected access control for the unit template.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

Access Control at Associated Unit: WSNAAA

Available Functions - Groups

- AEA - FIELD LEVEL
- ASVAB/AFCT scores - FIELD LEVEL
- ASVAB/AFCT scores - THEATER
- Address - FIELD LEVEL
- Address - THEATER
- Address - CMOAC
- Arrival Date Correction - FIELD LEVEL

***Assigned Functions - Groups**

ADD DEL

Submit Close

Figure 18–20: Modify Unit's Access Control Template

- Under the subheading of Access Control at Associated Unit, the system populates the Available Functions – Groups with the functional categories and areas that exist in eMILPO. The UA may select one or more selections and click ADD to add to the current selections for the unit.
- The system populates the Assigned Functions – Groups previously selected for the unit. The UA may highlight one or more selections and click DEL to remove the functions.
- Click Submit to save the changes. The system returns the UA to the Main Menu.
- Click Close to exit without proceeding. The system returns the UA to the System Administration Menu.

1.113.4 Personnel Service Center

The Personnel Service Center option allows the UA to assign a PSC to service a unit, designate a unit as a PSC, or remove the PSC designation from a unit.

Personnel Service Center

This page allows the authorized user to select a PSC for the listed unit. Please click the corresponding radiobutton and select a PSC from the picklist. The user may also designate or remove an existing PSC status for the unit by selecting the corresponding radiobutton.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

UIC: WSNAAA PSC:

Selecting a PSC:

Designating PSC Status

Removing PSC Status

Submit Close

Figure 18–21: Personnel Service Center

To assign a PSC to service a unit, designate a unit as a PSC, or remove the PSC designation from a unit, the UA performs the following steps:

1. The system will display the selected UIC and any designated PSC as read-only. To select a PSC for the selected unit, expand the Selecting a PSC picklist and select a PSC.
2. Alternatively, the UA may click the Designating PSC Status radio button to designate the selected unit as a PSC, or click the Removing PSC Status radio button to remove the PSC designation from the selected unit.
3. Click Submit to proceed. The system will process the selection and return the UA to the System Administration Menu.
4. Click Close to exit the page without saving. The system returns you to the System Administration Menu.

1.114 System Reports

The System Reports option on the System Administration Menu allows the UA to view pertinent reports of UICs within his or her unit boundaries. The System Reports option offers the following reports:

- Remove Inactive Accounts
 - Failed Login Attempt Audit
 - View Audit Reports
- View Workflow Accounts



Figure 18–22: System Administration Menu—System Reports

1.114.1 Remove Inactive Accounts

The Remove Inactive Accounts report lists the user accounts that have been inactive for 30 days or greater and allows the authorized UA to remove those accounts.



Figure 18–23: Remove Inactive Accounts

To remove an inactive user account, the UA performs the following steps:

1. The system displays all user accounts that are inactive for 30 days or greater as well as their corresponding data (User ID, Associated UIC, Last Logon Date, # Inactive Days, and Account Locked status).
2. The UA may remove one or more inactive accounts by checking the corresponding checkbox in the Remove column.
3. Click Submit to proceed. The system will prompt the UA to confirm that the selected accounts should be removed.
4. If the UA responds Yes, the system will remove the accounts and notify the UA that the accounts have been successfully removed. The system then returns the UA to the System Administration Menu.
5. If the UA responds No, the system will return the UA to the current page for further processing.
6. Click Close to exit the page and return to the Main Menu without proceeding.

1.114.2 Failed Logon Attempt Audit

The Failed Logon Attempt Audit report (shown in Figure 18–24, Failed Logon Attempt Audit) captures the failed attempts of logging in to eMILPO. These failed attempts are logged on the system for the purpose of inspection and action as necessary. This page allows the authorized UA to review and, if necessary, purge the audit records.

Failed Logon Attempts Audit

This page displays the failed logon attempts and allows the administrator to view and purge the audit record.

- Click **"Purge"** to purge the audit record. Click **"Close"** to exit the page and return to the System Administration Menu.

User ID	Logon Attempt Date	eMILPO User?
RICHARD.JOHNSON	20060601	Y

Purge Close

Figure 18–24: Failed Logon Attempt Audit

To view and/or purge the failed logon audit log, the UA performs the following steps:

1. The system displays all failed login attempts and their corresponding data (User ID, Login Attempt Date, and whether the user ID indicated an eMILPO User).
2. The UA has the option to click Purge to remove the audit records. The system will prompt the UA to confirm that the records are being removed. The system then returns the UA to the System Administration Menu.
3. Click Close to exit without proceeding. The system will return the UA to the System Administration Menu.

1.114.3 View Audit Reports

The View Audit Reports option of the System Administration Menu allows the UA to view the actions that have been performed on eight major tables in the database.

1.114.3.1 View Audit Report—Filter Criteria

The View Audit Report—Filter Criteria page (shown in Figure 18–25, View Audit Report—Filter Criteria) allows the UA to query the database for audit reports filtered by Table Name, Date Range, by SSN, or by AKO User ID.

Figure 18–25: View Audit Report—Filter Criteria

To set the filter criteria for the audit report, the UA performs the following steps:

1. Expand the Table Name picklist and select the table of choice from the options listed below. This is a required field.
 - Major Personnel Action
 - Military Duty Status
 - SFPA
 - Soldier
 - Soldier Lost Time
 - Soldier Overseas Assignment
 - Soldier Physical Qualification
 - Soldier Rank
 - Soldier Training
 - Soldier Correspondence Course
 - Soldier SGLI Beneficiary
 - Soldier SGLI Coverage

Note: In addition to the required Table Name selection, you must specify one of the following fields—SSN, AKO User ID, or Date Range—to generate an audit report.

2. The UA may also select a Date Range in yyyyymmdd format by entering a date in the From and To text-entry fields. The maximum date range is 3 months.
3. The UA may identify a SSN to view by entering a user's SSN in the provided text-entry field.
4. The system stores all User ID in the Associated UIC in the AKO User ID picklist. The UA may expand the picklist and select an ID to further filter the report.
5. Click Submit to proceed. The system validates the date range and displays the View Audit Report for the selected filter criteria.
6. Click Close to exit the page. The system returns the UA to the System Administration Menu.

1.114.3.2 View Audit Report—Major Personnel Action Table

The View Audit Report—Major Personnel Action Table (shown in Figure 18–26, View Audit Report—Major Personnel Action Table) allows the authorized UA to monitor the activities performed on the Major Personnel Action table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

View Audit Report - Major Personnel Action Table

Menu Help Print Exit

This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Major Personnel Action								
Action Performed	SSN	Sys Update Date	MPA Type	MPA Reason	MPA Date	Drop Type	MPC	Update User
Insert		20060802 14:48:17	RF	HQ	20060715 14:37	A	E	COLLEEN.ENGLIS HROSS

Close

Figure 18–26: View Audit Report—Major Personnel Action Table

The system displays the activities on the Major Personnel Action table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- MPA Type
- MPA Reason
- MPA Date
- Drop Type
- MPC
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.3 View Audit Report—Military Duty Status Table

The View Audit Report—Military Duty Status Table (shown in Figure 18–27, View Audit Report—Military Duty Status Table) allows the authorized UA to monitor the activities performed on the Military Duty Status table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

View Audit Report - Military Duty Status Table

This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Military Duty Status					
Action Performed	SSN	Sys Update Date	Military Duty Status	Military Duty Status Date	Update User
Insert		20060802 14:54:28	CLV	20060802	COLLEEN.ENGLIS HROSS
Insert		20060802 14:53:22	OLV	20060802	COLLEEN.ENGLIS HROSS
Insert		20060802 14:53:45	SND	20060802	COLLEEN.ENGLIS HROSS

Close

Figure 18–27: View Audit Report—Military Duty Status Table

The system displays the activities on the Military Duty Status table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Military Duty Status
- Military Duty Status Date
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.4 View Audit Report—Overseas Assignment Table

The View Audit Report—Overseas Assignment Table (shown in Figure 18–28, View Audit Report—Overseas Assignment Table) allows the authorized UA to monitor the activities performed on the Soldier Overseas Assignment table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

The system displays the activities on the Soldier Overseas Assignment table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date (System Update Date and Time)
- Arrival Date
- Dependent Travel Status
- Update User

Click Close to exit the report and return to the System Administration Menu.



View Audit Report - Overseas Assignment Table






This page allows the authorized user to view the audit report(s) based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Soldier Overseas Assignment					
Action Performed	SSN	Sys Update Date	Arrival Date	Dependent Travel Status	Update User
Update		20060802 15:02:13	20060104 11:06	ACCOMPANIED	COLLEEN.ENGLIS HROSS
Update		20060802 15:02:25	20041018 12:47	ACCOMPANIED	COLLEEN.ENGLIS HROSS

Figure 18–28: View Audit Report—Overseas Assignment Table

1.114.3.5 View Audit Report—Physical Qualification Table

The View Audit Report—Physical Qualification Table (shown in Figure 18–29, View Audit Report—Physical Qualification Table) allows the authorized UA to monitor the activities performed on the Physical Qualification table based on the filter criteria selected from the View Audit Report—Filter Criteria page.



View Audit Report - Physical Qualification Table






This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Soldier Physical Qualification										
Action Performed	SSN	Sys Update Date	APFT Result	APFT Date	APFT Inelg Rsn	Body Fat Std	Disability %	Height	Weight	Update User
Update		20060802 15:29:47	P	200507				72.5	190	COLLEEN.ENGLIS HROSS
Update		20060802 15:30:21	P	200605				75	185	COLLEEN.ENGLIS HROSS

Figure 18–29: View Audit Report—Physical Qualification Table

The system displays the activities on the Physical Qualification table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN

- Sys Update Date (System Update Date and Time)
 - APFT Result
 - APFT Date
 - APFT Inelig Rsn (APFT Ineligibility Reason)
 - Body Fat Std (Body Fat Standard Acceptability)
 - Disability %
 - Height
 - Weight
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.6 View Audit Report—SFPA Table

The View Audit Report—SFPA Table (shown in Figure 18–30, View Audit Report—SFPA Table) allows the authorized UA to monitor the activities performed on the Suspension of Favorable Personnel Actions table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

View Audit Report - SFPA Table

Menu Help Print Exit

This page allows the authorized SA to view the audit report based on the selected filter criteria. Click "Close" exit the report.

Table Name: Suspension of Favorable Personnel Actions (SFPA)								
Action Performed	SSN	Sys Update Date	SFPA Rsn	SFPA Type	Eff Date	Exp Date	Remarks	Update User
Insert		20080122 12:10:21	J	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 15:53:23	A	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 15:54:42	K	E	20080101 00:00	20110101 00:00		SARAH.X.WANG
Insert		20080122 12:11:05	A	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 15:53:37	K	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 12:09:00	A	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 12:10:38	K	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 12:10:04	A	A	20080101 00:00			SARAH.X.WANG
Insert		20080122 12:09:18	J	A	20080101 00:00			SARAH.X.WANG
Insert		20080117 10:33:57	A	A	20080117 00:00		TEST	SARAH.X.WANG
Insert		20080122 12:09:33	K	A	20080101 00:00			SARAH.X.WANG
Insert		20080118 15:00:53	P	A	20080118 00:00	20080208 14:53		SARAH.X.WANG
Insert		20080122 12:08:35	K	E	20080101 00:00	20110101 00:00		SARAH.X.WANG

Close

Figure 18–30: View Audit Report—SFPA Table

The system displays the activities on the SFPA table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
 - SSN
 - Sys Update Date (System Update Date and Time)
 - SFPA Rsn (SFPA Reason)
 - SFPA Type
 - Eff Date (Effective Date)
 - Exp Date (Expiration Date)
 - Remarks
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.7 View Audit Report—Soldier Table

The View Audit Report—Soldier Table (shown in Figure 18–31, View Audit Report—Soldier Table) allows the authorized UA to monitor the activities performed on the Soldier table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

Table Name: Soldier

Action Performed	SSN	Sys Update Date	Comp	MPC	Home UIC	Mil Pay Lvl	SGLI Cd	Prom Rec	Mil Entry Date	BESD	DEROS	Short OS Tour Qy	Long OS Tour Qy	Sep Del Rsn	SGLI Date	Update User
Update		20060802 15:12:58	R	E	WH1LAA		40		19940210 00:00	19940316 00:00	20060529 00:00	3	0		20060308 00:00	COLLEEN.ENGLIS HROSS
Update		20060802 15:13:10	R	E	WCFJAA		40		19930305 00:00	19930610 00:00	20051001 00:00	1	0		20000124 00:00	COLLEEN.ENGLIS HROSS
Update		20060802 15:34:53	V	E	WSNGAA		05		20000201 00:00	20000201 00:00		0	0		20060802 00:00	COLLEEN.ENGLIS HROSS
Update		20060802 15:35:05	V	E	WSNGAA		05		20000201 00:00	20000201 00:00		0	0		20060802 00:00	COLLEEN.ENGLIS HROSS
Update		20060802 15:36:09	V	E	WSNGAA		05		20000201 00:00	20000201 00:00		0	0		20060802 00:00	COLLEEN.ENGLIS HROSS
Update		20060802 15:36:38	V	E	WSNGAA		05		20000201 00:00	20000201 00:00		0	0		20060802 15:25	COLLEEN.ENGLIS HROSS
Update		20060802 15:36:41	V	E	WSNGAA		05		20000201 00:00	20000201 00:00		0	0		20060802 00:00	COLLEEN.ENGLIS HROSS

Close

Figure 18–31: View Audit Report—Soldier Table

The system displays the activities on the Soldier table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
 - SSN

- Sys Update Date (System Update Date and Time)
 - Comp (Component)
 - MPC (Military Personnel Classification)
 - Home UIC
 - Mil Pay Lvl (Military Pay Grade Level)
 - SGLI Cd (SGLI Coverage)
 - Prom Rec (Promotion Consideration Recommendation)
 - Mil Entry Date (Soldier Entry Active Duty Date)
 - BESD (Basic Enlisted Service Date)
 - DEROs (Date of Estimated Return from Overseas)
 - Short OS Tour Qty
 - Long OS Tour Qty
 - Sep Del Rsn (Separation Delay Reason)
 - SGLI Date (SGLI Election/Recertification Date)
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.8 View Audit Report—Soldier Lost Time Table

The View Audit Report—Soldier Lost Time Table (shown in Figure 18–32, View Audit Report—Soldier Lost Time Table) allows the authorized UA to monitor the activities performed on the Soldier Lost Time table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

View Audit Report - Soldier Lost Time Table

This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Soldier Lost Time							
Action Performed	SSN	Sys Update Date	Reason Lost Time	Effective Date	End Date	# Days Lost Time	Update User
Insert		20060403 11:57:47	DESERTION	20051221	20060330	99	COWBOY.HASSLER
Insert		20060221 15:28:49	DESERTION	20051016	20060221	128	COWBOY.HASSLER
Insert		20060307 13:30:02	DESERTION	20050531	20060215	260	COWBOY.HASSLER
Insert		20060403 17:29:23	DESERTION	20050523	20060331	312	COWBOY.HASSLER
Insert		20060202 17:32:34	CIVIL CONFINEMT	20050721	20060106	169	COWBOY.HASSLER
Insert		20060523 17:26:10	DESERTION	20050819	20060523	277	COWBOY.HASSLER
Insert		20060301 17:32:36	DESERTION	20041107	20060225	475	COWBOY.HASSLER
Insert		20060420 12:29:23	DESERTION	20060418	20060420	2	COWBOY.HASSLER
Insert		20060410 16:50:58	DESERTION	20060407	20060410	3	COWBOY.HASSLER

Close

Figure 18–32: View Audit Report—Soldier Lost Time Table

The system displays the activities on the Soldier Lost Time table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN

- Sys Update Date (System Update Date and Time)
 - Reason Lost Time
 - Effective Date
 - End Date
 - # Days Lost Time
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.9 View Audit Report—Soldier Rank Table

The View Audit Report—Soldier Rank Table (shown in Figure 18–33, View Audit Report—Soldier Rank Table) allows the authorized UA to monitor the activities performed on the Soldier Rank table based on the filter criteria selected from the View Audit Report—Filter Criteria page.

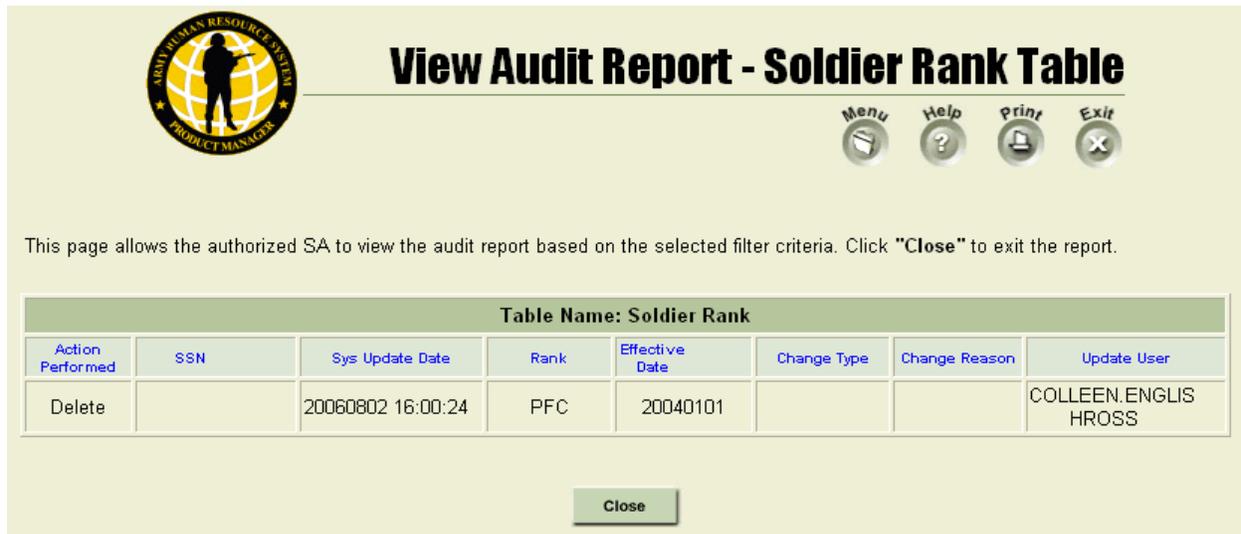


Figure 18–33: View Audit Report—Soldier Rank Table

The system displays the activities on the Soldier Rank table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
 - SSN
 - Sys Update Date (System Update Date and Time)
 - Rank
 - Effective Date
 - Change Type
 - Change Reason
- Update User

Click Close to exit the report and return to the System Administration Menu.

1.114.3.10 View Audit Report—Soldier Training Table

The View Audit Report – Soldier Training Table (shown in Figure 18–34, View Audit Report—Soldier Training Course Table) allows the authorized UA to monitor the activities performed on the Soldier Training table based on the filter criteria selected from the View Audit Report - Filter Criteria page.

Figure 18–34: View Audit Report—Soldier Training Table

The system displays the activities on the Soldier Training table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Sys Update Date
- Course
- Course Number
- Course Weeks
- Status
- Completion Date
- Academic Achievement
- Update User

You can view and/or print this page.

Click Close to exit the report and return to the System Administration Menu.

1.114.3.11 View Audit Report—Soldier Correspondence Course Table

The View Audit Report - Soldier Correspondence Course Table (shown in Figure 18–35, View Audit Report—Soldier Correspondence Course Table) allows the authorized UA to monitor the activities performed on the Soldier Correspondence Course table based on the filter criteria selected from the View Audit Report - Filter Criteria page.

This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: Correspondence Course						
Action Performed	SSN	Correspondence Course Code	Course Length	Completion Date	Update Date	Update User
Insert		BAH	30	20100905	20101029 23:14:31	COLLEEN.ENGLIS HROSS
Update		BAH	30	20100905	20101029 23:15:51	COLLEEN.ENGLIS HROSS
Insert		BLH	40	20100901	20101020 19:44:45	COLLEEN.ENGLIS HROSS
Update		BLH	60	20100901	20101020 19:45:41	COLLEEN.ENGLIS HROSS
Insert		AAN	120	20090328	20101020 19:46:36	COLLEEN.ENGLIS HROSS
Insert		BCH	80	20100613	20101022 16:54:31	COLLEEN.ENGLIS HROSS
Update		AAN	120	20090428	20101022 16:55:29	COLLEEN.ENGLIS HROSS

Close

Figure 18–35: View Audit Report—Soldier Correspondence Course Table

The system displays the activities on the Soldier Correspondence Course table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Correspondence Course Code
- Course Length
- Completion Date
- Update Date
- Update User

You can view and/or print this page.

Click Close to exit the report and return to the System Administration Menu.

1.114.3.12 View Audit Report—Soldier SGLI Beneficiary Table

The View Audit Report – Soldier SGLI Beneficiary Table (shown in Figure 18–34, View Audit Report— Soldier SGLI Beneficiary Table) allows the authorized UA to monitor the activities performed on the Soldier SGLI Beneficiary table based on the filter criteria selected from the View Audit Report - Filter Criteria page.

This page allows the authorized user to view the audit report based on the selected filter criteria. Click "Close" to exit the report.

Table Name: SGLI Beneficiary									
Action Performed	SSN	Beneficiary Name	Beneficiary Type	Relationship	Beneficiary Share	Beneficiary Share Measure	Entitlement Term	Update Date	Update User
Insert		ISABELLA RYAN GRASSEL	PRINCIPAL	FMLY MEMBER	100	%	36 MNTHS	20110429 17:56:48	JIN.T.HSU

Close

Figure 18–36: View Audit Report—Soldier SGLI Beneficiary Table

The system displays the activities on the Soldier SGLI Beneficiary table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- Beneficiary Name
- Beneficiary Type
- Relationship
- Beneficiary Share
- Beneficiary Share Measure
- Entitlement Term
- Update Date
- Update User

You can view and/or print this page.

Click Close to exit the report and return to the System Administration Menu.

1.114.3.13 View Audit Report—Soldier SGLI Coverage Table

The View Audit Report – Soldier SGLI Coverage Table (shown in Figure 18–37, View Audit Report—Soldier SGLI Coverage Table) allows the authorized UA to monitor the activities performed on the Soldier SGLI Coverage table based on the filter criteria selected from the View Audit Report - Filter Criteria page.

Table Name: SGLI Coverage					
Action Performed	SSN	SGLI Coverage Amount	SGLI Election Date	Update Date	Update User
Update		\$100,000	20110429 00:00:00	20110429 17:58:30	JIN.T.HSU
Update		\$100,000	20110429 00:00:00	20110429 17:58:49	JIN.T.HSU
Update		\$100,000	20110429 17:56:48	20110429 17:59:23	JIN.T.HSU
Update		\$50,000	20081010 00:00:00	20110429 17:54:09	JIN.T.HSU
Update		\$50,000		20110421 18:07:58	JIN.T.HSU
Update		\$50,000	20110320 00:00:00	20110429 17:48:42	JIN.T.HSU
Update		\$100,000	20110429 00:00:00	20110429 17:48:50	JIN.T.HSU

Figure 18–37: View Audit Report—Soldier SGLI Coverage Table

The system displays the activities on the Soldier SGLI Coverage table with the following corresponding data:

- Action Performed (I = Insert, U = Update, D = Delete)
- SSN
- SGLI Coverage Amount
- SGLI Election Date
- Update Date
- Update User

You can view and/or print this page.

Click Close to exit the report and return to the System Administration Menu.

1.114.3.14 View Workflow Accounts

The View Workflow Accounts page (shown in Figure 18–38, View Workflow Accounts) displays all workflow accounts in the UA’s unit hierarchy.



View Workflow Accounts

Menu Help Print Exit

This page displays the workflow accounts in the SA's unit hierarchy. Click "Close" to return to the SA Menu.

AKO USER ID	UIC	ROLE	SA RIGHTS	END DATE
MARCUS.ANTHONY.ATKINS	WGGQAA	BN S1 CLERK	No	20070208
RENE.VILORIA	WGGQAA	BN S1 CLERK	No	20060131
HENRY.ARROYO	WGGQAA	BN S1 CLERK	No	20051110
CRAIG.A.STIMSON	WGGQAA	BN S1 CLERK	No	20061211
JOHN.ELKINS1	WGGQAA	BN S1 CLERK	No	20060522
COLLEEN.ENGLISHROSS	WGGQAA	NONE	Yes	20091010
DOUGLAS.SCOTT.ALLEN	WGGQTD	CAREER COUNSELOR	No	20060811

Figure 18–38: View Workflow Accounts

The system displays the AKO User ID, UIC, Role, SA Rights, and End Date for all accounts as read-only. Click Close to exit the page and return to the System Administration Menu.

DTAS

The DTAS function allows you to create a DTAS Soldier Record download file and to upload a TRN file from the Tactical Personnel System (TPS). Figure 19–1, DTAS Processes, illustrates the processes in the DTAS functional category.

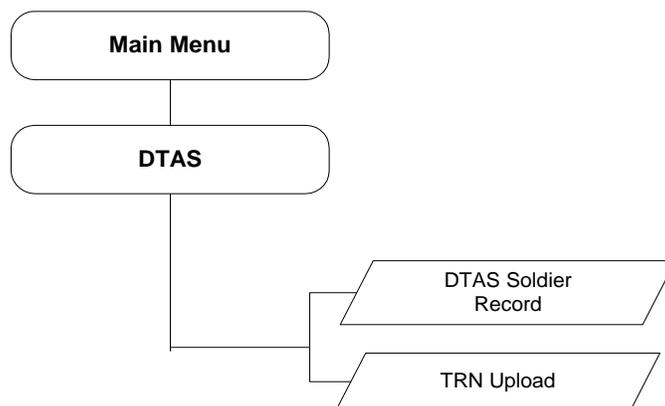


Figure 19–1: DTAS Processes

1.115 DTAS Soldier Record

The DTAS Soldier Record function allows you to generate a file containing Soldiers' records that can be used to upload data to the Deployed Theater Accountability System (DTAS) application. To initiate the process of downloading a DTAS Soldier Record, you must first build a Soldier list. The search criteria available for the DTAS Soldier Record function are SSN, Name, and UIC. (This process is detailed in Section 11.1, Soldier Selection Process). Once you have built a Soldier list and selected the Soldiers for whom you wish to download records, the system will display the DTAS – Data Extract page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on each page of the Soldier list.

1.115.1 DTAS – Data Extract Page

The DTAS – Data Extract Page allows you to generate a download file from the Soldier list you created during the build Soldier list process. To generate the file, click on the hyperlink. The file created is in Extensible Markup Language (XML) format. After you have saved the file, click Close to return to the Main Menu. In addition, you can click Close to return to the Main Menu without generating the XML file. Figure 19–2, DTAS – Data Extract Page, shows the hyperlink.

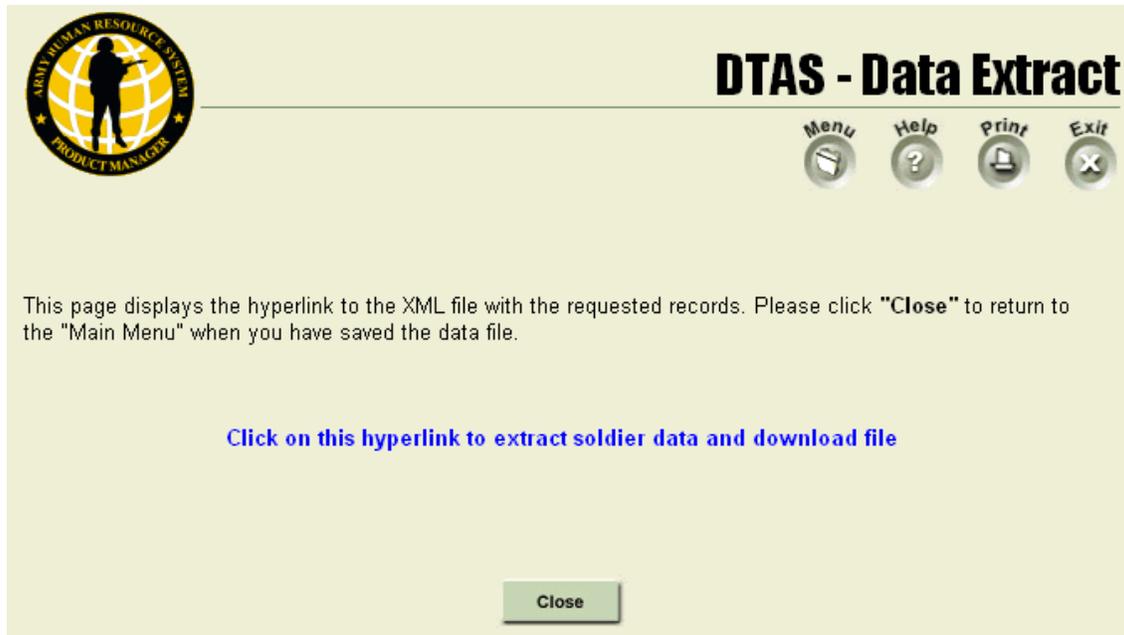
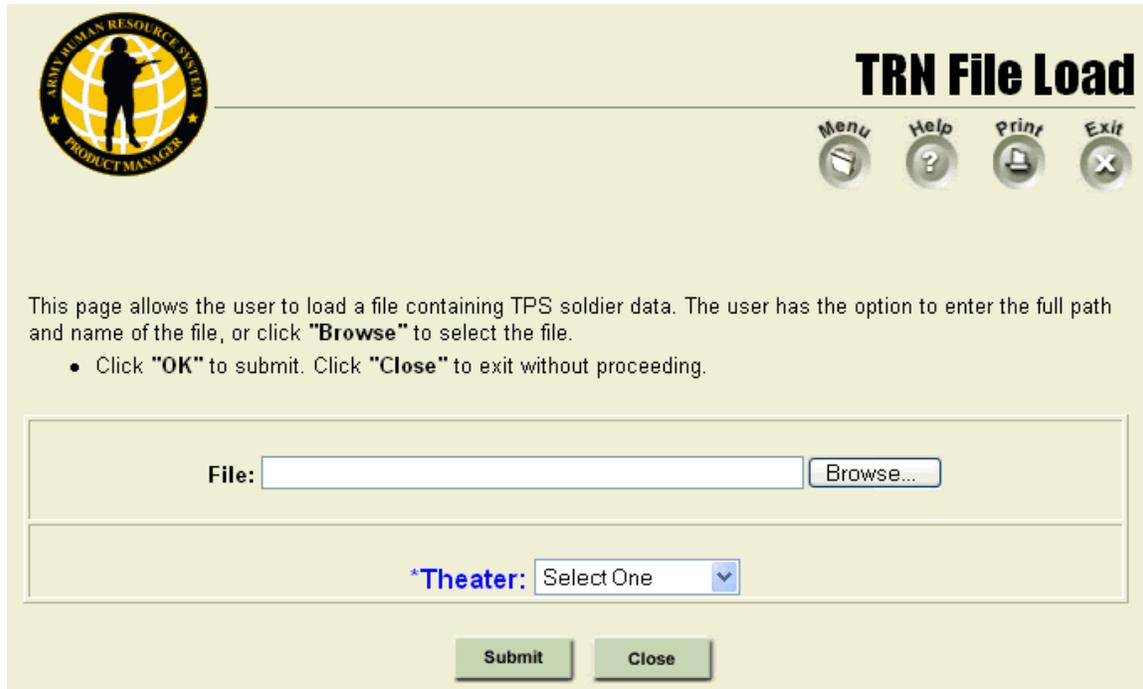


Figure 19–2: DTAS – Data Extract Page

1.116 TRN Load File

The TRN Load File function allows you to upload data from TPS to eMILPO. Figure 19–3, TRN File Load, shows the upload page. To upload the TRN Load File, perform the following steps:

1. Click TRN Load File from the Main Menu. eMILPO displays the TRN File Load page.
2. Enter the full file path name in the text-entry field. Alternatively, you may click the Browse button and browse to the file location.
3. Select the appropriate value from the Theater pull-down.
4. Click OK to load the data. If the data selected are invalid, eMILPO displays an error message. If the data loaded are valid, eMILPO displays a message informing you the data were loaded successfully. These data are stored in an eMILPO table that records the selected theater as well as each Soldier's SSN, name, and date of birth. A DTAS procedure retrieves these data from the table. Click OK from the message to return to the Main Menu.
5. Click Close to return to the Main Menu without uploading data.



