Summary

The Field System Functional Guide was developed to provide Human Resource Specialists, and users at all levels, with an assistance guide to eMILPO application functionality and procedures for proper use. This guide allows for rapid revision and substitutes guidance previously provided in DA PAM 600-8-23.

Suggestions and recommendations to improve this document can be directed to the FSD Field Assistance Team at: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil

The Field System Functional Guide is a comprehensive guide containing application and procedural guidance from the associated regulation policy functional proponents. This document reflects the latest eMILPO Release changes, and provides HR Specialists detailed information regarding each Module, Function, and Sub-function of the application, responsible agencies, policy references, related system reports, work center actions, functional and policy proponent POC information, and general guidance for proper data entry. This guide can be used in the absence of, or in conjunction with, applicable Army regulations. If clarification is required regarding procedures outlined within a particular topic described in this guide, please contact the functional proponent POC(s) listed at the end of each functional area, prior to submission of data that could negatively impact management a Soldier’s record.

Refer to the eMILPO “User Manual” for additional information and guidance regarding eMILPO user interface components, required data input elements, utility icons, command buttons, and online help that is standard throughout the application functionality.

Refer to the eMILPO “Reports Guide” for additional information and guidance regarding each canned report’s display content, business rule filters, intended usage, recommended execution and review frequency, and storage location.

Each user guide document can be downloaded via the eMILPO AHRS Web Portal link: “Field User’s Guide/FAQs”

An overview of the most recent eMILPO enhancements can be found on the AHRS Web Portal at: https://emilpo.ahrs.army.mil/ link: ‘Release Notes’
Field System Support Structure

For assistance with eMILPO usage, Soldier record updates, data corrections and data transfer between interfacing Human Resource systems, Unit S1 HR Specialists will contact local supporting PAS POCs at the BDE/PSC/MPD/DIV/Installation or ACOM level. Approved PAS POCs will pre-screen issues, and attempt resolution prior to elevating issues to the AHRS Help Desk or FSD Field Assistance Team.

Tier 1 Support - Field PAS Users/User Administrators
Current PAS Chiefs and their authorized POCs can be found at:
https://emilpo.ahrs.army.mil/
FAQs/PAS POC Search'

Tier 2 Support - AHRS Help Desk
usarmy.belvoir.peo-eis.mbx.pdahrs-help-desk@mail.mil
or peoeis.pdahrs.emilpo.helpdesk@us.army.mil
1-866-433-9196
703-456-2431
DSN: 983-9517
Jim Collins, Supervisor
*Must be on approved PAS Contact Roster, or will be redirected to the supporting PAS.

Tier 3 Support - FSD Field Assistance Team
usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
1-800-325-4980
502-613-9534
DSN: 983-9534
Shelly Brown, TAGD
*Must be on approved PAS Contact Roster, or will be redirected to the supporting PAS.

Functional Proponent:  Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20190205 by Policy SME:
Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120

Functional Proponent

Shelly Brown
Contents

Personnel Services ......................................................................................................................................................... 8
  ➢ Emergency Notification ............................................................................................................................................... 9
  ➢ Personal ...................................................................................................................................................................... 12
    Address .................................................................................................................................................................... 11
    Name Change .......................................................................................................................................................... 11
    Personal Data .......................................................................................................................................................... 11
    Phone Number ...................................................................................................................................................... 11
    SSN Correction ...................................................................................................................................................... 11
  ➢ Service / Miscellaneous Date .................................................................................................................................... 13
  ➢ Military Spouse (MACP) ............................................................................................................................................. 15
  ➢ Family Member ........................................................................................................................................................ 17
  ➢ Suspension of Favorable Personnel Actions (SFPA) ................................................................................................. 19
  ➢ Individual Awards .................................................................................................................................................... 23
  ➢ Servicemember’s Group Life Insurance ...................................................................................................................... 24
  ➢ Education ................................................................................................................................................................. 27
    Civilian Education .................................................................................................................................................... 27
    Military Education ..................................................................................................................................................... 28
    ACCP / DL / eLearning ................................................................................................................................................ 29
  ➢ Lost Time .................................................................................................................................................................. 31
  ➢ Field Determined Security Status ................................................................................................................................. 32
  ➢ Citizenship ................................................................................................................................................................. 34
    Naturalization ............................................................................................................................................................ 34
    Non-U.S. Citizen ........................................................................................................................................................ 35
  ➢ Certification ............................................................................................................................................................... 36
    Professional Certification ............................................................................................................................................ 36
    Technical Certification ................................................................................................................................................. 37
  ➢ GI Bill ........................................................................................................................................................................ 39
  ➢ Assignment Considerations ....................................................................................................................................... 40
    Assignment Considerations ....................................................................................................................................... 40
    Assignment Eligibility and Availability (AEA) ........................................................................................................ 41
  ➢ Tests .......................................................................................................................................................................... 42
    Army Physical Fitness Test ......................................................................................................................................... 42
    Personnel Management Test (Army Personnel Test) ............................................................................................... 43
    ASVAB/AFCT ............................................................................................................................................................ 44
    Weapons Qualification ................................................................................................................................................. 45
  ➢ Military Occupational Specialty ................................................................................................................................. 46
  ➢ Overseas Assignment Data ........................................................................................................................................ 47
PERSONNEL ACCOUNTING .................................................................................................................................................. 49
  ➢ Arrival ....................................................................................................................................................................... 50
    Soldier Arrival ............................................................................................................................................................. 51
    OCONUS Arrival ......................................................................................................................................................... 51
    Arrival Date Correction ............................................................................................................................................. 51
    Mass Arrival .............................................................................................................................................................. 52
    Revoke Arrival ........................................................................................................................................................... 52
  ➢ Attachment ................................................................................................................................................................. 53
    Attach Soldier ............................................................................................................................................................ 53
    Mass Attachment ........................................................................................................................................................ 53
eMILPO Field User's Guide
For Official Use Only

➤ Slotting ................................................................. 55
   Slotting – Authorized Documents.......................... 55
   Slotting – No Authorized Documents...................... 57
➤ Duty Status .......................................................... 58
➤ Assignment History .............................................. 59
   Assignment/Duty History........................................ 59
   Tour Credits......................................................... 60
➤ Reserve Component Accounting ........................... 63
   Soldier Mobilization............................................. 64
   Soldier Demobilization......................................... 65
   Unit Mobilization................................................ 65
   Unit Demobilization............................................. 65
   Attach RC Soldier/ADOS (Active Duty for Operational Support) .......................... 67
➤ DFR/DFS (Drop From Rolls or Strength) ................. 68
   Dropped from Rolls or Strength............................. 68
   Return from DFR/DFS........................................... 68
   Revoke DFR/DFS.................................................. 68
➤ Transition/Loss ..................................................... 71
   The Transition/Loss sub-function allows users to....... 71
   Mass Transition................................................... 72
➤ PCS Departure ..................................................... 73
   Departure.......................................................... 73
   Revoke Departure................................................ 74
➤ Regular Army Strength (RC Transition into the Regular Army) ........................................... 75
   Recall Retirees..................................................... 75
   Sanctuary/UCMJ.................................................. 75
   Enlistment into the Regular Army (RA) .................... 76
Casualty Affairs ...................................................... 77
READINESS .......................................................... 78
➤ Personnel Asset Visibility Report (PAVR) ............... 79
➤ Human Resource Authorization Report (HRAR) (formerly known as the UMR) ............. 86
➤ Soldier Availability Deployment Tracking................ 88
➤ Mass Soldier Availability Deployment Tracking ....... 90
   Mass Add.......................................................... 90
   Mass Update..................................................... 90
   Mass Remove................................................... 90
DEPLOYED THEATER ACCOUNTING SOFTWARE (DTAS).......................................... 91
➤ DTAS Soldier Record............................................. 92
➤ TRN Upload ........................................................ 93
REASSIGNMENTS .................................................. 94
➤ Schedule Briefing / Prepare Reassignment Checklist ......................................................... 95
➤ Briefing Attendance............................................. 97
➤ HQDA Reassignment.......................................... 98
PERSTEMPO ......................................................... 100
➤ Unassociated Soldier Events ................................. 101
➤ Individual Event ................................................. 102
➤ Mass Event ......................................................... 103
   Mass Add.......................................................... 103
   Mass Update..................................................... 103
   Mass Remove................................................... 103
Outprocessing Report ..................................................................................................104

