United States Army
Soldier Support Institute
Adjutant General’s School
Demonstrate the Total Officer Personnel Management Information System (TOPMIS)

Lesson # CED42S07
LP Lesson Plan LP
September 2007
Demonstrate the Total Officer Personnel Management Information System (TOPMIS)
CED42S07 / Version 5
17 Sep 2007

SECTION I. ADMINISTRATIVE DATA

<table>
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<th>Version</th>
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Reinforced Task(s)

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<tr>
<td>805C-42B-6004</td>
<td>Manage Personnel Information</td>
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<tr>
<td>805C-42B-6025</td>
<td>Operate Human Resources Information Systems</td>
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<tr>
<td>805C-42B-6026</td>
<td>Manage Reassignment Processing</td>
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Academic Hours

The academic hours required to teach this lesson are as follows:

<table>
<thead>
<tr>
<th>Resident Hours/Methods</th>
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<tbody>
<tr>
<td>3 hrs 20 mins / Conference / Discussion</td>
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<tr>
<td>1 hr 30 mins / Practical Exercise (Performance)</td>
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<table>
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<tr>
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Total Hours: 5 hrs

Test Lesson Number

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Prerequisite Lesson(s)

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Clearance Access

Security Level: Unclassified
Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the Soldier Support Institute, Adjutant General School foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<table>
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<tr>
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<td>SOFTWARE-TOPMIS</td>
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Student Study Assignments

None.

Instructor

1 - Small Group Certified Instructor
Requirements

Additional Support Personnel Requirements

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* Before Id indicates a TADSS

Materials Required

**Instructor Materials:**
Training Database User Id's and Passwords

**Student Materials:**
Training Database User Id and Password

Classroom, Training Area, and Range Requirements

Classroom Gp Small-Group Instr 16-PN Minimum

Ammunition Requirements

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<th>Stu Ratio</th>
<th>Instr Ratio</th>
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**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

This training is presented using the Adjutant General School Training Database. Instructor must ensure that he/she has access to the training database and prior to the training has completed all required actions in the lesson plan needed to present the training. Instructor should have training user ids and passwords for all students.
The instructor should use live screen shots from the TOPMIS training database to present this class. The class should be conducted following the systems training manual.

<table>
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<th>Name</th>
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<td>Harrison, LZ</td>
<td>YC02</td>
<td>TD Supervisor</td>
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<tr>
<td>Dancy, Lilla</td>
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<td>Compliance Supv</td>
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<tr>
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<td>Chief, OED, TDD</td>
<td>28 Aug 2007</td>
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<tr>
<td>Mustion, Richard P.</td>
<td>COL</td>
<td>Commandant</td>
<td>01 Sep 2007</td>
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**SECTION II. INTRODUCTION**

| Method of Instruction: Conference / Discussion |
| Instructor to Student Ratio is: 1:16 |
| Time of Instruction: 5 mins |
| Media: Small Group Instruction (SGI) |

**SHOW SLIDE 1: TOTAL OFFICER PERSONNEL MANAGEMENT INFORMATION SYSTEM (TOPMIS II)**

TOPMIS II is an HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within OPMD and the world wide requisition community (Army Commands and BCT/BDE S-1) manage the careers of Army officers. TOPMIS II is a Java based Web application, intended to provide the user with friendly point and click screens, and easy access to data.

**SHOW SLIDES 2 & 3: TERMINAL LEARNING OBJECTIVE**

**NOTE:** Explain the TLO to the students.

**Terminal Learning Objective**

**NOTE:** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

| Action: | Demonstrate the Total Officer Personnel Management Information System II (TOPMIS II) |
| Conditions: | In a classroom environment with internet connectivity, a computer with Citrix and TOPMIS II programs, TOPMIS II Systems Training Manual, and a student userid and password. |
| Standards: | The students will meet the standard of 70% accuracy when they: |
| | 1. Access TOPMIS II |
| | 2. Perform Technical Environment Support System (TESS) Search Functions |
| | 3. Print an Officer Records Brief (ORB) |
| | 4. Retrieve a Request for Orders (RFO) |
| | 5. Perform Query Functions |
| | 6. Produce a Strength Report |
| | 7. Perform Officer Record Data (ORD) Updates |
| | 8. Perform Requisition and Assignment Functions |

**Safety Requirements**

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment.

**Risk Assessment**

Low - Safety Review = PT
NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

None

Students will demonstrate TOPMIS II application proficiency by completing practical exercise.

SHOW SLIDE 4: LEARNING ACTIVITIES

NOTE: Explain to the students that the learning activities are very similar to the TLO. Refer the students to the Table of Contents on page 3 of the TOPMIS II Systems Training Manual. Explain how the manual is organized and how to find the different areas within the manual. Inform students of the PASSWORD convention for accessing to the training database.

TOPMIS II is a HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within Officer Personnel Management Directorate (OPMD) and the worldwide requisition community manage the careers of Army officers.

TOPMIS II is a Microsoft Windows based program, intended to provide the user with friendly point and click screens, and easy access to data. TOPMIS II has replaced the mainframe, text-based TOPMIS.

A key factor that will assist you in being a successful S-1 is knowing where to obtain and how to access Army Human Resource (HR) applications and systems. It is important to know whether the application can be downloaded from the Human Resources Command (HRC) website or whether the program is a stand-alone application obtained from elsewhere. It is also important to know if the system requires additional passwords to log in or if the system can be accessed with your AKO login. Obtaining access and installing on a computer all of the HR applications that support the mission should be the first thing you do, regardless of your assignment.