The screenshot shows a web application interface for loading TRN files. At the top left is a circular logo for the Army Human Resource System Product Manager. The title "TRN File Load" is displayed in the top right. Below the title are four navigation buttons: Menu, Help, Print, and Exit. The main content area contains a text box for the file path, a "Browse..." button, and a dropdown menu for the theater. At the bottom are "Submit" and "Close" buttons.

TRN File Load

Menu Help Print Exit

This page allows the user to load a file containing TPS soldier data. The user has the option to enter the full path and name of the file, or click **"Browse"** to select the file.

- Click **"OK"** to submit. Click **"Close"** to exit without proceeding.

File: Browse...

*Theater: Select One

Submit Close

Figure 19–3: TRN File Load

PERSTEMPO

PERSTEMPO is a Congressionally-mandated system to track Soldiers' deployed time away from home. PERSTEMPO offers the following functional areas within eMILPO:

- PERSTEMPO Unassociated Soldier Events
 - Individual Event
 - Mass Event
 - Mass Add
 - Mass Update
 - Mass Removal
- Outprocessing Report
- Threshold Management
- Pay Management (which is not currently enabled)

Figure 20–1, PERSTEMPO Processes, provides a visual mapping of the processes associated with PERSTEMPO.

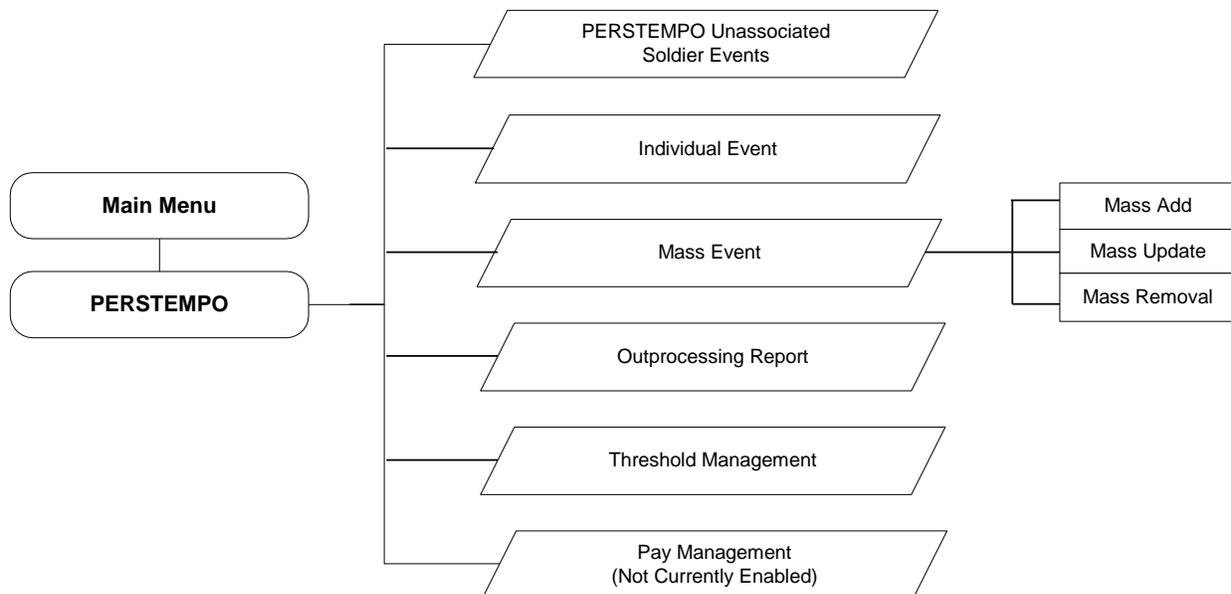


Figure 20–1: PERSTEMPO Processes

1.117 Unassociated Soldier Events

PERSTEMPO Unassociated Soldier Events allows you to update or remove an unassociated event for a selected Soldier. Figure 20–2, Unassociated Soldier Events Processes, illustrates the processes in Unassociated Soldier Events.

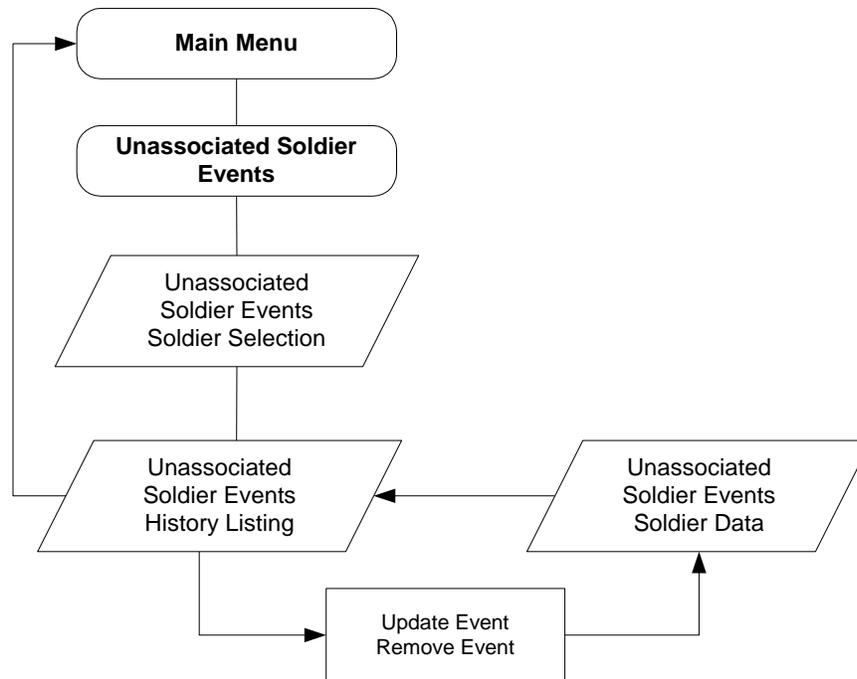


Figure 20–2: Unassociated Soldier Events Processes

The PERSTEMPO Unassociated Soldier Events—Soldier Selection page allows you to build a list of Soldiers for the working session. The PERSTEMPO Unassociated Soldier Events Soldier Selection process displays Soldiers who have event records on the system but whose records cannot be retrieved through normal search processes. Therefore, the PERSTEMPO Unassociated Soldier Events History Listing Page will list Soldiers who will not be listed elsewhere in eMILPO. You can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the PERSTEMPO Unassociated Soldier Events History Listing page, shown in Figure 20–3, PERSTEMPO Unassociated Soldier Events History Listing Page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The PERSTEMPO Unassociated Soldier Events History Listing page displays the following information as read-only:

- Soldier Name
- SSN
- UIC
- OCC SPEC (Occupational Specialty)
- SCOMPT (Service Component)
- Total Actual Count
 - Out of 365 days
 - Out of 730 days
 - Consecutive Days
- Max Projected Count
 - Out of 365 days

- Out of 730 days
- Consecutive Days

eMILPO displays the following data for the Soldier’s events, if any:

- Creditable Days
- Event Category
- Event Purpose
- Start Date
- End Date



PERSTEMPO Unassociated Soldier Events History Listing

Menu Help Print Exit

Soldier 1 of 7	Total Actual Count:	Max Projected Count:
CRISTINA GALVIN	Out of 365 days: 0	Out of 365 days: Not Applicable
SSN: UIC:	Out of 730 days: 0	Out of 730 days: Not Applicable
OCC SPEC: SCOMPT:	Consecutive Days: 0	Consecutive Days: Not Applicable

Action	Status	Creditable Days:	Event Category:	Event Purpose:	Start Date:	End Date:	Threshold Mgmt: 220:	Threshold Mgmt: 400:
Select One ▾		5	MISSION SUPPORT TDY	NOT APPLICABLE	20010225	20010302		
Select One ▾		184	NAMED OPERATION	CONTINGENCY OPERATION	20020317	20020917		
Select One ▾		365	NAMED OPERATION	NATIONAL EMERGENCY	20030405	20040404		

Submit Next Close

Figure 20–3: PERSTEMPO Unassociated Soldier Events History Listing Page

You may update or remove an unassociated event for the selected Soldier by selecting Update or Remove from the Action picklist and clicking Submit. The system displays the PERSTEMPO Unassociated Soldier Events Soldier Data page.

1.117.1 PERSTEMPO Unassociated Soldier Events Soldier Data—Update

PERSTEMPO Unassociated Soldier Events Soldier Data—Update page (shown in Figure 20–4) allows you to update an unassociated event for the selected Soldier. To update the event information, perform the following steps:

1. Select Update from the Action picklist on the PERSTEMPO Unassociated Soldier Events History Listing page and click Submit. eMILPO displays the PERSTEMPO Unassociated

- Soldier Events Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec, and SCOMPT are displayed as read-only.
2. The Event UIC, Category, Start Date, End Date and Location are editable fields. The Operation/Exercise Title picklist, the Purpose picklist, and the Recall Indicator picklist are disabled.
 3. Change the Event UIC by entering in the new UIC.
 4. Update the Category by selecting the appropriate category from the picklist.
 5. Change the Purpose by selecting from the values listed in the Purpose picklist.
 6. Update the start date by entering the new date in the Start Date field.
 7. Update the end date by entering the new date in the End Date field.
 8. Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.
 9. Select the location of the event from the Location picklist.
 10. Select the appropriate value from the Recall Indicator picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.
 11. Click Save to proceed. The system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and displays the record status as Updated in the Status column. If you selected multiple events to update, clicking Save advances you to the next event selected and saves your changes.
 12. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and updates the Status column to reflect the action taken.
 13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.
 14. After processing the selected events, you may perform either of the following actions:
 - Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and updates the Status column to show all completed actions.
 - Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

**PERSTEMPO Unassociated Soldier Events
Soldier Data**

Menu Help Print Exit

CRISTINA GALVIN SSN: UIC: Action: Update
OCC SPEC: SCOMPT:

*Event UIC: W3MJAA
*Category: MISSION SUPPORT TDY
*Purpose: NOT APPLICABLE
*Start Date: 20010225
*End Date: 20010302
Operation/Exercise Title: Select One
*Location: US
*Recall Indicator: NOT APPLICABLE
(Applies to Reserve Components for a 2nd Recall)

Save Next Close

Figure 20–4: PERSTEMPO Unassociated Soldier Events Soldier Data—Update Page

1.117.1.1 System Validations

The system performs the following system validations:

- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in eMILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

1.117.1.2 System Updates

The system updates the Soldiers' records with the updated event data.

1.117.1.3 Transactions to TAPDB

The system sends the following transaction to TAPDB: 4455.

1.117.2 PERSTEMPO Unassociated Soldier Events Soldier Data—Remove

PERSTEMPO Unassociated Soldier Events Soldier Data—Remove page (shown in Figure 20–5) allows you to remove an unassociated event for the selected Soldier. To remove an event for the selected Soldier, perform the following steps:

1. From the PERSTEMPO Unassociated Soldier Events History Listing, select Remove from the Action picklist and click Submit. The system displays the PERSTEMPO Unassociated Soldier Events Soldier Data—Remove page. In the Remove mode of an existing PERSTEMPO unassociated event record, the system displays the current values in the database for the selected Soldier as read-only.
2. View the record and click Save to remove the record from the database.
3. The system will prompt you to confirm that the record is being removed from the database.
4. If you answer Yes, the system will remove the record and advance you to the next Soldier or, if you selected more than one event for removal, the system advances you to the next event. If the current Soldier is the last or only Soldier, the system generates the PERSTEMPO Unassociated Soldier Events History Listing and displays the record status as Removed in the Status column.
5. If you answer No, the system returns you to the current page for further processing.
6. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing and updates the Status column to reflect the action taken.
7. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.
8. After processing the selected events, you may perform either of the following actions:
 - Click Next to proceed to the next Soldier, if any exists. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and updates the Status column to show all completed actions.
 - Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.



**PERSTEMPO Unassociated Soldier Events
Soldier Data**

This page allows the user to remove an existing individual event for the selected soldier.

- Click **"Save"** to remove the current record.
- Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the session.

CRISTINA GALVIN	SSN:	UIC:	Action: Remove
OCC SPEC: SCOMPT:			
Event UIC:	W3MJAA		
Category:	MISSION SUPPORT TDY		
Purpose:	NOT APPLICABLE		
Start Date:	20010201		
End Date:	20010302		
Operation/Exercise Title:			
Location:	US		
Recall Indicator:	NOT APPLICABLE		

Save Next Close

**Figure 20–5: PERSTEMPO Unassociated Soldier Events Soldier Data—
Remove Page**

1.117.2.1 System Validations

The system performs the following system validations:

- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in eMILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

1.117.2.2 System Updates

The system removes the selected events from the Soldiers' records.

1.117.2.3 Transactions to TAPDB

The system sends the following transaction to TAPDB: 4455.

1.117.3 PERSTEMPO Unassociated Soldier Events History Listing (Summary)

After you complete an action, eMILPO returns you to the PERSTEMPO Unassociated Soldier Events History Listing page and displays unassociated event data for the Soldier. If an event was updated or removed, the Action column will indicate the record status. Figure 20–6, PERSTEMPO Unassociated Soldier Events History Listing (Summary), provides an example of a Soldier for whom an event has been removed.

Soldier 1 of 7		Total Actual Count:	Max Projected Count:
CRISTINA GALVIN		Out of 365 days: 0	Out of 365 days: Not Applicable
SSN:	UIC:	Out of 730 days: 0	Out of 730 days: Not Applicable
OCC SPEC:	SCOMPT:	Consecutive Days: 0	Consecutive Days: Not Applicable

Action	Status	Creditable Days:	Event Category:	Event Purpose:	Start Date:	End Date:	Threshold Mgmt: 220:	Threshold Mgmt: 400:
Select One	Updated	29	MISSION SUPPORT TDY	NOT APPLICABLE	20010201	20010302		
Select One		184	NAMED OPERATION	CONTINGENCY OPERATION	20020317	20020917		
Select One		365	NAMED OPERATION	NATIONAL EMERGENCY	20030405	20040404		

Figure 20–6: PERSTEMPO Unassociated Soldier Events History Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

1.118 Individual Event

Individual Event allows you to add an event for a selected Soldier. Figure 20–7, Individual Event Processes, illustrates the processes in Individual Event.

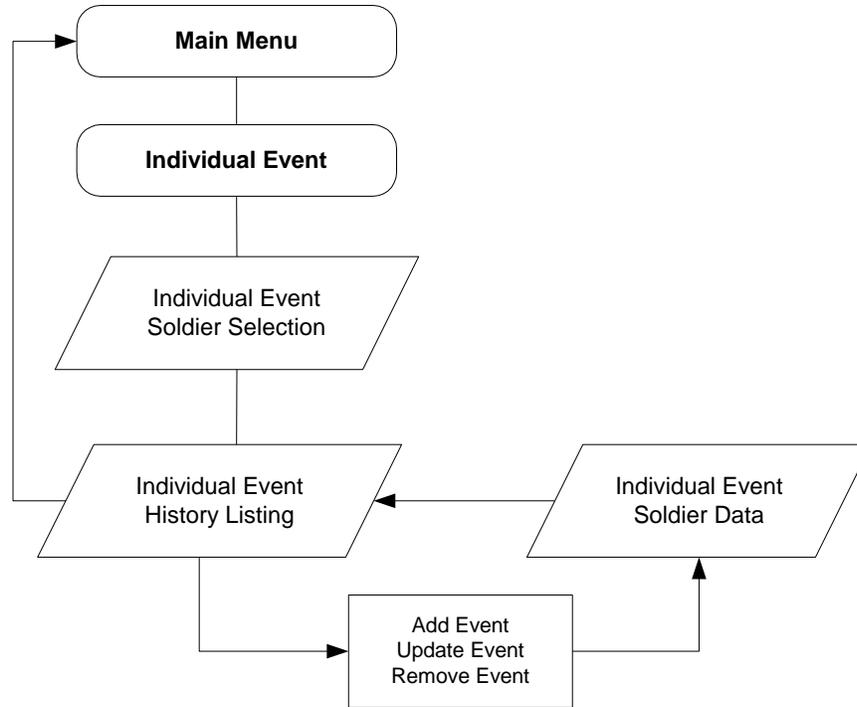


Figure 20–7: Individual Event Processes

The PERSTEMPO Individual Event—Soldier Selection page allows you to build a list of Soldiers for the working session. The PERSTEMPO Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the PERSTEMPO Individual Event History Listing Page will list Soldiers who will not be listed elsewhere in eMILPO. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSNs for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.) Another alternative search applies when the Soldier you seek is in the eMILPO or ITAPDB database but has neither a recorded assigned UIC nor an attached UIC. In this case, a search by SSN retrieves that Soldier, despite the fact that the Soldier is not in your logon UIC hierarchy.

Once you have built a Soldier list and selected the Soldiers for whom you wish to maintain events, the system will display the PERSTEMPO Individual Event History Listing page, shown in Figure 20–8, PERSTEMPO Individual Event History Listing Page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.



The screenshot shows the PERSTEMPO Individual Event History Listing Page. At the top left is the Army Human Resource System Product Manager logo. The main title is 'PERSTEMPO Individual Event History Listing'. On the right, there are icons for Menu, Help, Print, and Exit. Below the title is a summary table for Soldier 1 of 1, CPL LUIS ARIAS, showing actual and projected counts for 365 and 730 days, and consecutive days. Below this is a table of event history with columns for Action, Status, Creditable Days, Event Category, Event Purpose, Start Date, End Date, and Threshold Mgmt. At the bottom, there is an 'Add Event' checkbox and 'Submit', 'Next', and 'Close' buttons.

Soldier 1 of 1	Total Actual Count:	Max Projected Count:
CPL LUIS ARIAS	Out of 365 days: 274	Out of 365 days: 364 on 20070117
SSN: UIC: WAEUA0	Out of 730 days: 299	Out of 730 days: 449 on 20070117
OCC SPEC: 21B2 SCOMPT:R	Consecutive Days: 214	Consecutive Days: 364 on 20070117

Action	Status	Creditable Days:	Event Category:	Event Purpose:	Start Date:	End Date:	Threshold Mgmt: 220:	Threshold Mgmt: 400:
Select One		68	NAMED OPERATION	CONTINGENCY OPERATION	20040505	20040712		
Select One		3	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050214	20050217		
Select One		22	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050403	20050425		
Select One		31	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050909	20051010		
Select One		29	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20051011	20051109		
Select One		364	NAMED OPERATION	WAR	20060119	20070118		

Add Event

Figure 20–8: PERSTEMPO Individual Event History Listing Page

You can add a PERSTEMPO event for the selected Soldier by checking the Add Event checkbox and clicking Submit. You may also update or remove an individual event for the selected Soldier by selecting Update or Remove from the Action picklist and clicking Submit. The system displays the PERSTEMPO Individual Event Soldier Data page.

1.118.1 PERSTEMPO Individual Event Soldier Data—Add

PERSTEMPO Individual Event Soldier Data—Add page (shown in Figure 20–9) allows you to add an individual event for the selected Soldier. To add the event information, perform the following steps:

1. Check the Add Event checkbox on the PERSTEMPO Individual Event History Listing page and click Submit. eMILPO displays the PERSTEMPO Individual Event Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec (Occupational Specialty), and SCOMPT (Service Component) are displayed as read-only.

2. The Event UIC, Category, Start Date, End Date and Location are editable fields. The Operation/Exercise Title picklist, the Purpose picklist, and Recall Indicator picklist are disabled.
3. The Event UIC defaults to your logon account UIC. Change the Event UIC by entering in the new UIC.
4. Specify the Category by selecting the appropriate category from the picklist. The Purpose picklist is now enabled.
5. Specify the Purpose by selecting from the values listed in the Purpose picklist.
6. Specify the start date by entering the date (YYYYMMDD) in the Start Date field.
7. Specify the end date by entering the date (YYYYMMDD) in the End Date field.
8. Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.
9. Select the location of the event from the Location picklist.
10. Select the appropriate value from the Recall Indicator picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.
11. Click Save to proceed. The system returns you to the PERSTEMPO Individual Event History Listing and displays the record status as Added in the Status column. You may add another event by checking the Add Event checkbox and repeating Steps 1 through 10.
12. Click Next to proceed to the next Soldier in the list, if any exist. If you have made changes, The system detects data entry on the page and prompts you to save or discard the data. If there are no more Soldiers to process, the system displays the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.
13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

Figure 20–9: PERSTEMPO Individual Event Soldier Data—Add Page

1.118.1.1 System Validations

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier's non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:
 - The Non-Available Status is DEP - DEPLOYED.
 - The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.
- The duty status must be consistent with the entered event.
 - If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
 - If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

1.118.1.2 System Updates

The system updates the Soldiers' records with the new event data.

1.118.1.3 Transactions to TAPDB

The system sends the following transaction to TAPDB: 4455.

1.118.2 PERSTEMPO Individual Event Soldier Data—Update

PERSTEMPO Individual Event Soldier Data—Update page (shown in Figure 20–10) allows you to update an individual event for the selected Soldier. To update the event information, perform the following steps:

1. Select Update from each Action picklist for the events you want to update on the PERSTEMPO Individual Event History Listing page and click Submit. You may select more than one event to update. eMILPO displays the PERSTEMPO Individual Event Soldier Data page. The Soldier name, SSN, UIC, Action, OCC Spec (Occupational Specialty), and SCOMPT (Service Component) are displayed as read-only.
2. The Event UIC, Category, Purpose, Start Date, End Date and Location are editable fields. The Operation/Exercise title picklist is enabled if Named Exercise or Named Operation was selected from the Category picklist, and the Recall Indicator picklist is enabled if Named Operation was selected as the Category value.
3. Change the Event UIC by entering in the new UIC.
4. Update the Category by selecting the appropriate category from the picklist.
5. Change the Purpose by selecting from the values listed in the Purpose picklist.
6. Update the start date by entering the new date in the Start Date field.
7. Update the end date by entering the new date in the End Date field.
8. Update the name of the operation or exercise by selecting from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.
9. Select the location of the event from the Location picklist.
10. Update the Recall Indicator by selecting the appropriate value from the picklist. The available values are Not Applicable, Same Contingency, or Contingency Within One Year. This picklist is only enabled if Named Operation is selected as the Category value.
11. Click Save to proceed. The system returns you to the PERSTEMPO Individual Event History Listing and displays the record status as Updated in the Status column. If you selected multiple events to update, clicking Save advances you to the next event selected and saves your changes.
12. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Individual Event History Listing and updates the Status column to reflect the action taken.
13. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.
14. After processing the selected events, you may perform either of the following actions:
 - Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last

selected, the system returns you to the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.

- Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.

PERSTEMPO Individual Event Soldier Data

Menu Help Print Exit

CPL LUIS ARIAS SSN: UIC: WAEUA0 Action: Update
OCC SPEC: 21B2 SCOMPT:R

*Event UIC: WYHVB0

*Category: NAMED EXERCISE

*Purpose: NATO EXERCISE

*Start Date: 20040218

*End Date: 20040330

Operation/Exercise Title: CANNON CLOUD (NATO)

*Location: NON-US WORLDWIDE

*Recall Indicator: NOT APPLICABLE
(Applies to Reserve Components for a 2nd Recall)

Save Next Close

Figure 20–10: PERSTEMPO Individual Event Soldier Data—Update Page

1.118.2.1 System Validations

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier's non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:
 - The Non-Available Status is DEP - DEPLOYED.
 - The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.
- The duty status must be consistent with the entered event.

- If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
- If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

1.118.2.2 System Updates

The system updates the Soldiers' records with the updated event data.

1.118.2.3 Transactions to TAPDB

The system sends the following transaction to TAPDB: 4455.

1.118.3 PERSTEMPO Individual Event Soldier Data—Remove

PERSTEMPO Individual Event Soldier Data—Remove page (shown in Figure 20–11) allows you to remove an individual event for the selected Soldier. To remove events for the selected Soldier, perform the following steps:

1. From the PERSTEMPO Individual Event History Listing, select Remove from each Action picklist for events you want to remove and click Submit. The system displays the PERSTEMPO Individual Event Soldier Data—Remove page. In the Remove mode of an existing PERSTEMPO individual event record, the system displays the current values in the database for the selected event as read-only.
2. View the record and click Save to remove the event from the database.
3. The system prompts you to confirm that the event is being removed from the database.
4. If you answer Yes, the system removes the event and advances you to the next Soldier or, if you selected more than one event for removal, the system advances you to the next event. If the current Soldier is the last or only Soldier, the system generates the PERSTEMPO Individual Event History Listing and displays the record status as Removed in the Status column.
5. If you answer No, the system returns you to the current page for further processing.
6. Click Next to advance to the next event selected without making changes. If there are no more events to process, the system returns you to the PERSTEMPO Individual Event History Listing and leaves the Status column to reflect the action taken.
7. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.
8. After processing the selected events, you may perform either of the following actions:
 - Click Next to proceed to the next Soldier, if any exists. The system detects data entry on the page and prompts you to save or discard the data. If the current Soldier is the last selected, the system returns you to the PERSTEMPO Individual Event History Listing page and updates the Status column to show all completed actions.
 - Click Close to exit the page and terminate the working session. The system prompts you to confirm that you wish to terminate the working session. The system returns you to the Main Menu.



PERSTEMPO Individual Event Soldier Data

Menu Help Print Exit

This page allows the user to remove an existing individual event for the selected soldier.

- Click **"Save"** to remove the current record.
- Click **"Next"** to proceed without saving. Click **"Close"** to exit the page and terminate the session.

CPL LUIS ARIAS SSN:	UIC: WAEUA0	Action: Remove
OCC SPEC: 21B2 SCOMPT:R		
Event UIC:	WYHVB0	
Category:	NAMED EXERCISE	
Purpose:	NATO EXERCISE	
Start Date:	20040218	
End Date:	20040330	
Operation/Exercise Title:	CANNON CLOUD (NATO)	
Location:	NON-US WORLDWIDE	
Recall Indicator:	NOT APPLICABLE	

Save Next Close

Figure 20–11: PERSTEMPO Individual Event Soldier Data—Remove Page

1.118.3.1 System Validations

The system performs the following system validations:

- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- The duty status must be consistent with the entered event.
 - If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
 - If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

1.118.3.2 System Updates

The system removes the selected events from the Soldiers' records.

1.118.3.3 Transactions to TAPDB

The system sends the following transaction to TAPDB: 4455.

1.118.4 PERSTEMPO Individual Event History Listing (Summary)

After you complete an action, eMILPO returns you to the PERSTEMPO Individual Event History Listing page and displays individual event data for the Soldier. If an event was added, updated, or removed, the Action column will indicate the record status. Figure 20–12, PERSTEMPO Individual Event Listing (Summary), provides an example of a Soldier for whom a record has been removed.

Soldier 1 of 1	Total Actual Count:	Max Projected Count:
CPL LUIS ARIAS	Out of 365 days: 274	Out of 365 days: 364 on 20070117
SSN: UIC: WAEUA0	Out of 730 days: 299	Out of 730 days: 449 on 20070117
OCC SPEC: 21B2 SCOMPT:R	Consecutive Days: 214	Consecutive Days: 364 on 20070117

Action	Status	Creditable Days:	Event Category:	Event Purpose:	Start Date:	End Date:	Threshold Mgmt: 220:	Threshold Mgmt: 400:
Select One	Added	41	NAMED EXERCISE	NATO EXERCISE	20040218	20040330		
Select One		68	NAMED OPERATION	CONTINGENCY OPERATION	20040505	20040712		
Select One		3	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050214	20050217		
Select One		22	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050403	20050425		
Select One		31	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20050909	20051010		
Select One		29	UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	20051011	20051109		
Select One		364	NAMED OPERATION	WAR	20060119	20070118		

Add Event

Submit Next Close

Figure 20–12: PERSTEMPO Individual Event History Listing (Summary)

Click Close to exit the page. The system returns you to the Main Menu.