PROMOTIONS .............................................................................................................105
- Enlisted Reductions .................................................................................................106
- Promotion ..................................................................................................................109
- Deny Promotion ........................................................................................................111
- Deny Promotion List Auto Integration .....................................................................112
- Special Category Promotion ....................................................................................113
- Restore/Revoke Previous Grade .............................................................................115
- Correct Date of Rank ...............................................................................................116
- Rank History .............................................................................................................117

View Only ....................................................................................................................118
- View Soldier Information .........................................................................................119
- View Unit Information ..............................................................................................120

OTHER GUIDANCE .......................................................................................................121
- Promotion Point Worksheet Access / Removal .........................................................122
- Personnel Asset Inventory (PAI) ................................................................................123
- Account Management / User Administration ............................................................128
- Error Resolution and Reporting ................................................................................130
- Authorization Document Process (Properly Registering UICs) .....................................132
- UIC Scrub by Installation ........................................................................................134
- Intact Unit Move .......................................................................................................135
- Assignment Instructions (Process an EDAS Cycle) ....................................................136
- Temporary Changes of Station (TCS) Assignment ...................................................137
- Deletions / Deferment Processing ............................................................................142
- Reassignment Process Overview ............................................................................144
- Process a Request for Curtailment ..........................................................................145
- Assignment Adjustment - Foreign Service Tour Extension (FSTE) Curtailment .....147
- Generate Reassignment Orders ..............................................................................149
- Perform an Intra-Installation Reassignment .............................................................150
- Process an Overseas Tour Election .........................................................................151
- Medical and Dental Preparation for Overseas Movement .......................................152
- Process a Request for Early Arrival .........................................................................153
- Assignment Adjustment - Process a Deferment or Deletion ....................................155
This document provides user level guidance regarding application functionality within eMILPO from the functional proponents overseeing HR policy and procedures. The following format is used: Module, Function, Sub-Function. Functions that have sub-functions can be identified by the plus sign (+) to the right of the name. Relevant references, work center actions, procedures and policies are included. (See example below):

Personnel Accounting (Module)

- Arrival (Function)
  - 1 Soldier Arrival (Sub-Function)
  - 2 OCONUS (Sub-Function)

Functional policy proponent POC contact information is listed at the end of each functional area as well as when the content was last updated/validated by the proponent. However, Unit S1s must first contact their BDE, PSC, MPD, DIV, or Installation PAS for assistance. Do not contact the AHRS or FSD Helpdesks, nor the HRC policy proponent directly. The intent is for authorized PAS POCs to call on behalf of the units they support, after attempting resolution at the field level. This tiered support structure is to ensure issues and resolution steps are properly documented for audit and centralized trend analysis.

The validation source for eMILPO data codes, values, and descriptions is Data Standards. Users can search information via the HRC Metadata Helper. There are code values and descriptions included in the procedural guidance content throughout this document. However, users should always verify the most current code values information by searching the HRC Metadata Helper.

HR Specialists must ensure proper data entry, based on Soldier requests and validation of the appropriate authoritative source document(s), to substantiate each record maintenance action performed.

**Functional Proponent:** Field Services Division, TAGD, HRC  
**EMAIL:** usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil  
**PHONE:** 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

**Content validated 20190205 by Policy SME:**  
**Shelly Brown**, TAGD  
**COML:** 502-613-8120 DSN: 983-8120
Personnel Services

The Personnel Services module provides users the capability to update Soldier records in many functional areas. The data entered will update canned reports including the Enlisted Record Brief (ERB) and Officer Record Brief (ORB). eMILPO data is provided to IPPS-A monthly, to populated the Soldier Record Brief (SRB).
Emergency Notification

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

References:
- AR 600-8-1, Army Casualty Program
- 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 an update 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 completeness 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 Army Components to include: 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 and arrears of pay) should the Soldier become missing and disposition of remains.
- Ensure entries are correct and complete data when submitting the DD Form 93. Use ten digit phone numbers.
- Users will 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 will then select the individual authorized to direct disposition of the Soldier’s remains and enter the address with the zip code and telephone number in blocks 13a and 13b.
- 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 “FAMILY 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 and must be in 10% increments. 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:
- AAA-167 Unit Soldier Readiness Report

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 one year 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: Annually
  - 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” and GTA 10-02-001, Titled CMAOC DD Form 93 may be prominently displayed as reminders.
- 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: Casualty and Mortuary Affairs Operations Center, TAGD, HRC
EMAIL: usarry.knox.hrc.mbx.tagd-cmaoc-ocopns@mail.mil
COML: (502) 613-9025 or DSN: 983-9025

Content validated 20140624 by CMAOC Plans and Policy:
EMAIL: usarry.knox.hrc.mbx.tagd-cmaoc-ocopns@mail.mil
Personal

- This function has 5 sub-functions that allows users to update data in the following areas:
  1. Address
  2. Name Change
  3. Personal Data
  4. Phone Number
  5. SSN Correction

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

References:
- AR 600-8-104, Army Military Human Resource Records management
- AR 15-185, Army Board for Correction of Military Records

General guidance:
- 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, as part of the personnel record review per AR 600-8-104.
- 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. 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 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:
• AAA–338 Demographic Profile Report
• AAA–347 Enlisted Record Brief
• Officer Record Brief

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.
• S1/Unit eMILPO clerk. Clear action pending file when transaction accepted.

Functional Proponent: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Service / Miscellaneous Dates

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

References:
- AR 600-8-104, Army Military Human Resource Records Management
- 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.
  - 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).
- 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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, review and verify information accuracy, then upload required documentation to Soldier’s IPERMS record.

Functional Proponent: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Military Spouse (MACP)

Responsible agencies:
• Brigade S1/Military Personnel Division (BDE S1/MPD)

References:
• AR 55-46, Travel Overseas
• AR 614-200, Enlisted Assignments and Utilization Management
• AR 614-30, Overseas Service

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 the 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 Soldier 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 HRC to the appropriate career branch. It is important that a request for enrollment in the MACP be submitted first and confirmed locally before sending a JD request (DA Form 4187) to HRC.
• 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 the 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 the MACP but may participate in the program (See AR 614-200, 5-21d for procedures). The capability exists to update the TAPDB and EDAS/TOPMIS 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.
• The MACP enrollment 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 the 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 the 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:
- None

Work center actions:
- Soldier. Informs unit of desire to enroll into the MACP. Provides proof of marriage (marriage certificate) to S1.
- S1/Unit eMILPO clerk. Generates a DA Form 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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: (502) 613-5852 or DSN: 983-5852

Operations Management Division, OPMD, HRC
COML: (502) 613-6362 or DSN: 983-6362

Content validated 20140512 by Policy SMEs: Donna Blaylock and Steve Castille
Family Member

Responsible agencies:
• Battalion or Separate Company (S1)
• Brigade S1/Military Personnel Division (BDE S1/MPD)

References:
• AR 600-8-104, Army Military Human Resource Records Management

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 member is in DEERS, it should add the family 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:
• AAA–347 Enlisted Record Brief
• Officer Record Brief

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 Form 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. Verifies documentation and enters data into eMILPO as appropriate. Source documentation is filed IAW AR 600-8-104.