SHOW SLIDE 5: TOPMIS INFORMATION DATA FLOW

The hub for all TOPMIS data flow is the Total Army Personnel Database - Active Officer (TAPDB-AO). From the TAPDB the information is either sent or both sent and received. eTOPMIS is a read-only system that receives information from TAPDB. TOPMIS II is a push/pull system that can send and receive information from TAPDB. Electronic Military Personnel Office (eMILPO) is another push/pull system that can send and receive information from TAPDB. It does not interact directly with TOPMIS; but the information it pushes to update the TAPDB can then be pulled by TOPMIS. Other systems that are available to all officers are "My ORB" and "Assignment Interactive Module (AIM)". "My ORB" is a read-only system that pulls the information from TAPDB. AIM is a two way system that can pull an officer's assignment preference information from TAPDB. At the same time, an officer can make changes to his or her preferences and send it to TAPDB, which ultimately updates their record on TOPMIS.
1. Learning Step / Activity 1. Perform Initial Application Setup

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 15 mins
   Media: Small Group Instruction (SGI)

NOTE: Refer students to page 4 of the TOPMIS II SYSTEMS TRAINING MANUAL and explain the learning activity.

NOTE: Explain to students that the TOPMIS II Application and Citrix is already installed on the laptops and computers in the classroom. Briefly discuss PAGES 5 - 8 to explain how to download and install the application if it was not installed on a computer, such as in the unit.

a. The TOPMIS II application can be downloaded from the internet from the Citrix XPE at Hoffman Remote Web Site at https://remote1.hoffman.army.mil. If the workstation or laptop has Windows XP Service Pack 2 installed, contact the local IT support and have them run a “fix” from the Microsoft website in order to deactivate the Active X Controller portion which causes problems when installing Citrix.

NOTE: Demonstrate the following actions on the computer that is projected to the screen and talk the students through the following steps:

b. The site to obtain the fix is http://support.microsoft.com/default.aspx?scid=kb:en-us;884020. Check to see if the computer has Windows XP Service Pack 2 installed:

   (a) From the computer desktop select “My Computer” icon

   (b) Right mouse click on “My Computer” and select “Properties”

   (c) When the System Properties Screen opens

   (d) Select the “General” tab

   (e) Look under “System” to see which Service Pack is installed

NOTE: The computer must have Internet access with the Internet Explorer Browser version 6.0 or higher installed on it.

(6) Once the fix is downloaded, follow the on screen prompts to install the fix on the system. The computer will need to be rebooted in order for the fix to take effect.

NOTE: DIRECT THE STUDENTS TO PAGES 9-20 OF THE MANUAL

c. Installing and launching Citrix.

NOTE: This step is for information only. The student laptops should already have TOPMIS II and Citrix installed.

(1) Explain to students how the application downloads from HRC and installs to the computer. This set can be ignored if the students have a general knowledge of computers.
(2) Logging into Citrix.

**NOTE:** Direct the students to log in with their student accounts and perform the steps as indicated. The instructor should show the same screen shots directly from his or her computer as they assist students in logging into Citrix.

**NOTE:** DIRECT THE STUDENTS TO PAGES 21-23 OF THE MANUAL

d. Launching and logging into the TOPMIS II application. Citrix is a security gateway located at HRC. The application Personnel Network (PERNET) can also be accessed through Citrix.

**NOTE:** Direct the students to log in with their student accounts and perform the steps as indicated. The instructor should show the same screen shots directly from his or her computer as they assist students in logging into TOPMIS II.

**NOTE:** Conduct a check on learning and summarize the learning activity.

Q. What is the Gateway into the TOPMIS II System?
A. CITRIX

Q. How many sets of User IDs/Passwords are needed to access TOPMIS II?
A. 2 - one for CITRIX and one for TOPMIS II.

Q. What form contains the CITRIX User Name and TOPMIS II User ID?
A. TAPC Form 49R. The CITRIX User Name can be found in block 33; the TOPMIS II User ID will be in parenthesis.

2. Learning Step / Activity 2. Conduct an overview of menu functions and data element search using TESS

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 20 mins
   Media: Small Group Instruction (SGI)

**NOTE:** DIRECT THE STUDENTS TO PAGES 24-34 OF THE MANUAL

**NOTE:** Explain the learning activity and the objectives of this portion of the lesson.

a. TOPMIS II has the following menu functions. Some functions will only provide additional options when in a subapplication. The menu items are:

   1. File (with submenu options). Printer Setup window contains a list of printers specific to TOPMIS II. Exit allows you to exit the TOPMIS II system.

   2. Tools (with submenu options).

   3. Services (with submenu options).

   4. Help (with submenu options), including the TESS search menu, which allows the user to look up many codes and abbreviations.
NOTE: Click on each option and explain the capabilities of the menu options while projecting the TOPMIS screen from the training database. Use the training manual to ensure the appropriate screen shot is being explained. Direct and give students appropriate time to access the functions on their own system. Inform them that the directions are in their systems training manual.

b. TESS Search is the data dictionary for the TOPMIS II Systems. It helps users determine what each abbreviated field name means by giving its full name. The system gives a description of each field name and the properties for each field. The system will also tell you what values fall under a specific field or which field uses a specific value. To access the TESS Search engine, click on “Help” and then “TESS Search”.

c. There are two main areas in TESS Search; “Field Name or Value” and “Enter Search Criteria”.

d. Entering a column short name will produce a result of the possible values. To find the definition of the column short name press the “More” button and a split screen will appear with the definition. This will extend the TESS window that is already open. The window will show the field’s full name, its definition, its abbreviation, the field type, and the field length. Entering the specific value under the search criteria decodes the value and reveals its full name at the top of the search result.

e. To find a particular value, click on the “Value” button and enter a search criteria.

f. You can also search by the long name if you do not know the encoded value – change the search column to “Description” and enter the criteria.

g. If you know the value you’re searching for, but not the column name, you can search for that particular value and scroll through available columns that have that search criteria as a valid option. You can also access the TESS Search by highlighting and right clicking on a column name.

h. Often times, you will search for a known column short name, and an unknown encoded value. You can find the item by searching for the description. Remember the “Value” criteria searches for an encoded value (left column), and the “Description” value searches for the actual name (right column). If more than one option is available, the “Next” button will be turned on.

i. By pressing the “Filter” button your results will only list those columns that meet the search criteria – to return to all items, press the “Reset” button (the “Filter” and “Reset” button is a toggle button, only one option is available at a time). Press “Save As” to save your search as a file.