1.119 Mass Event

Mass Event consists of Mass Add, Mass Update, and Mass Removal. Mass Event functions allow you to work with multiple events at once. For instance, you can select several Soldiers and define an event to be created with the same parameters for all those Soldiers. Likewise, you can select several existing events and update them with common data changes, such as a change to their end dates. Finally, you can select several events and remove

(cancel) them all at once. Figure 20–13, Mass Event Processes, illustrates the different processes in the Mass Event functional area.

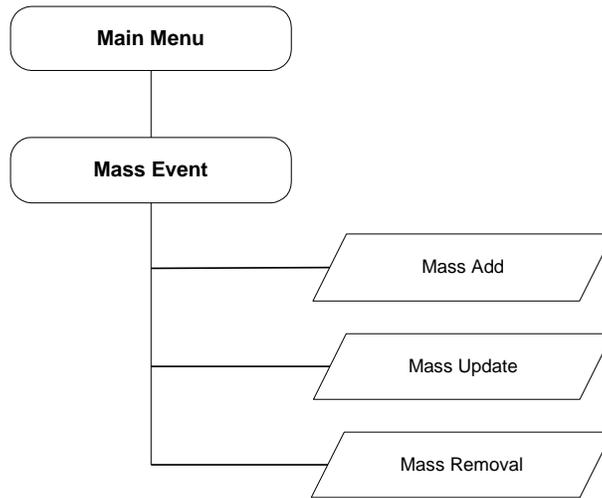


Figure 20–13: Mass Event Processes

1.119.1 Mass Add

Mass Add allows you to add an event for one or more selected Soldiers. Figure 20–14, Mass Add Processes, illustrates the processes in Mass Add.

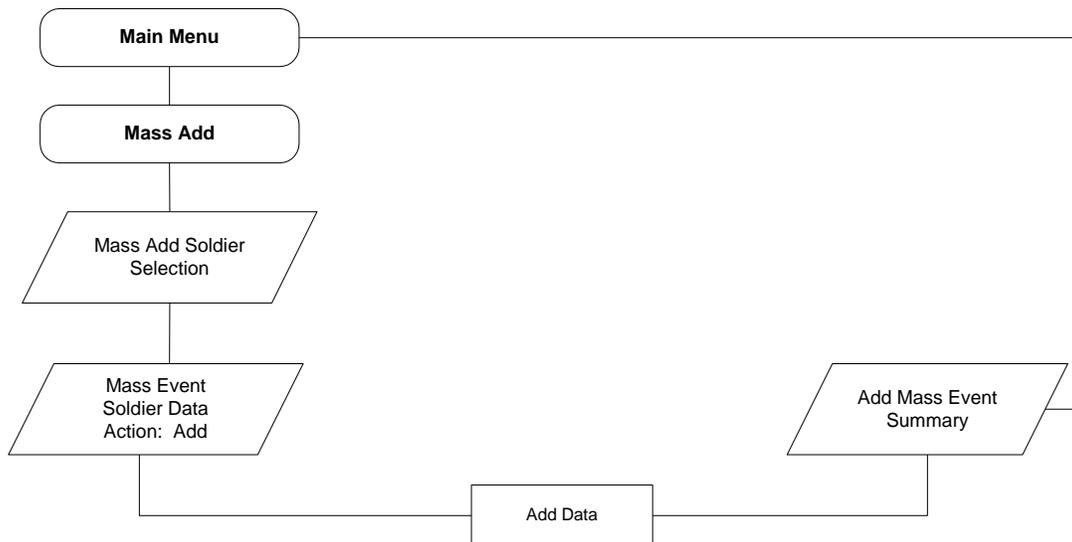


Figure 20–14: Mass Add Processes

To initiate the process of performing a Mass Add, you must first build a Soldier list. The PERSTEMPO Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the PERSTEMPO Individual Event History Listing Page will list Soldiers who will not be listed elsewhere in eMILPO. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSNs for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available. The OK button will only be enabled on the last page of the Soldier list. Once you have built a Soldier list and selected the Soldiers for whom you wish to make changes, the system will display the PERSTEMPO Mass Event—Soldier Data Action: Add page, shown in Figure 20–15, PERSTEMPO Mass Event—Soldier Data Action: Add Page.

1.119.1.1 PERSTEMPO Individual Event Soldier Data—Add

PERSTEMPO Mass Event—Soldier Data Action: Add page (shown in Figure 20–15) allows you to add an event for one or more selected Soldiers. To add the event information, perform the following steps:

1. The system displays your eMILPO logon UIC in the Event UIC field. To enter a different Event UIC, type another valid UIC into the field.
2. Select a category for the event from the Category picklist. The available values are Mission Support TDY, Named Exercise, Named Operation, and Unit Training.
3. Select the purpose of the event from the Purpose picklist. The values available for selection will vary according to the Category selected.
4. Enter the start date by entering a value in YYYYMMDD format in the Start Date field.
5. Enter the end date by entering a value in YYYYMMDD format in the End Date field.
6. Select the name of the operation or exercise from the values supplied in the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation is selected as the Category value and the End Date entered is in the past.
7. Select the location of the event from the Location picklist. The values available for selection are US, Non-US Worldwide, and Unspecified Location.
8. Click Save to proceed. The system displays the Add Mass Event – Summary page.
9. Click Reset to clear the text-entry fields and reset the available picklists to their default values.
10. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.

PERSTEMPO Mass Event - Soldier Data
Action: Add

Menu Help Print Exit

*Event UIC:

*Category:

*Purpose:

*Start Date:

*End Date:

Operation/Exercise Title:

*Location:

Save Reset Close

Figure 20–15: PERSTEMPO Mass Event—Soldier Data Action: Add Page

1.119.1.1.1 System Validations

The system performs the following system validations:

- When the user adds or updates the end date to be less than or equal to the current date, the system will close the Soldier’s non-available deployment data and send Transaction 4455 if the PERSTEMPO event is closed and meets the following conditions:
 - The Non-Available Status is DEP - DEPLOYED.
 - The Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DEP - DEPLOYED.

1.119.1.2 Add Mass Event Summary

After you complete an action, eMILPO displays the Add Mass Event Summary page (shown in Figure 20–16) and displays the event data as read-only for the selected Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

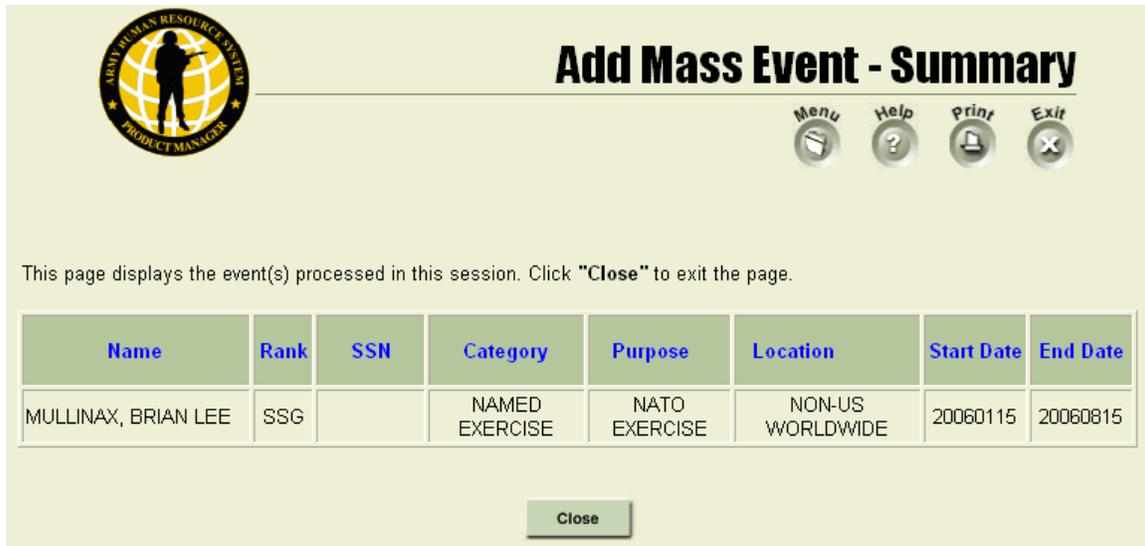


Figure 20–16: Add Mass Event Summary

1.119.2 Mass Update

Mass Update allows you to update one or more selected events. Figure 20–17, Mass Update Processes, illustrates the processes in Mass Update.

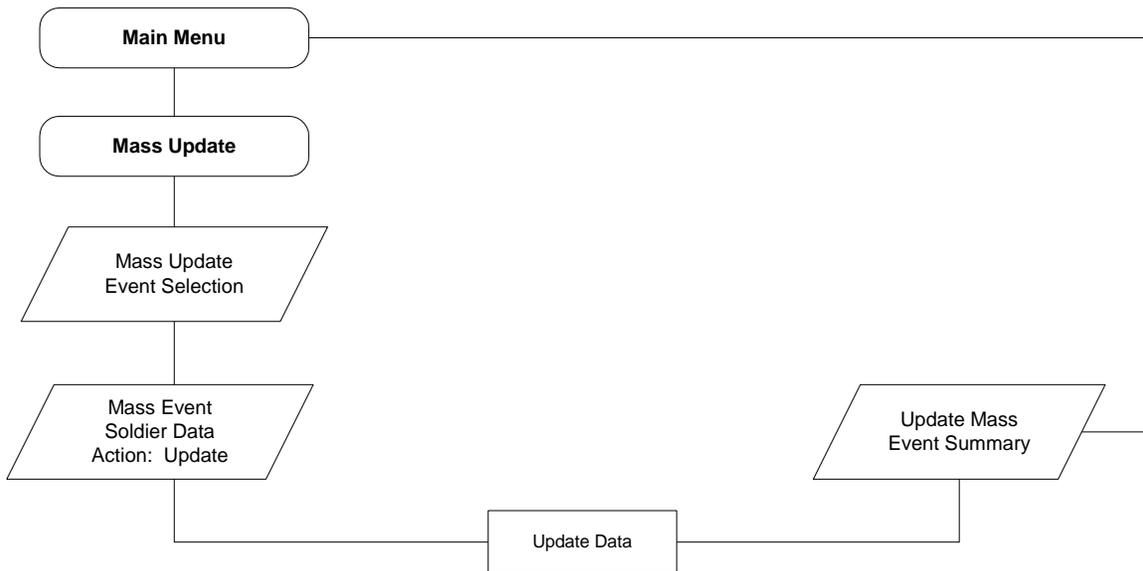


Figure 20–17: Mass Update Processes

To initiate the process performing a Mass Update, you must first build an event list. To build an event list, perform the following steps:

1. Expand the Search Criteria picklist and select a search criterion. The search criteria available for Mass Update are UIC, Range of Start Dates (entered in YYYYMMDD format), End Date, Category, Purpose, and SSN. **Note:** If you want to search on an exact start date, enter just the beginning date range value.

2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist.
3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.
4. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.
5. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:
 - ADD was clicked with no search criteria selected and/or no values entered in the text entry field.
 - DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.
 - The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.
 - The search produced too many results. You are directed to refine the search by entering additional search criteria.
6. Alternatively, you can perform the following:
 - Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text entry field below the Search Criteria picklist.
 - Click Cancel to interrupt a lengthy or incorrect search request. The system will retain the selected search criteria/value combinations and return the location of the cursor to the text entry field below the Search Criteria picklist.
7. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following: If Search was clicked with no criteria entered in the Selected Criteria text-entry field.
8. If there are no discrepancies in the search process, the system lists events that match the criteria in a table at the bottom of the page. If no events match the criteria, the system displays a message in the first data row of the list table notifying you that no events were found.
9. Select events by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all events. Click Deselect to deselect all events.
10. Click OK to proceed. The system displays the PERSTEMPO Mass Event—Soldier Data Action: Update page, shown in Figure 20–18, PERSTEMPO Mass Event—Soldier Data Action: Update Page.
11. Click Clear to remove all events from the Soldier list and restart the search process.
12. Click Close to exit the page without processing. The system displays the Main Menu.
13. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.119.2.1 PERSTEMPO Mass Event Soldier Data—Update

PERSTEMPO Mass Event—Soldier Data Action: Update page (shown in Figure 20–18) allows you to update an event for one or more selected Soldiers. To update the event information, perform the following steps:

1. Update the event data as needed. You do not have to update each field. To update the necessary event data fields, you can perform the following steps:

- Enter a value for the event UIC in the Event UIC text-entry field.
 - Select a category for the event from the Category picklist. The available values are Mission Support TDY, Named Exercise, Named Operation, and Unit Training.
 - Select the purpose of the event from the Purpose picklist. The values available for selection will vary according to the Category selected.
 - Update the start date by entering a value in YYYYMMDD format in the Start Date field.
 - Update the end date by entering a value in YYYYMMDD format in the End Date field.
Note: If you change an end date, eMILPO displays a message informing you that changing a future end date will clear the values for operation titles. Click Yes to change the date and continue. Click No to return to the PERSTEMPO Mass Event—Soldier Data Action: Update for additional processing.
 - Select an operation/exercise title from the Operation/Exercise Title picklist. This picklist is only enabled if Named Exercise or Named Operation are selected from the Category picklist. The values available for selection will vary according to the Category selected.
 - Select the location of the event from the Location picklist. The values available for selection are US, Non-US Worldwide, and Unspecified Location.
 - Select the appropriate value from the Recall Indicator picklist, if applicable. This picklist is only enabled when the selected Category is Named Operation.
2. Click Save to proceed. The system displays the Update Mass Event – Summary page.
 3. Click Close to exit the page and terminate the working session. The system detects data entry on the page and prompts you to save or discard the data. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.



PERSTEMPO Mass Event - Soldier Data
Action: Update

Menu Help Print Exit

Event UIC:

Category:

Purpose:

Start Date:

End Date:

Operation/Exercise Title:

Location:

Recall Indicator:
(Applies to Reserve Components for a 2nd Recall)

Save Close

Figure 20–18: PERSTEMPO Mass Event—Soldier Data Action: Update Page

1.119.2.2 Update Mass Event – Summary

After you complete an action, eMILPO displays the Update Mass Event – Summary page (shown in Figure 20–19) and displays the event data as read-only for the selected Soldiers. Click Close to exit the page. The system returns you to the Main Menu.

Name	Rank	SSN	Category	Purpose	Location	Start Date	End Date
FOLK, GEORGE WILLIS	SFC		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20020405	20020412
HANCOCK, CHARLES EUGENE	SFC		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20020405	20020412
HUGGINS, DARIAN LEE	SSG		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20030303	20030306
JOSEPH, LEMAR AKEILLIUS	SGT		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20020405	20020412
MULLINAX, BRIAN LEE	SSG		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20030804	20030806
MULLINAX, BRIAN LEE	SSG		NAMED EXERCISE	NATO EXERCISE	NON-US WORLDWIDE	20040801	20040809

Figure 20–19: Update Mass Event – Summary

1.119.3 Mass Removal

Mass Removal allows you to remove an event for one or more selected Soldiers. Figure 20–20, Mass Removal Processes, illustrates the processes in Mass Removal.

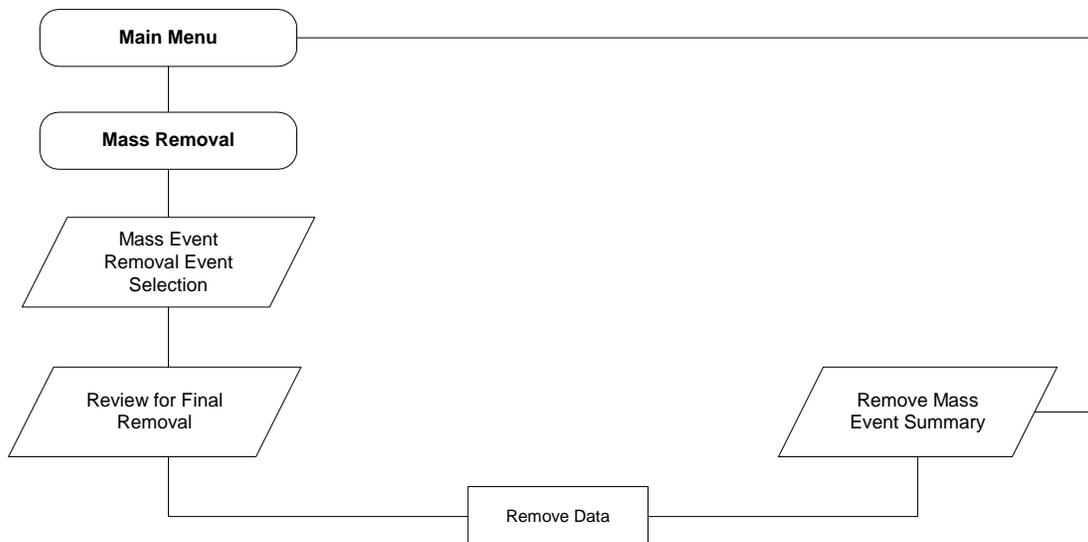


Figure 20–20: Mass Removal Processes

To initiate the process performing a Mass Removal, you must first build an event list. To build an event list, perform the following steps:

1. Expand the Search Criteria picklist and select a search criterion. The search criteria available for Mass Removal are UIC, Range of Start Dates (entered in yyyyymmdd format), End Date, Category, Purpose, and SSN. **Note:** If you want to search on an exact start date, enter just the beginning date range value.
2. Enter a value for the selected criteria in the text-entry field below the Search Criteria picklist.
3. Click ADD to add the selected search criteria/value combination to the Selected Criteria text area. You may submit only one search criterion at a time.
4. You can remove the displayed search criteria/value combinations by highlighting the combination in the Selected Criteria text area and clicking DEL.
5. During the search criteria selection process, the system will validate the data entry and notify you of any of the following discrepancies:
 - ADD was clicked with no search criteria selected and/or no values entered in the text entry field.
 - DEL was clicked with no selected criteria highlighted in the Selected Criteria text area.
 - The value for a search criterion entered was in an invalid format. For example, the UIC value entered was not the standard alphanumeric six-digit UIC format.
 - The search produced too many results. You are directed to refine the search by entering additional search criteria.
6. Alternatively, you can perform the following:
 - Click Reset to clear the text-entry field and the Selected Criteria text area. The system returns the location cursor to the text entry field below the Search Criteria picklist.
 - Click Cancel to interrupt a lengthy or incorrect search request. The system will retain the selected search criteria/value combinations and return the location of the cursor to the text entry field below the Search Criteria picklist.
7. When all search criteria have been entered, click Search to begin the search process. The system will validate the data entry and notify you of any discrepancies, such as the following: If Search was clicked with no criteria entered in the Selected Criteria text-entry field.
8. If there are no discrepancies in the search process, the system lists events that match the criteria in a table at the bottom of the page. If no events match the criteria, the system displays a message in the first data row of the list table notifying you that no events were found.
9. Select events by checking one or more corresponding checkboxes in the Select Deselect column. Click Select to select all events. Click Deselect to deselect all events.
10. Click OK to proceed. The system displays the Review for Final Removal page, shown in Figure 20–21, Review for Final Removal Page.
11. Click Clear to remove all events from the Soldier list and restart the search process.
12. Click Close to exit the page without processing. The system displays the Main Menu.
13. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

1.119.3.1 Review for Final Removal

The Review for Final Removal page (shown in Figure 20–21) allows you to review the database information for those event records you have selected for removal. To remove the event information, click Yes. The system displays the Remove Mass Event – Summary page. Click No to return to the Main Menu without removing the records.

Are you sure that you want to **remove** these events?

Name	Rank	SSN	Category	Purpose	Location	Start Date	End Date
BEELEER, SHANDALL KEITH	SGT		UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	NON-US WORLDWIDE	20050214	20050217
BROWN, NATHAN DAVID	SPC		UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	NON-US WORLDWIDE	20051011	20051109
BUTCHER, KEVIN GEORGE	SGT		NAMED OPERATION	WAR	NON-US WORLDWIDE	20060119	20070118

Yes No

Figure 20–21: Remove Mass Event – Summary, Review for Removal

1.119.3.2 Remove Mass Event – Summary

After you complete an action, eMILPO displays the Remove Mass Event – Summary page (shown in Figure 20–22) and displays the event data as read-only for the selected events. Click Close to exit the page. The system returns you to the Main Menu.



This page displays the event(s) processed in this session. Click "Close" to exit the page.

Name	Rank	SSN	Category	Purpose	Location	Start Date	End Date
BEELER, SHANDALL KEITH	SGT		UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	NON-US WORLDWIDE	20050214	20050217
BROWN, NATHAN DAVID	SPC		UNIT TRAINING	COMBINED TRAINING CENTER (CTC)	NON-US WORLDWIDE	20051011	20051109
BUTCHER, KEVIN GEORGE	SGT		NAMED OPERATION	WAR	NON-US WORLDWIDE	20060119	20070118

Figure 20–22: Remove Mass Event – Summary

1.120 Outprocessing Report

The Outprocessing Report allows you to review and print a complete PERSTEMPO record for a selected Soldier. The PERSTEMPO Soldier selection process includes not only the Soldiers who have records on eMILPO, but also other Soldiers with records on ITAPDB. Therefore, it is possible that the Soldier Deployment History Outprocessing Report page will list Soldiers who will not be listed elsewhere in eMILPO. You have the option to load a file of SSNs or perform a search for Soldiers. Click Load to load a text file of SSN for the Soldier list. The system will display the SSN File Load page. Refer to Section 13.1.1.1.1, SSN File Load, to prepare, format, and upload a SSN file.

Alternatively, you can build a Soldier list by searching for Soldiers by using one or more of the following criteria: SSN, UIC, and Last Name. (This process is detailed in Section 11.1, Soldier Selection Process.)

Once you have built a Soldier list and selected the Soldiers for whom you wish to review and print an outprocessing report, the system will display the Soldier Deployment History Outprocessing Report page, shown in Figure 20–23, Soldier Deployment History Outprocessing Report Page. If the search results return more than one page, you can navigate the pages by clicking Next or Previous where available.

Period Covered:	<input type="text"/>	to	<input type="text"/>	Report Date:	20060803	Remaining Reports:	0
Service Member:	CARTER, WILLIAM GEORGE		SSN:				
MPC/Pay Level:	W 02						
Component:	Reserve						
Actual PERSTEMPO Counts:							
UIC	Start Date	End Date	Category	Purpose	Location	Credit Days	

Figure 20–23: Soldier Deployment History Outprocessing Report Page

1.120.1 Soldier Deployment History Outprocessing Report

The Soldier Deployment History Outprocessing Report page allows you to review and print an outprocessing report for the selected Soldier. To generate an outprocessing report, perform the following steps:

1. After selecting the Soldier or Soldiers for whom you want to generate a report, eMILPO displays the Soldier Deployment History Outprocessing Report page. The system displays the Report Date (which is the system date), Remaining Reports, Service Member, SSN, MPC/Pay Level and Component as read-only.
2. Enter the dates of the period for which you want to generate the report in the Period Covered text-entry fields. Dates must be entered in yyymmdd format. The Start Date must be a past date. **Note:** If you do not enter an End Date, the system defaults the end date to the system date and displays results up to the system date.
3. Click Submit. The system displays the Soldier Deployment History Outprocessing Report Page with data (as shown in Figure 20–24). If there is no PERSTEMPO history information for the specified date range for the Soldier selected, eMILPO displays the message, “There is no event data in the specified date range for this Soldier”.
4. Click Next to proceed to the report for the next selected Soldier, if any exist. If the current page is the last or only action, the system returns you to the Main Menu.
5. Click Close to exit the page and terminate the working session. The system also prompts you to confirm that you wish to terminate the working session. The system then returns you to the Main Menu.
6. Click the Print icon to print the screen.
7. Click the PDF icon to generate a formatted PDF version of the report that you can print or save. A sample of the PDF report is shown in Figure 20–25, Soldier Deployment History Outprocessing Report (PDF Format). This PDF version of the report is to be used for obtaining official signatures.



Soldier Deployment History Outprocessing Report

Menu Help Print PDF Exit

Period Covered: 20050101 to 20060803		Report Date: 20060803		Remaining Reports: 0		
Service Member: CARTER, WILLIAM GEORGE		SSN:		MPC/Pay Level: W 02		
Component: Reserve		Actual PERSTEMPO Counts: 0 out of 365 days, 36 out of 730 days				
UIC	Start Date	End Date	Category	Purpose	Location	Credit Days
WRX8T2	20050221	20050225	MISSION SUPPORT TDY	NOT APPLICABLE	US	4
WRX8T2	20050510	20050513	MISSION SUPPORT TDY	NOT APPLICABLE	US	3
WRX8T2	20050621	20050623	MISSION SUPPORT TDY	NOT APPLICABLE	US	2
WRX8T2	20050706	20050802	MISSION SUPPORT TDY	NOT APPLICABLE	US	27

Submit Next Close

Figure 20–24: Soldier Deployment History Outprocessing Report Page With Data

Army Human Resource Systems - Outprocessing Report						
Soldier Deployment History Outprocessing Report						
Period Covered: 20050101 to 20060803				Report Date: 20060803		
Service Member: CARTER, WILLIAM GEORGE		SSN:		MPC/Pay Level: W02		
Component: Reserve		Actual PERSTEMPO Counts: 0 out of 365 days, 36 out of 730 days				
UIC	Start Date	End Date	Category	Purpose	Location	Credit Days
WRX8T2	20050221	20050225	MISSION SUPPORT TDY	NOT APPLICABLE	US	4
WRX8T2	20050510	20050513	MISSION SUPPORT TDY	NOT APPLICABLE	US	3
WRX8T2	20050621	20050623	MISSION SUPPORT TDY	NOT APPLICABLE	US	2
WRX8T2	20050706	20050802	MISSION SUPPORT TDY	NOT APPLICABLE	US	27
Reviewing Official Authentication _____ Signature, Grade, Position				Date Authenticated _____		
Soldier Authentication _____ Signature, Grade				Date Authenticated _____		
Page 1 of 1						

Figure 20–25: Soldier Deployment History Outprocessing Report (PDF Format)

Appendix

1.121 eMILPO Glossary

Terms	Definitions
# Days Lost Time	A nonmonetary numeric value arrived at by counting the number of days during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes. The number of days is determined from the Lost Time Start Date and the Lost Time End Date.
# Inactive Days	The number of business days that an eMILPO user account has been inactive or has not been accessed.
Account Locked?	Indicates whether your account has been locked (Y) or not (N) in the past 30 days.
Action	Allows you to choose whether to update or remove the current record.
Action Performed	Indicates the action that the specified user has performed on the table: I = Insert, U = Update, and D = Delete.
Action Type	Allows you to choose whether to add, update, or remove the selected Soldier's record.
Active Army	<p>The Active Army consists of:</p> <ul style="list-style-type: none"> • Members of the Regular Army on active duty • Members of the Army National Guard of the United States and Army Reserve on active duty (other than for training) • Members of the Army National Guard in the service of the United States pursuant to a call • All persons appointed, Enlisted, or inducted into the Army without component <p>Source: AR 310-25, Dictionary of United States Army Terms, 21 May 86.</p>
Active Guard/Reserve	A section of the PAVR Calculations page that contains information related to the National Guard and USAR Soldiers who are currently serving in an active role at the selected unit.
Active Guard/Res ASGN	The number of Guardsmen and Reservists on active duty assigned to a unit
Actual Count Today	The current count of creditable days
Address	A uniquely identified location—indicated by a combination of name, number, code, or other indicator—used for the purpose of locating or communicating with a person.

Terms	Definitions
Address Type	The designation of a specific delivery address for mail.
Additional MOS	Additional Military Occupational Specialty—Any additional occupational skills, other than the primary and secondary
AHRS	Army Human Resource System—A Web-enabled application that will provide Army personnel management functionality. AHRS is intended to streamline Army personnel processing and facilitate the transition to a multi-service personnel system (DIMHRS).
AKO	Army Knowledge Online—Provides user authentication for the family of Web-based Army personnel applications. It offers a single point of entry for these applications.
AKO Portal	Army Knowledge Online Portal—Offers a customizable, encrypted, personal portal page and is available to all Soldiers and DA civilians. Accessible from any Internet connection, the Army Portal allows users to quickly find and receive the latest knowledge on subjects of their choosing. Portal users gain quick access to Army forms and regulations, installations, change-of-station information, the latest Army news, and AKO Knowledge Centers.
AKO User ID	The term that identifies a registered user of the Army Knowledge Online network.
Alien Registration Date [or] Date of Alien Registration	The calendar date on which a noncitizen registered as a foreigner residing in the United States.
Alien Registration No.	A nonquantitative alphanumeric number assigned by the U.S. Government, to a noncitizen who has been granted legal residence in the United States.
ALT Tags	In accordance with Section 508 of the Rehabilitation Act, user tool tips in the form of HTML ALT tags that enable images, buttons, and links to be labeled with text.
AOC	Area of Concentration—Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch or functional area. An officer may possess and serve in more than one area of concentration.
APERT	The Personnel Turnover Percentage provides an indicator of unit turmoil by comparing the number of personnel reassigned to or separated from the reporting unit during the previous 3 months to the assigned strength of the unit. Reassignment of personnel within the reporting unit does not affect the turnover percentage.
APFT Date	The date (in yyymmdd format) that the physical fitness test became effective
APFT Inelig Rsn	Army Physical Fitness Test Ineligibility Reason Code—An encoded representation indicating the basis on which a Soldier is not administered the APFT

Terms	Definitions
APFT Result	Army Physical Fitness Test Result Code—An encoded representation of the category into which a Soldier is placed in relation to completion of a test that measures physical endurance
APFT Score	Army Physical Fitness Test Score—A numeric value arrived at by calculating a Soldier's total score from the results of a series of events that constitute a test to measure physical endurance
Approve	Approve this event, which results in a Soldier's creditable days exceeding the management threshold
APT Area	A representation of an examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
APT Test Date	The calendar date on which the administration of an army physical fitness test is accomplished
APT Test Type	An encoded representation of aptitude, evaluation, classification, and proficiency tests that are administered to Army personnel or to individuals applying for entry into the Army.
Area of Concentration Code	An encoded representation that identifies a subdivision or area of expertise within a Commissioned Officer's occupational branch or functional area
Armed Forces Reserve Medal Eligibility Yr/Mo	The calendar year and month in which a Soldier completes the service requirement for award of the Armed Forces Reserve medal
ARNG	Army National Guard—The Army portion of the organized militias of the several states, Commonwealth of Puerto Rico and District of Columbia whose units and members are federally recognized
Arrival Date (Arrivals)	The Soldier's date of arrival to the new unit
Arrival Date (DFR/DFS)	The Soldier's date of arrival to the current unit of assignment
Arrival Time	The Soldier's time of arrival (in military time) to the new unit
ASGD	Assigned—the number of Soldiers who belong to the unit
ASGNPER	Assigned Strength Percentage—Calculated by dividing the unit's assigned strength by its required strength
ASI	Additional Skills Identifier—An additional skill identifier awarded based on training or experience
ASI/SQI	Additional Skills Identifier/Skill Qualification Indicator
Assigned Functions	Indicates the functional areas within the eMILPO system that a user has permission to access. A user will only be able to access functionality for which the user has been approved for access.