Functional Proponent: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Suspension of Favorable Personnel Actions (SFPA)

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

References:
- AR 600-8-2 (23 October 2012), 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 SFPA on a Soldier, and Remove/Finalize is used to remove a SFPA.
- 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. HRC Flag POC: usarmy.knox.hrc.mbx.tagd-opsa@mail.mil
- 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 company clerk should also screen for Soldiers not in compliance with AR 600-9, screen the eMILPO SFPA Report, and consult with the Commander. The report will be viewed and verified for accuracy monthly. This should be incorporated into local written procedures.
- When a SFPA 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 2-9, unless otherwise directed by Headquarters, Department of the Army.
- A Flag on a Soldier who is on a HQDA promotion list may only be removed by Commander, U.S. Army Human Resources Command (AHRC–PDV–P), 1600 Spearhead Division Avenue, Department 470, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil for Active Component or USAR Soldiers or by Director, Army National Guard (HRH–I), 111 South George Mason Drive, Arlington, VA 22204–1373 for ARNG or ARNGUS personnel. This includes officers promotable to CPT through COL, warrant officers promotable to CW3 through CW5, and enlisted Soldiers promotable to SFC through SGM/CSM.
- 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 SFPA 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 SFPA 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 2-9, lists rules for removing flags.
• 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 SFPA (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 THE ARMY BODY COMPOSITION PROGRAM). The SFPA Flags shall be updated with the finalized information and stored in the database for three years from the date the SFPA was finalized.

FLAG REASON CODES:
- A : Adverse Action
- B : Elimination Field Initiated
- C : Removal from Selection List- Field Initiated
- D : Referred OER/Relief for Cause OER/NCOER
- E : Security Violation
- F : Removal From Selection List – HQDA Initiated
- H : Adverse Action – Punishment Phase
- J : APFT Failure
- K : Army Body Composition Program
- L : Commander’s Investigation
- M: Law Enforcement Investigation
- P : CDR Decision to Block Automatic Promotion to PV2, PFC, SPC
- T: Not Recommended for Automatic Promotion to 1LT/CW2
- U: Drug Abuse
- V: Alcohol Abuse
- W: HQDA Initiated Involuntary Separation or Discharge
- 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
- Z : Delete Erroneous Report

Verify Codes: HRC Metadata Helper

Related system reports:
• AAA–095 Suspension of Favorable Personnel Action Report
• AAA–101 Suspense of Favorable Personnel Actions Service Expiration Suspense Report
• AAA–347 Enlisted Record Brief

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.
• BDE S1/MPD will forward a copy of any Soldiers currently on a Centralized or Semi-Centralized promotion list.
• 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 ramifications in this critical area.
• BDE S1/MPD/S1. As stated earlier, the report can be run on demand, but will 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 2-9, lists rules for removing SFPA.

• A Flag on a Soldier who is on a HQDA promotion list may only be removed by Commander, U.S. Army Human Resources Command (AHRC–PDV–P), 1600 Spearhead Division Avenue, Department 470, Fort Knox, KY 40122–5407 or usarmy.knox.hrc.mbx.tagd-opsa@mail.mil for Active Component or USAR Soldiers or by Director, Army National Guard (HRH–I), 111 South George Mason Drive, Arlington, VA 22204–1373 for ARNG or ARNGUS personnel. This includes officers promotable to CPT through COL, warrant officers promotable to CW3 through CW5, and enlisted Soldiers promotable to SFC through SGM/CSM.
• 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:
Officer Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-opsa@mail.mil
COML: (502) 613-9010 or DSN: 983-9010

Senior Enlisted Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil
COML: (502) 613-9015 or DSN: 983-9015

Junior Enlisted Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013
## SUPPLEMENTAL FLAG TABLE

<table>
<thead>
<tr>
<th>Flag Code</th>
<th>Flag Reason</th>
<th>A</th>
<th>B*</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Adverse Action (except Reason Codes H, U, and V)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Involuntary Separation or Discharge (Field Initiated)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Removal from a Selection List (Field Initiated)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Reinstated OIR or Reinstal for Cause NCO/EPR</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Security Violation</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>HQDA Delay of Promotion or Removal from a Selection List (HQDA Initiated)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Punishment Phase (Adverse Action)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Army Physical Fitness Test Failure</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Army Body Composition Program</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Commanders Investigation</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Law Enforcement Investigation</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Not Recommended for Automatic Promotion to PVT/PFC/PFC</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Not Recommended for Automatic Promotion to 1LT/CW2</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Drug Abuse (Adverse Action)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Alcohol Abuse (Adverse Action)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Involuntary Separation or Discharge (HQDA Initiated)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - Lautenberg Amendment</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - No Family Care Plan</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - Army Medical Department Failure to Obtain or Maintain a License, Certification, and/or Registration</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - Chaplain - denominational endorsement or credential matters</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - Professional licensing of judge advocates, legal administrators, and military paralegals</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Other - Non-compliance with 10 USC Section 10226, Members: Physical Examinations (ARNG and USAF)</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Report Type Codes are:

- **A** - Initial. Prepare this report in every instance that requires a Flag.
- **B** - Transferable. “National Guard Only” as per AR 600-9-2 MG Supplement 1.
- **C** - Final Report – Favorable. Prepare this report when an investigation results in no substantial findings, charges are dropped, Soldier is exonerated, or no disciplinary action is taken.
- **D** - Final Report – Unfavorable. Prepare this report when –
  1. The investigation finds substantiated charges; or
  2. The punishment is completed.
- **E** - Final Report – Other. Prepare this report when –
  1. The Soldier with an active Flag for APFT failure passes a record APFT (Flag code J).
  2. The Soldier is not in compliance with the ADP and the Soldier subsequently meets the Army body composition standard (Flag code K).
  3. The commander’s decision to block an automatic promotion (Flag codes P and T) is removed.
  4. The Soldier’s Family Care Plan (Flag code X) is certified.
  5. The Soldier completes a Periodic Health Assessment or physical examination to comply with 10 USC §10220 (Flag Code X).
  6. Death of a Soldier.
- **Z** - Erroneous Report. Use this report to close erroneous Flags.

AR 600-9-2 Suppmental Table. March 2014

POC: Ken Goddard, 502-413-5010
Individual Awards

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

References:
• AR 600-8-22, Military Awards
• AR 600-8-104, Army Military Human Resource Records Management
• ALARACT 371/2010, Subject: Awards to Members of Other U.S. Armed Forces - UPDATED, DTG 091652Z DEC 10
• 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.
• 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:
• AAA–347 Enlisted Record Brief
• Officer Record Brief

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 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: Awards Branch, TAGD, HRC
EMAIL: usearmy.knox.hrc.mbx.tagd-awards@mail.mil
Servicemember’s Group Life Insurance

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

References:
- AR 600-8-1, Army Casualty Program
- 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 into the Individual Ready Reserve (IRR) or discharge from the Army.
- In June of 2011 the new SGLV 8286 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 in $50,000 increments up to $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. 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 election needs to be clearly indicated and the dollar amount must be filled in or the insurance will remain at the current amount. Elections must be submitted manually to finance and 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:

<table>
<thead>
<tr>
<th>Coverage Amount</th>
<th>Monthly Premium Rate</th>
<th>TSGLI Premium</th>
<th>Total Monthly Premium Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$3.50</td>
<td>$1.00</td>
<td>$4.50</td>
</tr>
<tr>
<td>$100,000</td>
<td>$7.00</td>
<td>$1.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>$150,000</td>
<td>$10.50</td>
<td>$1.00</td>
<td>$11.50</td>
</tr>
<tr>
<td>$200,000</td>
<td>$14.00</td>
<td>$1.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>$250,000</td>
<td>$17.00</td>
<td>$1.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>$300,000</td>
<td>$21.00</td>
<td>$1.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>$350,000</td>
<td>$24.50</td>
<td>$1.00</td>
<td>$25.50</td>
</tr>
<tr>
<td>$400,000</td>
<td>$28.00</td>
<td>$1.00</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

- Notify all Soldiers to verify that the Monthly Premium Deduction displayed on their LES matches the current elected Coverage Amount submitted to eMILPO.
- Commanders are encouraged to review the AAA-167 Unit Soldier Readiness Report, and have Soldiers confirm their LES to ensure receipt of the desired amount of SGLI coverage.
- More detailed information is provided by the Veterans and Benefit Services Life Insurance Program found at [http://www.benefits.va.gov/insurance/sgli.asp](http://www.benefits.va.gov/insurance/sgli.asp). 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/Seperate 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) must 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; 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 SGLI 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:**
- AAA-167 Unit Soldier Readiness Report

**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 ensures Soldiers validate 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.

