CITRIX TOPMIS

An In-Depth Guide to Navigating your way in TOPMIS II
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• Retrieving ORB’s
All TOPMIS actions are ran through the “Applications” button found at the top left of the screen.

The “Select Application Service” window pops up. By double-clicking on an item, a secondary menu open for you to make a selection.
In order to pull an ORB, click on the “Applications” button, and double-click “Officer Record Brief”.

On the next slide you will see the ORB selection screen.
You have two options when searching for an ORB: SSN or Name. If you use SSN, you must select either Commissioned or Warrant. If you use Name, you can use any part of an Officer’s last name; i.e. “Smi” will bring up all Officers whose last name begins with “Smi”.
Like the previous slide, if you input "Smi" all Officers/Warrants with their last name beginning with "Smi" will come on the list. Double click on the Officer you are looking for.
• Retrieving RFO’s
To pull a Request For Orders or RFO, select the “Requisition and Assignment” and double-click.

Double-Click the “Assignment Instruction View/Print (RFO)”.
To view an Officer’s RFO, like searching for an ORB, search by either Commissioned or Warrant, using Name or SSN. Once you find the Officer you are searching for, you can select 5 separate options to view the RFO’s. “Normal” is the current RFO – “Amendment” shows you any amendments to the RFO – “Revocation” shows you any revocation of an order – “Diversion” shows you if the Officer was diverted – and “Extension” shows you any extensions.
• Retrieving Strengths
To View your current and projected Officer data, you must first go to the “Strength” Menu.

Once in the “Strength” screen, select the “Strength Projection Report”. This gives you the option of selecting the month you wish to project to.

NOTE: The different reports on this screen basically give the same data, just in different versions.
Once in the “Strength Projection Report”, you must decide whether you want Commissioned or Warrant data. The you can add the criteria in which you are pulling. (All of the terms for TOPMIS are on the last slide of this presentation.)

Next select the unit you wish to view, whether it is the Command level (ARQODA), Division level (DML), or Brigade level (DMSL).

The two selections that are mandatory are the “Sort By” and the “Group Selection” items. “Sort By” is to select what data shows and is sorted by, you can select: ARPMAO, ARQODA, ASGAOC, CONGR, DML, and DMSL. “Group Selection” you must pick between “ACC” (FS, MFE, OS), AMEDD (Medical), and “Combined” (Both).

You can also select from the Unit’s Location (ARPMAO), Officer’s CONGR (control grade/rank) or ASGAOC (MOS).

To select the Projection Dates, utilize the “Projection Dates” and “Auth Dates” selection list.
Once you input all of the items you wish to look up or sort by, click on the “Run” button.

Once you click on the “Run” button, your data will populate. If you change any of the options at the top, you must “Run” the report again.
You can click on the following items to view the data that populates the numbers: “PROJ” (Projected Assigned Officers), “CURR” (Current Assigned), “LOSS” (Projected Losses), “GAIN” (Projected Gains), “VOU” (Open Requisitions), “PRGN” (Gains outside the current window). To view just double click on the NUMBER you want to view, i.e. the # 93 next to “11Z” in the CURR Column.
In this view you can see names to numbers reflected from the previous page. You can also print this data out or export it to an Excel Spreadsheet or Access database (which we will cover later).
• Creating Basic Queries in Asset II Query System
The first step to get to the query screen is by double clicking on QUERY SYSTEM.
Next, double click on ASSET II
A screen with hundreds of query codes will pop up. This screen is used to populate the data needed for a query.

Once you select a query code, it will appear to the right.
To the bottom of the query screen you will be able to “fine tune” your search.

To the right of the query screen is where the data Needed for the query will be inserted.

These DML’s and DMSL’s are Directly from P1O (USARPAC).