Terms	Definitions
Assigned Functions – Groups	Indicates the functional areas within a group for which rights have been granted to a user.
Assigned Groups	Indicates the groups within the eMILPO system that a user has assigned. A user will only be able to access functionality contained in the groups to which the user has been approved for access.
Assignment Considerations	A factor that must be taken into account when contemplating an assignment action for an individual
Assignment Country Restriction Reason	The basis on which a Soldier is precluded from assignment to a particular country
Assignment Date	The calendar date on which an individual reports to an assigned organization for duty
Assignment Location	A location outside of the boundaries of the continental United States, in which a person serves
Assignment Tour Type	The classification of assignment based on the length of an individual's tour served outside of the continental United States
Assignment Type (Assignment History)	Indicates the location of an assignment: CONUS—for an assignment within the continental United States; and OCONUS—for an assignment outside the boundaries of the continental United States.
Assignment Type (Soldier Arrival)	Indicates the location of an assignment: CONUS—for an assignment within the continental United States; Local CONUS—an assignment type within the continental United States that is within the vicinity of the previous assignment; and Local OCONUS—an assignment type outside the continental United States that is within the vicinity of the previous assignment.
Assignment Type (Workflow Inbox)	The type of workflow task (action-based or informational)
Assignor	The name of the person who is assigned to perform the workflow task. The first time the task is forwarded, the originator's name will appear in the Assignor field. If the system generated the workflow task, the name of the person who is assigned to perform the workflow task will appear in the Assignor field. Each time the workflow task is forwarded, the user's name (who forwarded the task) will appear in the Assignor field.
Associated UIC	Indicates the UIC that the user is associated with during an eMILPO session. A user may be assigned up to five Associated UICs and may be assigned different levels of access for each UIC.
Associated Unit	Indicates the Army unit that the user is associated with. A user may be associated with five units but will only work with one unit at a time while in eMILPO.

Terms	Definitions
ASVAB	Armed Services Vocational Aptitude Battery—A personnel management aptitude examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
Attached UIC	The UIC to which a Soldier is successfully arrived
Attachment	A Soldier's temporary mission with a new unit without a reassignment
Attachment End Date	The date when a Soldier's attachment to the unit ends
Attachment Reason	The purpose for which a service member has been temporally joined to a unit other than his or her unit of assignment
Attachment Reason Code	An encoded representation of the purpose for which a service member has been temporarily joined to a unit other than his or her unit of assignment
Attachment Start Date	The date when a Soldier's attachment to the unit begins
Attachment UIC	The six-digit Unit Identification Code to which the Soldier will be attached. If the Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether or not the first attachment should be terminated.
AUTH	Authorized—The number of Soldiers that a unit should have during peacetime
AUTH STR	Authorized Strength—In HRAR, a numeric value representing the total number of Soldiers authorized for a given position
AVAIL	Available—The number of Soldiers who are assigned to the unit and are currently capable of performing their regular duties
Available Functions	Indicates the functional areas within eMILPO that are available for access to the user
Available Functions - Groups	Indicates the functional areas within eMILPO that are available for access to the user.
Available Groups	Indicates the groups within the eMILPO system that are available for access to the user.
AVALPER	Available Strength Percentage—Calculated by dividing the unit's available strength by its required strength
Award Category	The category of individual awards given to a Soldier for recognition of accomplishment in the armed forces
Award Date (MOS)	The calendar date on which a Soldier receives recognition in a specific military occupation
Award Type	A kind of recognition given to an individual for service or accomplishment in the armed forces

Terms	Definitions
Basic Active Service Date (BASD)	The constructive calendar date that establishes the beginning of an individual's creditable active military service
Basic Enlisted Service Date (BESD)	The constructive calendar date that establishes the beginning of all periods of an individual's Enlisted military service
Beneficiary Share	Beneficiary Entitlement Percent Number—A nonquantitative numeric value that indicates the percentage of the total entitlement to be received by an individual
Beneficiary SSN	Beneficiary Social Security Number—A series of numeric values assigned by the Social Security Administration to uniquely identify a person
Beneficiary Text	A free-form text field for entering a beneficiary designee. The text can include the beneficiary's name, address, share percentage, and other relevant remarks.
Beneficiary Type	The category of a beneficiary as determined on a service member's Servicemembers' Group Life Insurance policy. Types include Contingent and Principal.
Birth Date	The calendar date on which a person was born
BMOS	Bonus MOS—Indicates the military occupational specialty possessed by the Soldier for which he or she is paid a bonus
BN	Battalion—Unit composed of a headquarters and two or more companies or batteries. It may be part of a regiment and be charged with only tactical functions or it may be a separate unit and be charged with both administrative and tactical functions.
Body Fat Std	Soldier Body Fat Standard Acceptability Code—An encoded representation of the status of a Soldier relative to the established allowable ratio of body weight and fat
Briefing Date	The date an individual is briefed and counseled concerning permanent change of station entitlements
Calculate	Clicking Calculate tells eMILPO to perform a calculation to populate a field using data entered by you
Career Progression MOS	The recommendation of an appropriate occupational specialty for a Soldier to further his or her current career, to be consistent with Army requirements
Category	The category for Emergency Notification contacts include: Spouse, Children, Father, Mother, Do Not Notify, Beneficiary, Insurance, and Additional Emergency Information
Certification Date	Date on which the certification was earned or became effective.
Certification Name	The name of the technical certification earned by the Soldier.

Terms	Definitions
Certification Year	The calendar year associated with an individual's formal civilian education
Certifying Agency	The name of the agency or organization that issued the technical certification to the Soldier.
Checkbox	Allows you to select or deselect a field or a row by clicking in the checkbox
City	The designation for a populated place in which a person or organization may be reached or found
City of Alien Entry	The designation for the populated place through which a non-citizen entered the United States
City of Birth	The designation of the populated place where a person was born
Civilian Education Level Completed	The formal civilian education attained by an individual
Civilian Title	An appellation of dignity, honor, distinction, or preeminence attached to a person or family by virtue of rank, office, precedent, privilege, attainment, or lands
CMF	Career Management Field—A group representative of an individual's inherent abilities, aptitudes, and interests, as well as the best utilization of their acquired skills and accumulated knowledge
CO	Commissioned Officer—An officer in any of the armed services who holds grade and office under a commission issued by the President. In the Army, a person who has been appointed to the grade of Second Lieutenant or higher is a Commissioned Officer.
College Fund GI Bill Basic Benefit	An encoded representation of a dollar amount that a qualified candidate is entitled to receive from the Army College Fund over and above what is received under the Montgomery GI Bill
Command Button/Utility Icon	<p>Command buttons allow you to interact with the system. Command buttons appear on the bottom of each page following the display tables.</p> <p>Utility icons provide navigation, help, and printing functions in eMILPO. Utility icons are available on the page banner.</p>
Commissioned Officer Basic Branch	The branch of the Army into which a Commissioned Officer is commissioned or to which he or she is subsequently transferred or appointed
Commissioned Officer Classification Source	The method or program through which an individual became a Commissioned Officer
Comp	Component—Identifies a Soldier as a member of the Active Army, the Army National Guard, or the U.S. Army Reserve

Terms	Definitions
Completion Date	The calendar date a person completes a course of instruction
Confirmed DFR	An indication of whether the Soldier's DFR action has been investigated and confirmed by the proper authority
CONUS	Continental United States
Correct Arrival Date	The correct arrival date (in yyyyymmdd format) for the Soldier.
Correct Arrival Time	The correct arrival time for the Soldier.
Corrected Arrival Dte	The corrected arrival date (in yyyyymmdd format) for the Soldier.
Corrected Date of Rank	The corrected date (in yyyyymmdd format) the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
Corrected Effective Date of Rank	The correct calendar date (in yyyyymmdd format), which establishes a service member's entitlement to pay for the rank, held on the date of promotion or reduction in the Armed Forces
Correspondence Course Credit Hours Complete	The number of hours credited to an individual for completing Army extension courses
Country	The country in which a person or organization may be reached or found
Country of Birth	The country in which a person was born
Country of Citizenship	The country to which a person owes allegiance and certain responsibilities and from which appropriate privileges are received
Country Restricted	A country to which a Soldier may not be assigned without a waiver
County of Birth	A county of the United States where a person was born
Course Code	An encoded representation of a course of education that is deemed pertinent to military career management
Course Length	A nonmonetary value arrived at by counting the duration in weeks of a specialty-supporting course that is deemed pertinent to the career management of an individual
Course Name	The name of a course of education that is deemed pertinent to military career management
Course Number	An encoded representation of a course of education that is deemed pertinent to military career management
Course Status	Indicates the state of completion of a course of education that is deemed pertinent to military career management
Courthouse City	The unique identifier of a populated place where the court that the individual's citizenship processing occurred

Terms	Definitions
Courthouse County	The name of the county of the United States where the individual's citizenship processing occurred
Courthouse Granting Citizenship	The name of the court where the individual's citizenship processing occurred
Courthouse State	The state of the United States where the individual's citizenship processing occurred
Courthouse Street	The street address of the court where the individual's citizenship processing occurred
Courthouse ZIP Code	The U.S. postal ZIP Code of the area where the individual's citizenship processing occurred
Creditable Days	The number of deployed days counted against Congressionally specified thresholds
Creditable Deployment Days	Days when an Armed Forces member is engaged in official duties and is unable to spend off-duty time in the housing in which the member resides
CS Depn Qty	Command Sponsored Dependent Quantity—A numeric value arrived at by counting the total number of a Soldier's family members who are sponsored by the Soldier's command
Current Officer PPN	The position title, currently held by the Soldier, that is associated with an authorization within a unit
Current Position Title	Position title, currently held by the Soldier, associated with an authorization within a unit
Date (Workflow)	The calendar date when the specific workflow task became effective
Date Assigned	The date the workflow task was assigned. This field will be automatically updated by the system, upon task origination, and each time the task is forwarded to an assigned person.
Date Convening Authority Approves Action	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date Denied	The date a Soldier is denied automatic integration to the promotion list.
Date Eligibility Ends for GI Bill Benefits	The calendar date that marks the end of a person's eligibility for benefits under the Montgomery GI Bill Program
Date Enrollment GI Bill	The calendar date that marks the beginning of a person's eligibility for benefits under the Montgomery GI Bill
Date Field Determined Personnel Security Status	The date on which the field commander established an individual's personnel security access

Terms	Definitions
Date Initial Entry Military Service (DIEMS)	The calendar date on which an individual was first appointed, Enlisted, or conscripted into any military service of the United States
Date of Alien Entry	The calendar date on which a noncitizen entered the United States
Date of APFT	The calendar date on which an individual took an examination that measures physical endurance
Date of Birth	The calendar date on which a person was born
Date of Desertion	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date of Entry to Service Academy	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date of Expiration	Date on which the certification is no longer valid.
Date of Last HIV Test	The calendar date on which a person was tested for the presence of human immunodeficiency virus (HIV) antibodies in the blood system
Date of Last PCS	The calendar date on which an individual departs a permanent duty station for another and the move constitutes travel under the fiscal year limitations
Date of Last Physical Exam	The calendar date on which an individual receives a physical examination by an authorized examiner
Date of Loss	The calendar date on which a service member leaves his or her slotted position
Date of Naturalization	The calendar date on which an individual became a naturalized citizen of the United States
Date of PRP Assignment Status	Date of Personnel Reliability Program Assignment Status—The calendar date that marks the beginning period of the service member's standing with regards to assignment under the nuclear, chemical and automated data processing programs.
Date of PRP Qualification Status	The date the Soldier last received an update to the Personnel Reliability Program (PRP) qualification status code
Date Originated	The date (in yyymmdd format) that the workflow task is originally initiated.
Date of Rank	The date the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure.
Date Prepared	The calendar date on which an individual added additional emergency information that provides for unforeseen circumstances
Date Range (yyymmdd)	The range of calendar dates (in yyymmdd format) that the administrator can enter as a filter criterion for an audit report

Terms	Definitions
Date Returned from Overseas (DROS)	The calendar date on which an individual returns from an overseas assigned organization duty
Date Sentencing Begins	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Date Verified	The calendar date on which an individual confirmed the accuracy of information that provides for unforeseen circumstances
Decline Coverage	An indicator that the Soldier is declining insurance protection under the Servicemembers' Group Life Insurance program
Defer	Defer action on this event with respect to the management threshold until a later date
Degree	A character sequence that identifies a type of academic degree
Delay in Separation Reason Code	An encoded representation of the basis for retaining a Soldier on active duty beyond the normal expiration term of service
Delegation Comments	An unformatted character string that provides pertinent information or comments
Deny Reason	The basis for discontinuing beneficial administrative actions for a Soldier
Departure Date	The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Dependent Indicator	A representation that indicates whether a person for whom a sponsor provides support is authorized in accordance with the Department of Defense military pay and allowances entitlements manual
Dependent Arrival Date	The calendar date on which the Soldier's dependents are due to arrive at the CONUS assignment location
Dependent Travel Status	An encoded representation of the determination of simultaneous travel of family members with an individual on assignment instructions
DEROS Date	The calendar date on which a Soldier is scheduled to return to the continental United States upon completion of an overseas tour
Designation	A classification of a civilian or military occupational identifier for personnel management purposes
Disability Percentage	A value that describes the relative limitation of a condition that restricts a person's abilities
Disapprove	Disapprove this event, which results in a Soldier's creditable days exceeding the management threshold. Note: Disapproved events are removed from the system.

Terms	Definitions
Display table	A listing of records in eMILPO that is displayed based on selections made by the user
Disputed Privacy Act Amendment Decision	A representation indicating that an individual has submitted a statement of disagreement after the Department of the Army (DA) Privacy Review Board decision not to amend his or her automated personnel record
DLOS/DEROS	Date of Loss (the anticipated date of a Soldier's departure from a unit)/DEROS (the calendar date on which a Soldier is scheduled to return to the continental United States upon completion of an overseas tour)
Do Not Notify	The name of the specific person that the Soldier does not want notified in the event of an emergency
Document Effective Date	The calendar date on which the authorizations in a document become effective
DOD	Department of Defense
DOR	Date of Rank—The date the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
DPT Date	Departure Date—The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Dpt Dte	Abbreviated format for Departure Date—The date on which an individual is due to depart one unit of permanent assignment en route to another unit of permanent assignment
Drop from Rolls/Strength	Drop From Rolls—Accounting action taken when a Soldier is temporarily not counted against the Army strength. Drop from Strength—Accounting action taken when a Soldier is dropped from Army strength
Drop Type	A representation of the broad classification for a personnel event that affects a person's strength accountability
DTAS	Deployed Theater Accountability System developed to track Soldiers in theater
Due Date	The date that the workflow task is due to be completed
Duty AOC	The Area of Concentration associated with an officer's duty assignment
Duty ASI	The Additional Skills Identifier associated with a Soldier's duty assignment
Duty Assignment Date or Duty Assg Date	The calendar date on which an individual was assigned to perform a specific function

Terms	Definitions
Duty Date	The calendar date on which an individual was assigned to a specific position to perform certain functions
Duty MOS	The Military Occupational Specialty associated with an Enlisted Soldier's duty assignment or a Warrant Officer's duty assignment
Duty MOS/AOC	The Military Occupational Specialty or Area of Concentration associated with an Enlisted Soldier's or officer's duty assignment
Duty MPC	The Military Personnel Classification associated with an Enlisted Soldier's duty assignment or an officer's duty assignment
Duty Status (Military)	An individual's current accountability status that reflects his or her availability such as present for duty, deceased, hospital, etc.
Duty Title	An unformatted character string describing the tasks a Soldier is responsible for in a particular duty assignment
Dwell Time	A derived field on the ERB and OS Tour Credits Listing screen that displays the start date and number of months and days a Soldier has not been deployed since his or her most recent OCONUS combat, operational, or restricted tour.
Early Separation Program Type Code	An encoded representation of the kind of early release program under which a Soldier is separated and receives benefits
EDAS	Enlisted Distribution Assignment System—Source of enlistment assignment instructions data for eMILPO
Education Level Certificate	The level of military professional development training attained by an individual
Education Major	The primary field of study in an individual's formal college education
Education Status	The state of an individual's military professional development training
Effective Date (Address)	The date that the listed address became effective
Effective Date (APFT)	The date (in yyymmdd format) that the physical fitness test became effective
Effective Date (Date of Appointment)	The calendar date (in yyymmdd format) that establishes a service member's entitlement to pay for the rank, held on the date of lateral appointment in the Army
Effective Date (Date of Denial)	The date when the Soldier's promotion was denied
Effective Date of DFR	The date (in yyymmdd format) when the drop from rolls or strength action begins

Terms	Definitions
Effective Date (Duty Status)	The calendar date that establishes the beginning of a service member's duty classification relative to the permanently assigned duty station
Effective Date Lost Time	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes
Effective Date (Individual Awards)	The calendar date on which recognition for an individual's accomplishment or service becomes valid
Effective Date (MOS)	The calendar date on which the Enlisted member's designation of a new military occupational specialty becomes effective
Effective Date (SFPA)	The calendar date of the report that suspends favorable administrative actions for an individual
Effective Date of Loss	The calendar date of a loss event that affects a Soldier's strength accountability
Effective Date of POW/Missing Status Officially Declared	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Effective Date of Rank	The calendar date that establishes a service member's entitlement to pay for the rank held on the date of promotion or reduction in the Armed Forces
Effective Date of Restoration	The calendar date that establishes a service member's entitlement to pay for the rank held on the date of promotion or reduction in the Armed Forces
Effective Date of Transition	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Effective Time (Duty Status)	The specific point in a day that establishes an individual's status as it relates to accountability in his or her permanent assignment
Eligibility Date	The calendar date on which an Enlisted Soldier is eligible to receive a good conduct medal
E-Mail Address	An AKO-designated e-mail address
eMILPO	Electronic Military Personnel Office—The eMILPO system will provide the U.S. Army with a reliable, timely, and efficient mechanism for managing strength accountability and performing personnel actions.
eMILPO User?	Indicates whether or not the user ID is a registered eMILPO user
End Date (Add User Account)	The calendar date that marks the termination of an eMILPO user account

Terms	Definitions
End Date (Assignment History)	The calendar date that marks the termination of a Soldier's assignment for duty with a specific organization
End Date (Delegation Role)	The calendar date that marks the termination of a role delegation from one user to another
End Date (Lost Time)	The calendar date that marks the end of a period of time during which a Soldier is unable to perform duty for more than one day and which is not creditable for active federal service or pay purposes
End Date (PERSTEMPO)	The date on which the event was completed or is slated for completion
Enlisted	Enlisted personnel or person—A term used to include both male and female members of the Army below the grade of an officer or Warrant Officer.
Enlisted Promotion Reason	The representation of the basis for an Enlisted Soldier's change to a higher grade
Ethnic Group	A representation of a segment of the population that possesses common characteristics and closely identifies with cultural heritage
Evaluation Period End Date	The calendar date that marks the closing of a period of time during which a person's performance and potential are judged
Event Category	The classification of the event being conducted
Event Purpose	The function or objective of the event being conducted
Event Type	An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
Expiration Date (APFT)	The calendar date on which an individual's physical fitness test status expires
Expiration Date (SFPA)	The calendar date on which the user must take some type of action on an individual SFPA (that is, have the commander make a decision to continue or remove the flag)
Expiration Term of Service (ETS) Date	The calendar date on which the latest period of service a Soldier incurred through contractual obligation expires
Expiration Time (SFPA)	The specific point in a day that an individual's beneficial administrative actions will automatically be reinstated
Failed to Attend	Indicates whether or not the Soldier failed to attend his or her scheduled reassignment briefing
Family Member	A person's family relationship determined by blood, marriage, or operation of law
Family Member Name	The designation of a person whose family relationship is determined by blood, marriage, or operation of law.

Terms	Definitions
Family Member Status	Indicates if a family member is dead or alive
FEMALE Set	Female Set—A section of the Personnel Asset Visibility Report Calculations page that contains information related to the female Soldiers assigned to the unit
FEMASGD	Females Assigned—Total number of female Soldiers assigned to the unit
FEMPREG	Females Pregnant—Total number of female Soldiers who are pregnant
Field Determined Personnel Security Status	The highest level of personnel security access to classified defense information established by the field commander
Field Element	The label and display of a database field on the page viewed by the user
Filled (Slotting)	Indicates whether the selected position/authorization has been filled
First Name	The designation of a person's given name
Flag Reason	The basis for discontinuing beneficial administrative actions for a Soldier
Flag Type	An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status
Foreign Postal #	A character string that identifies an area outside the United States for the purpose of simplifying the delivery of mail to a person or organization
Funding Source	An encoded representation of the administrative system providing financial assistance for civilian education
Gaining UIC	The six-digit Unit Identification Code for the unit where a Soldier will arrive for a new assignment
Gateway APO/FPO	Gateway Army and Air Force Post Office (APO)/Fleet Post Office (FPO)—The shortened form of the type of Post Office operated by the Department of Defense to process overseas mail
Gateway Area	The overseas geographic location designated for receipt of mail that is processed through the Department of Defense postal system. Gateway areas include AA for Atlantic, AE for Europe, or AP for Pacific.
General Remarks	In the Additional Emergency Information category, this indicates any pertinent remarks that the user enters for the Soldier.
GI Bill Eligibility Status	An encoded representation of a service member's qualification for benefits under the active duty Montgomery Bill

Terms	Definitions
Good Conduct Medal Eligibility Date	The calendar date (in yyyyymmdd format) on which an Enlisted Soldier becomes eligible to receive a good conduct medal
Grade	An alphanumeric encoded representation of a service member's official standing that establishes relative seniority in the U.S. Army's hierarchical structure
Group	A collection of system functions that can be assigned to a user.
Group Functions	The system functions contained in a group.
Group Name	The name of a specific group.
Hearing	The process, function, or power of perceiving sound
Height	The height of the distance from the bottom of the foot to the top of the head of an individual standing erect
Home UIC	The unit to which a Soldier will return upon completion of a temporary change of station in support of deployment or other requirements defined by the Department of the Army
HRAR	Human Resource Authorizations Report—displays the associations between authorizations and Soldiers within the unit. The report simulates the UMR and includes sections for slotted Soldiers and their authorizations, slotted overstrength Soldiers, unslotted Soldiers, unfilled positions, changed authorizations, and total Soldiers.
HTML	Hypertext Markup Language
IADT	Initial Active Duty for Training
Individual Personnel Data Verification Date	The calendar date on which an individual confirmed the accuracy of information that provides for unforeseen circumstances
Informational Tasks	The type of workflow task (action-based or informational)
Institute Attended	The name of a formal academic institution at the collegiate level
Insurance Company Name	The designation of an insurance company from which an insurance policy was obtained by an individual other than through the Armed Forces
ITAPDB	Integrated Total Army Personnel Data Base—A database that will contain personnel data for the Active Army, National Guard, and USAR Soldiers. ITAPDB will be the database for all Army personnel applications.
Lang or Language	Language—The system and/or sign communication in general use among members of a culture with any system of writing used to represent the system of communication

Terms	Definitions
Last Good Conduct Medal Award Date	The calendar date on which an Enlisted Soldier last received a good conduct medal
Last Logon Date	The calendar date on which a user last logged onto eMILPO
Last Name	The designation of a person's surname
Leave Days	A nonmonetary numeric value arrived at by counting the number of days of authorized absence for a service member
LIC	Language Identification Code—Identifies a Soldier's language skill
LICASGD	Assigned Language Identification Code—The number of Soldiers in the unit who can communicate in a given language
LICQUAL	Qualified Language Identification Code—The number of Soldiers in the unit who have passed a qualification test for a given language
LICREQ	Required Language Identification Code—The required number of Soldiers who can communicate in a given language
Local CONUS	Applies to a move from one CONUS assignment to another
Local OCONUS	Applies to a move from one OCONUS assignment to another
Location	The location at which the event is or will be conducted
Location of Will/Valuable Papers	The identification of the address at which a Soldier's last will and testament is located
Loco Parentis	A representative who acted in place of the Soldier's parents for a period of not less than 1 year at any time before the Soldier entered active duty
Logon Attempt Date	The calendar date on which a user failed to log on to eMILPO
Long OS Tour Qty	A value arrived at by counting the total number of a Soldier's short tours served outside the boundaries of the continental United States
Logon Attempt Date	The calendar date on which a user failed to log on to eMILPO
Loss Reason	An encoded representation of the broad classification identifying the basis for the Soldier's drop from the Army's strength
Lost Time Effective Date	The calendar date that marks the effective date of the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and that is not creditable for active Federal service or pay purposes

Terms	Definitions
Lost Time End Date	The calendar date that marks the end of a period of time during which a Soldier is unable to perform duty for more than 1 day and that is not creditable for active Federal service or pay purposes
Lost Time Reason Code	An encoded representation of the basis for an individual being unable to perform duty for more than 1 day, when that time is not creditable for active Federal service or pay purposes
Lost Time Start Date	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day, and which is not creditable for active Federal service or pay purposes
Lower Extremities	The classification of the functional capability of various organs, systems and integral parts of the body, as related to a service member's ability to perform military duties
LSSR	Language Skill Shortage—Lists all language shortages for the selected unit. The system displays the required, assigned, and qualified strengths for each shortage.
MACP	Married Army Couples Program—A program designed to grant Soldiers with assignments that allow married couples to establish a common household while both are serving in the Army
Maiden Name	A female person's surname prior to marriage
Major Personnel Action (MPA) Date	The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
Major Personnel Action (MPA) Reason Code	An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
Major Personnel Action (MPA) Type Code	An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
Management Group	The career management group to which a Warrant Officer is associated
Marital Status	The legal status of an individual as it relates to marriage
Married Army Couples Program (MACP) Enrollment Date	The date on which a Soldier submits a request into the Married Army Couples Program
MCU	Multi-Component Unit—A unit that may consist of Reserve and Active Army personnel
Middle Name	The person's second or subsequent name prior to the surname

Terms	Definitions
Military Character of Service Code	An encoded representation of the descriptive evaluation of a service member's conduct and performance of duties during a specified period of military service
Military Duty Status Date	The calendar date on which an individual was assigned to a specific position to perform certain functions
Military Education Level	The level of military professional development training attained by an individual
Military Entry Date	Soldier Entry Active Duty Date—The calendar date on which a service member began full-time service in an active component
Military Grade	A numeric character string used to identify the pay grade of a service member
Military Pay Level	An encoded representation of characters that denotes the category into which a service member is classified based upon grade and status
Military Personnel Class (MPC)	A code representing the classification of a service member. Codes: E Enlisted C Academy Cadet O Commissioned Officer W Warrant Officer
Military Separation Program Designation Code	An encoded representation of the basis for which a Soldier is separated from active duty through discharge, dismissal, transfer or being placed in a retired status
Military Service Obligation Date	The calendar date on which an individual has completed or will complete a period of military service as required by federal law
MMRB Determination	Military Medical Retention Board (MMRB) Determination—A representation of the finding pertaining to the physical qualification of a service member to perform in an occupational specialty
MMRB Meeting Date	Military Medical Retention Board (MMRB) Meeting Date—The calendar date on which a decision is rendered pertaining to the physical qualifications of a service member to perform in an occupational specialty

Terms	Definitions
MOS	<p>Military Occupational Specialty—A term used to identify a group of duty positions possessing such close occupational or functional relationships that an optimal degree of interchangeability among persons so classified exists at any given level of skill.</p> <ul style="list-style-type: none"> • (A) Advanced—One which reflects specialized occupational qualifications above the entry military occupational specialty level required for performance in those duty positions that represent the journeyman, supervisory, or leadership levels of skill • (D) Duty—One in which the Soldier is actually performing duty • (E) Entry—One that reflects the occupational qualifications required for performance in those duty positions that represent the lowest level of skill within an entry group • (P) Primary—One (entry or advanced) representing the highest or most significant job skill that the individual can best perform • (S) Secondary—Any awarded, other than the designated primary
MOS Qualification Status	Allows the user to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned, to view all Soldiers performing or possessing a selected MOS/AOC, to view all Soldiers performing their primary or secondary MOS/AOC, or to view the status of all Soldiers within the unit.
MOS/AOC	Military Occupational Specialty/Area of Concentration
MOSC	Military Occupational Specialty Code—A five-character code used to identify the occupational specialty, skill level, and special qualifications for Enlisted Soldiers and Warrant Officers
MOSSR	Military Occupational Specialty Shortage—Provides a list of Military Occupational Specialties (MOS) for which the unit is understaffed. The system displays the required, authorized, and assigned strengths for these MOS values.
Movement Designator	The specific budgetary funds from which a Soldier's movement to an organization is paid
Movement Type	A duty assignment outside of the United States
MPA Date	Military Personnel Action Date—The calendar date of a transfer, reassignment, or loss event that affects a person's strength accountability
MPA Effective Date	Military Personnel Action Effective Date—The calendar date of a transfer, reassignment, loss, or other event that affects a person's strength accountability

Terms	Definitions
MPA Reason	Military Personnel Action Reason—An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
MPA Reason Code	Military Personnel Action Reason Code—An encoded representation of the basis for a transfer, reassignment, or loss event that affects a person's strength accountability
MPA Type	Military Personnel Action Type—An encoded representation of the broad classification for a personnel event that affects a person's strength accountability
MPC Pay Level	The Soldier's military pay level
MRC Code	This is an encoded representation of the Medical Readiness Classification, which provides an indication of whether the Soldier is medically ready for deployment.
MRC Reasons	This is an encoded representation of the basis for the MRC Code and lists the medical issues to be resolved.
MSPER	Military Occupational Specialty Qualified Percent—This is based on a comparison of available MOS qualified personnel and required MOS qualified personnel. Available MOS qualified strength cannot exceed available strength.
Name	The designation for a specific person
Name Change Reason	The purpose for which an individual has changed their surname or their given name
Name of Person Authorized to Direct Disposition of Soldier's Remains	The designation of a specific person, linked to the Soldier, who may be a family member, beneficiary, or an individual to be notified in the case of an emergency
National Guard	Army National Guard—The Army portion of the organized militias of the several states, Commonwealth of Puerto Rico, and District of Columbia whose units and members are federally recognized Source: AR 310-25, Dictionary of United States Army Terms, 21 May 86.
Naturalization Certification Number	A nonquantitative alphanumeric number that identifies the certificate issued to an alien upon naturalization as a U.S. citizen
New Date of Rank	The revised date (in yyymmdd format) the Soldier has achieved that rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
New Effective Date of Rank	The revised calendar date (in yyymmdd format) that establishes a service member's entitlement to pay for the rank, held on the date of promotion or reduction in the Armed Forces.