NOTE: Explain the use of the Icons as indicated on page 34 of the Systems Training Manual

j. The Apps Icon is the first icon on the icon toolbar. You select the Apps Icon to enter the main menu of TOPMIS II.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What is the data dictionary for TOPMIS II called?
A. Technical Environmental Support System (TESS).

Q. What are the two main areas in TESS Search?
A. "Enter Field Name or Value" and "Enter Search Criteria".

3. Learning Step / Activity 3. Demonstrate Procedures for Printing the Officer Records Brief (ORB)

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 10 mins
   Media: Small Group Instruction (SGI)

NOTE: DIRECT THE STUDENTS TO PAGES 35-42 OF THE MANUAL

NOTE: Explain the learning activity and the objectives of this portion of the lesson.

Producing ORBs, which are snapshot of officers at a given period of time, is a major function of TOPMIS. The ORB is an important tool used in the management of officers. It is updated from the ORD screens. There are two types of ORBs: The Regular ORB is used by personnel managers at HRC and the field and the Board ORB is used by HRC selection board members in conjunction with other documents to gain an initial impression of an officer’s qualifications and career history.

NOTE: Display the screen information from the training database. Follow the directions in the systems training manual to show students how to access and print ORBs. Allow students time to find the area that is being discussed on their own system and have the students follow along in their system.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What are the 3 search options for searching for Commissioned or Warrant Officers in the Alpha Roster Menu?
A. SSN, Name (last), or CONGR (control grade).

Q. What are the two types of ORBs?
A. Regular ORB and Board ORB.

4. Learning Step / Activity 4. Demonstrate the Request for Orders (RFO) Function

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 10 mins
   Media: Small Group Instruction (SGI)

NOTE: DIRECT THE STUDENTS TO PAGES 43-48 OF THE MANUAL

NOTE: Explain the learning activity and the objectives of this portion of the lesson.

Another of the primary functions at the field user level for TOPMIS is obtaining Assignment Instructions or RFOs on officers who are moving to another duty station.
Users can obtain RFOs by selecting the Commission or Warrant button, the officer’s Social Security Number (SSN) or Name.

**NOTE:** Display the screen information from the training database. Follow the directions in the systems training manual. Allow students time to find the area that is being discussed on their own system and have the students follow along in their system.

**NOTE:** Conduct a check on learning and summarize the learning activity.

Q. Users can obtain RFOs by entering what information into TOPMIS?
A. By clicking the Commission or Warrant button, the officer's Social Security Number (SSN) or Name.

5. **Learning Step / Activity 5. Demonstrate Query Asset Functions**
   - Method of Instruction: Conference / Discussion
   - Instructor to Student Ratio: 1:16
   - Time of Instruction: 30 mins
   - Media: Small Group Instruction (SGI)

**NOTE:** DIRECT STUDENTS TO PAGES 49-72 OF THE MANUAL

**NOTE:** Explain the learning activity and the objectives of this portion of the lesson.

The Query Asset functions allow the field user to navigate and use the interface broker to manage the officer’s record. It also allows the user to write and run simple and complex queries to manage an assigned population. The ability to query the information of TOPMIS is an invaluable tool to know regardless of the duty assignment.

**NOTE:** Display the screen information from the training database. Follow the directions in the systems training manual. Allow students time to find the area that is being discussed on their own system and to follow along.

**NOTE:** Conduct a check on learning and summarize the learning activity.

Q. What are the 3 main parts of the Query system?
A. Available Columns, Selected Columns, and Filter Area.

Q. Is there a limit on the amount of results when executing a query?
A. No, but users can limit the preview results to 100 at a time.

Q. Which categories are considered to be good filters?
A. DMSL, UIC, PGRAD, CONGR, BABR.

6. **Learning Step / Activity 6. Practical Exercise 1 - Queries**
   - Method of Instruction: Practical Exercise (Performance)
   - Instructor to Student Ratio: 1:16
SHOW SLIDE 6: QUERIES PRACTICAL EXERCISE

NOTE: DIRECT STUDENTS TO PAGES 73-81 IN THE MANUAL

NOTE: Have students demonstrate their ability to produce an asset management query by completing Exercises 1 through 7 in the systems training manual. Instruct them to follow the directions in the training manual. Monitor the classroom and assist students as needed.

NOTE: DIRECT STUDENTS TO PAGES 82-105 IN THE MANUAL

NOTE: Explain the Complex Operations Rules and Samples on pages 83-84 and tell students that there is a list of Frequently Used Data Elements on pages 86-97 of the systems training manual. Have students demonstrate their ability to conduct complex queries by completing Exercises 8-16 in the training manual. Monitor the classroom and assist students as needed.

NOTE: Conduct a check on learning and summarize the learning activity.

7. Learning Step / Activity 7. Perform Strength Management Functions

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 20 mins
   Media: Small Group Instruction (SGI)

NOTE: DIRECT STUDENTS TO PAGES 106-111 OF THE MANUAL

NOTE: Explain the learning activity and the objectives of this portion of the lesson.

a. The strength management functions allow the field user to perform the following activities:

   (1) Understand and run the Detail Strength Report by command and installation (ARQODA & ARPMAO).

   (2) Generate a Detail Strength report using various sort methods.

   (3) Navigate through the strength data elements to drill down to individual assigned officers (location inventory).

   (4) Generate ORBs, RFOs, or new EXCEL spreadsheets from strength reports.

b. Strength reports provide figures reflecting the current and projected operating strength for Commissioned and Warrant officers managed by the Officer Personnel Management Directorate. Strength figures are based on OPMD data rather than on EMILPO data. The user must select a MPCAD COMMISSION or WARRANT. All the strength is queried the same, but the reports are produced in different formats.