**Functional Proponent:** Casualty and Mortuary Affairs Operations Center, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-cmaoc-opnps@mail.mil  
COML: (502) 613-9025 or DSN: 983-9025

**Content validated 20130930**
Education

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

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

References:
- AR 621-202, Army Education Incentives and Entitlements
- AR 600-8-104, Army Military Human Resource Records Management
- AR 601-210, Active and Reserve Components Enlistment Program
- AR 621-1, Training of Military Personnel at Civilian Institutions
- Accredited Institutions of Post-Secondary Education (published annually by the American Council on Education)

General guidance:
- 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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.

1 Civilian Education

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

References:
- 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, Army Military Human Resource Records Management
- 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:
• AAA–338 Demographic Profile Report
• AAA–347 Enlisted Record Brief

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/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.

2 Military Education

Responsible agencies:
• Battalion or Separate Company (S1)
• Brigade S1/Military Personnel Division (BDE S1/MPD)

References:
• AR 95-1, Aviation Flight Regulations
• AR 135-7, Army National Guard and Army Reserve Incentive Program
• AR 350-1 Army Training and Leader Development
• AR 600-8-104, Army Military Human Resource Records Management
• AR 601-210, Active and Reserve Components 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
• MILPER 13-291, Procedures to Request New/Changes to/Deletion of Civilian Education Institution Codes, Military Career Development Course Codes and Military Correspondence Distance Learning Course Codes

General guidance:
• This sub-function allows users to update and maintain a Soldier’s military education (Resident Courses Only and courses listed in AR 350-1 Para 4-14c).

• The S1/BDE S1/MPD entries are based on verification of source documents and the existence of a Military Career Development Course Code (MCRDCC). This updates data maintained on the Soldier’s ERB/ORB in eMILPO and feeds TAPDB (Total Army Personnel Database).

• Military education level is top fed from TAPDB.

• The DA Form 1059, Service School Academic Evaluation Report, 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: HRC Metadata Helper

• 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 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

Work center actions:
- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation and the existence of a military education MCRDCC code prior to entering data into eMILPO. If required, upload source documents to the Soldier’s IPERMS record. If a military education MCRDCC code does not exist, refer to MILPER 13-291 for procedures for requesting a new code.

3 ACCP / DL / eLearning

Responsible agencies:
- ATRRS via a transaction to eMILPO when marked graduated from current courses. All others manual input by BN S1, BDE S1/MPD
- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:
- AR 350-1, Army Training and Leader Development
- AR 600-8-104, Army Military Human Resource Records Management
- AR 601-210, Active and Reserve Components 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 and the existence of a military education Correspondence Course (CORCRS) code. 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.
- Military education course codes may be viewed here: HRC Metadata Helper
- 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:
- AAA–347 Enlisted Record Brief

Work center actions:
- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation and the existence of a military education CORCRS code prior to entering data into eMILPO. If required, upload source documents to the Soldier’s IPERMS record. If a military education CORCRS code does not exist, refer to MILPER 13-291 for procedures for requesting a new code.

Functional Proponent: Army Continuing Education Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-aces-ed-codes@mail.mil

Content validated 20130930
Lost Time

Responsible agencies:
• Battalion S1 or Separate Company S1
• Brigade S1/Military Personnel Division (BDE S1/MPD)
• AMHRR Records Custodian/IPERMS

References:
• AR 600-8-104, Army Military Human Resource Records Management
• AR 37-104-4, Military Pay and Allowances Policy and Procedures – Active Component
• 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. However, it is critical to note that ETS cannot be input via eMILPO. RETAIN is the authorized source for ETS dates. The CDR determines the number of lost time days. The Commander can adjust for leave, etc. based on the situation. Once the CDR 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 updates the 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:
• AAA--347 Enlisted Record Brief
• Officer Record Brief

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. 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 eMILPO, but also the adjusted ETS.

Functional Proponent: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Field Determined Security Status

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

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

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: [HRC Metadata Helper](#)

Related system reports:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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: Security Office, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-security@mail.mil
COML: 1-800-323-0793 DSN: 892-5859

Content validated 20140611
This function has two sub-functions that allows users to update data in the following areas:

1 Naturalization
2 Non-US Citizen

1 Naturalization

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

References:
- AR 600-8-104, Army Military Human Resource Records Management
- 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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 Form 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.
2 Non-U.S. Citizen

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

References:
- AR 600-8-104, Army Military Human Resource Records Management
- 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.)**
- 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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 Form 4187 and allied documentation for review by BDE S1/MPD for processing. Schedule Soldier for appointment with BDE S1/MPD.
- 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: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Certification

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

1. Professional Certification
2. Technical Certification

1 Professional Certification

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

References:
- AR 600-8-104, Army Military Human Resource Records Management

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
- 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
- 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:
- Officer Record Brief

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.
2 Technical Certification

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

References:
- AR 600-8-104, Army Military Human Resource Records Management
- 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:
• AAA–347 (Enlisted Record Brief)

NOTE: Soldiers are allowed multiple certificates in eMILPO, but the ERB will display 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 Matrixes 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. Upload source documentation into the Soldier’s IPERMS record.

Functional Proponent: Army Personnel Records Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.perms-records@mail.mil
COML: 502-613-8995 DSN: 983-8995

Junior Enlisted Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140610 by Policy SME:
Michael Mensch, TAGD, APRD
COML: 502-613-8999 DSN: 983-8999
Montgomery GI Bill (MGIB)

Responsible agencies:
• Reception Battalion
• Finance and Incentives Branch, Army Continuing Education Division, HRC

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

General guidance:
• This function allows users to record and maintain MGIB eligibility and enrollment data on 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 3 working 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 reduced from their pay (this is an automatic reduction in pay) for the first 12 months they are on active duty. After their first 3 days of active duty, the funds cannot be refunded, suspended, or stopped from the program. If the Soldier does NOT elect to participate in the MGIB, 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 Army Military Human Resource Record.
• 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:

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 Army Military Human Resource Record.

Functional Proponent: Finance and Incentives Branch, ACED, TAGD, HRC
EMAIL: mailto:usarmy.knox.hrc.mbx.tagd-mgib@mail.mil

Content validated 20130930
Assignment Considerations

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

1. Assignment Considerations (ASCO)
2. Assignment Eligibility and Availability (AEA)

1 Assignment Considerations (ASCO)

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

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

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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

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 Form 4187 and allied documentation for review by BDE S1/MPD for processing.
- Forward DA Form 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.
2 Assignment Eligibility and Availability

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

References:
• 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 applies to officers. Some AEA codes cannot be removed by field users. (See AR 614-200, Para 3-8[k])
• BDE S1/MPD, PAS, and HRC can update data. (See AR 614-200, Para 3-8[k])
• 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, except when AEA code N applies, in which case AEA N will be always reported. 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 effect 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 Procedures and Soldier Actions Branch.
• 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: : HRC Metadata Helper

Related system reports:
• AAA-347 Enlisted Record Brief

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. 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[k]). If AEA code is HRC exclusive, forward update request through Help Desk support chain.