Terms	Definitions
New Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure after a promotion.
New Remarks	An unformatted character string, consisting of new remarks specific to the selected unit that provides pertinent information or comments.
New SSN	The Social Security number exists in the database for the Soldier after the correction.
Non-Deployables	Displays a list of Soldiers (along with their corresponding reasons) who are not available for deployment for the selected unit and document effective date combination
Not Available MOS- Qualified	Displays Soldiers who meet the following conditions: the skills possessed by the Soldiers are not required among the unit's authorizations; the Soldier's skills may be required but there is a surplus of unit personnel available to fill the requirements; you have previously during the session declared the Soldier to be not qualified for the role allocated; the Soldier is in "Unavailable" status
Not Qualified	The list of Soldiers who are not qualified due to inappropriate MOS
Notify Instead	The name of the family member whom the Soldier wishes to designate as an emergency contact to notify in the event of an emergency
NS Depn Qty	Non-Sponsored Dependent Quantity—A numeric value arrived at by counting the total number of a Soldier's family members who are not sponsored by the Soldier's command
Number of Adult Dependents	A value arrived at by counting the number of persons, 21 years of age or older, and the spouse, for whom an individual provides financial support and subsistence
Number of Child Dependents	A value arrived at by counting the number of persons under 21 years of age for whom an individual provides financial support and subsistence
Number of Leave Days	A nonmonetary numeric value arrived at by counting the number of days of authorized absence for a service member
Number of OS Combat Tours	The number of overseas combat tours a Soldier has completed.
Number of OS Long Tours	The number of overseas long tours a Soldier has completed.
Number of Operational Deployment Tours	The number of overseas operational deployment tours a Soldier has completed.
Number of Restricted Tours	The number of overseas dependent restricted tours a Soldier has completed.

Terms	Definitions
Number of OS Short Tours	The number of overseas short tours, a Soldier has completed.
Number of TDY Days	The approved number of days designated for the performance of official business of a limited specified duration at a separate location from the individual's permanent place of duty
Occupational Specialty	The Soldier's occupation/skill categories
OCONUS	Outside the continental United States
Officer Procurement Program Number (PPN)	The specific program under which an officer was assessed
Officer Service Agreement Expiration Date	The calendar date on which a period of service, incurred by an officer through statutory or contractual provisions, expires
Officers	Commissioned Officers
Old Arrival Dte	The arrival date that previously exists in the database for the Soldier.
Old SSN	The Social Security number previously existing in the database for the Soldier
Operation\Exercise Title	The name assigned to the operation or exercise
Order Number	A character string of nonquantitative characters that identify the number of a published document issued by an Army organization
Origin of Citizenship	An encoded representation of the source of an individual's attainment of U.S. citizenship
Originator	The name of the person who originated the workflow task. The workflow task can also be system-generated; if it is, the Originator will be the name of the first person that was assigned the task.
OS Country	The Overseas Country, for which the Soldier completed a Duty Tour.
OS End Date	The end date of the Soldier's overseas duty tour.
OS Start Date	The start date of the Soldier's overseas duty tour.
Over Threshold	The number of days by which the management threshold is exceeded
Overstrength Soldiers	Overstrength Soldiers are those "surplus" Soldiers who have not been slotted into authorized positions because there is not enough authorized positions to slot them into. Overstrength Soldiers have a UMR code of 9990 as a placeholder until they are slotted into an available position.
PAOC	Primary Area of Concentration

Terms	Definitions
Para Line	Paragraph Line—Represents identifiers assigned to authorizations for a unit
Para Title	The title of a position from an authorization document
Paragraph Headings	The title identifying a unique section on an authorization document
Parent Unit [or] UIC	The parent organization designator that identifies an individual's present permanent organization assignment
Pass/Fail APFT	The category into which an individual is placed in relation to completion of a test that measures physical endurance
Password	The Army Knowledge Online (AKO) password used by a registered user of AKO to authenticate to the eMILPO system
PAVR	Personnel Asset Visibility Report—Provides information related to a unit's readiness for deployment or combat. The report includes availability data for Soldiers assigned to the unit. The PAVR is the Personnel portion of the USR.
Pay Entry Basic Date (PEBD)	The constructive date that establishes the beginning of an individual's creditable Federal service for pay purposes
Payment Option	An encoded representation of the options available for the manner in which the payment of Servicemembers' Group Life Insurance proceeds will be made
PCTPREG	Percentage Pregnant—Percentage of female Soldiers that are pregnant.
Percentage	A nonquantitative numeric value that indicates the percentage of the total entitlement to be received by an individual. If the Soldier designated two or more allotment designees, the sum of the designees' percentage does not need to equal 100 percent but must not exceed 100 percent.
PERS ID	Position Personnel Identity Code—An encoded representation of the type of person designated for a position on a military organization's authorization document
Person Authorized to Direct Disposition of Soldier's Remains	The designation of a specific family member to be notified to take care of the Soldier's remains in the event of death.
Personnel Information	Personnel Information—A section of the PAVR Calculations page that contains assigned, available, MOS, senior grade, and turnover strength percentages for the unit
Personnel Management Tests	An examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
PERSS	Person Strength Status

Terms	Definitions
PERSTEMPO	Personnel Tempo—A system that calculates the number of days a Soldier has spent away from his or her permanent residence within various time periods
PGrade	The Pay Grade for DoD employees
Phone Extension	The extension, if one exists, for the Soldier's phone number
Phone Number	A series of numeric characters that uniquely identifies a specific telephonic line
Phone Number Type	A specific telephone number at which a person may be contacted. Phone Number Types include Duty, Permanent Mailing, Emergency, and Home.
Phone System	The network on which a specific telephonic line operates, such as Commercial, Defense Switched Network (DSN), or Federal Communications Systems (FCS)
Physical Capacity	An encoded representation of certain combinations of physical profile serial codes (PULHES) and significant duty limitations
Picklist	Stores the available values for a data or field element from the eMILPO database. To select a value from a picklist, click on the down arrow. A list of values will appear. Place the cursor over the desired value and click on it. The value will appear in the field.
PMOS	Primary Military Occupational Specialty—An (entry or advanced) MOS representing the highest or most significant job skill that an individual can best perform
PMOS/PAOC	Primary Military Occupational Specialty/ Primary Area of Concentration—This value represents the Soldier's primary formal military skill. An officer can have more than one AOC and a Warrant Officer or Enlisted Soldier can have more than one MOS.
Policy Number	A character string of alphanumeric characters identifying an individual's insurance policy that was not obtained through the Armed Forces
Pos Title	Position Title—The title associated with an authorization within a unit
Position Seq Nbr (Sequence Number)	A uniquely identified sequence number that eMILPO generates for each position within the paragraph/line number combination based on authorized strength quantity.
POSNO	Position Number—A nonquantitative alphanumeric value that identifies a position to which a service member is assigned
POW	Prisoner of War

Terms	Definitions
PPA	Personnel Processing Activity—An organization or element that provides automatic data processing service in support of the Army's military Personnel Information System (PERSINS)
Previous Date of Rank	The date (in yyymmdd format) the Soldier has achieved the previous rank to establish that Soldier's seniority in the U.S. Army's hierarchical structure
Previous Effective Date of Rank	The calendar date that establishes a service member's entitlement to pay for the previous rank (not the current rank) held on the date of promotion or reduction in the Armed Forces
Previous MPC	The Military Personnel Classification that the service member belongs to before mobilization
Previous Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure
Previously Reported Arrival Date to Current UIC	The previous arrival date that exists in the database for the Soldier.
Previously Reported Arrival Time	The previous arrival time that exists in the database for the Soldier.
Primary ASI	Primary Additional Skill Identifier—A Soldier may have more than one ASI
Primary MOS	Primary Military Occupational Specialty (entry or advanced)—Represents the highest or most significant job skill that the individual can perform best
PROAVAL	Professional Fillers Available—The number of professional-level Soldiers (for example, doctors) currently assigned to the unit
Professional Certification	An encoded representation of a broad category of professions for which licensing or certification is required
Professional Certification Year	The calendar year in which civilian professional certification was obtained
Professional Fillers	Determines Professional Fillers requirements based on medical MOS/AOC where the authorization document indicates a greater required strength than authorized strength for the position.
PROFIS	The Professional Filler System resources professional level Soldiers (for example, doctors) to the unit for which are required.
PROFPCT	Professional Fillers Percentage—The percentage of professional fillers available, calculated by dividing the available count by the required count.

Terms	Definitions
PROFREQ	Professional Fillers Required—The number of professional level Soldiers (for example, doctors) that are required in a unit.
PRP Assignment Status	Personnel Reliability Program Assignment Status—A representation of a Soldier's standing with regard to assignment to a position that requires an increased level of personal assurance
PRP Qualification Status	Personnel Reliability Program Qualification Status—A representation of a person's standing with regard to being qualified for a position that requires an increased level of personal assurance
PSB	Personnel Service Battalion—The battalion responsible for managing a group of military personnel functions and programs that pertain primarily to Soldiers as individuals in a specific region or area of responsibility
PSBG	Personnel Grade Strength Report—Lists the required, authorized, assigned, and available strengths by personnel grade for the selected unit. The strength levels for each grade or grade group (for example, E1 to E4) are listed separately.
PSC	Personnel Service Center—A military organization that provides administrative control support for personnel processing functions
PSPER	The Non-Deployable Report lists the number of personnel not available for deployment or combat and their corresponding categories.
PSPER Reason Codes	<p>The Reason Codes for the PSPER (Non-Deployables Report):</p> <ul style="list-style-type: none"> • DC: Deceased • MP: Missing • LP: Legal Processing • AW: AWOL (Absent Without Leave) • AN: Assigned, Not Joined • HO: Hospitalized • LT: Leave/TDY • PG: Pregnancy • CR: Commander's Restriction • DN: Dental • TN: Training • OT: Other • DP: Deployed • UP: UNSAT Participant (RC Only)

Terms	Definitions
Psychological	A representation of the classification of the functional capability of various organs, systems, and integral parts of the body, as related to a service member's ability to perform military duties
QLD	<p>Duty Qualification Code—A code indicating the Commander's evaluation of the Soldier's qualification to perform the duties of the assigned position. The codes are as follows:</p> <ul style="list-style-type: none"> • (Q) Qualified: (Commissioned Officer, Warrant Officer, Enlisted [CO, WO, ENLD]). Soldier is qualified in all nine characters of Position Requirements Code (PRC). The Soldier has been awarded an MOSD or an SSI and an SOI/ASI that match all characters required by the position. • (P) Qualified—Except for Grade (ENLD only). Soldier is qualified but is carried against a higher grade. • (A) Not Qualified—Awaiting IET (CO, WO, ENLD). Soldier is not qualified, but is awaiting IET, currently on IET, or awaiting the final phase of AIT. This code applies to Officers awaiting/attending the initial branch/specialty course. • (L) Not Qualified—On the Job training (CO, WO, ENLD). Soldier is not qualified, but the commander is training and qualifying the Soldier through supervised on-the-job training (SOJT). • (S) Not Qualified—School Training (CO, WO, ENLD). Soldier is not qualified but is scheduled for, or is currently attending, formal Military Occupational Specialty (MOS) training. • (N) Not-Qualified—Assistance in Training (CO, WO, ENLD). Soldier is not qualified, and the commander requires assistance in training the Soldier. • (X) Not Qualified—Excess to Unit (CO, WO, ENLD). Soldier is not qualified and cannot be programmed for any position in the authorization document. Soldiers reported under this code should be reported to the MSC as excess and appropriate action taken (for example, transfer to another TPU, reassign to IRR, discharge).
Race	A representation of a division of the human population having descent or origin in particular peoples or racial groups
Radio Button	Allows you to select one option from the available choices

Terms	Definitions
Rank	The shortened form of a Soldier's official standing that establishes relative seniority in the U.S. Army's hierarchical structure
Rank Change Reason	The basis for changing a service member's official standing that establishes seniority in the Armed Forces hierarchical structure
Rank Change Reason Code	An encoded representation of the basis for changing a service member's official standing that establishes seniority in the Armed Forces hierarchical structure
Rank Change Type	An encoded representation of a category of a change to a service member's official standing that establishes relative seniority in the Armed Forces hierarchical structure
Reason Attached	The basis for attaching the RC service member to a unit
Reason Code	An encoded representation of the basis for discontinuing beneficial administrative actions for a Soldier. The system defaults to a Reason Code of "P."
Reason Lost Time	A representation of the basis for an individual being unable to perform duty for more than 1 day, when that time is not creditable for active Federal service or pay purposes
Reason Type	An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status. The system defaults to a Reason Type of "E."
Reassignment Reason	The basis for movement when an individual moves within the Active Army, U.S. Army Reserve or within the Army National Guard within a state.
Reassignment Type	The type of movement that occurs when an individual moves within the Active Army, the U.S. Army Reserve, or within the Army National Guard within a state
Record Status	Indicates the current record status on TAPDB for the Soldier's record.
Recall Indicator	Indicates RC Soldiers called up a second time for the same contingency or second time within 1 year
Reduction PMOS	The highest or most significant job skill that the individual can best perform after a reduction in rank. The system defaults the Reduction PMOS value according to the changes in rank and reason code.
Reenlistment Eligibility Code	An encoded representation of a Soldier's general qualification to initiate a subsequent contract based on previous enlistment
Reinstated Rank	The previous rank that was or can be reinstated for a Soldier. A rank is the shortened form of a Soldier's official standing, which establishes relative seniority in the U.S. Army's hierarchical structure.

Terms	Definitions
Relationship	The abbreviated representation of the category of association between an individual and another person or object
Relationship of Person With Whom Residing	The abbreviated representation of the category of association between an individual and another person or object, as it relates to a child who is not living with the Soldier's current spouse
Relationship to Soldier	The abbreviated representation of the category of association between an individual and the Soldier
Religion	A representation of an organized sect in which individuals share common religious beliefs and practices
Remarks	An unformatted character string that provides pertinent information or comments.
Remarks Log	A historical record of the Remarks section in the PAVR Calculations page. When the Remarks Log exceeds the 1,000 character limit, the system will prompt you to remove the log.
Remove	To retract previously entered data
Remove Soldier	The Remove Soldier column allows you to exclude a Soldier from processing by checking the corresponding checkbox
Report	After a successful duty status addition, update, or removal, the Report column will display a link to allow you to view or link a duty status report
Report Date	The calendar date on which an individual is designated to report to an assigned organization
REQ	Required—The number of Soldiers that a unit requires for wartime operations
Requisition Serial #	A character string that uniquely sequences and identifies a requirement for Soldiers
Reserve Component Military Active Status Expiration Date	The calendar date on which a reserve service member's obligation for active status expires
Reserves Expiration Date	The calendar date that marks the completion of a period of time a service member is required by law or contractual agreement to serve as a member of the ready reserve
Revoke Arrival	Allows you to process a revocation of a previous arrival for one or more Soldiers
Role	User Role that describes the level of access assigned to an individual
SA Rights	The System Administrator Rights indicate whether the individual can perform user account and unit hierarchy management functions

Terms	Definitions
SAOC	Secondary Area of Concentration
Search Criteria	A picklist containing search criterion in which you can make a selection to narrow down the results of a search
Scores	The numeric value representing the result of a test
Sec Level	Security Level—A level of personnel security eligibility or access to classified Defense information
Sec Skill	Secondary Skill—Designates a secondary additional skill held by or required for a service member
Secondary ASI	Secondary Additional Skill Identifier
Secondary MOS	Secondary Military Occupational Specialty—Any awarded MOS, other than the designated primary MOS
Section	A unique section on an authorization document
Select	In building a Soldier list, the radio buttons in the Select column allow you to select a Soldier to process
Selected Criteria	A list box containing the results of a selection you made after you selected a search criterion and clicked ADD. You can remove the selected values from the Selected Criteria text area by highlighting the selection and clicking DEL.
Selected Paragraph	The paragraph heading that was selected to identify a unique section on an authorization document.
Semester Hour	A unit of academic credit representing number of class hours
Senior Qualified	Senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic.
Separation Delay Reason	An encoded representation of the basis for retaining a Soldier on active duty beyond the normal expiration term of service
Separation Program Designator (SPD code)	An encoded representation of the classification for which a Soldier is separated from active duty through discharge, dismissal, transfer, or being placed in a retired status
Separation Program Reason	An encoded representation of the reason for which a Soldier is separated from active duty through discharge, dismissal, transfer, or being placed in a retired status
SEQ No.	The combination of paragraph number and line number that uniquely identifies a position
SEQ/POSN	The combination of sequence number and position number that uniquely identifies a position from a specific authorization document

Terms	Definitions
Service Academy	A representation of the type of service academy. Types include the following: <ul style="list-style-type: none"> • AG—Military Academy • FU—Naval Academy • FW—Coast Guard Academy • FY—Air Force Academy • KQ—Merchant Marine
Service Component	A representation that denotes the primary subdivision of a military branch of the Armed Forces.
Sex	A representation of the division of human beings into two groups based on differing physiological characteristics
SFPA Reason	Soldier Suspension of Favorable Action Reason—The basis for discontinuing beneficial administrative actions for a Soldier
SFPA Type	Soldier Suspension of Favorable Action Type—An encoded representation that categorizes reports of suspension of beneficial administrative actions by their status
SGLI	Servicemembers' Group Life Insurance—The SGLI is in effect throughout the period of full-time active duty or active duty for training. Coverage continues for up to 1 year for Soldiers who are totally disabled at discharge.
SGLI Counseling Date	The calendar date on which an individual who is likely to be survived by dependents, parents, or other next of kin is counseled because of designating some other person as beneficiary of the Servicemembers' Group Life Insurance
SGLI Coverage	The amount of insurance protection selected by the Soldier under the Servicemembers' Group Life Insurance program
SGLI Election/Recertification Date	The date on which a Soldier made any changes to the Servicemembers' Group Life Insurance or recertified.
SGLI Insurance Amount	The amount of insurance protection selected by the Soldier under the Servicemembers' Group Life Insurance program
SGPER	The Available Senior Grade Percentage is calculated by dividing the number of senior Enlisted Soldiers (E5 and above), Warrant Officers, and Commissioned Officers assigned to the unit by the corresponding required number of Soldiers.
Share Amount (\$)	Indicates the total entitlement to be received by a beneficiary, represented in dollars
Short OS Tour Qty	A value arrived at by counting the total number of a Soldier's short tours served outside the boundaries of the continental United States

Terms	Definitions
SIDPERS-3	Standard Installation Division Personnel System—The current Army application responsible for strength accounting and related personnel functionality. This system is transaction-based and supports the Active Army only. This system is being replaced by eMILPO.
Skill/ASI	Skill/Additional Skill Identifier
Skill Code	An encoded representation of specialized skills that require significant education, training, or experience to perform the duties of a special position
Slotted POSNO/ Sequence No.	A combination of paragraph number and paragraph heading from the selected authorization document to which the Soldier is slotted
Slotted	Indicates whether the position is slotted (Y) or unfilled (N)
Slotting	Allows you to slot one or more Soldiers by comparing the Soldiers' qualifications with the requirements of the authorization document
SMOS	Secondary Military Occupational Specialty—Any awarded MOS other than the designated primary MOS
Soldier	In Workflow, this column displays the rank and last name of the Soldier who is the subject of the workflow task.
Soldier Availability Status	Allows the authorized user to query the system for a list of unavailable Soldiers by name or SSN. You can then view and/or alter the availability status of the Soldiers by selecting a reason for unavailability.
Soldier List	A list of Soldiers produced for a working session as a result of user-entered search criteria
Spouse Branch of Service	A representation of the major organizational subdivisions of the Department of Defense
Spouse Citizenship	The country to which a Soldier's spouse owes allegiance and certain responsibilities and from which appropriate privileges are received
Spouse Country of Birth	The country in which a Soldier's spouse was born
Spouse Military Personnel Classification (MPC)	An encoded representation of characters that denotes the category into which a service member is classified based upon grade and status
Spouse Service Component	A representation that denotes the primary subdivision of a military branch of the Armed Forces
Spouse's SSN	A role name for SSN that designates the Social Security number for a Soldier's spouse
Spouse State of Birth	The state of the United States in which a Soldier's spouse was born

Terms	Definitions
SQI	Skill Qualification Indicator—A code representing specialized requirements that are common to a number of positions and military occupational specialties
SSN	Social Security Number—A unique indication of an individual and his or her Social Security account
State	The name of a state of the United States in which a person or organization may be reached or found
State of Alien Entry	The name of a state of the United States through which a noncitizen entered the country
State of Birth	The state of the United States in which a person was born
State of Professional Certification	The shortened name of the state that issued a person's professional license or certification
Start Date (Add User Account)	The calendar date that a user account becomes effective
Start Date (Assignment History)	The calendar date that marks the beginning of a Soldier's assignment for duty with a specific organization
Start Date (Delegation Role)	The calendar date that delegation of role from one user to another becomes effective
Start Date (Lost Time)	The calendar date that marks the beginning of a period of time during which a Soldier is unable to perform duty for more than 1 day and which is not creditable for active Federal service or pay purposes
Start Date (PERSTEMPO)	The date on which the event commenced or is slated to commence
State of Certification	The state in which the certification was earned if applicable.
Status	Populated after you have completed all actions. The Status column will show your completed actions.
Status (Education Major)	An individual's attendance status related to an approved program of study at a civilian institution
Status (Workflow Inbox)	Indicates whether the workflow task is Pending, Complete, Read, Unread, or N/A, if the task is informational
Street Address	An unformatted character string of information that describes the specific place (for example, street address, apartment number, post office box, rural route number, highway contract route number, room number) at which a person or organization may be reached or found
Subject	The topic of a specific workflow task
Sys Update Date	The combination of calendar date and military time that an action was performed on a table in the system

Terms	Definitions
TAADS-R	The Army Authorization Document System—Redesign—An automated system that controls and documents organizational structures. It also supports requirements and authorizations for personnel and equipment needed to accomplish the assigned missions of Army units.
Table Name	A term or word that identifies a table containing one or more data elements and their corresponding values in the eMILPO database
TAPDB-CORE	Total Army Personnel Database-Core—An Army database that contains personnel data for Active, Guard, and USAR Soldiers
Test Date (Personnel Management Test)	The calendar date on which the administration of a personnel test is accomplished
Test Score (Personnel Management Test)	A value arrived at by calculating the score obtained on an examination administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications
Test Type	An encoded representation of aptitude, evaluation, classification, and proficiency tests that are administered to Army personnel or to individuals applying for entry into the Army
Text Area	Allows you to view or input multiple lines of text
Text-entry field	Allows you to input a limited number of text characters from the keyboard
TDY Days	Days a Soldier is assigned to a temporary duty
Threshold Mgmt 220	Indicates whether the event, if it caused the Soldier to exceed the 220 day management threshold, has been approved
Threshold Mgmt 400	Indicates whether the event, if it causes the Soldier to exceed the 400 day management threshold, has been approved
TIG	Time in Grade—The number of months, time in grade, that a Soldier must have to be advanced/promoted without a time in grade waiver
TIS	Time in Service—The number of months, time in service, that a Soldier must have to be promoted/advanced without a time in service waiver
Total # of Hits/Score	Total number of actual targets hit or the score earned. This is determined by the type of weapon qualification sheet used (see AR 600-8-19).
Tour Completion Status	The status of a Soldier relative to completion of an overseas tour.

Terms	Definitions
Tour Duration	The length of time of an overseas tour indicated by the values of 12 (short), 24 (long) and 36 (long).
Tour End Date	The calendar date (in yyyyymmdd format) that marks the end of an overseas tour.
Tour Start Date	The calendar date (in yyyyymmdd format) that marks the commencement of an overseas tour.
Tour Status	The status of a Soldier relative to completion of an overseas tour.
Tour Type	The length of time of an overseas tour: Short or Long.
UIC	Unit Identification Code—A unique six-character code used as a means to distinguish an organization within the Armed Forces of the United States by specifying the particular component, the structural entity within that component, and, where appropriate, an additional subdivisional definition.
UIC Selection	The results of a selection made by you after selecting the UIC/Document Effective Date combination, and clicking ADD. You can remove the selected UIC/Document Effective Date combination from the UIC Selection text area by highlighting the combination and clicking DEL.
UMR	Unit Manning Report
UMR Code	Unit Manning Report Code, which designates the title of an unslotted Soldier
UMR Codes for Unslotting	A listing of UMR Codes that you can select from to unslot a slotted Soldier
Unit Designation	A character string representing the descriptive name of a military unit
Unit Manning Status Code	An encoded representation of the current stage pertaining to the movement of a unit, group, or package in the Unit Manning System.
Unit Template	Indicates the selected unit's access control template. The template specifies the eMILPO functions that the unit can access.
Update User	User ID indicating the individual who makes an update to the table in the database.
Upper Extremities	The classification of the functional capability of various organs, systems and integral parts of the body, as related to a service member's ability to perform military duties.
US Citizen Declaration Intent	An encoded representation of an individual's plans to obtain citizenship of the United States as recorded by the Immigration and Naturalization Service (INS).

Terms	Definitions
USAR	U.S. Army Reserve—A Federal force consisting of individual reinforcements and combat, combat support, support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.
User (Workflow)	Indicates the user to whom the specific workflow task was assigned
User ID	User Identification—The Army Knowledge Online (AKO) User ID used by a registered user of AKO to access eMILPO
User Role	The User Role establishes the level of access privileges to the system. There are three user roles: Senior User Administrator, User Administrator, and User.
User Session	A technical term that describes the period of time that begins when you log in to the system and ends when you either logs out or closes your browser window
User Specific	Indicates a specific access control template will be assigned to the selected user as opposed to using a unit access control template
Value	A user selection that corresponds with field element names in a database
Veterans Education Assistance Program Benefit Level	The level of education benefit under the veterans education assistance program for the active Army service member
Vietnam Era GI Bill Eligibility Status	The abbreviated representation of whether a service member is eligible to receive benefits under the Vietnam Era GI Bill
Vision	A representation of a person's ability to distinguish, without confusion, the correct color of an object as indicated on the Army's service fitness test
Warrant Officer (WO)	Warrant Officer—An officer appointed, by warrant, by the Secretary of the Army. A highly skilled technician who is provided to fill those positions above the Enlisted level which are too specialized in scope to permit the effective development and continued utilization of a broadly trained, branch-qualified Commissioned Officer. Rank and precedence are below that of a Second Lieutenant, but above those of a cadet.
Warrant Officer Classification Source	An encoded representation of the method of program through which an individual became a Warrant Officer
Weight	The heaviness of a person as measured by means of a scale or balance, expressed in pounds
Workflow Role	The User Role establishes the level of access privileges to the system for Workflow processing.