   (1) The reports are not predefined and four data elements can be queried:
(a) ARQODA: The officer distribution authority active duty contained on the requisition pertaining to the service member's assignment (CMD).

(b) ARPMAO: The Assignment Requisition Personnel Management Activity. The officer personnel management activity contained on a requisition pertaining to a commissioned /warrant officer assignment (OPMD IARCA).

(c) CONGR: The control grade or the grade required by the position the officer was sent to fill or the grade code in which the officer is controlled for assignments.

(d) ASGAOC: The control commissioned career management field.

NOTE: Explain the Strength Data Element Fields that are shown on pages 109-110 of the training manual. Display the screen information from the training database. Follow the directions in the systems training manual. Allow students time to find the area that is being discussed on their own system and to follow along.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What is the most commonly used report in the strength menu?
A. Detail Strength Report by CONGR.

8. Learning Step / Activity 8. Demonstrate Officer Record Data (ORD) functions
   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 20 mins
   Media: Small Group Instruction (SGI)

NOTE: DIRECT STUDENTS TO PAGES 112-115 OF THE MANUAL

NOTE: Explain the learning activity and the objectives of this portion of the lesson. Instruct students to click on Apps Icon to pull up the Applications Menu and to click on the ORD line to show all the functions of the ORD.

SHOW ORD MAIN MENU

a. The ORD application will allow you to view/update information on an officer. If you have write access (update), you will be able to change records for officer’s within your authorized UIC. You will still be able to view all active officers, but only do updates on those officers who are within your authorized UIC. The following pages will give you a brief description of each section of the ORD application and describe who can update information and under what circumstances they can perform the update.

SHOW SLIDE 7: GENERAL INFORMATION ON ORD UPDATES

b. The ORD Screens allow field users to make changes to an officer’s official military record. Most areas where field updates are allowed, can be updated using eMILPO. Some areas like military and civilian education can only be updated through TOPMIS II and from top of the system input. Caution should be exercised in who is granted access to make updates.
(1) Where possible, there will be a list where the field user can find guidance on updating information and what source document is needed prior to making the update.

(2) Certain documents used to update information in this area are documents required to be filed in the officer’s Official Military Personnel File (OMPF) at the Army Human Resources Command. Field users should reference AR 600-8-104 for guidance on what requires official filing in the OMPF.

(3) The eMILPO Functional Guidance is a great source of information on performing record updates. It is complete with task steps, references, and general guidance. Field Systems Division at AHRC maintains the document online and routinely updates information to match current policies and procedures.

NOTE: Click on each area on the ORD menu and have students follow along in their system. Use the following information as you cover each of the areas.

SHOW 01-OFFICER MANAGEMENT/02-OVERSEAS TOURS MENU

c. The Officer Management screen is a read only screen for field users and contains a “snapshot” on critical data elements for the officer. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

d. The Overseas Tours screen allows for field user input. Field user can add an overseas assignment that the officer has completed or input data on a current tour. Useable input includes the Overseas Assignment Date (OSASD), the Overseas Assignment End Date (OSAED), Country of Overseas Assignment (CNTOSA), Number of Months in Overseas Assignment (NBRMOA) and the Tour Completion Status (TRCMST). Documentation used to update this field should include individual TCS orders, Deployment Orders (w/manifest), PCS Orders. Information on valid entries can be found in AR 614-30, eMILPO Functional Guidance, and in AHRC guidance published on the HRC Website at https://www.perscomonline.army.mil/OPfi/SWA.htm.

SHOW 03A-SERVICE DATA/03B-SECURITY CLEARANCE DATA MENU

e. The Service Data screen provides read only information on the officer’s service data and related dates. This information is top fed and cannot be changed by the field user. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

f. The Security Clearance Data screen provides read only information on the officer’s security clearance. This information is top fed and cannot be changed by the field user. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

SHOW 03C-PROMOTION DATA/04A-PERSONAL MAILING ADDRESS MENU

g. The Promotion Data screen provides read only information on the officer’s permanent dates of rank to each grade. This information is top fed and cannot be changed by the field user.

h. The Personal Mailing Address can be updated by the field user. Information can also be updated in eMILPO on the Personnel Services main menu. If updated in eMILPO, allow for 24-48 hours for data to be refreshed in TOPMIS. Field user’s
cannot change the officer’s email address – this is top fed and reflects the officer’s AKO email address.

SHOW 04B-PERSONAL INFO, FAMILY, SPOUSE/05A-JOINT DUTY MENU

i. The Personal Info, Family, Spouse screen has both read only fields and fields that can be updated by the field user. If the military member is married to another service member, the information is reflected in the “Military Spouse Data” area on the lower right. The “PRENAM” Field is generally reserved for those officers who have an official name change (i.e. choose their spouse’s surname after marriage). Source documents for updates in this area include marriage certificate, citizenship papers (for those who were not U.S. citizens by birth), DD93, etc. Field user should update information in DEERs and eMILPO (which are the source databases) before attempting to update in TOPMIS II. Additional guidance on what information should be included is in the eMILPO Functional Guidance.

j. The Joint Duty screen is a read only screen. Updates for this screen are top fed. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

SHOW 05B-ADVERSE ACTION/06A-FOREIGN LANGUAGE MENU

k. The Adverse Action screen is a read only screen that provides information on any adverse action currently imposed on the officer. Field users can make inputs in eMILPO under the Personnel Services Main Menu. Guidance on initiating a FLAG is found in AR 600-8-2 and the eMILPO Functional Guidance.

l. The Foreign Language screen provides information on the officer’s foreign language proficiency and can be updated by field users. Field users can also update information in eMILPO. Required documentation includes tests scorers obtained from a test control officer (TCO). Guidance on valid entries is contained in AR 611-6 and the eMILPO Functional Guidance.