Functional Proponent: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: (502) 613-5852 or DSN: 983-5852

Distribution Management Office, OPMD, HRC
COML: (502) 613-9672 or DSN 983-9672

Content validated 20140510
Tests

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

1. Army Physical Fitness Test
2. Personnel Management Test (Army Personnel Test)
3. ASVAB/AFCT SCORES
4. Weapons Qualification

1 Army Physical Fitness Test (APFT)

References:
- AR 600-8-19, Enlisted Promotions and Reductions
- AR 350-1, Army Training and Leader Development
- MILPER Message 13-106, Enlisted Promotion Clarification for Soldiers in the Disability Evaluation System/AR 600-8-19, Paragraph 1-20

The following pertains to extending the APFT date for promotion points (Semi-Centralized Promotions):

- The Company Commander must sign a memorandum explaining one of the below reasons. The new APFT date should be updated in eMILPO by the BN HR or MPD prior to the current APFT expiration date. Their last APFT score will be utilized and the new effective date for the APFT is the date specified on the memorandum. The APFT memorandum must be completed annually while the Soldier remains in this status to prevent the Soldier from being removed from the promotion recommended list. If the Soldier does not have an APFT qualification to extend they must be removed from the promotion recommended list unless the above reasons have an exception. The Soldier must maintain a copy of the memorandum with their original APFT qualification and all supporting documents.

APFT over 1 year may be extended for the following reasons in eMILPO:
- Deployed
  - Upon return from deployment Soldiers will be administered a record APFT no earlier than three months for Active Army and six months for Reserve Component Soldiers, IAW AR 350-1, paragraph 1-24 f(3)(b).
- Disability Evaluation System (DES)
  - Soldiers in the DES who are unable to perform an APFT will use their last score until they are medically cleared to take the APFT. Soldiers in the DES due to combat-related operations who failed their last APFT will be granted the minimum qualifying score. If the Soldier’s profile permits the Soldier to take the APFT or an alternate APFT, the Soldier does not require a memorandum to extend their APFT. The APFT will be updated in eMILPO based on their APFT results.
- Combat-Related Temporary Profile, Pregnant , and Postpartum Profile:
  - Soldiers with a temporary profile that prohibit taking one or more events of the APFT will use their current APFT score, provided it is not more than two years old at the time of the promotion point computation. Units must update eMILPO prior to the one year APFT expiration date.
- Combat-Related Permanent profile
  - If the Soldier’s last score was a failing score, that Soldier will be granted a minimum qualifying score of 60 points for each APFT event.

Functional Proponent: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013
2 Personnel Management Test (Army Personnel Test)

Responsible agencies:
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Personnel Test Control Officers (TCO)/Education Center

References:
- AR 601-222, Armed Services Military Personnel Accession Testing Programs
- AR 611-5, Personnel Classification Testing
- AR 11-6, Army Foreign Language Program

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.
- Available Personnel Management Test Types can be searched at: https://www.ask.army.mil/dbhelper/ input the search string PERS_TEST_TYP_CD
- The first four tests listed: AAAT, AFAST, AP, and DICT, when entered into eMILPO will update TAPDB-AE/AO and allows the user to query the information when needed. These four tests are not intended to be posted on the ERB.
- Only DA can enter the date and scores for “Read”, “Listen”, and “Speak” on the Soldier record. Scores are automatically updated via DMDC data interface.
- DLPT (reading and listening) scores should be uploaded within three days. OPI (speaking) scores should be uploaded by the 15 day of the following month in which OPI was taken. If the record is not updated within specified timeframes, the PAS can initiate a trouble ticket to the AHRS Help Desk. AHRS Help Desk will immediately close trouble tickets that are submitted prior to established timeframes. NOTE: Exception to policy will be made for Soldiers who require immediate language update due to upcoming promotion board, assignment to a language billet, FLPB issue or retention bonus. The trouble ticket must specifically state that it is being submitted as an “exception to policy” and must identify the category of special consideration.
- BDE S1/MPDs can enter the Test Date and Score for the Defense Language Aptitude Test (DLAB) directly into eMILPO for display on the record brief.
- 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 tests 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:
- AAA–347 Enlisted Record Brief
- Officer Record Brief

Work center actions:
- Soldier. Request to take test through S1.
- TCO. Forward test results to BDE S1/MPD.
- BDE S1/MPD will only accept test results directly from the TCO; Test results cannot be hand-carried by the Soldier.
- BDE S1/MPD. Enter the test results into eMILPO. Forward the test results to the Soldier for their record.

Functional Proponent: Army Continuing Education System, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-aces@mail.mil
3 Armed Services Vocational Aptitude Battery / Armed Forces Classification Test (ASVAB/AFCT)

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

References:
• 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:
• AAA–347 Enlisted Record Brief
• Officer Record Brief

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: Army Continuing Education System, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-aces@mail.mil
4 Weapons Qualification

References:
- AR 600-8-19, Enlisted Promotions and Reductions
- MILPER Message 13-106, Enlisted Promotion Clarification for Soldiers in the Disability Evaluation System/AR 600-8-19, Paragraph 1-20

The following pertains to updating weapons qualification for promotion points (Semi-Centralized Promotions):

The Company Commander must sign a memorandum explaining one of the below reasons. The new weapons score and/or date should be updated in eMILPO by the BN HR or MPD prior to the current weapons expiration date. The new effective date for the weapon score is the date specified on the memorandum. The DES weapons memorandum must be completed every two years while the Soldier is in the DES. Soldiers in the DES due to combat-related operations who failed to qualify with a weapon will be granted the minimum qualifying score. The Soldier should maintain a copy of the memorandum with their original weapons card.

Weapons qualification over 2 years may be extended for the following reasons in eMILPO:

- Combat-Related Physical Profile, Pregnant and Postpartum Profile:
  - Soldiers who are unable to qualify with a weapon due to a physical limitation will use their last weapon qualification score until the Soldier is medically cleared to fire for qualification. If the Soldier’s last qualifying score was a failing score, that Soldier (regardless of primary weapon assigned) will be granted a minimum qualifying score of 23 hits on the M16 scale, DA Form 5790-R (the effective date of the score will be the date the CDR recommends the Soldier for promotion).

- Disability Evaluation System (DES)
  - Soldiers in the DES who are unable to qualify with a weapon will use their last score until they are medically cleared to qualify with a weapon. Soldiers in the DES due to combat-related operations who failed to qualify with a weapon will be granted the minimum qualifying score.

- Units not assigned weapons
  - Once assigned to an organization with weapons, the Soldier will have 12 months to qualify with assigned weapon or will lose their most recent score.

Functional Proponent: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013
Military Occupational Specialty

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

References:
• AR 614-200, Enlisted Assignments and Utilization Management
• DA Pam 611-21, Military Occupational Classification and Structure

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:
• AAA–163 Enlisted MOS Inventory – By Name
• AAA–347 Enlisted Record Brief
• Officer Record Brief

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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852
- Overseas Assignment Data

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

References:
- 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:
- AAA-165 Unit Personnel Accountability Notices Report
- AAA-347 Enlisted Record Brief
- Officer Record Brief

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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Leader Development Division, Personnel Actions Branch, OPMD, HRC
COML: (502) 613-6702
Self-Professed Languages

Responsible agencies:
• Battalion or Separate Company (S1)
• Brigade S1/Military Personnel Division (BDE S1/MPD)

References:
• DoDD 5160.41E Para 5.10.3
• DoDI 5160.71 Enclosure 1 Para 9.m
• DoDI 5160.70 Para 5.6.1
• AR 11-6

General guidance:
• This sub-function allows users to input Self-Professed Languages per the Soldier’s request.
• Self-Professed Language data is for informational purposes only.
• Self-Professed Languages do NOT provide Promotion Points.
• Soldiers can Self-Profess the ability to Read, Speak or Listen to a language.
• Self-Professed Language Data will remain in the system until the Soldier tests for the language or the Soldier requests that the S1 remove the Self-Professed Language Data.
• Tested language data sent from DMDC, will remove Self-Professed Data.
• 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.