Terms	Definitions
Workflow Status	Indicates whether the workflow notice is available for the unit
Workflow Task	The type of workflow task (action-based or informational)
Working Session	A technical term that describes the period of time that begins when you select a menu item from the Main Menu and ends when you select the Close button from any Web pages during processing.
Year Awarded (Degree)	The calendar date and month in which an academic degree was granted by an accredited academic institution
Year/Month Expires (yyymm)	The calendar year and month that a factor, which must be taken into account when contemplating an assignment action for an individual, expires
Year/Month Last Official Photo	The calendar year and month on which the photograph of a service member was taken for inclusion in the official military personnel file
ZIP Code	An encoded representation of an area within the United States or its territories identified for the purpose of simplifying the delivery of mail to a person or organization

1.122 Business Rules and Validations

The following rules and validations will apply for eMILPO:

- The date input field will be eight characters in length, will contain only numeric characters, and will be consistent with a YYYYMMDD format. Values for YYYY are undetermined; values for MM must be between 01 and 12; and values for DD must be between 01 and 31.
- Date information entered by a user will not be saved to the database until all necessary validations for data entry are performed by the system. Start dates and end dates must fall within the acceptable range of dates for the function to be performed.
- The time input field will be four characters in length, will contain only numeric characters, and will be consistent with military time standards.
- Information entered by a user will not be saved to the database until all necessary validations for data entry and business logic are performed by the system.
- You must complete all required data entry fields and required data selections before the system saves the information to the database. An asterisk designates required fields for data entry and data selections.
- Social Security numbers must be numeric and contain nine digits.
- Unit Identification Codes (UICs) must be alphanumeric, contain six characters, and must be active UICs.
- The system will ensure the data entered in a text-entry field do not exceed the maximum length of characters allowed for that field.
- You will not be able to perform an operation on a Soldier for which the Soldier is not qualified or eligible.
- The system will prompt you for confirmation before removing a Soldier record. You will have the option to either confirm the record's removal or be returned to the current page.
- The system will prompt you for confirmation before terminating your session.
- The system will detect data entry on the current page and prompt you to save or discard the data if you select Next or Close on a Soldier Data page.
- If the Soldier data already exist in the database, a duplicate entry will not be allowed.
- Error messages will be generated by the system, as an indication to you, that you have selected an invalid entry or combination of entries, or if invalid data were entered.
- You will have the capability to reenter data upon error notification by the system.
- The system generates a message if you enter alphanumeric or numeric values in a data input field designated for alpha characters.
- The system generates a message if you enter numeric values in a data input field designated for alpha characters.
- The system generates a message if you enter alpha values in a data input field designated for numeric characters.
- The system generates a message if a command button is selected before all data entry is complete or when there are no results to return for your selected action.

Online Help

- Hyperlinks will be used for displaying term definitions. You must click on the hyperlink to activate a window that will appear with the term definition. You must close the window to reactivate the same hyperlink.
- Alternate text will be used for displaying the explanation of the action to be performed when you click on a command or navigational button. You must position the mouse over the command or navigational button to activate a pop-up box containing the explanation. The pop-up box will disappear as you move the mouse away from the command or navigational button.

User Registration

- You need to be a registered AKO user and have a valid AKO user ID to request access to the eMILPO system.
- You need to be associated with a UIC to be granted access.
- A duplicate user account cannot be created for the eMILPO system if your ID already exists in the eMILPO database.
- An eMILPO user account cannot be modified or removed if your ID does not exist in the eMILPO database.

System Administration

- The System Administrator (SA) will approve or deny requests for access based on eMILPO security requirements. Only those users with a legitimate reason to access the eMILPO system will be approved.
- Only the SA can add, modify, remove, and unlock user access or accounts.
- An SA can only add, modify, remove, and unlock user access or accounts for UICs for which he or she is authorized. The SA will not have visibility to user accounts whose UICs are not under his or her assigned authority.

Login and Access Control

- You must be a registered AKO user with a valid and active AKO User ID and password.
- The eMILPO User ID and password will be the same as the AKO User ID and password.
- Communications with the AKO Directory Server must be established before user authentication can take place.
- If you, as an already authenticated user, attempt to log in to the eMILPO system a second time (during the same session), the system will redirect you to the eMILPO Main Menu.
- An eMILPO session will be suspended after 15 minutes of inactivity and will require you to log back in to the eMILPO system.
- If an eMILPO user account has not been used or accessed for more than 30 days, the system will display the message: “You have not accessed the system in thirty days. Click OK to exit the system and log back in.”
- If your eMILPO user unit profile has expired (that is, the requested end date has passed), the system will display the message: “You are trying to access the system outside of the authorization window specified by your administrator. Click “OK” to return to the AHRS Web Portal.”

- If an eMILPO user account has been assigned to more than one unit profile (or Associated UIC), the system will prompt you to select the desired UIC in which you want to work prior to gaining access to the eMILPO Main Menu.
- You can only access functionality for which you are authorized to access.

Soldier Selection Process

- You must select a search criterion and enter a corresponding value before clicking ADD to add the criterion/value combination in the Selected Criteria text area.
- You must select a displayed search criterion before clicking DEL to remove the criterion.
- You must submit a search criterion and corresponding value before clicking Search to perform a search action on Soldiers in the database. You may submit only one search criterion/value combination at a time.
- The system permits both uppercase and lowercase letters for search criteria values.
- Wildcard searches will be allowed for search selections when building a Soldier list with the exception of Soldier Arrival and Attachment.
- You must select a Soldier for processing before the system will proceed with an action. An error message will be generated if a command button is selected before you select a Soldier for processing and you will be provided the option to return to the main menu.

Personnel Services

Emergency Notification—Beneficiaries for Death Gratuity Category

- If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system will prompt you in this event.
- If you enter a person with a relationship other than Mother, Father, Brother, Sister, Half-Brother, or Half-Sister, the system will produce a message to indicate that only the above may be designated.

Emergency Notification—Beneficiaries for Unpaid Pay/Allowances Category

- If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system will prompt you in this event.

Emergency Notification—Do Not Notify/Notify Instead Category

- If the Soldier designated an individual as a “Do Not Notify” in the event of an emergency, then the person designated for notification instead must be a different person.
- The system will validate the name of the individual that the Soldier selected as a “Do Not Notify,” to ensure the individual is defined in the database.
- Emergency notification data cannot be added if the relationship of the individual to the Soldier is “FMLY MEMBER,” unless that family member’s data exist in the database.
- If a Soldier makes a change to his or her marital status, family member information, or military spouse information, a workflow notification will be sent to the Soldier to remind the Soldier to update his or her Record of Emergency Data (DD93).
- The system will list the DD93 entries in the identical order as they appear on the DD93.

Address

- The City and ZIP Code can only be entered if the Country is the United States.
- The State can only be selected if the Country is the United States.
- The Foreign Postal #, Gateway APO/FPO, and Gateway Area cannot be entered if the Country is the United States.
- The Foreign Postal #, Gateway APO/FPO, and Gateway Area must be entered if the Country is a foreign country.
- If a user provides a Foreign Postal #, the system will block you from entering a street name, city, or country. This business rule also applies to Emergency Notification and SGLI.
- A street address must be provided for Current Mailing address types.
- A user can delete all address types except for Home of Record and Entered Active Duty.
- Home of Record and Entered Active Duty address types are read-only.
- The system will not allow duplicate address types for the Soldier.
- The Soldier's address effective date is an editable field.
- The address effective date for a family member, SGLI beneficiary, or emergency notification point of contact will not be displayed and will not be editable.

Personal Data

- If the Country of Birth selected is the United States, then the State of Birth and County of Birth must not be blank.
- The system will ensure the Soldier is between the ages of 17 and 70 by validating the Soldier's Birth Date.

Phone Number

- Phone numbers must contain numeric characters and must not exceed 10 characters in length.
- Phone number extensions must contain numeric characters.
- The system will not allow duplicate phone number types for the Soldier.

Service/Miscellaneous Dates

- The Initial Entry Date Military Service cannot precede the Soldier's Birth Date plus 17 years.
- The Basic Enlisted Service Date cannot precede the Soldier's Birth Date plus 17 years.
- Individual Personnel Data Verification Date cannot precede the Date Initial Entry Military Service Date.
- MMRB Meeting Date cannot precede the Date Initial Entry Military Service Date.
- The system will not allow you to initially specify, change to, or change from a STOP LOSS value as the delay in separation reason; this is top down only.

Education—Civilian Degree

- A degree above the Bachelor level may not be recorded for an officer. The Soldier must see his or her career manager for degrees above that level.

Education—Military Education

- The system ensures the Course Code entered is a valid value.
- The system ensures the Course Code and Course Number entered is a valid combination.
- The system ensures Completion Date is completed if the Course Status selected is "GRADUATED," "CONSTRUCTIVE CREDIT," "NON-GRAD," or "WITHDRAWN."
- The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry into Military Service (DIEMS).
- The system ensures that Course Length is completed for Enlisted Soldiers.

Military Spouse (MACP)

- The Soldier must have a spouse in the regular Army to enroll in the MACP.
- A Soldier cannot enroll in the MACP if he or she is already in the MACP.
- A Soldier cannot disenroll in the MACP unless he or she is enrolled.
- You cannot add or update Military Spouse information unless the Soldier has a marital status of "Married," and the Soldier's spouse's SSN exists in the database.
- If the spouse SSN indicates that the spouse is in the Regular Army, then the system will ensure that the spouse's branch of service is "Department of the Army" and that the spouse's service component is "Regular Army."
- The spouse's enrollment date in the MACP does not have to match the Soldier's enrollment date in the MACP.
- The system will automatically disenroll a Soldier in the MACP if the Soldier's marital status changes to "Divorced" or "Widowed." If the Soldier's marital status is "Legally Separated," the Soldier will remain enrolled in the MACP.

Family Member

- The system will not permit the addition or removal of Authorized Dependent (AUTH DEPN) family member data. These data are provided by the Defense Enrollment Eligibility Reporting System (DEERS). Only nondependent (NOT AUTH DEPN) family members can be removed.
- The system will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or a family member who is an SGLI Beneficiary.
- The system will not permit the removal of any family member who is designated as “Do Not Notify” in the event of an Emergency Notification.
- The system will not permit a user to change their marital status back to Single if their current marital status is something other than Single (such as Divorced, Widowed, etc.)
- A Soldier cannot remove a spouse as a Family Member if they are designated as a military spouse. You are instructed to use the Military Spouse (MACP) screen to remove the military spouse designation before removing the family member.
- You cannot add more than one spouse.
- You cannot add a spouse if his or her marital status is Single.
- The system shall ensure that the SSN of the family member is not the same as the Soldier’s SSN when adding or updating family member information.

SFPA

The SFPA Expiration Date must not precede the Soldier’s Pay Entry Basic Date.

SGLI

- There must be at least one primary beneficiary when SGLI coverage is elected.
- Primary and contingent beneficiaries cannot be the same.
- The sum of the shares to each beneficiary (primary and contingent) must equal the SGLI coverage amount to ensure that 100 percent of the amount is accounted for.
- The allocation method selected must be identical (percentage, dollar amount, or fraction) for all beneficiaries when designating the allocation of the Soldier’s insurance coverage.
- If the allocation method selected is a percentage, the sum of the beneficiaries’ coverage must equal 100 percent.
- If the allocation method selected is a percentage, the percentage amount must be a numeric value between 1 and 100.
- If the allocation method selected is a dollar amount, the sum of the beneficiaries’ coverage must equal the coverage amount the Soldier selected.
- If the allocation method selected is a fraction, the sum of the beneficiaries’ coverage must equal 1.
- If the allocation method selected is a fraction, the fraction amount must be a numeric value containing a fraction between 0 and 1.
- The SGLI coverage amount data input field will be eight characters in length, will contain only numeric characters, and must not exceed \$400,000 for dollar amount, 100 percent for percentage, or 1 for fraction.

- The SGLI coverage amount picklist will contain values in increments of \$50,000. Values for SGLI coverage amount must be between \$50,000 and \$400,000.
- If a Soldier elects not to enroll in SGLI coverage, the system will ensure that no beneficiaries are entered.
- If a family member already exists in the database as a beneficiary and the Soldier designates the same family member, a duplicate entry will not be allowed. The family member data may be updated or removed only.
- If a Soldier, who is likely to be survived by dependents, parents, or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI counseling date will be a required entry in this event.
- The counseling date must not precede the SGLI Election/Recertification Date.
- Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, he or she must first be added.
- The system will validate the combination of entries selected for family member name and associated relationship, with the information in the database, before SGLI coverage information can be added.
- If the status of “sole survivor” already exists in the database for the Soldier, a duplicate entry containing the same data will not be allowed.

Lost Time

- The Lost Time Start Date must precede the Lost Time End Date.
- If the Lost Time data entered for the Soldier already exist in the database, a duplicate entry containing the same data will not be allowed.

Citizenship

- The system will automatically remove the assignment consideration restriction for a Soldier when the Soldier is granted citizenship.
- The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a U.S. citizen.

Assignment Considerations—Assignment Considerations

- Assignment considerations and military spouse data must be compatible.

Assignment Considerations—Assignment Eligibility Availability (AEA)

- The AEA function is available for Enlisted Soldiers and officers.
- The AEA Termination Date will be entered as yyyyymm.
- AEA Codes F, P, and Z will be the only available codes for officer input.
- AEA Codes F and P will be available for Enlisted Soldiers on assignment to Korea only.
- AEA Code Z will be available for Soldiers currently assigned to Korea.
- AEA Code P can overlay F only if Soldiers are currently assigned to Korea.
- AEA Codes F, P, and Z can be overlaid by the submission of AEA Code C as a result of a derogatory Duty Status.

- When updating AEA Code W, the termination date must be before the previous AEA Termination Date.

APFT

- The height input field will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.
- The weight input field will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 lbs.

Personnel Management Tests

- The test date input field will be eight characters in length, will contain only numeric characters, and will be consistent with a YYYYMMDD format. Values for YYYY are undetermined; values for MM must be between 01 and 12; and values for DD must be between 01 and 31.
- The test score input field will contain a maximum of three characters in length and will contain only numeric characters.
- Duplicate test data cannot be entered for the Soldier.

Individual Awards

- The Award Date cannot be before the Date Initial Entry Into Military Service (DIEMS).
- The system will automatically calculate a Soldier's eligibility date to receive an individual award as 3 years from the Last Good Conduct Medal Award Date.
- The Good Conduct Medal Eligibility Date is applicable for Enlisted Soldiers only.
- The Good Conduct Medal Eligibility Date can be no more than 3 years from the current system date.
- The Armed Forces Reserve Medal Eligibility Yr/Mo can be no more than 10 years from the current system date.

Military Occupational Specialty (MOS)

- The system will allow modifications to all Enlisted grades.
- The Award Date must not be a future date.
- The Effective Date must not be a future date.
- The Award Date and Effective Date must not precede the Soldier's Date Initial Entry Military Service (DIEMS).
- A Soldier will only have one Primary MOS.
- A Primary MOS cannot be deleted; it can be updated only.
- If you choose to update the Primary MOS, the system will provide you with the option to change the Primary MOS to a Secondary MOS, Additional MOS, or eliminate the MOS.
- There must be only one Secondary MOS.
- If the MOS, ASI, or SQI entered for the Soldier already exist in the database, a duplicate entry containing the same MOS, ASI, or SQI will not be allowed.

- You will not be able to enter a MOS, ASI, or SQI that is inactive.
- The system will not display a MOS, ASI, or SQI for you to select unless the Soldier's grade is eligible for that MOS, ASI, or SQI.
- You will not be able to place a female Soldier into an AOC, MOS, or SQI that is closed to female Soldiers.
- The system will ensure the SQI or ASI selected corresponds to the Soldier's MOS.
- A Soldier can only have one Career Progression MOS.
- A Soldier can only have one Projected MOS.
- A user will not be able to withdraw a Secondary or Additional MOS without also withdrawing the related ASI and SQI.
- The system will prevent updates to a Soldier's record that will result in a MOS value of "91W" and an ASI value of "Y2."
- The system will default the CSU to 'N' when a user adds a MOS.

Readiness

- The system ensures that the entered physical profile factors (PULHES) scores are 1 to 4.
- The system ensures that the Date of Last Physical Exam does not precede the Soldier's Birth Date and that it is not a future date.
- The physical categories DA FLAG MEDICAL and FIT FOR DUTY can only be assigned by the top of the system (TAPDB).

Overseas Assignment Data

- The system shall ensure that the Arrival Date is not a future date.
- The system shall ensure that the Arrival Date does not precede the Soldier's Departure Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Arrival Date from previous assignments.
- The system shall ensure that the Arrival Date does not precede the Soldier's Pay Entry Basic Date.
- The system shall ensure that the Departure Date is not a future date, and is prior to or the same as the assignment date from the previous assignment.
- The system shall ensure that the Departure Date is prior to the Arrival Date and is not greater than the calculated DEROS date.
- The system shall ensure that the Gaining Unit is not the same as the previous Unit of Assignment or Unit of Attachment.
- The system shall ensure that the Gaining Unit is in the Soldier's unit hierarchy.
- The system shall ensure that the Assignment Location is OCONUS and reflects the entered Gaining UIC.
- The system shall ensure that the Dependent Arrival Date does not precede the Arrival Date, and that it is not after the DEROS Date.

Personnel Accounting**Soldier Arrival**

- The Arrival Date must not be a future date.
- The Arrival Date must not precede the Soldier's Departure Date from previous assignments (PCS and Overseas only).
- The Arrival Date must not precede the Soldier's Arrival Date from previous assignments.
- The Arrival Date must not precede the Soldier's Pay Entry Basic Date.
- The Departure Date must not be a future date.
- The Departure Date must be prior to or the same as the Reporting Date.
- The Departure Date cannot be prior to the last assignment date.
- The Gaining Unit cannot be the same as the previous Unit of Assignment.
- The Gaining Unit cannot be the same as the Unit of Attachment.
- The system will validate the departure data entered with the Assignment Type selected to ensure the combination of data entry is valid.
- You must enter a Requisition Serial # if the Assignment Type selected is CONUS or OCONUS.
- A Soldier cannot be arrived if an open attachment exists.
- The Dependent Arrival Date must not be prior to the Arrival Date.
- The Dependent Arrival Date must not be after the calculated DEROS date.
- The system deletes any Failure to Gain workflow notices that currently exist for the arrived Soldier.

Mass Arrival

- Soldiers need to be properly departed from their losing unit or have assignment instructions before mass arriving.

Revoke Arrival

- When the current assignment is revoked, the Home UIC will be updated with the last current assignment.
- The system shall not allow the revocation of an arrival that is more than 120 days old.

Attach Soldier

- If a Soldier is already attached to a unit, the system will prompt you at the second unit to determine whether the first attachment should be terminated.
- The Attachment Start Date must not be a future date.
- The Attachment Start Date must not precede the Soldier's arrival date at his or her assigned unit; must not precede the Soldier's departure date from previous assignments (applicable for PCS only); and must not precede the Soldier's Pay Entry Basic Date.
- The Attachment End Date must not precede the Attachment Start Date.
- The system will ensure that the attachment dates fall within a valid range for the unit.
- A Soldier must be assigned before he or she can be attached.
- A Soldier cannot be attached to the unit if an open attachment to the unit already exists. The system will ensure that the Attachment Start Date and Attachment End Date do not fall between the existing start and end dates for this unit.
- A Soldier cannot be attached to his or her assigned unit.
- A Soldier cannot be attached if the maximum number of attachments has been reached for that Soldier; the system will limit the number of open attachments for a Soldier to three.
- If a Soldier is already attached, he or she must be relieved from attachment first.
- The system will not allow a duplicate duty status to be assigned to a Soldier.

Mass Attachment

- The Attachment Start Date must not be a future date.
- The Attachment Start Date must not precede the Soldier's arrival date at the assigned unit; must not precede the departure date from previous assignments (applicable for PCS only); and must not precede the Pay Entry Basic Date.
- The Attachment End Date must not precede the Attachment Start Date.

Release From Attachment

- The End Date must not be a future date.
- The End Date must not precede the Start Date.

Slotting – Authorized Documents

- For an Active Army (AA) UIC, you will only be allowed to select one UIC and Document Effective Date combination at a time. The system will prevent you from selecting more than one AA UIC/Document Effective Date combination.
- You have the option to select a future Document Effective Date, if one is available and its date is less than 30 days from the date of the current document.
- For a Multi-Component Unit (MCU) UIC, multiple UIC and Document Effective Date combinations can be selected.
- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty), and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.

- The system will notify you if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus or Additional Specialty MOS. You will be allowed to override this discrepancy.
- The system will allow you to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up 1 below rule—that is, the Soldier cannot be slotted to an authorization that is more than two ranks above his or her current rank or one rank below his or her current rank), and Lang but will record the discrepancies in HRAR Section 1—Slotted Soldiers.
- The system will ensure that Active Army Soldiers are not slotted across components.
- The system will ensure that an attached Soldier, if he or she already occupies a position in the parent unit, is unslotted from the parent unit before he or she can be assigned to another position in the attached unit.
- The system will allow an MCU Soldier to be slotted from one component to another component.
- The system will not allow a Soldier to be slotted into more than one authorization.
- The system will allow more than one Soldier to be slotted into one authorization. If you attempt to assign more than one Soldier into one authorization for the Active Army, a system message will be displayed to notify you and provide the option to override the message.
- The system will only allow the slotting of Soldiers into authorizations within the same Military Personnel Classification (MPC) (that is, Enlisted within Enlisted, WO within WO, CO within CO). If an invalid MPC is entered, the system will notify you of the acceptable values for Enlisted, Warrant, and Commissioned Officers.
- The duty assignment date must not be a future date.
- The duty assignment date cannot precede the previous duty assignment date or the Soldier's arrival/attachment to the unit.

Slotting – No Authorized Documents

- The system shall only retrieve records for Soldiers who are a RECSTA G, 7, or 8 who fall into a UIC that have no authorized document numbers.
- The system shall ensure that Duty Assignment Date is on or after the current arrival date but and is not in a future date.

Tour Status

- The start date entered shall be greater than the earliest date of the following: PEBD and MIL_EAD_DT.
- The OS Tour Start Date and OS Tour End Date may not be a future date.
- The system will verify the Soldier's Tour Completion Status before updating the number of long/short tours. If the tour was not completed, the number of long/short overseas tours will not be added to the Soldier's record.

Assignment History

- The system will ensure historical assignment dates fall within a valid range.

- The system will ensure historical assignment dates are not future dates and are prior to the current assignment date.
- The system will ensure that historical assignment dates are not prior to the Soldier's start of service date.
- The Departure Date must be prior to the Arrival Date from the previous assignment.
- The Departure Date must not precede the assignment start date.
- Assignment history data cannot be added for a UIC that already contains assignment history data for the Soldier.
- Assignment history data can only be added for the previous assignment.
- For OCONUS Assignment Data, the State will be blank unless the assignment location is Hawaii, Alaska, or Puerto Rico. If the assignment location is Hawaii, Alaska, or Puerto Rico, the Assignment Location will be the UNITED STATES.

Mobilization—Soldier Mobilization

- The Arrival Date must be equal to or prior to the current date.
- The Arrival Date cannot precede the EAD Date but can be equal to the EAD Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RS," "RT," "RU," and "RV."
- The system will not close open attachments.
- The system will not depart a Soldier.

Soldier Demobilization

- The system ensures that the Gaining UIC is a valid Guard or USAR UIC.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

Unit Mobilization

- The system shall ensure that the Report Date is not a future date.
- The system shall ensure that the Report Date does not precede the EAD Date but can be equal to the EAD Date.
- The system shall ensure that the Report Date does not precede the previous assignment date.
- The system shall ensure that the Report Date does not precede the Soldier's Pay Entry Date.
- The Gaining UIC can be the same as the Current UIC.
- The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.
- The system will default the MPA Type to "NB" for all mobilizations.
- The system will allow the following values for MPA Reason: "RT," "RV," and "RX."

Unit Demobilization

- The Demobilization Date must not precede the Mobilization Date.
- The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.
- The Gaining UIC can be the same as the Current UIC and must be a valid Guard or USAR UIC.
- The system ensures that based on the Operational Status Codes of the entered Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status Codes: G, M, N, P, U, W, Z, and 1.
- The system ensures that based on the Operational Status Codes of the entered Gaining UIC, USAR Soldiers are only demobilized to units with the following Operational Status Codes: M, P, R, S, V, Y, and Z.
- The system will default the Separation Program Designator to "L."
- The system will default the Separation Program Reason to "BK."
- The system will purge Soldiers from eMILPO that have been inactive for 120 days.
- The system shall ensure that a post-separation address for the selected Soldier is on file on the eMILPO database in order to process a transition, loss, or demobilization. If no such address exists, the system displays a message indicating that the post-separation address does not exist and prevents completion of the transaction.

Attach RC Soldier

- The system will allow up to three current Active Duty attachments for Reserve/ARNG Soldiers.
- The current UIC of the attached Soldier must be a Guard or Reserve unit.

Drop From Rolls or Strength

- The Date of DFR/DFS must not be a future date.
- The Soldier must not have an existing Major Personnel Action (MPA) record with the specified effective date.
- The Arrival Date must be after the Soldier was dropped.
- The system will only process a drop from rolls or strength if a drop type is selected.

Drop From Rolls or Strength—Drop Type: Confirmed to be a Deserter

- The system shall ensure that the Soldier's current duty status is "AWOL." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Drop From Rolls or Strength—Drop Type: Confirmed POW or Missing

- The system shall ensure that the Soldier's current duty status is either "Captured (CAP)" or "Missing in Action (MIA). You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The system shall ensure that the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.

Drop From Rolls or Strength—Drop Type: Leave Active Army for Service Academy

- The system shall ensure that the Soldier's current duty status is "Present for Duty (PDY)." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The Date of Entry to a Service Academy must not be a future date.

Drop From Rolls or Strength—Drop Type: RC Soldier Failed to Report (During Mobilization Only)

- The system shall ensure that the Effective Date of DFR is not a future date and does not precede the Soldier's assigned arrival date.

Drop From Rolls or Strength—Drop Type: Remained AWOL for More than 30 Days

- The system shall ensure that the Soldier's current duty status is "AWOL" and that the Soldier has been AWOL for 30 consecutive days. You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type and if the Soldier has not been AWOL for 30 days.

Drop From Rolls or Strength—Drop Type: Sentenced to Confinement for 6 or more Months

- The system shall ensure that the Soldier's current duty status is either "Confined by Civilian Authorities (CCA)" or "AWOL—Confined by Civilian Authorities (AWC)." You will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Return From DFR/DFS

- The Arrival Date must not be a future date.
- A Return from DFR/DFS will return the Soldiers from the previous DFR/DFS action.

Revoke DFR/DFS

- A Revoke DFR/DFS will negate the previous DFR/DFS action.

Soldier Transition or Loss to Army—Transition to WO

- The Major Personnel Action Date must not be a future date.

Recall Retiree

- The system shall ensure the Gaining UIC is a valid Guard or Reserve UIC.
- The system will process transitions for both officers and Enlisted personnel (for the current release of eMILPO).
- The system ensures the transition date is not a future date.

Sanctuary/UCMJ

- The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is a CONUS UIC.

Enlistment Into RA

- The system shall ensure the Date Entered Active Duty is at least 1 day after the last assignment date if the Soldier has a current assignment.
- The system shall ensure the Date Entered Active Duty is not in the future.
- The system shall ensure the Date Entered Active Duty is not before the Soldiers PEBD.
- The system shall ensure that the Gaining UIC is not the same as the current UIC if the Soldier has a current assignment.
- The system shall ensure that the Gaining UIC is a CONUS UIC.
- The system shall ensure that the unit operation status code for the Gaining UIC is A, 1, G or V.
- The system shall ensure that the Gaining UIC is within the logged in user hierarchy.

Casualty Affairs

- The system shall allow the user to perform an Add for only those Soldiers who do not have a previous 5102 transaction system. The system shall allow the user to perform a Remove for those Soldiers with a previous 5102 transaction for whom the action was determined to be erroneous.
- The system shall allow the deceased transaction for all record statuses except X.

Reassignments**HQDA Reassignments**

- The system will ensure that the selected Reassignment Type and Reassignment Reason are valid combinations.

- The system will automatically calculate the Soldier's Date of Loss (DLOS) from the Soldier's Number of TDY Days and the Number of Leave Days. The Soldier's record will automatically be removed from the losing unit on the DLOS date, unless you intervene to stop the Soldier's departure.
- The system will ensure that the DLOS Date is less than or equal to the Report Date.
- The Gaining UIC must not be the same as the Home UIC.
- A Soldier cannot be reassigned unless the Soldier's Duty Status is PDY.
- A Soldier cannot be reassigned unless the Soldier has a current assignment.
- A Soldier's Report Date must not exceed the UIC active date.
- The system generates an error message, as an indication to you, if there are no EDAS Reports to view or print.

Briefing Attendance

- The system will not allow you to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Promotions

Enlisted Reduction

- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- The system will permit the reduction in rank of E2 to E9.

Lateral Appointment

- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- A Soldier cannot be appointed to a lateral rank unless a lateral rank exists into which the Soldier is eligible to be appointed.

Promote with Waiver

- The system will ensure that the rank selected is related to a requested MOS.
- The system will ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.
- The system will ensure that the Soldier is eligible for the rank selected, that the Soldier meets the rank criteria, and that the Soldier is not flagged for SFPA. The Time in Service (TIS) and Time in Grade (TIG) criteria include:
 - TIS:
 - E1 promotable to E2 (4 months)
 - E2 promotable to E3 (6 months)
 - E3 promotable to E4 (18 months)
 - TIG:
 - E1 promotable to E2 (2 months)
 - E2 promotable to E3 (2 months)
 - E3 promotable to E4 (3 months)

- The system will ensure that only those Soldiers eligible for promotion will be displayed.
- The system will ensure that the Soldier's transaction rank is equal to the Soldier's current rank.
- The system will ensure that only authorized individuals perform a change or correction to a Soldier's rank or Date of Rank.
- The Date of Rank must not be a future date.
- The Effective Date of Rank must not be a future date.

Promotion

- The system shall send Transaction 4215 unless the change type is F.
- The system shall ensure that the Soldier has met the minimum Time in Grade (TIG) and Time in Service (TIS) requirements for the promote with waiver.
- For Enlisted promotion, the system shall use the Soldier's BASD to determine his TIS.
- For Enlisted promotion, the system shall use the Soldier's Date of Rank to determine his TIG.
- The system shall show E1 Soldiers in the Soldier selection list for promotion when they have at least 4 months TIS.
- The system shall show E2 Soldiers in the Soldier selection list for promotion when they have at least 6 months TIS and 2 months TIG.
- The system shall show E3 Soldiers in the selection list for promotion with at least 18 months TIS and 3 months TIG.
- The system shall ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.
- For promotion of E1 Soldiers, the system shall ensure the Date of Rank is at least 4 months after the Soldier's BASD.
- For promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 6 months after the Soldier's BASD.
- For the promotion of E2 Soldiers, the system shall ensure the Date of Rank is at least 2 months after the Soldier's current Date of Rank.
- For the promotion of E3 Soldiers, the system will ensure the Date of Rank is at least 18 months after the Soldier's BASD.
- For the promotion of E3 Soldiers, the system will ensure that the Date of Rank is at least 3 months after the Soldier's current Date of Rank.
- The system will ensure that the Date of Rank and Effective Date of Rank are no more than 31 days past the current date.
- The system will ensure that the allocation for promotions in the waiver zone is not exceeded.