SHOW 06B-AVIATION/07-MILITARY EDUCATION MENU

m. The Aviation screen is a read only screen that provides information on an officer’s qualifications on Army rotary and fixed wing equipment, their current status, and gates used to determine pay. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

n. The Military Education screen allows you to update information on an officer’s military education. Field users can make inputs on DA and Local Schools that are not part of the Officer Education System. Field users cannot update officer military education in eMILPO. As a rule of thumb, if a DA Form 1059, Academic Evaluation Report is produced from the school, the information is top fed and if the information is contained on a DA Form 87, Certificate of Training, the information is updated by the field. Guidance on valid entries is contained in AR 600-8-104 and the eMILPO Functional Guidance.

SHOW 08-CIVILIAN EDUCATION/09-MILITARY DECORATIONS MENU

o. The Civilian Education screen allows you to update information on an officer’s civilian education. Field users can’t update an officer’s civilian degree in eMILPO from the Personnel Services main menu. Documentation required to make updates are “official” transcripts that show degree completion (official college transcripts with
p. The **Military Decorations** screen allows field users to update information on an officer’s military decorations. Field users can update military decorations in eMILPO. It is recommended that field users use eMILPO for updates since it allows you to input orders date and order number data (TOPMIS II does not give you these options). Documentation required to make these updates are orders, DA Form 638 (Series), Recommendation for Award, or award certificate which contains the permanent order number. Guidance on valid entries is contained in AR 600-8-22 and the eMILPO Functional Guidance.

SHOW 10-MILITARY AWARDS/11-ASSIGNMENT HISTORY MENU

q. The **Military Awards** screen allows field users to update information on an officer’s military awards. Field users can update military decorations in eMILPO. It is recommended that field users use eMILPO for updates since it allows you to input orders date and order number data (TOPMIS II does not give you these options). Documentation required to make these updates are orders which contain the permanent order number. Guidance on valid entries is contained in AR 600-8-22 and the eMILPO Functional Guidance.

r. The **Assignment History** screen allows field users to update information on an officer’s assignment history. Field users can update assignment history in eMILPO, but the functionality is not as simple as TOPMIS II. Field users cannot update the officer’s current duty in TOPMIS. This task is accomplished by slotting the officer in eMILPO in the Personnel Accounting main menu. Before making updates, field users must verify the officer was assigned to the unit and occupied the duty position. While there is no specific guidance on the authorized documentation, it is generally acceptable to use copies of reassignment orders and Officer Evaluation Reports to verify this information. Guidance on valid entries is contained in the eMILPO Functional Guidance.

SHOW 12A-PREFERENCES/12B-DUTY ADDRESS MENU

s. The **Preferences** screen allows field users with read only access to an officer’s preferences as listed with the automated officer preference statement. Officers can access the preference statement at the following web address: https://isdrad15.hoffman.army.mil/AssignmentPreferenceWEB. The site utilizes AKO authentication to access.

t. The **Duty Address** screen provides contact information on an officer’s current duty assignment. Unit and location fields are top fed. Field users can update relevant fields to update duty phone.

SHOW 13-MEDICAL TRAINING/15-STRENGTH MANAGEMENT MENU

u. The **Medical Training** screen is a read only screen that provides information on formal medical training of medical corps officers. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

v. The **Strength Management** screen is a read only screen that provides information on officers used to manage their careers and assignment eligibility. The screen includes historical information on requisitions the officer has filled and is currently filling. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.
SHOW 17-AFFILIATION AND EXPERIENCE/19-LOSS/DRAWDOWN MENU

w. The Affiliation and Experience screen is a read only screen that provides information on the command at the BN or higher level, Training Center rotations, regimental affiliation, and any professional certifications the officer holds. To find what all the data elements mean, use your skills with the "TESS SEARCH" tool.

x. The Loss/Drawdown screen is a read only screen that provides information on an officer’s separation. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

SHOW 23-RETIREMENT/24-ACQUISITION CERTIFICATION MENU

y. The Retirement screen is a read only screen that provides information on an officer’s retirement application to include date request received, status, and approved retirement date. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

z. The Acquisition Certification screen is a read only screen that provides information on acquisition officer’s certification. To find what all the data elements mean, use your skills with the “TESS SEARCH” tool.

SHOW ACQUISITION WAIVERS AND CONTRACTING/30-OFFICER AVAILABILITY (YMAV) MENU

aa. The Acquisition Waivers and Contracting screen is a read only screen that provides information on acquisition officer’s schooling, qualifications, and any waivers required or present.

bb. The Officer Availability - YMAV (Year, Month Available) screen is a read only screen that provides information on when an officer is available to move for PCS. Under the Dynamic Distribution System (DDS), this data is no longer the main basis to determine an officers’ PCS eligibility.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What tool is used to find out what all of the data elements mean?
A. The TESS Search tool.

Q. Can users update both mailing and email addresses on TOPMIS II?
A. No, only the mailing address. The email address is updated by the officer’s AKO address.

Q. As a rule of thumb, what document is needed for a field user to update an officer’s military education?
A. DA Form 87 – Certificate of Training.

Q. Can field user’s update an officer’s assignment history, both past and present?
A. No, only past assignment history. Current duty assignment is updated through eMILPO.

9. Learning Step / Activity 9. Practical Exercise 1 - Officer Record Data functions
   Method of Instruction: Practical Exercise (Performance)
   Instructor to Student Ratio: 1:16
NOTE: DIRECT STUDENTS TO PAGES 116-119 IN THE MANUAL

SHOW SLIDE 8: ORD PRACTICAL EXERCISE

NOTE: Have students demonstrate their ability to update the ORD by completing ORD Exercises 1 through 8 in the systems training manual. Instruct them to follow the directions in the training manual. Monitor the classroom and assist students as needed.

NOTE: Conduct a check on learning and summarize the learning activity.

10. Learning Step / Activity 10. Demonstrate Assignment Requisitions

   Method of Instruction: Conference / Discussion
   Instructor to Student Ratio: 1:16
   Time of Instruction: 15 mins
   Media: Small Group Instruction (SGI)

NOTE: DIRECT STUDENTS TO PAGES 120-121 OF THE MANUAL

NOTE: Explain the learning activity and the objectives of this portion of the lesson. Click on each area on the Requisition and Assignment menu and have students follow along in their system. Use the following information as you cover each of the areas.