Related system reports:
• AAA–330 Self-Professed Language Report

Work center actions:
• Soldier. Volunteer to identify personal proficiency to read, speak, or listen to specific language(s).
• Battalion, Separate Company, BDE S1/MPD. Enter Self-Professed Language Data into eMILPO.

Functional Proponent: Army Continuing Education System, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-aces@mail.mil
PERSONNEL ACCOUNTING

The Personnel Accounting module provides users a method for maintaining accountability, of 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 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 negatively impact follow on data entry, Soldier's record availability, and the Army's strength reporting. Contact your supporting PAS Chief if you have any questions or are unsure of what transactions should be entered. PAS Chiefs will contact the AHRS or FSD Help Desk if/when required.
Arrival

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

1. Soldier Arrival
2. OCONUS Arrival
3. Arrival Date Correction
4. Mass Arrival
5. Revoke Arrival

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

References:
- 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 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 Gain: 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 reporting date on the orders. 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:
  - 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 is 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.
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 departure data entered will be validated with the assignment type to ensure the combination of data is valid.
• Soldiers need to be properly departed from their losing unit or have assignment instructions before mass
  arriving.

NOTE: 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.

1 Soldier 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.

2 OCONUS Arrival

The OCONUS Arrival sub-function allows users to arrive a Soldier to an OCONUS unit. There are additional
data to enter for OCONUS arrivals such as:
• Dependent Travel Status
  - 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.
  - 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

3 Arrival Date Correction

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.
4 Mass Arrival

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.

5 Revoke Arrival

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.

Related system reports:
- AAA–162 Unit Personnel Accountability Report
- AAA–227 EDAS Gaining Report
- AAA–342 Alpha Roster Assignment Report
- Human Resources Authorization Report (HRAR)

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. 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: Personnel Accounting Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Attachment

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

1. Attach Soldier
2. Mass Attachment

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

References:
- 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 HR support office, other than the MPD, which supports the Soldier’s parent unit.
  - A TDY to an Army service school, regardless of the length of course. For example: Advanced Leaders Course, Captains Career Course or Combined Arms and Services Staff School.
  - A TDY to a unit (regardless of length period) serviced by the same PAS as 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.
  - 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) under the Special RC program.
  - 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 reporting date on the orders. 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:

- AAA–160 Report of AWOLS
- 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-l, Personnel Register. Attach Soldier(s) the next day after arrival.
- Replacement detachment eMILPO clerk submits attachment transactions: 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 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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Slotting

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

1. Slotting Authorized Documents
2. Slotting No Authorized Documents

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

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

1 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), and Current Duty Assignment Data (EN).
- The system will automatically place a Soldier into a 9992 position when they arrive. The unit will reslot the Soldier within seven 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 forwarded 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 – Reassignable Overstrength - Soldiers in a unit who should be assigned to another unit.
- 9991 – Surplus or excess Soldiers - Soldiers who cannot be effectively utilized in the unit and who have been reported to US Army Human Resources Command for reassignment.
- 9992 - Incoming and assigned personnel who are awaiting assignment to an authorized position. (can be used no longer than seven days after arrival.)
- 9993 - Known 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://fmsweb.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. **Note:** 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.

2 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:
- Human Resources Authorization Report (HRAR)

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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Duty Status

Responsible agencies:
- Battalion or Separate Company S1
- Unit Commander

References:
- 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 orders, the AAA-165 Unit Personnel Accountability Notices report, and the AAA-160 Report of AWOLS. 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 and then change the Soldier’s duty status to AWOL. The Commander must then notify the servicing finance unit within 48 hours with a copy of the AAA–160 Report of AWOLS 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: usarmy.knox.hqda-pmg.list.usadip-ncic-mailbox-owners 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:
- AAA–160 Report of AWOLS
- AAA–162 Unit Personnel Accountability Report
- AAA–165 Unit Personnel Accountability Notices Report
- Duty Status–Listing (Individual Duty Status History 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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hqda-pmg.list.usadip-ncic-mailbox-owners
Assignment History

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

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

References:
- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, Army Military Human Resource Records Management
- 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

1 Assignment/Duty History

General guidance:
- 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 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 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 not 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:

- AAA–347 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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil

2 Tour Credits

Responsible agencies:

- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG, In or Out-Processing Activity
References:
• AR 614-30, Overseas Service
• AR 570-4, Manpower Management
• AR 600-8-104, Army Military Human Resource Records Management
• 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 (20011101) 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 (An operation in a designated combat zone. They are identified by an executive order and qualify as combat credit regardless of PCS/TCS status).
  - **Operational deployment (non-combat). (Overseas deployments other than those designated as combat tours such as peacekeeping and/or enforcement overseas).
• 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:
- AAA–347 Enlisted Record Brief

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 Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Reserve Component Accounting

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

1. Soldier Mobilization
2. Soldier Demobilization
3. Unit Mobilization
4. Unit Demobilization
5. Attach RC Soldiers/Operational Support (ADOS)

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

References:
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-101, Personnel Processing (In-and-Out and Mobilization Processing)

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, but are currently serving on a temporary tour of active duty.
- 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 for accountability at multiple locations.
  - 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 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) to populate the initial eMILPO record. An overnight process will retrieve additional data elements from ITAPDB.
- 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.

### 1 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 script process runs at night that retrieves additional data elements (ITAPDB). The eMILPO clerk must wait until this process is executed to perform additional eMILPO transactions.

**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).
- This includes Soldiers activated for Basic Training (BT) and Advanced Individual Training (AIT)
- Active Duty for Operational Support (ADOS/CO-ADOS)

Access to the RA Strength module is restricted to HRC level support personnel only, as each actions transfers RC Soldiers to the AC end-strength:

- Recalled Retirees
- Sanctuary
- UCMJ Transfers
- RC to AC Enlistments
2 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 gaining UIC must be a valid Guard or Reserve UIC.

3 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’.

4 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:
- AAA–162 Unit Personnel Accountability Report
- AAA–342 Soldier Mobilization (by PPA)

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 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.
- 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.
- Soldier sign in on the DA Form 647 or the DA Form 647-1.
- S1/Unit eMILPO clerk. Verify source documents and submit Soldier Mobilization transaction.
- S1/Unit eMILPO clerk. If after executing the SSN search, the Soldier’s name is not found, re-verify the SSN. If Soldier’s name is still not found, inform the PAS. The PAS will re-verify and can escalate issue to the AHRS Help Desk if required.

