

## eMILPO ACCESS REQUEST FORM

For new accounts, modifications, and removal of existing accounts, please complete the form and submit to your supervisor or manager for approval. The approved form will need to be submitted to the system or user administrator for your unit so that a user account can be created. Please note the specific explanations below:

Workflow Role: includes BN S1 Chief, BN S1 Clerk, eMILPO Clerk, Career Counselor, Strength Manager, Senior System Administrator, System Administrator, BDE S1 Chief, BDE S1 Clerk, and None

User Role: User Administrator and User

Requested Functions can be selected by categories or areas.  
User may be associated with up to 15 UICs.

User Information				
<b>Name:</b>		<b>SSN:</b>		
<b>AKO User ID:</b>		<b>E-Mail Address:</b>		
<b>Phone Number:</b>		<b>Rank:</b>		<b>PGrade:</b>
Unit Profile Information				
<b>Associated UIC(s):</b>		<b>User Role (S1, Career etc.):</b>		
<b>Start Date:</b>		<b>End Date:</b>		
Supervisor/Leader/Manager Information				
<b>Name:</b>		<b>Phone Number:</b>		
Requested Functions				
Pers. Services	Pers. Accounting	Reassignments	Promotions DTAS	Readiness PERSTEMPO
Sys Admin.				
Personnel Services		Personnel Accounting		Reassignments
Emergency Notification Address S1 Name Change Personal Data Phone Number S1 SSN Correction Service/Misc. Dates Military Spouse (MACP) Family Member SFPA S1 Individual Awards SGLI Civilian Degree Civilian Education Military Education Lost Time Field Determined Security Status Non-US Citizen Naturalization Professional Certification GI Bill	Assignment Considerations AEA Army Physical Fitness S1 Personal Management Tests ASVAB/AFCT Scores Weapons Qualification S1 MOS Overseas Assignment Data	Soldier Mobilization Soldier Demobilization Unit Mobilization Unit Demobilization Attach RC Soldier Drop from Rolls or Strength S1 Return from DFR/DFS S1 Revoke DFR/DFS S1 Soldier Transition/Loss to the Army Mass Transition Departure S1 Revoke Departure S1	Schedule Briefing Briefing Attendance HQDA Reassignments	
	<b>Personnel Accounting</b>	<b>PERSTEMPO</b>	<b>Promotions</b>	
	Soldier Arrival S1 OCONUS Arrival Arrival Date Correction S1 Mass Arrival S1 Revoke Arrival S1 Attach Soldier S1 Mass Attachment S1 Slotting S1 Duty Status S1 Patient Tracking (Med only) Patient Tracking History Assignment History Duty Assignment Overseas Tour Credits	Unassociated Soldier Events S1 Individual Events S1 Mass Events S1 Outprocessing Report S1	Enlisted Reduction S1 Lateral Appointment S1 Promotion S1 Deny Promotion S1 Special Category Promotion Restore/Revoke Previous Rank Correct Date of Rank Rank History Enlisted Advancement S1 Report (AAA-117) Enlisted Promotion S1 Report (AAA-294)	
		<b>Readiness</b>		
		PAVR HR Authorizations Report (UMR) Non-Availability Deployment	DTAS Soldier Record S1 TRN Upload (TPS)	
System Administration Information				
Name:	<b>WESTLEY O. COOPER/ JAMIE G. TAYLOR/ DAVID R. MAGARGEE, PAS, Fort Huachuca, AZ</b>			
Signature and Date:				