SHOW REQUISITION AND ASSIGNMENT MAIN MENU

   a. The “Requisition and Assignment” menu allows the field user to query on requisitions built for the accounts they manage.

   b. The sub-menus in this application allow the user to retrieve data in a pre-formatted roster/report. Each menu allows the user to select from a variety of data to produce a report with the information they desire. Like other applications, the Requisition and Assignment application can be used interactively and has hotlinks associated with it.

SHOW ASSIGNMENT INSTRUCTION VIEW/PRINT RFO MENU

   c. Retrieving RFOs from TOPMIS II is the same principle as retrieving it from eTOPMIS. But again, for read-only purposes, eTOPMIS is the preferred method because it allows you to save the RFOs as a .pdf file and send it on an email. This module allows users to pull up an actual RFO on officer to view data included in the officer’s pending assignment. The sub-menus in this application allow the user to retrieve data in a pre-formatted roster/report. Each menu allows the user to select from a variety of data to produce a report with the information they desire. Like other applications, the “Requisition and Assignment” application can be used interactively and has hotlinks associated with it.

SHOW MANAGED POSITION REPORTS/MANAGED REPORTS MENU

   d. The “Managed Position Reports” and “Managed Positions” submenus provide data on positions that are centrally managed at DA. These include, but are not
limited to, CSL (Central Selection Lists) BN and BDE commands, Acquisition Corps positions, and positions requiring former BN / BDE commanders to fill.

SHOW REQUISITION MENU

e. The Requisition submenu is normally used in an interactive method by authorized Strength Managers. It allows them to view requisition information for different positions. The officer is selected in another menu and the “Requisition” menu pulls up requisition information on the officer. Local Strength Managers do not build requisitions. They report vacancy to HRC and HRC produces the requisitions.

SHOW REQUISITION REPORTS MENU

f. The “Requisition Reports” allows you to pull up requisitions loaded in TOPMIS II. The user can filter data from a number of areas to include the:

(1) Group by Date (Cycle Date – Report Date)
(2) Status (Open – Closed – Cancelled)
(3) Filled Status (F=filled; U=Unfilled)
(4) Validation Status (V=Validated; U=Unvalidated; N=Not Valid) – the difference between a “U” status and an “N” Status is that a “U” status has not undergone the validation process whereas an “N” status has undergone the validation process and was determined to be not valid.
(5) The user can also select from a range of reporting dates or of cycle dates – Cycles are normally run every Tuesday morning and loaded by Wednesday.
(6) Other Filters give you additional options to narrow your search.

g. The more filters you choose, the more specific the request will become and the narrower the result will be. Requisition results will be listed by date and Requisition Number on the left side of the screen. Once you have selected you criteria, press the “OK” button to run the report.

NOTE: Conduct a check on learning and summarize the learning activity.

Q. Can local S-1s and Strength Managers build requisitions?
A. No, they can only request them; they are then produced at HRC.

Q. When grouping requisitions by date, what are the user’s two choices?
A. Group by Cycle Date or Report Date.

Q. Where is the total number of results retrieved located on the Requisition Report?
A. At the bottom left of the screen.

11. Learning Step / Activity 11. Demonstrate TOPMIS II Web (eTOPMIS)

  Method of Instruction: Conference / Discussion
  Instructor to Student Ratio: 1:16
  Time of Instruction: 20 mins
  Media: Small Group Instruction (SGI)
SHOW SLIDE 9: ELECTRONIC TOTAL OFFICER PERSONNEL MANAGEMENT INFORMATION SYSTEM (eTOPMIS)

a. eTOPMIS is a HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within Officer Personnel Management Directorate (OPMD) and the world wide requisition community (Brigade/BCT strength managers and Military Personnel Division (MPDs)) manage the careers of Army officers. eTOPMIS is a Java based Web application, intended to provide the user with friendly point and click screens, and easy access to data. ORBs and RFOs are available using the Internet and a standard Web Browser.

NOTE: Direct students to pages 122 - 131 of the Training Manual and explain the learning activity and the objectives of this portion of the lesson.

SHOW SLIDE 10: eTOPMIS & TOPMIS II COMPARISON

NOTE: Tell the students to read and compare the differences between eTOPMIS and TOPMIS II.

SHOW SLIDE 11: eTOPMIS LOG-ON SCREEN

b. As an added security measure, users must have an AKO User name and Password to enter eTOPMIS.

SHOW SLIDE 12: eTOPMIS WELCOME/OVERVIEW

c. There are five tabs listed across the top of the screen:

(1) ORB tab allows access to an officer’s ORB and lets you access, print, or save it as individual or as a batch.

(2) RFO tab allows access to an officer’s RFO to include any amendments and lets the user access, print, or save it as an individual or as batch.

(3) Orders/Lists tab allows access to current promotion orders for senior enlisted Soldiers, warrant officers, and commissioned officers to Colonel. It also allows access to some amendment orders.

(4) Your Profile tab allows the user to view and update their own profile information.

(5) Help tab allows access to some training guides for using eTOPMIS.

d. There are six "Hot Links" located on the left side of the screen:

(1) HRC – connects the user to the U.S. Army HRC website.

(2) ODS – connects the user to the officer distribution website.

(3) Citrix Download – allows access to the TOPMIS II Client download website which allows the user to download the Citrix application required for accessing TOPMIS II.
(4) DAPMIS – connects the user to the Department of the Army Photo Management Information System website.

(5) PERMS – connects the user to the Personnel Electronic Records Management System website.

(6) Download Adobe Acrobat – connects the user to the Adobe website which will allow the user to download the software for the Adobe Reader and lets the user view .pdf files.

**SHOW SLIDE 13: RETRIEVING AND SAVING A SINGLE ORB (1 of 2)**

e. The ORB tab allows the user to retrieve an individual ORB, multiple ORBs to be viewed one at a time, or multiple ORBs to be saved as a group or batch.