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<td>YMAV REASON CODE DQ</td>
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Commonly Used Query Codes

- **SSN** - Social Security Number
- **MPCAD** - Individual Military Personnel Class
- **NAME** - Individuals Name
- **PGRAD** - Permanent Grade Code (Officer's Actual Rank)
- **CONGR** - Control Grade
- **ARQODA_ORDERS** - Officers New Command
- **ARQODA_CURRENT** - Officers Current Command
- **ARPMAO_ORDERS** - Officers New Location
- **ARPMAO_CURRENT** - Officers Current Location
- **DML** - DIST MGMT LEVEL
- **DMSL** - DIST MGMT SUBORDINATE LEVEL
- **DTRASG_CURRENT** - Officer's Arrival Date
- **DTRASG_ORDERS** - Officer's Report Date
- **MEL** - Military Education Level
- **DEROS** - Date Eligible to Return from Overseas Service
- **YMAV** - Date of Availability
- **ASGUIC_CURRENT** - Current UIC
- **ASGUIC_ORDERS** - UIC on Orders
- **ADJ_AFCS_START_FY** - Cohort Year Group
- **ASG_YMAV_RSN_CD** - YMAV Reason Code
- **PMOSWO** - Warrant Officer's MOS

**Note:** These are the basic codes you may select to fill into your query. Once you Select the codes you need on the left, they will appear on the right side.
Creating/Fine Tuning your search

On the Bottom of the Query Codes you will be able to search for specifics in your query. As seen above includes All Army Personnel that USARPAC has control of. (I have includes there DML’s, DMSL’s, and Location Codes [ARPMAO])

DML: 25I, P1O, 8TS, HSP, FCO, 94A, UJA, UAL, UOA, UNK, AIC, SCN

DMSL: 225, 325, A25, H25, 10A, 16A ,130, 45S, 8MP, 8TH, 94H, 196, IMP, P1H, P1O, 311,251,425, UAO, 9TO, UJO, UKJ, 500, 3ME, 115, 18C

To The left are DML’s and DMSL’s that USARPAC uses. Please find out your exact DMSL’s before creating your query.
Creating/Fine Tuning your search

Using the commands - Equals/ And/ In/ Or

To do certain queries, you must include the correct function codes.

By typing the word DMSL in the box, or clicking on the 3 dot button, this query option will appear. Type in the same code (DMSL) and click Select.
Creating/Fine Tuning your search

To do certain queries, you must include the correct function codes. You may highlight both ORDERS and EMILPO so that you have the current and INBOUNDS.

Using the "IN" or "Equal" Command: If you only want to query (1) DML/DMSL, you will click on EQUAL. If you are querying MORE than one DML/DMSL, you will click on IN.

Using the "OR" and "AND" Command: If you decide you want the eMILPO and ORDERS shown in your query, you will need to do a similar line to the first. After you put in the data for your first line, you will click OR. A new query line should appear. You will need to type in the same data as the first line, but this time when you click on the 3 dots, you will need to click the opposite as the first (eMILPO or ORDERS). After you're finished with this line, if you decide you want to add more information into your fine tune search, you will need to click "AND" at the end of the line (Bringing up a new data Line).
Creating/Fine Tuning your search

Another Great tool in Citrix is the TESS function. Once you click on it and type in the Citrix code, it will give you a definition of what it means and it will show you all the Sub Components under it (ex. DML’s/DMSL’s).

The Next page is a preview of a P1 Query
| SSN | NAME | PGAD | CONGR | CMXCF | DML ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.ORDER | DML_RCBL | DML.OE
Creating/Fine Tuning your search

- To Open An old query and just run that data:

1. Click on the Open Folder button on the task bar
Creating/Fine Tuning your search

A Couple good Queries include under STRAYEJX NITZELE KISSOSD
Exporting Data

- Click On the Puzzle Piece
- Click on UTILITY
Exporting Data

- Click on Export Data Window to Clipboard
- Click Ok

- Open Excel
- Past the data on the second row down
- You will have to manually type in all of the column headers from TOPMIS into your excel spreadsheet
An In-Depth Guide to Navigating your way in eTOPMIS
Welcome/Overview

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 OPMD and the worldwide regulation community (Personnel Service Companies and MILPOS) 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.

Privacy Policy
Make sure you have either OFFICER or WARRANT clicked depending on which ORB you would like to look up

You can either type in an SSN and click Search or type in the last name and click Search
Names will appear if you only type in a last name. It is up to you to find the Officer you needed.
This is for creating a batch of Officer Record Briefs. They always come out in Alphabetical so be careful
After you insert of their socials, click CREATE Batch. Then on the top tab, click ORB, and MY BATCH. Click on your link and all of your ORB’s should show at once. (The more names, the longer it will take for all of the ORB’s to load)
1. Insert either the SM SSN or Name

3. Click Search,

Click ALL (this will include all Request for Orders (RFO’s) the SM has had.)