Deny Promotion

- The system shall show E1 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 5 months Time in Service (TIS).

- The system shall show E2 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 11 months TIS and 3 months Time in Grade (TIG).
- The system shall show E3 Soldiers in the Soldier Selection List for Deny Promotion when they have at least 23 months TIS and 5 months TIG.
- The system shall show Enlisted Soldiers E1 to E3 in the Soldier list for Deny Promotion until the first day of the month in which they should have been promoted, until they have been promoted, until they have been denied promotion, or until they have been processed out of the Army.
- The system shall add an SFPA flag with a reason code of P and a reason type of A to the Soldier when a Deny Promotion is processed.
- The system shall automatically remove the deny code (PA) from the Soldier's record 1 day after the promotion should have occurred.
- The system shall not allow the user to enter a future denial date.
- The system shall not allow the user to enter a date that is more than 60 days before the effective date of promotion.

Special Category Promotion

- The system ensures that Date of Rank and Effective Date of Rank are not future dates; the dates must be either equal to or less than the system date and less than the Soldier's Current Date of Rank.
- The system shall allow a Soldier at the E1 grade level to advance one, two, or three grade levels.
- The system shall allow a Soldier at the E2 grade level to advance one or two grade levels.
- The system shall allow a Soldier at the E3 grade level to advance one grade level.
- The system shall update the Rank Change Type based on the new rank selected by the user.
- The system shall not allow a future Date of Rank.
- The system shall not allow a future Effective Date of Rank.
- The system shall ensure that the Effective Date of Rank is greater than or equal to the Date of Rank.
- The system shall ensure that The Effective Date of Rank is greater than or equal to the Soldier's previous Effective Date of Rank.
- The system shall ensure that the Date of Rank is greater than or equal to the Soldier's previous Date of Rank.

Restore/Revoke Previous Rank—Restore Mode

- The system shall default the Rank Change Reason Code for Restore to "H."
- The system shall ensure that the Effective Date of Restoration is not a future date.

Restore/Revoke Previous Rank—Restore Mode

- The system ensures that the Effective Date of Revocation is equal to the effective date of the erroneous promotion or reduction.

Correct Date of Rank

- The system ensures that the Corrected Date of Rank falls between the Date of Rank of the previous and current system date.
- The system ensures that the Corrected Effective Date of Rank falls between the Effective Date of Rank of the previous and current system date.
- The system shall ensure that the Corrected Effective Date of Rank is greater than or equal to the Corrected Date of Rank.
- The system shall ensure that the Corrected Date of Rank is greater than or equal to the Soldier's BASD date.
- The system shall ensure that the Corrected Date of Rank is not a future date.
- The system shall ensure that the Corrected Effective Date of Rank is not a future date.

Rank History

- The system ensures that the Date of Rank and Effective Date of Rank fall between the previous and the next rank being added.
- The system ensures that the rank date and rank effective date do not precede the associated dates of the current rank for the Soldier.

Readiness**Human Resource Authorizations Report (HRAR)**

- Only Section 5: Changed Authorizations will be available for viewing if the selected Document Effective Date is other than the current date.

Personnel Asset Visibility Report (PAVR)

- The PAVR will only display those UICs accessible to you.
- The system will notify you of successful and unsuccessful updates to PAVR Remarks.
- The PAVR Remarks field will be limited to 2,000 characters in length and will contain only alphanumeric characters.
- The system will prompt you for confirmation before removing PAVR Remarks.
- The system will notify you if the information requested does not exist:
 - No Soldiers for the unit selected
 - No Soldiers for the category selected
 - No MOS shortages for the unit selected
 - No skill shortages for the unit selected
 - No language shortages for the unit selected
 - No Non-Deployables for the unit selected
- The system will notify you if you selected too many Soldiers for the MOS/AOC.

Soldier Availability Deployment Tracking

- The system dynamically enables data entry fields, picklist options, and required fields depending on the non-available reason.
- The start date entered shall be greater than the earliest date of the following: BASD, PEBD, and Military EAD Date.
- The start date may not be a future date.
- The end date must be after the start date.
- The end date may not be a future date except when the Non-Available Status is Non-Available-Temp (NAT), Stabilized/PCS/Retire (SPR), or Deployed (DEP).
- The system creates an open PERSTEMPO event and sends Transaction 4455 when the Soldier's non-available deployment data meets the following criteria: The Soldier does not have an open PERSTEMPO event and the Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).
- The system closes the existing open PERSTEMPO event first, creates a new open PERSTEMPO event, and sends Transaction 4455 when the Soldier's non-available deployment data meet the following criteria and the Soldier has an open PERSTEMPO event: The Non-Available Status is DEP - DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).
- The system closes any open PERSTEMPO event and sends Transaction 4455 to TAPDB when the Soldier's non-available deployment data is ended by a user and meets the following criteria: The Non-Available Status is DEP – DEPLOYED or the Non-Available Status is NAT - NON-AVAILABLE-TEMP and the Non-Available Reason is DP (DEPLOYED).

Workflow

- Workflow tasks can only be sent to a single user at a time with a valid AKO User ID and eMILPO approved access.
- The originator of a task cannot return a task.

PERSTEMPO

Unassociated Soldier Events—Update

- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in eMILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

Unassociated Soldier Events—Remove

- The start date must not match another event for the same Soldier.
- If the end date for an event is updated from a past date to a future date, the operation/exercise title is removed from the event (if one had previously been selected).
- The event UIC must be a valid UIC in eMILPO for an open or projected event. For closed events, the event UIC may simply be six alphanumeric characters.

Individual Event

- The category selection must include only those categories that apply to creditable PERSTEMPO events.
- The Start date must be earlier than end date.
- The duty status must be consistent with the entered event.
 - If the Start Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, OLV, PDY, SND, TDY, TRA, or XLV.
 - If the Start Date precedes or is equal to the system date and the End Date is in the future, the system verifies that the Soldier's current Duty Status is HOS, HOW, INT, MIA, MIS, PDY, TDY, or TRA.

General Officer Threshold Management Report

The following business rules apply to the report criteria options and the contents of the report:

- The report will not include events that have been cancelled or events that have already been marked as approved.
- The UIC selection list includes only those UICs that are in your logon UIC hierarchy.
- The report displays unapproved events that start before the end of the 30- or 60-day reporting period for Soldiers whose creditable day counts would exceed the threshold selected (220-day or 400-day) during the event but before the end of the reporting period. Creditable day counts are calculated using a rolling 365-day (for the 220-day threshold) or 730-day (for the 400-day threshold) window.
- The report only includes those Soldiers whose most recent attached UIC is the UIC selected or Soldiers with no attachments whose assigned UIC is the UIC selected.

1.123 eMILPO Common System Messages

Common System Messages	Resolution
GENERAL ISSUES	
{x} must be {y} characters long.	Click OK. Reenter the value and ensure it equals the character length.
{x} must be no greater than {y} characters long.	Click OK. Reenter the value and ensure it does not exceed the number of characters allowed.
{x} should not be entered if {y} has not been entered.	Click OK. Correct the entry.
Date must be specified as YYYYMMDD.	Click OK. Enter date as YYYYMMDD.
{Date 1} cannot be before {Date 2}.	Click OK. Enter a valid date.
{Date 1} cannot be after {Date 2}.	Click OK. Enter the correct date.
The date entered is not a valid date.	Click OK. Enter date as YYYYMMDD.
The time entered is not a valid time.	Click OK. Enter time in military time.
{x} is not a valid number.	Click OK. Enter only numeric characters.
You have made changes. If you would like to save the changes, click Yes and then click the Save or Submit button. Do you want to save the changes?	Click Yes to save the current page or No to proceed without saving.
You have not processed all items in your working session. Do you want to continue processing the remaining items?	Click Yes to return to the current page or No to terminate the working session.
Are you sure you want to remove this record?	Click Yes to remove the record from the database or No to return to the current page without removing.
The {x} information exists for the Soldier.	Click OK. Do not enter duplicative information.
You must select a UIC.	Click OK. Enter an authorized UIC.
{x} is not a valid UIC. Please enter a valid UIC.	Click OK. Enter a valid UIC to continue.
Please specify an operation before clicking Submit	Click OK. Select an operation then click Submit.
LOGIN AND ACCESS	

Common System Messages	Resolution
The User Name or Password is incorrect. Please re-enter the User Name and Password.	Click OK. Enter the correct AKO User Name and Password or contact the System Administrator.
This eMILPO account is locked. Please contact your System Administrator.	Click OK. Exit the system and contact the System Administrator.
Communications cannot be established with the AKO Directory Server at this time.	Click OK. Cancel the action and try again later.
This eMILPO account is inactive. Please contact your System Administrator.	Click OK. Exit the system and contact the System Administrator.
You are not authorized to access the requested resource.	Click OK. Cancel the action.
You are trying to access the system outside of the authorization window specified by your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
You have not accessed the system in thirty days. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
You do not have an active associated UIC tied to your account. Please contact your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
Your account is locked. Please contact your System Administrator. Click OK to exit the system.	Click OK. Exit the system and contact the System Administrator.
Please specify an AKO User ID.	Click OK. Enter a valid AKO User ID to continue.
Please specify an associated UIC.	Click OK. Specify an associated UIC to continue.
SOLDIER SELECTION PROCESS	
Please enter a value before clicking ADD.	Click OK. Enter a value then click ADD.
Please select a search criterion before clicking DEL.	Click OK. Select search criteria to delete.
Please add one or more search criteria before clicking Search.	Click OK. Select search criteria to add.
{x} must contain only letters.	Click OK. Enter only alpha characters.
{x} must contain only numbers.	Click OK. Enter only numeric characters.

Common System Messages	Resolution
{x} must contain only letters and numbers.	Click OK. Enter only alphanumeric characters.
Valid values for {x} can only be {y}.	Click OK. Enter a valid value.
Please select a Soldier before proceeding.	Click OK. Select a Soldier.
Please select a search option before clicking ADD.	Click OK. Select a search option.
Please select one or more valid rows to process. Click OK to return to the selection list.	Select one or more data rows and click OK.
You have entered a duplicate request. Please only click a button once.	Click OK to return to the current page.

Personnel Services Messages	Resolution
ADDRESS	
Please note that State of Birth and Country of Birth cannot be entered if the selected Country of Birth is other than United States.	Click OK. Do not provide any value for State of Birth and Country of Birth.
Please note that State cannot be entered if the selected Country is other than United States.	Click OK. Do not provide a value for State.
Please note that ZIP Code cannot be entered if the selected Country is other than United States.	Click OK. Do not provide a value for ZIP Code.
Please note that City cannot be entered if the selected Country is other than United States.	Click OK. Do not provide a value for City.
Please note that Foreign Postal # cannot be entered if the selected Country is United States.	Click OK. Do not provide a value for Foreign Postal #.
Please note that Gateway APO/FPO cannot be entered if the selected Country is United States.	Click OK. Do not provide a value for Gateway APO/FPO.
Please note that Gateway Area cannot be entered if the selected Country is United States.	Click OK. Do not provide a value for Gateway Area.
Please note that the selected Address Type already exists for the Soldier.	Click OK. Select another Address Type because duplicate data are not allowed.
Please note that the selected Address Type may not be added.	Click OK. Select an alternative address type.
The entered Birth Date is not valid. The valid age range for a Soldier is 17 to 70.	Click OK. Enter a valid Birth Date.
Please note that Address Type is a required field.	Click OK. Select an Address Type.
Please note that Gateway APO/FPO , Gateway Area and Foreign Postal # are required fields when the selected Country is other than United States.	Click OK. Enter all required fields.
Please note that Street Address is a required field when the selected Address Type is Current Mailing.	Click OK. Enter all required fields.
ARMY PHYSICAL FITNESS TEST (APFT)	
Please note that the APFT Date cannot precede the Soldier's Date Initial Entry Military Service (DIEMS).	Click OK. Provide a valid value for APFT Date.
Please note that the valid range for Height is 58 to 85 in.	Click OK. Enter a value within the valid range.
Please note that the valid range for Weight is 90 to 400 lbs.	Click OK. Enter a value within the valid range.
ASSIGNMENT CONSIDERATIONS	

Personnel Services Messages	Resolution
Please note that the selected Assignment Consideration Type already exists for the Soldier.	Click OK. Select another Assignment Consideration Type since duplicative data are not allowed.
Please note the selected Country already exists for the Soldier.	Click OK. Select another Country because duplicate data are not allowed.
FAMILY MEMBER	
Family members who are Authorized Dependents cannot be added. Authorized Dependents are provided to eMILPO from the Defense Enrollment Eligibility Reporting System (DEERS) Interface only.	Click OK. Cancel action since authorized dependents cannot be added.
Family members who are Authorized Dependents cannot be removed. Authorized Dependents are removed from eMILPO through the Defense Enrollment Eligibility Reporting System (DEERS) Interface only. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are Beneficiaries associated with Emergency Notification cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are SGLI Beneficiaries cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Family members who are designated as "Do Not Notify" on Emergency Notification cannot be removed. After clicking OK and returning to the previous screen, please use the Next button to skip this action and move to the next action.	Click OK. Return to the previous screen. Use the Next button to skip this action and move to the next action.
Please note that the Marital Status cannot be changed from Annulled, Divorced, Married, Interlocutory Decree, Legally Separated, or Widowed to Single.	Click OK. Select an alternative value for Marital Status.
Please note that Marital Status can only be changed from Single to Married or Unknown.	Click OK. Select a valid value for Marital Status.
Please note that a Spouse (Husband or Wife) already exists for this Soldier. A second Spouse cannot be added.	Click OK. Cancel the action.
Please note that a Spouse (Husband or Wife) cannot be added when the Soldier's marital status is Single.	Click OK. Cancel the action.

Personnel Services Messages	Resolution
Please note that the family member you have selected to remove is a Military Spouse. They must be removed in the Military Spouse (MACP) module. After clicking OK and returning to the previous screen, please use the Next button to skip this action and proceed to the next action.	Click OK to return to the previous screen. Click Next button to skip this action and proceed to the next action.
Please note that Loco Parentis must be Y or N.	Click OK. Select Y or N for Loco Parentis.
SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)	
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal to 100%.	Click OK. Change dollar amount for SGLI Coverage or change Beneficiary Share amount.
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal to 100%.	Click OK. Reenter valid percentage.
The sum of the shares to each beneficiary type (PRINCIPAL or CONTINGENT) must equal 1.	Click OK. Reenter valid fraction.
The share entered cannot go over 250000 for dollar amount, 100 for percentage, or 1 for fraction.	Click OK. Reenter valid dollar amount, percentage or fraction.
Please select the same share type (dollar amount, percentage, or fraction) for all beneficiaries.	Click OK. Select the same share type.
NO COVG is selected for SGLI Coverage. Please remove all beneficiaries.	Click OK. Remove beneficiaries.
The family member selected is already a beneficiary. Please select another or update the existing beneficiary information.	Click OK. Select another family member or update the existing beneficiary information.
Individuals with relationship "FMLY MEMBER" cannot be entered. Please select an existing family member from the Choose Family Member picklist or add the family member to the system using the Family Member menu option.	Click OK. Select an existing family member from the Choose Family Member picklist or add the family member to the system using the Family Member menu option.
When SGLI Coverage is designated, there must be at least one Principal Beneficiary.	Click OK. Enter a Principal Beneficiary.
SGLI Election/Recertification Date cannot be after the SGLI Counseling Date.	Click OK. Reenter date.
If the Soldier has family members that could be selected as a beneficiary and is choosing someone else, the Soldier should be counseled for choosing an unusual beneficiary.	Click OK.
PHONE NUMBER	

Personnel Services Messages	Resolution
Please note that the Phone Number entered must contain only numbers.	Click OK. Enter numeric values.
Phone Number length can only be up to 10 numeric characters.	Click OK. Enter 10 numeric characters.
Please note that the Phone Extension entered must contain only numbers.	Click OK. Enter numeric values.
Invalid Add of Phone Number. All required fields have not been selected.	Click OK. Enter required fields.
An Action was not selected for a Current Phone Number or both Phone Number Type and Phone System were not selected if Adding Phone Number .	Click OK. Select action.
Please note that the Phone Number Type already exists for the Soldier.	Click OK. Cancel the action since duplicative data are not allowed.
{x} needs to be selected.	Click OK. Make a selection.
EMERGENCY NOTIFICATION	
Relationship to Soldier: Individuals with relationship "FMLY MEMBER" must be added to the system using the Family Member menu option before proceeding.	Click OK. Add Family Member using the Family Member menu option before proceeding.
Person Authorized to Direct Disposition of Soldier's Remains: Please choose Individual from picklist OR enter Name and Relationship.	Click OK. Choose Individual from picklist or enter Name and Relationship.
Do Not Notify and Notify Instead cannot be the same individual.	Click OK. Choose different individual.
There are no individuals defined that could be designated as "Do Not Notify" for this Soldier.	Click OK. Cancel action.
Both an existing person and new person data were entered. Please choose one of the options.	Click OK. Choose one of the options.
Add Emergency Notification Category: "ADDITIONAL EMERGENCY INFORMATION" already exists for this Soldier. Please update the existing information or choose another category.	Click OK. Update the existing information or choose another category.
MILITARY SPOUSE	
Please note that the Soldier is already enrolled in the MACP. The Soldier cannot be enrolled again.	Click OK. Cancel action.
Please note that the Soldier is not enrolled in the MACP. The Soldier cannot be disenrolled.	Click OK. Cancel action.
Please note that in order to Enroll in the MACP, the Spouse must be in the Regular Army.	Click OK. Cancel action.

Personnel Services Messages	Resolution
Spouse SSN indicates Spouse is in the Regular Army. Spouse Branch of Service should be Department of the Army and Spouse Service Component should be Regular.	Click OK. Cancel action.
Spouse SSN indicates Spouse is not in the Regular Army. Combination of Spouse Branch of Service and Spouse Service Component must be Department of the Army and Regular.	Click OK. Cancel action.
Please note that the Military Spouse Data already exists for the Soldier.	Click OK. Cancel action.
Please note that the Soldier's {x} Spouse needs to be added as a Family Member before proceeding.	Click OK. Cancel action or add Soldier's Spouse as a Family Member.
Please note that the Soldier {x} does not have a marital status of Married. This Soldier cannot be processed.	Click OK. Cancel action.
Please note that the Soldier {x} Spouse SSN needs to be added in the Family Member function before proceeding.	Click OK. Cancel action or add Soldier's Spouse SSN using the Family Member menu option.
MILITARY EDUCATION	
Please note that an Education Status must be selected.	Click OK. Select a value from the Education Status picklist.
Please note that the Course Number entered is not a valid course number.	Click OK. Enter a valid Course Number.
Please note that the Course Code and Course Number entered is not a valid combination.	Click OK. Ensure that the Course Code and Course Number are correct.
PERSONNEL MANAGEMENT TESTS and ASVAB/AFCT SCORES	
Please note that the Test Date entered must contain only numbers.	Click OK. Enter numeric values.
Please note that the Test Date length can only be 8 numeric characters long.	Click OK. Enter 8 numeric values.
Please note that {x} is not a valid date in the format YYYYMMDD.	Click OK. Enter date as YYYYMMDD.
Please note that {x} cannot be after Today's Date.	Click OK. Reenter valid date.
Please note that the Test Score entered must contain only numbers.	Click OK. Enter numeric values.
Please note that the Test Score entered must be no greater than 3 characters long.	Click OK. Enter 3 numeric values.

Personnel Services Messages	Resolution
Please note that an Action was not selected for a Current Personnel Management Test or the Test Type was not entered if Adding a Personnel Management Test .	Click OK. Select action.
Please note that an Action was not selected for a Current ASVAB/AFCT Score or the Apt Test Type was not entered if Adding an ASVAB/AFCT Score .	Click OK. Select action.
Please note that the Test Type and Test Date already exists for the Soldier.	Click OK. Cancel action.
Please note that {x} Apt Area and Apt Test Date already exists for the Soldier.	Click OK. Cancel action.
LOST TIME DATA	
Please note that the Date entered is not a valid date in the format YYYYMMDD.	Click OK. Enter date as YYYYMMDD.
Please note that the Lost Time record already exists for the Soldier.	Click OK. Cancel action.
Please note that the End Date cannot be before the Start Date .	Click OK. Reenter end date.
Please note that the End Date cannot be the same as the Start Date .	Click OK. Reenter end date.
SERVICE MISCELLANEOUS DATES	
Please note that the {x} cannot be before Basic Enlisted Service Date (BESD).	Click OK. Reenter date.
Please note that the Date Initial Entry Military Service cannot be before the Soldier's birthday plus 17 years.	Click OK. Reenter date.
Please note that the Basic Enlisted Service Date cannot be before the Soldier's birthday plus 17 years.	Click OK. Reenter date.
SUSPENSION OF FAVORABLE PERSONNEL ACTION (SFPA)	
This SFPA Flag information already exists for the Soldier.	Click OK. Cancel action.
Please note that the Expiration Date for the SFPA Flag must be greater than the Effective Date.	Click OK. Reenter date.

Personnel Accounting Messages	Resolution
SOLDIER ARRIVAL	
Please note that the {Date} cannot be a future date.	Click OK. Enter a date that is equal to, or prior to the current date.
Please note that the {Date 1} cannot be after the {Date 2}.	Click OK. Enter the correct date.

Personnel Accounting Messages	Resolution
Please note that the Arrival Date cannot be prior to the Soldier's pay entry date {x}.	Click OK. Enter a date that is after the pay entry date.
Please note that the Arrival Date cannot be prior to the previous assignment date {x}.	Click OK. Enter a date that is after the previous assignment date.
Please note that the Gaining Unit for the Soldier cannot be the same as the previous assignment's unit.	Click OK. Enter a different unit.
Please note that the Gaining Unit for the Soldier cannot be the same as the attached unit.	Click OK. Enter a different unit.
Please note that the Departure Date must be prior to or the same as the reporting date.	Click OK. Enter a date that is equal to, or before the reporting date.
Please note that the Assignment Type cannot be Local CONUS with the existing departure information.	Click OK. Choose the correct Assignment Type.
Please note that the Requisition Serial # cannot be blank for CONUS and OCONUS Assignment Types.	Click OK. Enter a Requisition Serial #.
Please note that the Gaining UIC is invalid.	Click OK. Enter a valid UIC.
Please note that the Arrival information exists for the Soldier.	Click OK. Do not enter duplicate information.
Please note that the Arrival information does not exist.	Click OK. Enter arrival information.
Cannot remove Arrival information.	Click OK. Do not remove arrival information.
Please note that there is an open attachment for the Soldier {SSN}.	Click OK.
Please note that the Departure Date {x} cannot be prior to the last assignment date {x}.	Click OK. Enter a date that is after the last assignment date.
Please note that the Date1 cannot be prior to the Date2 .	Click OK. Enter a date for Date1 that is after Date2.
Please note that the Gaining UIC's Assignment Location {x} should {y} United States for {z} assignment type.	Click OK. Select United States for assignment type.
Please note that the Gaining UIC's State {x} is not applicable for this assignment type.	Click OK. Enter a state that is applicable for the assignment type.
Please note that Local OCONUS Assignment Type is not allowed for the Soldier {x} since the previous assignment is not Overseas.	Click OK. Enter the appropriate assignment type.

Personnel Accounting Messages	Resolution
Please note that for a {x} move, the selected Assignment Location {y} for the Soldier {SSN} must match with the previous assignment location {z}. To correct the problem, please select a different assignment type or gaining unit.	Click OK. Select a different assignment type or gaining unit.
ATTACH SOLDIER	
The Soldier {SSN} has an open attachment to the specified unit.	Click OK. Cancel the action.
The Soldier {SSN} has the maximum number {x} of open attachments.	Click OK. Cancel the action.
The Soldier {SSN} cannot be attached to his assigned unit.	Click OK. Cancel the action to attach the Soldier to his assigned unit.
Please note that the Attachment Start Date cannot be before the Soldier's {SSN} current arrival date {x}.	Click OK. Enter a date that is after the Soldier's current arrival date.
The Attachment Start Date and End Date cannot fall between the existing start {x} and end {y} dates for this unit.	Click OK. Enter dates that are outside of the existing start and end dates.
Please note that the Attachment Start Date cannot be before the Soldier's {SSN} pay entry date {x}.	Click OK. Enter a date that is after the Soldier's pay entry date.
Please note that the Attachment End Date cannot be before the Attachment Start Date.	Click OK. Enter a date that is after the Attachment Start Date.
Please note that the UIC is not valid.	Click OK. Enter a valid UIC.
Please note that the Soldier {SSN} must be assigned before he can be attached.	Click OK. Cancel the action to attach the Soldier.
ASSIGNMENT HISTORY	
Invalid Date Range. The assignment you are trying to add or update conflicts with existing assignments.	Click OK. Provide a valid date range for assignment history.
The UIC you have entered is the same as the previous or next assignment.	Click OK. Enter a different UIC.
Please note that the Assignment Date cannot be a future date.	Click OK. Enter a date that is not a future date.
Please note that the Assignment Departure Date cannot be before the Assignment Date.	Click OK. Enter a date that is after the assignment date.
Please note that the Assignment Date cannot be after the Current Assignment Date.	Click OK. Enter a date that is before the current assignment date.

Personnel Accounting Messages	Resolution
Please note that the Assignment Date cannot be before the Date the Soldier Joined the Service.	Click OK. Enter a date that is after the date the Soldier joined the service.
DFR/DFS	
Please note that the Date of DFR/DFS cannot be a future date.	Click OK. Enter a date that is not a future date.
Please select a drop type before proceeding.	Click OK. Enter a drop type.
To be dropped as AWOL for 30 days, the Soldier's duty status must be AWOL.	Click OK. Cancel action or change duty status to AWOL and wait 30 days to process the drop action.
The Soldier has not been in AWOL status for at least {x} days.	Click OK. Cancel action until Soldier has been AWOL for 30 days.
To be dropped to enter a service academy, the Soldier's duty status must be PDY.	Click OK. Cancel action or change duty status to PDY.
To be dropped as POW or Missing, the Soldier's duty status must be Captured or Missing in Action.	Click OK. Cancel action or change duty status to Captured or Missing in Action.
To be dropped as sentenced to confinement, the Soldier's duty status must be Confined by Civilian Authorities, or AWOL—Confined by Civilian Authorities.	Click OK. Cancel action or change duty status to Confined by Civilian Authorities, or AWOL—Confined by Civilian Authorities.
The Soldier has an existing Major Personnel Action record with the specified effective date.	Click OK. Cancel the action because duplicate data are not allowed.
The Arrival Date must be after the date the Soldier was dropped {x}.	Click OK. Enter a date that is after the date the Soldier was dropped.
SLOTING	
No Soldiers found that match the filter criteria.	Click OK. Ensure filter criterion is entered correctly. If yes, then cancel action.
No authorizations that match the filter criteria.	Click OK. Ensure filter criterion is entered correctly. If yes, then cancel action.
Please select a Soldier before proceeding.	Click OK. Select a Soldier for processing.
Please select a Soldier and an authorization.	Click OK. Select a Soldier and an authorization.

Personnel Accounting Messages	Resolution
Please note that the duty date and duty title are not valid.	Click OK. Enter valid duty date and title.
Please note that the duty date is not valid.	Click OK. Enter valid duty date.
Please note that the duty title is not valid.	Click OK. Enter valid duty title.
The duty assignment date cannot be before the previous duty assignment date or the Soldier's arrival/attachment at the unit.	Click OK. Enter a date that is after the previous duty assignment date or the Soldier's arrival/attachment at the unit.
The duty assignment date cannot be a future date.	Click OK. Enter a date that is the current date or before.

Promotion Messages	Resolution
Please note that the selected Rank is not allowed.	Click OK. Select another rank.
Please note that the selected MOS is not valid for the rank.	Click OK. Select another MOS.
Please note that the Rank Date cannot be a future date.	Click OK. Reenter date.
Please note that the Effective Rank Date cannot be a future date.	Click OK. Reenter date.
Please note that the Date of Denial cannot be a future date.	Click OK. Reenter date.
Please note that the Date of Denial cannot be before rank date {x}.	Click OK. Reenter date.
Please note that the New Effective Date cannot be before previous effective date.	Click OK. Reenter date.
Please note that the New Rank Date cannot be before previous rank date.	Click OK. Reenter date.

Readiness Messages	Resolution
PAVR	
Please select a Soldier or click Close to return to the PAVR Calculations page.	Click OK. Select a Soldier or click Close to return to the PAVR Calculations page.
Please select a Soldier before clicking the Search button.	Click OK. Select a Soldier.
Please select a Soldier or MOS category before clicking the Search button.	Click OK. Select a Soldier or MOS category.

Readiness Messages	Resolution
The entered value does not match a Soldier from the list.	Click OK. Reenter value.
The entered value does not match a MOS/AOC from the list.	Click OK. Reenter value.
There are no Soldiers in this category.	Click OK. Cancel action.
SSN cannot be more than 9 characters.	Click OK. Enter nine-character SSN.
You have selected too many Soldiers for MOS/AOC.	Click OK. Reselect Soldiers.
There are no Soldiers for the unit selected.	Click OK. Cancel action.
There are no MOS shortages for this unit.	Click OK. Cancel action.
There are no language shortages for this unit.	Click OK. Cancel action.
There are no Non-Deployables for this unit.	Click OK. Cancel action.
Remarks successfully updated.	Click OK.
Update of PAVR remarks was not successful.	Click OK. Reenter PAVR remarks.
The maximum input length for this field is 2000 characters.	Click OK. Delete existing PAVR remarks to make room for additional remarks.
Are you sure you wish to remove all previous remarks?	Select Yes or No.