**NOTE:** Have students click on “ORB” Tab. Have students click on “Single” ORB.

**SHOW SLIDE 14: RETRIEVING AND SAVING A SINGLE ORB (2 of 2)**

f. When retrieving ORBs, the user must select the type of ORB to retrieve. The user must also select whether the ORB will be for a Warrant or Regular commissioned officer. The user can search for an ORB using the officer’s name. The more complete the name is, the smaller the amount of return will be. The user can also search for an ORB using Social Security Numbers (SSN). The SSN search is more accurate because it will retrieve a single specific ORB. The user has the option of saving the ORB. Saving the ORB as a .pdf file allows the ORB to be sent as an email attachment.

**NOTE:** Have students follow the following steps. 1. Select "Regular" under ORB Type, 2. Select "Officer" under Officer/Warrant, 3. Search by Name by typing in their last name only (If Active Duty. If not, select another student’s name), 4. Click on "Search," 5. Select student’s own name, 6. Click on the save button located on the toolbar, 7. Save the ORB using the officer’s last name and the last four of their SSN in the desktop. Remind the students to delete the files at the end of the lesson.

**SECURITY NOTE:** ORB’s contain SSN, Date of Birth (DOB), and home address. These are the 3-data elements most desired by identity thieves.

**SHOW SLIDE 15: RETRIEVING AND SAVING MULTIPLE ORBs (1 of 3)**

NOTE: Have students go back to the eTOPMIS Homepage by first closing their ORB file in Acrobat Reader. Once the screen goes blank or “white” click on the back arrow located on the top left of the screen. From this screen, click on the "Home" button.

**NOTE:** Tell the students that the next task will be retrieving multiple ORBs. From the eTOPMIS Welcome page, have students click on the "ORB" tab, then "Multiple ORBs."

**SHOW SLIDE 16: RETRIEVING AND SAVING MULTIPLE ORBs (2 of 3)**

g. When retrieving batch ORBs, the user can input up to 100 SSNs at one time. The user must still select the type of ORB, whether it is "Regular" or "Board," but does not have to specify if it is for Regular or a Warrant Officer. For ease of inputting multiple
SSNs, the user can cut and paste SSNs from a different source such as an Excel database file or a Word file.

**NOTE:** Have the students select "Regular" under ORB Type, input their own SSN (if Active Duty) and 2 other active duty students in the class, and then click on "Create Batch."

**SHOW SLIDE 17: RETRIEVING AND SAVING MULTIPLE ORBs (3 of 3)**

h. After clicking “Create Batch,” the system goes to “My Batch ORB Message” page. Wait a couple minutes for the request to process. Typically, it takes about a minute for the process to cycle. The user will also receive an email notification when the Batch ORB is ready. Click on the “ORB” tab, then “My Batch ORB.” If the request is ready, the file name will appear in the “Your Batch ORB” page. Click on the file name to retrieve the ORBs. There are two ways of saving the ORBs. One is to save it after the file has been opened. The procedure is the same as saving a single ORB. The other method is to right click on the file name when it appears in the "Your Batch ORB" page. The user then clicks on the "Save Target As..." option and names the file. When saving the ORBs, it will be saved as a batched file, not individual. Just like with single ORBs, saving the ORBs as a .pdf file will allow the ORBs to be sent as an email attachment.

**NOTE:** Have students click on the "ORB" tab, then on "My Batch ORB." Have students click on the file name, save the file by right clicking on the file name, choose "Save Target As....," and name and save the document on the desktop. Remind the students to delete the file at the end of the class.

**SHOW SLIDE 18: RETRIEVING AND SAVING RFO (1 of 4)**

i. Like the ORB, the user can retrieve a single or multiple RFOs and search for RFOs by name or by SSN.

**NOTE:** Have the student click on the "RFO" tab then the "Single/Batch" option.

**SHOW SLIDE 19: RETRIEVING AND SAVING RFO (2 of 4)**

j. The area below the title “Officer Assignment Instructions” is the area to enter the selection criteria from the available choices. View this selection area as three columns for explanation purposes.

(1) The first column contains the SSN and Name.

(2) The second column contains Unit Identification Code (UIC), Personnel Service Center (PSC), Assignment Requisition Organizational Distribution Authority / Assignment Requisition Personnel Management Activity – Officer Code (ARQODA/ARPMAO) with the option to identify either of these as losing or gaining.

(3) The third column contains the date ranges to search on.

k. Be careful how you use the selection criteria fields so that you do not retrieve large quantities of Assignment Instructions (AIs) that you do not need. All the AIs since mid-1997 are contained in the file that is searched for the criteria selected. The basic text of the AI are maintained in their entirety, but the special instructions are deleted three months after the report date or three months after release date which ever is
later. If the special instructions have been deleted, a message to that effect will be printed in the special instruction area of the AI.

NOTE: Instruct the students to retrieve an RFO by SSN by following these steps: 1. Type in their own SSN, if Active Duty. If not, pick another student's SSN. 2. Leave the second column unchecked and click "All" for Assignment Release Date. 3. Click on "Submit." 3. Click on their name or another student's name. 4. Save the RFO on the desktop. Remind the students to delete the file at the end of the day.

OR

NOTE: Instruct the students to retrieve an RFO by Name by following these steps: 1. Type in their last name ONLY, if Active Duty. If not, pick another student's name. 2. Leave the second column unchecked and click "All" for Assignment Release Date. 3. Click on submit and click on their own name from the list. 4. Save the RFO on the desktop. Remind the students to delete the file at the end of the day.

SHOW SLIDE 20: RETRIEVING AND SAVING RFO (3 of 4)

I. When requesting multiple RFOs, eTOPMIS can batch RFO by the following categories:

(1) UIC – Unit Identification Code.

(2) PSC – Personnel Service Center Code.