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:
  - Unit Personnel Accountability Report (AAA-162)
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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil

5 Attach RC Soldier/ADOS (Active Duty for Operational Support)

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

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 though eMILPO.
- 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)

Functional Proponents: HRC, EPMD, RC Accountability Branch
Email: usarmy.knox.hrc.mbx.epmd-ados-ac@mail.mil
COM: 502-613-5958

- Unit Commanders Finance Report (UCFR)
DFR/DFS (Dropped From Rolls or Strength)

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

1. Dropped from Rolls or Strength
2. Return from DFR/DFS
3. Revoke DFR/DFS

Responsible agencies:
- Personnel Automation Section (PAS)
- United States Army Deserter Control Point (USADIP)

References:
- 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 Dropped 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.
- Dropped From Rolls refers to a process in strength accountability that result (not necessarily immediately) in a Soldier’s separation from the Army.
- Dropped From Strength refers to a process that results 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 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:
- AAA–160 Report of AWOLS
- AAA–162 Unit Personnel Accountability Report
- Human Resources Authorization Report (HRAR)

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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil

Integration and Readiness Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-integration-branch@mail.mil
Transition/Loss

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

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

References:
• 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

1 Soldier Transition/Loss to the Army

General guidance:
• The Soldier Transition/Loss to the Army 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. Use the Loss module instead of Soldier Demobilization or Unit Demobilization to deactivate a mobilized Soldier who is being chaptered.
• Transition activated Recalled Retirees or ADOS back to the Reserve Component use the RC Accountability functions such as end RC Attachment or Demobilization.
• Update and/or remove existing transition/loss data.
• Units are Not authorized to enter Loss to the Army data on deceased Soldiers, nor revocations. Only the Human Resources Command (HRC) Casualty Operations Center is authorized. Direct coordination with HRC Casualty Operations Center is required.
• 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.
• Personnel accountability remains with the losing unit until the Soldier transitions from the Army.
• Arrival transactions to assign Soldiers to the Transition Center (TC) are no longer required.
• Commanders must establish controls to ensure Soldiers are properly processed for transition and ensure that separation transactions are properly processed.
• 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.
2 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”.
- Revocation of Erroneous Separation, may not be possible if more than 130 days has passed from the transaction’s effective date.
- If 130 days have passed, Help Desk assistance may be required to return the record.

Related system reports:
- AAA–162 Unit Personnel Accountability Report
- Human Resources Authorization Report (HRAR)

Work center actions:
- S1/Unit eMILPO clerk. Obtain a copy of the Soldier’s transition/loss orders and place in suspense.
- 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.
- S1/Unit eMILPO clerk. Clear suspense file once Transition/Loss transaction has updated eMILPO.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
PCS Departure

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

1. Departure
2. Revoke Departure

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

References:
- 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

1 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.
- 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 submitted without official orders.
- The EDAS process records assignment instructions for enlisted Soldiers moving on a PCS. If there is no reassignment record populated for the departure process, the 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 transaction.
- 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. 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.
- Soldiers will sign-out on DA Form 647 or 647-1. It is used in conjunction with the PCS orders to enter the PCS departure data. If the Soldier fails to arrive at the gaining command, it is the responsibly of the losing command to provide both documents as proof that the Soldier signed out and cleared their location.
- **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:
- AAA–162 Unit Personnel Accountability Report
- AAA–234 EDAS Individual Losing Assignment Report
- Human Resources Authorization Report (HRAR)

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.

2 Revoke Departure

Responsible agencies are:
- S1/Military Personnel Division (MPD)
- Losing Unit

References:
- 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 are not yet arrived at the gaining unit.
- Departure transactions should be revoked for Soldiers that meet the following criteria:
  - Erroneously departed.
  - Returned to previous unit because orders were revoked, rescinded, or amended.
  - The departure and/or reporting date was incorrect when the departure transaction was entered. This function should not be used as a method to manipulate a Soldier’s Assignment History or Duty Title information.

Related system reports:
- AAA–162 Unit Personnel Accountability Report
- Human Resources Authorization Report (HRAR)

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.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL:  usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Regular Army Strength (RC Transition into the Regular Army)

This function has three sub-functions that allow the HRC Reserve Component Support Cell users only (restricted group access) to update data in the following areas:

1. Recall Retirees
2. Sanctuary/UCMJ
3. Enlistment Into The Regular Army (RA)

Responsible agencies:
- Sanctuary/Retirement Team, Force Alignment Division, EPMD, HRC
- BDE S1/Installation Personnel Automation Section (PAS)

Note: Soldiers that are brought on active duty using this function will be transferred into the Active Component end-strength. This function is restricted to HRC level data entry.

References:
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-105, Military Orders
- AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers
- AR 27-10, Military Justice
- 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

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’.

1. Recall Retirees

- Data entry is restricted to the HRC level user.
- The source document for this action is the activation order indicating “Authority 688”.
- If order indicates “Authority 12301(d)” or “Authority 672” a RC Attachment should be used, not the RA Strength transfer.
- 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 AC end strength. See the Transition/Loss functional guidance in this document for further guidance.
- Upon submission of this action, the system will close any existing open attachments, prior to changing the Record Status to ‘G’ and service component to ‘V’.

2. 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.
- Activation order, Form DA Form 4187 indicating UCMJ processing for DFR, RC discharge/HRC transfer order to AC for UCMJ/DFR processing indicating “Authority RCM202”.
- Upon submission of this action, the system will close any existing open attachments, prior to changing the Record Status to ‘G’ and service component to ‘R’.
3 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 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 into eMILPO.
- PAS initiate Priority Action trouble ticket to the FSD Help Desk for expedited data entry/error resolution.

Functional Proponents: Sanctuary/Retention Team, Force Alignment Division, EPMD, HRC
usarmy.knox.hrc.mbx.epmd-sanctuary-section@mail.mil
usarmy.knox.hrc.mbx.epmd-ucmj-section@mail.mil

Officer Personnel Actions Branch, OPMD, HRC
usarmy.knox.hrc.mbx.opmd-rc-tours@mail.mil

Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.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 reports within eMILPO. This module assists users in the creation of their monthly Unit Status Report (USR) and the Automated Rear Detachment Report (ARDR).
Personnel Asset Visibility Report (PAVR)

Responsible agencies:
- Battalion or Separate Company (S1)

References:
- 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.

**PROFPT**: 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:**

- AAA-162 Unit Personnel Accountability Report
- AAA-342 Alpha Roster
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: Readiness Branch, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-readiness-team@mail.mil
Human Resource Authorization Report (HRAR); formerly known as The Unit Manning Report (UMR)

Responsible agencies:
- Battalion or Separate Company (S1)
- Brigade S1 (BDE S1)

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

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 reevaluated 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. Refer to AR 614-200 for enlisted utilization management policies.
- 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:
• AAA–162 Unit Personnel Accountability Report
• AAA–342 Alpha Roster
• Personnel Asset Visibility Report

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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Soldier Availability Deployment Tracking

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

References:
- 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 non-available 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 override a non-available code using the Commander's Decision (CD) code. *Note that in order to Deploy a Soldier with a CD, the end date for the CD must be equal to or before the deployment date.

The user can select from the following status:
- NAT – Non-available - Temporary (Status)
- NAP – Non-available - 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.

- If users select Non-available Permanent, the user must input the reason and start date.
- If users select Non-available 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.
- The end date indicates the date the selected status will expire, and must be after the start date.
- Entering the following Suspension of Favorable Personnel Actions (SFPA) in eMILPO will automatically update the Soldier’s status:
  - AA – Adverse Action
  - BA – Elimination-Field Initiated
  - HA – Punishment Phase Entering Phase
- Entering the following duty status in eMILPO will automatically update the Soldier’s status:
  - 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
- 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).
- The Dwell Time counter will be reset to Zero and display the next day after a nightly system processing job in eMILPO has run.
- Entering a Soldier Availability Deployment Tracker Status of DEP, or NAT-DP in the system will automatically generate a PERSTEMPO Deployment Event.
- The Unit Personnel Accountability Report (AAA-162) now reflects Soldiers’ non-availability status and reason under the columns “Non Avail Stat” and “Non Avail RSN”. This report also displays the Soldier’s Medical Readiness status under two columns labeled, “MRC Cd” and “MRC Rsn”.

Verify MRC Codes: [HRC Metadata Helper](#) search for “MRCCD”

**Related system report:**
- AAA-162 Unit Personnel Accountability Report
- AAA-167 Unit Soldier Readiness Report
- Automated Rear Detachment Report (ARDR)

**Work center actions:**
- S1/Unit eMILPO clerk. Ensure Soldier is arrived to unit prior to taking action.
- S1/Unit eMILPO clerk. Enter the data on each Soldier when they deploy and redeploy.
- S1/Unit/BDE eMILPO clerk. Identify and enter appropriate status and reason.
- Commander. Verify each Soldier’s non-available status on the AAA-162 for USR reporting.
- S1/Unit eMILPO clerk BDE/MPD. Correct all reported errors to ensure proper reporting.