Reassignments Messages	Resolution
HQDA REASSIGNMENTS	
Please note that the Reassignment Reason Code & Reassignment Reason Type combination is invalid.	Click OK. Reselect Reassignment Reason Code & Reassignment Reason Type.
Please note that the DLOS Date cannot be greater than the Report Date .	Click OK. Reenter date.
DLOS has not been calculated or is blank. Please press Calculate to calculate the DLOS Date.	Click OK. Press Calculate to calculate the DLOS Date.
Please note that the DLOS date must be {x} or greater.	Click OK. Reenter date.
Please note that the Gaining UIC —{x} is same as Home UIC , which is invalid.	Click OK. Reenter UIC.
Please note that the Report Date must be {x} or greater.	Click OK. Reenter date.
DLOS/DEROS and Report dates should at least be {x} days apart. Please adjust before saving.	Click OK. Renter date.

Reassignments Messages	Resolution
Number of TDY days entered {x} are greater than the maximum allowed of 179. Please adjust before saving.	Click OK. Reenter Number of TDY days.
Number of Leave days entered {x} are greater than the maximum allowed of 90. Please adjust before saving.	Click OK. Number of Leave days.
The Duty Assignment Date of is outside the assignment range {1}—{2}.	Click OK. Reenter date.
There is an existing Duty Assignment History with {x} date. Please remove/update it before proceeding with this action.	Click OK. Remove/update Duty Assignment History with {x} date.
BRIEFING ATTENDANCE	
No Soldier has been selected to Schedule Briefing. Please make correct selections before proceeding.	Click OK. Select Soldier.
Briefing time is before current time of {x}. Please update before saving.	Click OK. Reenter time.

Workflow Messages	Resolution
Please select a workflow task before proceeding.	Click OK. Select a workflow task.
Please select an action type before proceeding.	Click OK. Select an action type.
This function will be provided in a future release.	Click OK.
Please select the name or AKO User ID of the user who should receive the task.	Click OK. Select the name or AKO User ID.
Please select only one user from the User Name and AKO User ID selection lists.	Click OK. Select only one user.
The original owner cannot return a task.	Click OK.
Please complete the processing of this workflow item before deleting it.	Click OK to return to the Workflow Inbox and continue processing.

Readiness Messages	Resolution
Please enter all required fields.	Click OK. Enter required data.
Non-Availability start date cannot be after [current system date].	Click OK. Re-enter date so that it is not a future date.
The Non-Availability end date cannot be before the Non-Availability start date [date value].	Click OK. Re-enter end date so that it is a future date.
The Non-Availability end date cannot be after [date value] except for Non-Availability status of Non-Available Temporary and STABILIZED/PCS/RETIRE.	Click OK. Select the correct Availability Status.

Readiness Messages	Resolution
Invalid Date Range. The Non-Availability indicator you are trying to add or update conflicts with existing Non-Availability indicators.	Click OK. Select the correct Availability Status.
The Non-Availability Deployment Status and Reason combination you have chosen is invalid, please correct and re-submit.	Click OK. Select the correct Availability Status and Reason.

System Administrator Messages	Resolution
Unable to read user role information.	Click OK to return to the current page.
Unable to process you xml file.	Click OK to return to the current page.
Unable to add user.	Click OK to return to the current page.
{x} is not a registered eMILPO User. Please add you before attempting other system administration functions.	Click OK. Add the user before performing other functions on that user.
Account has been successfully created. Do you wish to add another account?	Click Yes to create another user account or No to return to the System Administration Menu.

PERSTEMPO Messages	Resolution
Mass Update	
<p>If you change an end date, eMILPO displays a message informing you that changing a future end date will clear the values for operation titles.</p>	<p>Click Yes to change the date and continue. Click No to return to the PERSTEMPO Mass Event—Soldier Data Action: Update for additional processing.</p>
Threshold Management	
<p>Events disapproved through Threshold Management will be cancelled and removed from the system. Do you wish to continue?</p>	<p>Click Yes to remove the event and continue. Click No to return to the report page.</p>
<p>“Before saving this form, all line items must have at least one radio button checked.”</p>	<p>Click OK to return to the report and continue processing.</p>

1.124 eMILPO Interfaces

eMILPO interfaces with a number of systems by receiving data from and/or sending data to these systems. Incoming interfaces include TAPDB (transactions), DEERS (authorized dependents), ITAPDB (mobilization), and RECBASS (new Enlisted Soldiers). Outgoing interfaces from eMILPO include TAPDB (transactions) and ISM II (partial database dump). Outgoing interfaces from the AHRS Datastore portal include BCS3, TC-AIMS II, and the PPA Download. Two additional interfaces support the daily operation of eMILPO: the AKO/LDAP Directory provides authentication for eMILPO users, and a periodic feed from eMILPO to the AHRS Datastore refreshes its database with current personnel data. All interface connectivity is secured, either by use of HTTPS, VPN, SSL or Secure FTP protocols.

The following table describes the interfaces, sorted alphabetically:

Interface	Interfacing System Description	Interface Description	Interface Direction
Enterprise Datastore Interfaces			
AHRS Enterprise Datastore Refresh	AHRS Datastore This application provides query and report generation capabilities for eMILPO data via the Cognos query and reporting tool.	The Datastore will refresh its Cognos database periodically from the eMILPO Oracle database so that it can provide users with current eMILPO data.	Inbound
AKO Login	Army Knowledge Online This Web portal provides the single point of entry and single sign-on capability for U.S. Army applications.	AHRS Enterprise Datastore leverages the AKO Lightweight Directory Access Protocol (LDAP) directory for user authentication.	Inbound
BCS3 Interface	Battle Command and Sustainment Support System (BCS3) BCS3 supports the war-fighting C2 and battle management process by rapidly processing large volumes of logistical, personnel and medical information. BCS3 provides a more effective means for force-level commanders and CSS commanders to determine the sustainability and supportability of current and planned operations.	This interface supports a once daily scheduled download of seven files from eMILPO (accessed via an FTP server link) to a CSS user's workstation. The selection criteria are based on a list of UICs provided in a data input file placed daily on the FTP server. The data file is provided back on the same server the following morning. The data provided are authorization and current duty status information for Enlisted Soldiers, Commissioned Officers, and Warrant Officers.	Outbound
HRC-I Interface	Not applicable	eMILPO provides Enlisted Record Brief (ERB) Soldier data to HRC-Indianapolis.	Outbound
Mobile Tracking Extract	Not applicable	eMILPO provides Soldier data to the Army Human Resource Command at St. Louis.	Outbound
PPA Downloads Interface	Not applicable	eMILPO provides Soldier data by PPA for eight specified PPAs.	Outbound

Interface	Interfacing System Description	Interface Description	Interface Direction
TC-AIMS II Interface	<p>Transportation Coordinators' Automated Information for Movement</p> <p>The TC-AIMS II is a top-down directed program aimed at addressing a critical shortfall in the movement of material and personnel in support of DoD transportation operations as defined in the TC-AIMS II Mission Need Statement. TC-AIMS II falls within the DoD mission area supporting Mobility/Transportation of the DoD Personnel and Cargo. TC-AIMS II will provide unit mobility and Installation Transportation Office/Transportation Movement Office (ITO/TMO) support throughout DoD with a single, effective, and efficient Automated Information System (AIS), which provides transportation management of unit movement, passengers, and cargo during day-to-day operations within the Defense Transportation System (DTS).</p>	This interface provides personnel information to be used for unit movement planning to TC-AIMS II.	Inbound
eMILPO Interfaces			
AKO Login	<p>Army Knowledge Online</p> <p>This Web portal provides the single point of entry and single sign-on capability for U.S. Army applications.</p>	eMILPO leverages the AKO LDAP directory for user authentication. A single sign-on capability means that one user ID/password is needed to access AKO as well as other Army applications. AKO will support a link on the AKO Web site that transfers users to the eMILPO system.	Inbound/ Outbound
Component Import	This interface receives PERSTEMPO deployed event information for any individual assigned to the Army National Guard (ARNG) and Army Reserve (USAR).	eMILPO receives PERSTEMPO deployment transactions from the USAR and USNG and processes them into the eMILPO database.	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
DEERS Interface	Defense Enrollment Eligibility Reporting System DEERS is used to verify and confirm eligibility of benefits for those on active duty, retired, family members, surviving family members, Guard/Reserve personnel who are activated for a period in excess of 30 days, and other special categories of people who qualify for benefits.	This interface is required to provide eMILPO access to authorized family member dependent data that is maintained on the DEERS PDR (Person Data Repository) and made available to interfacing systems from the ADR (Access Data Repository).	Inbound
DMDC Extract	Not applicable	eMILPO provides PERSTEMPO deployment transactions to DMDC.	Outbound
DTAS Deployed GUID Interface	Deployed Theater Accountability System (DTAS)	eMILPO receives a list of Global Unique Identifiers (GUIDs) of Soldiers deployed to a Theater of Operation in DTAS.	Inbound
DTAS Personnel Updates Interface	Deployed Theater Accountability System (DTAS)	eMILPO sends updates to personnel information for Army Soldiers in eMILPO that are currently deployed to a Theater of Operation in DTAS.	Outbound
DTAS Available Personnel Interface	Deployed Theater Accountability System (DTAS)	eMILPO sends updates to personnel information for all active Army Soldiers (Enlisted, Warrant Officers, and Commissioned officers) that exist in the eMILPO database.	Outbound
DTAS Pending Gains Interface	Deployed Theater Accountability System (DTAS)	eMILPO sends TRN manifest (pending gain) information for Department of Defense (DoD) personnel that are being deployed to a Theater of Operation in DTAS.	Outbound
DTAS Unit Updates Interface	Deployed Theater Accountability System (DTAS)	eMILPO sends updates to unit data for Unit Identification Codes (UICs) in eMILPO. These updates include add a unit, update the unit Designation Text for an existing unit, and correction/re-Designation of an existing unit.	Outbound
DTAS TAADS Refresh Interface	Deployed Theater Accountability System (DTAS)	eMILPO sends a refresh of The Army Authorization Document System (TAADS) files for all Army authorized documents processed by the full TAADS refresh process on the eMILPO COOP system.	Outbound

Interface	Interfacing System Description	Interface Description	Interface Direction
EDAS Interface (Pull)	Enlisted Distribution & Assignment System	EDAS provides transactions to eMILPO via the TAPDB mailbox. eMILPO receives assignment instructions, special instructions, and movement special instructions for Enlisted Soldiers from EDAS and processes them into the eMILPO database.	Inbound
EDAS-TOPMIS Counters Extract	Not applicable	eMILPO provides PERSTEMPO Soldier creditable day counts for Enlisted Soldiers and officers to EDAS and TOPMIS.	Outbound
ESB Interface	Enterprise Service Bus	eMILPO provides changes to Soldier data for all deceased Soldiers. This data is then passed to TAPDB and ITAPDB.	Outbound
GCSS-A	Global Combat Support System-Army	eMILPO provides a once-a-day, one-way interface that provides changes to personnel data for active Army and mobilized Army Reserve and Army National Guard Soldiers.	Outbound
ISM II Interface	Not applicable	eMILPO provides changes to Soldier data for all Soldiers to ISM II.	Outbound
ITAPDB Counters Extract	Not applicable	eMILPO provides PERSTEMPO Soldier creditable day counts to ITAPDB for use by AKO.	Outbound
ITAPDB MCU Interface	Integrated Total Army Personnel Database The ITAPDB will provide a single source for personnel data for the Active, National Guard, Reserve, and civilian components of the Army.	eMILPO receives Multiple Component Unit (MCU) data and processes it into the eMILPO database.	Inbound
ITAPDB Mobilization Interface		eMILPO obtains mobilization data from ITAPDB via DBlink through an IPSEC VPN tunnel. eMILPO receives mobilization data and processes it into the eMILPO database.	Inbound
ITAPDB Soldier Refresh		eMILPO receives Soldier and attachment data not on file in eMILPO and processes it into the eMILPO database.	Inbound
JPTA	Joint Patient Tracking Administration (JPTA)	eMILPO receives a data file hourly from JPTA with Soldier patient tracking information. Note: This interface is currently disabled.	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
ORG TAPDB Interface (Pull)	<p>Total Army Personnel Database</p> <p>TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.</p>	<p>eMILPO receives ORG TAPDB unit transactions from TAPDB and processes them into the eMILPO database. This interface is required to provide compliance with data reporting requirements of applicable Army regulations, and timely accurate updates to personnel data between the field elements and Headquarters, Department of the Army and vice versa.</p> <p>This interface is transaction driven. Personnel data flow between the two systems are two-way (eMILPO will "pull" data from the TAPDB mailbox). Transactions are transmitted via the NIPRNet to the TAPDB through the IPSEC VPN tunnel.</p>	Inbound
RECBASS Interface	<p>Reception Battalion Automated Support System</p> <p>RECBASS-R is an online, interactive system that captures and transmits accession data. It allows Reception Battalions (RECBNs) to acquire accession personnel data and to provide it to other Army agencies needing onetime data entries. RECBASS produces management reports for local commands and the Training and Doctrine Command (TRADOC); affects training assignments by producing standard military orders for all components; and drives peripherals used to produce identification (ID) cards, ID tags, and file labels.</p>	<p>This interface is transaction-driven and is required to provide validated Soldier accession data from all Reception Battalions to eMILPO. Transactions will be electronically transmitted from the RECBASS platform to the eMILPO system and processed by the eMILPO system in a batch environment. eMILPO receives RECBASS PPA transactions and processes them into the eMILPO database.</p>	Inbound
TAADS-R Interface (Full Update)	<p>The Army Authorization Document System-Redesign</p>	<p>eMILPO receives new authorization documents from TAADS-R and processes them into the eMILPO database.</p>	Inbound
TAADS-R Interface (Partial Update)		<p>eMILPO Receives updates and new authorization documents from TAADS-R and processes them into the eMILPO database.</p>	Inbound

Interface	Interfacing System Description	Interface Description	Interface Direction
TAPDB Interface (Pull)	Total Army Personnel Database TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.	eMILPO receives TAPDB PPA Soldier transactions and processes them into the eMILPO database. This interface is required to provide compliance with data reporting requirements of applicable Army regulations, and timely accurate updates to personnel data between the field elements and Headquarters, Department of the Army and vice versa. This interface is transaction driven. Personnel data flow between the two systems are two-way (eMILPO will "pull" data from the TAPDB mailbox). Transactions are transmitted via the NIPRNet to the TAPDB through the IPSEC VPN tunnel.	Inbound
TAPDB Interface (Push)	Not applicable	eMILPO provides TAPDB PPA Soldier transactions to TAPDB.	Outbound
TAPDB Dwell Time Extract	Total Army Personnel Database TAPDB is the single credible source of automated personnel information at the HQDA level, consisting of a set of logically integrated, physically distributed personnel databases.	Provides Dwell Time, Tour Counts, and Tour Months to TAPDB.	Outbound

1.125 eMILPO Transactions

The following transactions will be sent from eMILPO to TAPDB on an event-by-event basis:

Transaction Number	Transaction Description	Functional Area
4055	Report RC Soldiers Mobilized with their RC Unit During Mobilization. This transaction contains information pertaining to Reserve Component Soldiers ordered to active duty with their RC unit during mobilization (any type). One transaction is generated for each Soldier.	<u>Personnel Accounting</u> Enter-Mobilization-Data
4056	Report Transfer to First Unit of Assignment. This transaction contains information pertaining to the transfer of an individual Soldier into an Active Army unit. This includes first unit of assignment for prior service Enlisted Soldiers who are assigned directly to a specific unit by MEPCOM upon enlistment. It also is used to report individually mobilized Soldiers (IRR, IMA, retirees, etc).	<u>Personnel Accounting</u> Enter-Mobilization-Data
4135	Report Return From Drop from Rolls/Drop from Strength. This transaction is used to report a Soldier who is returned from a Drop From Strength (DFS) or Dropped From Rolls (DFR).	<u>Personnel Accounting</u> Enter-DFR/DFS-Data
4136	Revocation of Transition. This transaction is used to revoke a previously submitted Transition transaction (5010).	<u>Personnel Accounting</u> Remove-Soldier Transition/Loss to the Army
4138	Revocation of Deceased This transaction is used to revoke a previously submitted Deceased transaction (5102).	<u>Personnel Accounting</u> Remove-Casualty Affairs
4137	Revoke Drop from Rolls/Drop from Strength. This transaction is used to revoke a previously submitted Dropped from Strength/Rolls (5015).	<u>Personnel Accounting</u> Revoke-DFR/DFS
4145	Lost Time. This transaction is used to report an Enlisted Soldier's lost time to HQDA.	<u>Personnel Services</u> Lost-Time-Data
4150	Report Release from Attachment. This transaction is used to report the release of an individual from the attached unit.	<u>Personnel Accounting</u> Enter-Soldier-Arrival-Data Enter-Attach-Soldier-Data

Transaction Number	Transaction Description	Functional Area
4155	<p>Soldier Departure.</p> <p>This transaction reflects data submitted by the losing unit when a Soldier is reassigned.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Arrival-Data</p> <p><u>Reassignments</u></p> <p>HQDA Reassignments</p>
4170	<p>Revoke Departure.</p> <p>This transaction is used to report the revocation of a departure when a Soldier's assignment order has been revoked or to correct an erroneous submission of a departure transaction.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Arrival-Data</p> <p><u>Reassignments</u></p> <p>Inter-Installation-Reassignments (Process-Deletions)</p>
4175	<p>Report Soldier Gain/Soldier Arrival.</p> <p>This transaction reflects data submitted by the gaining unit when a Soldier is reassigned. This transaction is also used for "assigned-not-joined" personnel.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Arrival-Data</p>
4177	<p>Revoke Arrival.</p> <p>This transaction is used to report the revocation of a previously submitted arrival or assigned-not-joined transaction (4175) on a Soldier.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Arrival-Data</p>
4195	<p>Military Duty Status.</p> <p>This transaction is used to report changes to a Soldier's military duty status.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Arrival-Data</p> <p><u>Reassignments</u></p> <p>Inter-Installation-Reassignments</p> <p><u>Personnel Accounting</u></p> <p>Update-Duty-Status-Data</p> <p>Process-Deletions</p>
4205	<p>Report Soldier Attachment.</p> <p>This transaction is used to report Soldiers who are attached to a unit.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Attach-Soldier-Data</p> <p>Enter-Mobilization-Data</p>

Transaction Number	Transaction Description	Functional Area
4215	<p>Suspension of Favorable Personnel Action Data.</p> <p>This transaction reflects the notice of an individual being “flagged” under the provisions of AR 600-31. It also is used to remove a previously submitted flag.</p>	<p><u>Personnel Services</u></p> <p>SFPA</p> <p><u>Promotions</u></p> <p>Deny-Promotion</p> <p><u>Personnel Accounting</u></p> <p>Update-Duty-Status</p>
4220	<p>Field Personnel Security Status Data.</p> <p>This transaction is used to report local security-related information.</p>	<p><u>Personnel Services</u></p> <p>Field-Determined-Security-Status</p>
4225	<p>Grade Change.</p> <p>This transaction is used to report promotions, reductions and lateral appointments for Enlisted Soldiers E1 through E6; and to report 1LT and CW2 promotions. It is also used by TOS to update promotions to officers, CPT and above, and Warrant Officers CW3-CW5 as a result of DA centralized promotion boards.</p>	<p><u>Promotions</u></p> <p>Enlisted-Reduction</p> <p>Promote-With-Waiver</p> <p>Lateral-Appointments</p> <p>Process-Special-Category-Promotions</p> <p>Restore/Revoke-Previous-Rank</p>
4231	<p>Correction to Previous Promotion Data.</p> <p>This transaction is used to report additions or deletions to a rank previously held by a Soldier. It is also used to make changes to a Soldier’s date of rank for a previous rank held.</p>	<p><u>Promotions</u></p> <p>Rank-History</p>
4233	<p>Date of Rank Correction.</p> <p>This transaction is used to report corrections to the date of rank and effective date of a Soldier’s current grade.</p>	<p><u>Promotions</u></p> <p>Correct-Date-of-Rank</p>
4250	<p>MOS Update.</p> <p>This transaction is used to update or correct an Enlisted Soldier’s primary, secondary, additional, career progression or projected Military Occupational Specialty. All elements are reported even if only one MOS changed.</p>	<p><u>Personnel Services</u></p> <p>Military-Occupational-Specialty</p>
4251	<p>MOS Medical Retention Board Data.</p> <p>This transaction is used to report updates to the MMRB Meeting Date and MMRB Determination fields.</p>	<p><u>Personnel Services</u></p> <p>Service/Miscellaneous Dates</p>
4255	<p>Special Qualifications Identifier-Enlisted Data.</p> <p>This transaction is used to report the award/withdrawal of an SQI for Enlisted personnel. It is also used to report a change in the date the SQI was awarded.</p>	<p><u>Personnel Services</u></p> <p>Military-Occupational-Specialty</p>

Transaction Number	Transaction Description	Functional Area
4260	Additional Skill Identifier Data. This transaction is used to report the award or withdrawal of an ASI to a Soldier.	<u>Personnel Services</u> Military-Occupational-Specialty
4285	Promotable Data This transaction is used to report Soldiers who are on an E5/E6 field promotion list. It is also used to report changes in promotion points or removal from the standing list (other than as a result of a promotion).	<u>Promotions</u> Deny Promotion Auto Integration List
4295	Military Education Data. This transaction is used to update military education data with a course of at least 1 week (40 hours) in duration in a military subject area that a Soldier has completed.	<u>Personnel Services</u> Military-Education-Data
4300	Civilian Education Course/Degree Data. This transaction is used to report civilian education courses and or degree (above the high school level) being pursued or having been completed by a Soldier.	<u>Personnel Services</u> Civilian-Education-Data
4305	Civilian Education Data This transaction is used to report the highest civilian education level and certificate attained by a Soldier.	<u>Personnel Services</u> Civilian-Education-Data
4320	Marital Status, Spouse, and Dependent Data. This transaction is used to report information on a Soldier's spouse and family members.	<u>Personnel Services</u> Family-Members
4330	Miscellaneous Personal Data. This transaction is used to report miscellaneous personal information pertaining to a Soldier.	<u>Personnel Services</u> Address-Data Personal-Data Service/Misc-Dates
4335	Personnel Management Test Data. This transaction reflects various personnel management test data being reported to TAPDB.	<u>Personnel Services</u> Personnel-Management-Tests
4345	Personnel Management Test Data. This transaction reflects various personnel management test data being reported to TAPDB.	<u>Personnel Services</u> Personnel-Management-Tests
4350	Current Duty Assignment Data (Commissioned Officer). This transaction is used to report information related to an officer's current duty assignment against a Commissioned Officer's position.	<u>Personnel Accounting</u> Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data

Transaction Number	Transaction Description	Functional Area
4355	Current Duty Assignment Data (Warrant Officer). This transaction is used to report information related to a Warrant Officer's current duty assignment.	<u>Personnel Accounting</u> Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data
4360	Current Duty Assignment Data (Enlisted). This transaction is used to report information related to an Enlisted Soldier's current duty assignment.	<u>Personnel Accounting</u> Enter-Soldier-Arrival-Data Enter-Slot-Soldier-Data
4365	Immediate Reenlistment Prohibition Data. This transaction is used to report the reason an Enlisted Soldier is prohibited from an immediate reenlistment.	<u>Personnel Services</u> SFPA
4368	Overseas Assignment History Data. This transaction is used to report the completion of an overseas assignment. This transaction is also used to correct overseas assignment information recorded on an Officer Record Brief (ORB) or Enlisted Record Brief (ERB).	<u>Personnel Accounting</u> Enter-Assignment-History-Data
4369	Date Returned from Overseas: This transaction is used to report DROS or correct a previously reported DROS.	<u>Personnel Services</u> Service-Miscellaneous-Dates
4370	Overseas Assignment Data (OS Assignment). This transaction is used to report data related to a Soldier's current overseas assignment.	<u>Personnel Accounting</u> Enter-Soldier-Arrival-Data <u>Reassignments</u> HQDA Reassignments (Process-Deletions)
4375	Assignment Eligibility and Availability Data. This transaction is used to report changes to an Enlisted Soldier's Assignment Eligibility and Availability (AEA) data.	<u>Personnel Services</u> SFPA <u>Personnel Accounting</u> Update-Duty-Status
4395	Military Spouse Data. This transaction is used to report spouse information for a Soldier married to another service member. (Note: Both service members must report the information on the other).	<u>Personnel Services</u> Military-Spouse
4410	Correction to Previous Unit Assignment Data. This transaction is used to add, change or delete data pertaining to a Soldier's previous unit of assignment.	<u>Personnel Accounting</u> Enter-Assignment-History-Data

Transaction Number	Transaction Description	Functional Area
4415	<p>GI Bill Data.</p> <p>This transaction is used to report GI Bill (old and/or new) information on a Soldier.</p>	<p><u>Personnel Services</u></p> <p>GI-Bill-Data</p>
4420	<p>Correction to Previous Assignment History (Commissioned Officer).</p> <p>This transaction is used to correct information pertaining to an officer's previous assignment against a Commissioned Officer position as shown on an ORB.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Duty-Assignment-History</p>
4425	<p>Correction to Previous Assignment History (Warrant Officer).</p> <p>This transaction is used to correct information pertaining to an officer's previous assignment against a Warrant Officer's position as shown on an ORB.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Duty-Assignment-History</p>
4430	<p>Correction to Previous Assignment History (Enlisted).</p> <p>This transaction is used to correct information pertaining to an Enlisted Soldier's previous assignment as shown on an ERB.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Duty-Assignment-History</p>
4431	<p>Award Data.</p> <p>This transaction is used to report Military Decorations a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.</p>	<p><u>Personnel Services</u></p> <p>Individual-Awards</p>
4432	<p>Campaign and Service Award Data.</p> <p>This transaction is used to report Campaign or Service awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.</p>	<p><u>Personnel Services</u></p> <p>Individual-Awards</p>
4433	<p>Combat and Special Skill Badge Data.</p> <p>This transaction is used to report Combat or Special Skill Badges a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.</p>	<p><u>Personnel Services</u></p> <p>Individual-Awards</p>
4434	<p>Identification Badge Data.</p> <p>This transaction is used to report Identification Badges a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.</p>	<p><u>Personnel Services</u></p> <p>Individual-Awards</p>

Transaction Number	Transaction Description	Functional Area
4435	Foreign Military Award Data. This transaction is used to report Foreign Military awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	<u>Personnel Services</u> Individual-Awards
4436	Unit Award Data. This transaction is used to report Unit awards a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	<u>Personnel Services</u> Unit-Awards
4437	Nonmilitary Decoration Data. This transaction is used to report Nonmilitary decorations a Soldier receives. It is also used to change the date an award was granted and to delete a previously reported award.	<u>Personnel Services</u> Individual-Awards
4440	Anticipated Loss Date. This transaction is used to report the date of anticipated loss of a Soldier.	<u>Reassignments</u> HQDA Reassignments (Process-Deletions)
4445	Personal Mailing Address. This transaction is used to report an address supported by the U.S. Postal Service that an individual can receive mail at (that is, only domestic/APO/FPO addresses-no foreign addresses).	<u>Personnel Services</u> Address-Data
4450	Telephone Number Data. This transaction is used to report various telephone numbers for a Warrant/Commissioned Officer.	<u>Personnel Services</u> Phone-Number-Data
4455		<u>PERSTEMPO</u> Unassociated Soldier Events Individual Event Mass Event
4456	Deployment Non-Availability. This transaction is used to report non-available status data for Soldiers.	<u>Readiness</u> Soldier Availability Deployment Tracking
4520	Officer Professional Certification Data. This transaction is used to report information on selected professions for officers/Warrant Officers.	<u>Personnel Services</u> Professional-Certification-Status

Transaction Number	Transaction Description	Functional Area
4765	<p>Assignment Considerations.</p> <p>This transaction is used to report a Soldier's assignment considerations.</p>	<p><u>Personnel Services</u></p> <p>Assignment-Considerations Military-Spouse SFPA</p> <p><u>Personnel Accounting</u></p> <p>Update-Duty-Status</p>
4780 (pending)	<p>Delay Separation Reason.</p> <p>This transaction is used to report the reason for delay in a Soldier's separation.</p>	<p><u>Personnel Services</u></p> <p>Service/Misc-Dates</p>
4999	<p>Name Change.</p> <p>This transaction is used to report a change to a Soldier's name.</p>	<p><u>Personnel Services</u></p> <p>Name-Change</p>
5010	<p>Transition.</p> <p>This transaction is used to report a Soldier's transition from Active Duty to civilian life or to a Reserve Component.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Transition/Loss</p>
5011	<p>Family Member Address (for Transition to RC).</p> <p>This transaction is used to report those family members designated for emergency notification purposes at the time of the Soldier's separation. One transaction is generated for each family member (spouse/children (if applicable), parent and brothers/sisters). The transaction is generated only if the Soldier is being transferred to a Reserve Component (USAR or ARNG).</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Soldier-Transition/Loss</p>
5015	<p>Report Drop from Rolls/Drop from Strength.</p> <p>This transaction is used to report a Soldier who is Dropped From Strength (DFS) or Dropped From Rolls (DFR) of the unit.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-DFR/DFS-Data</p>
5102	<p>Deceased.</p> <p>This transaction contains information pertaining to a Soldier who died while on active duty.</p>	<p><u>Personnel Accounting</u></p> <p>Enter-Casualty Affairs</p>
5500	<p>Social Security Number.</p> <p>This transaction is used to correct a Soldier's Social Security Number.</p>	<p><u>Personnel Services</u></p> <p>SSN-Correction</p>