(3) ARQODA/ARPMAO – Assignment Requisition Organizational Distribution Authority / Assignment Requisition Personnel Management Activity – Officer Code.

m. Once retrieved, RFOs can be viewed, printed, or saved individually or it can also be saved as a Batch.

NOTE: Instruct the students to retrieve batch RFOs by following these steps; 1. Type FCTH for ARQODA/ARPMAO. Let the students know that FCTH stands for FC = U.S. Army Forces Command / TH = Fort Hood, Texas. 2. For Assignment Release Date, click on “Range” and leave the defaulted dates at the window. 3. Click “Submit.” 4. Once the result is returned, click on a name to open, print or view RFOs individually. 5. To batch the RFOs, click on the “Create Batch RFO” link.

NOTE: Let students know that the appropriate codes can be found on TOPMIS II at TESS Search to be discussed later in the class.

SHOW SLIDE 21: RETRIEVING AND SAVING RFO (4 of 4)

n. Once the request for the batch RFO is submitted, eTOPMIS goes to “My Batch RFO Message” page. Under normal conditions, it will only take about a minute to receive a result of the Batch RFO. You will also receive an e-mail notification on the email listed in your profile. Just like the ORBs, there are two ways of saving the RFOs. One is to save it after the file has been opened. The procedure is the same as saving a single RFO. The other method is to right click on the file name when it appears in the "Your Batch RFO" page. The user then clicks on the "Save Target As..." option and names the file. When saving the RFOs, it will be saved as a
batched file, not individual. Just like with single RFO, saving the RFOs as a .pdf file will allow the RFOs to be sent as an email attachment.

NOTE: Instruct the students to retrieve and save a batch RFO using the following steps: 1. Click on the "View Batch RFO" under the "My Batch RFO Message" page. 2. Save the file by right clicking on the file name and choosing "Save Target As....," 3. Save the document on the desktop and give it own file name. Remind the students to delete the file at the end of the class.

SHOW SLIDE 22: RETRIEVING AND SAVING PROMOTION ORDERS

o. Under the “Orders/Lists” tab you can find current promotion orders for First Lieutenant (1LT) to Colonel (COL), Chief Warrant Officer Two (CW2) to Chief Warrant Officer Five (CW5), and Sergeant First Class (SFC) to Sergeant Major (SGM), miscellaneous promotion orders, and other amendments. Under the same tab, you can also find Army Medical Department (AMEDD) Regular Army Integration instructions/orders and Regular Army Integration and Accessions instructions and orders for Majors and Warrant Officers. When saving the file, you can either use the "disk" icon on top of the page or by right clicking at the “Right click here to save the File” link at the bottom of the page.

NOTE: Instruct the students to retrieve and save files by going to the eTOPMIS welcome page and using following steps: 1. Click on the "Order/Lists" tab and then click on “Promotion.” 2. Select and click one of the available orders listed on the left side of the screen. 3. Save the file by right clicking on the "Right click here to save the File” link at the bottom of the page. Remind the students to delete the file at the end of the day.

SHOW SLIDE 23: UPDATING PERSONAL ACCOUNT PROFILE

p. The "Your Profile" tab contains the user's Personal Account information. The user can access and/or edit their information by clicking “Your Profile” from the eTOPMIS welcome page and then clicking “Edit Your Profile.” Ensure all information is correct, especially the email. The email listed on your profile is where eTOPMIS sends Batch ORB and Batch RFO Request notification and other eTOPMIS messages. Once all changes are complete, click on “Update Profile” to save the changes.

SHOW SLIDE 24: HELP FUNCTION

q. The eTOPMIS Help Function is broken down into three parts.

(1) User Guide - under construction (Pending final decision on implementation).

(2) Registration - contains the name and contact information for the eTOPMIS point of contact (POC) at HRC.

(3) eTOPMIS - under construction. (Pending final decision on implementation).

NOTE: Conduct a check on learning and summarize the learning activity.
Q. What are the two types of Officer Record Briefs (ORB)?
A. Regular and Board.

Q. What are the six information blocks blacked out in a Board ORB?
A. Number of Dependents, Religion, Marital Status, Spouse's Place of Birth, Dwell Information, Date Dependents Arrived from Overseas.

Q. What is the maximum amount of ORBs you can request at one time?
A. 100.

Q. What are the three major parts of a Request for Orders (RFO)?
A. Assignment For, Assigned To, Special Instructions.

Q. What promotion orders can a user pull from eTOPMIS?
A. 1LT to COL, CW2 to CW5, SFC to SGM.
SECTION IV. SUMMARY

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:16
Time of Instruction: 5 mins
Media: Small Group Instruction (SGI)

Check on Learning
Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Review / Summarize Lesson
SHOW SLIDE 25: SUMMARY

a. TOPMIS is a valuable tool that Human Resource (HR) managers use to manage active duty Army officers ONLY. eTOPMIS is a simple but read only application that allows access to officer information. This application allows the users to view, print, or save the officers information.

NOTE: Read back to students the topics that was discussed in this lesson.

b. During this lesson, we:

   (1) Logged on Citrix and TOPMIS II
   (2) Conducted a data element search with TESS.
   (3) Retrieved ORBs and RFOs using TOPMIS II.
   (4) Demonstrated query capabilities.
   (5) Demonstrated TOPMIS strength capabilities.
   (6) Updated officer records using ORD.
   (7) Demonstrated requisitions and assignment functions.
   (8) Retrieved and saved ORBs, RFOs, and promotion orders using eTOPMIS.

SHOW SLIDE 26: Questions

NOTE: Open a forum for students to ask questions.

SHOW SLIDES 27 & 28: Terminal Learning Objective

NOTE: Restate the TLO.
<table>
<thead>
<tr>
<th><strong>Testing Requirements</strong></th>
<th>NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feedback Requirements</strong></td>
<td>NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.</td>
</tr>
</tbody>
</table>
Appendix A - Viewgraph Masters (N/A)
Appendix C - Practical Exercises and Solutions (N/A)