**Functional Proponent:** Readiness Branch, EPMD, HRC  
**EMAIL:** usarmy.knox.hrc.mbx.epmd-readiness-team@mail.mil
Mass Soldier Availability Deployment Tracking

This function has three sub-functions that allows users to mass add, update and remove start/end dates:

1. Mass Add
2. Mass Update
3. Mass Remove

Note: This section is Not divided into the sub-sections.

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

References:
- 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. 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 added or updated 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.
- 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 job has processed in eMILPO.
- 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 report:
- AAA-162 Unit Personnel Accountability Report
- AAA-167 Unit Soldier Readiness Report
- Automated Rear Detachment Report (ARDR)

Work center actions:
- S1/Unit eMILPO clerk. Identify Soldiers deploying or redeploying as a unit.
- S1/Unit eMILPO clerk. Enter 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.
- Commander. Verify each Soldier’s non-available status on the AAA-162 for USR reporting.

Functional Proponent: Readiness Branch, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-readiness-team@mail.mil

EMAIL: usarmy.knox.hrc.mbx.epmd-readiness-team@mail.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 Major Command Manager a view of incoming, deploying personnel in DTAS.
DTAS Soldier Record

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

References:
- DTAS User’s 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 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 system reports:
- None

Work center actions:
- PAS. Provide eMILPO access to Mobile System Users.
- 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 local drive or portable medium.
- Mobile System User. Load saved file into DTAS using the DTAS Mass Add Wizard and DTAS Mass Attach Wizard additional info found in the DTAS Functional Guidance.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
TRN Upload

**Responsible agencies:**
- Brigade S1/Military Personnel Division/Personnel Automation Section (PAS)
- Mobilization Station

**References:**
- TPS Functional Guidance
- DTAS User Manual
- DTAS Functional Guidance

**General guidance:**
- The purpose of this function is to provide the Major Command 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:**
- None

**Work center actions:**

**Functional Proponent:** Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
REASSIGNMENTS

The Reassignments module provides users a method of identifying, verifying, 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:
- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Medical Personnel
- US Army Human Resources Command (HRC)

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

Work center actions:
- BDE S1/MPD. Prepare a reassignment file for each Soldier. Paragraph 2-5, 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, for general eligibility determination. 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.
- 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 scheduled date, time and location on the form.
- BDE S1/MPD. Forward the Reassignment Notification to the S1 for action. Suspense 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/medical personnel. 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.
- 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. Suspense 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:** EPMD, OMD, EPSAB  
**EMAIL:** USARMY.KNOX.HRC.MBX.EPMD-PSA-BRANCH@MAIL.MIL  
**COML:** 502-613-5852 DSN: 983-5852

**Content validated 20140611**
Briefing Attendance

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

References:
- 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, paragraphs 2-8 through 2-9 cover briefings and interviews for enlisted Soldiers and paragraphs 3-7 through 3-8 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:
- AAA-069 EDAS Special Letter of Instruction
- AAA-234 EDAS Individual Losing Assignment Report

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: EPMD, OMD, EPSAB
EMAIL: USARMY.KNOX.HRC.MBX.EPMD-PSA-BRANCH@MAIL.MIL
COML: 502-613-5852 DSN: 983-5852

Content validated 20140611 by Policy SME:
HQDA Reassignment

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

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

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: EPMD, OMD, EPSAB
USARMY.KNOX.HRC.MBX.EPMD-PSA-BRANCH@MAIL.MIL
COML: 502-613-5852 DSN: 983-5852

Content validated 20140611
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 Avail 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
  - Out-processing Report

**Functional Proponent:** Personnel Accountability Branch, Field Services Division, TAGD, HRC

**EMAIL:** usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.mil
Unassociated Soldier Events

Responsible agencies:
• PERSTEMPO User

References:
• AR 600-8-104, Army Military Human Resource Records Management
• AR 600-8-6, Personnel Accountability and Strength Reporting
• FY00 National Defense Authorization Act, Section 586 and 435, Title 10
• FY04 National Defense Authorization Act, Section 541 and 436, Title 10

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:
• None

Work center actions:
• PERSTEMPO users will ensure all Soldier events are entered in a timely manner.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.mil
Individual Event

Responsible agencies:
• PERSTEMPO User

References:
• AR 600-8-104, Army Military Human Resource Records Management
• AR 600-8-6, Personnel Accountability and Strength Reporting
• 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:
• None

Work center actions:
• PERSTEMPO users will ensure all Soldier events are entered in a timely manner.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.mil
Mass Event

This function has three sub-functions that allows users to mass add, update and remove start/end dates:

1. Mass Add
2. Mass Update
3. Mass Remove

Note: This section is Not divided into the sub-sections.

Responsible agencies:
- PERSTEMPO User

References:
- AR 600-8-104, Army Military Human Resource Records Management
- AR 600-8-6, Personnel Accountability and Strength Reporting
- 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.
  1. **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.
  2. **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.
  3. **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:
- None

Work center actions:
- PERSTEMPO User – Add, Update or Remove Mass Events as necessary.

Functional Proponent: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.mil
Outprocessing Report

- PERSTEMPO user

References:
- AR 600-8-104, Army Military Human Resource Records Management
- AR 600-8-6, Personnel Accountability and Strength Reporting
- FY00 National Defense Authorization Act, Section 586 and 435, Title 10
- FY04 National Defense Authorization Act, Section 541 and 436, Title 10

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, REFRAK, 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:
- 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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.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 and above 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:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

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

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 or 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. WLC conditional promotions will be rescinded upon release of the AR 600-8-19, however for Soldiers who are not SSD level 1 graduates, the battlefield promotion is conditional. Soldiers must complete SSD level 1 within 270 days from redeployment (AA) or REFRAD (RC) as applicable or the Soldier will be reduced to their former rank.
  - 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. The DOR will be the previous DOR held at the reduced pay-grade.
  - 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.
  - Automatic promotions from TAPDB (Total Army Personnel Database) are only sent one time.
Related system reports:
- AAA–162 Unit Personnel Accountability Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

Work center actions:
Reductions (other than failure to complete training)
- Unit. Provide the S1/MPD the reduction documentation.
- MPD/S1/Unit eMILPO clerk. Review documents for accuracy and compliance with AR 600-8-19 and other applicable regulations, and within one working day, submit appropriate reduction transaction via eMILPO. Otherwise, notify unit of required 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 (UCFR) or LES to ensure the grade change 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 recommendation 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 TAPDB/EDAS NLT 24-48 hrs.

Functional Proponent: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME:
Almitra Hamlin The Adjutant General Directorate
Lateral Appointments

Responsible agencies:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

References:
- 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
- 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:
- AAA–162 Unit Personnel Accountability Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

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. Forward a copy of the approved documentation to S1/G1/MPD for filing if necessary.

Functional Proponent: Junior/Senior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil or mailto:usarmy.knox.hrc.mbx.tagd-sr-enlisted-promotions@mail.mil
COML: (502) 613-9013/9014 or DSN: 983-9013/9014

Content validated 20140530 by Policy SME:
Almitra Hamlin The Adjutant General Directorate
Promotion

Responsible agencies are:
• Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
• US Army Human Resources Command (HRC)

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

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 (AAA-117) 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 (AAA-117)” 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 (AAA-117). 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 the Soldier’s PMOS.
• The system will ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.
• If a promotion/advancement is submitted with an erroneous future date, users must allow action to process and then correct by selecting ‘Restore/Revoke Previous Rank’ with change reason of “Correction of Erroneous Promotion”
• 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 without waiver 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 Time-in-Service (TIS) and Time-in-Grade (TIG) criteria with waiver include:

**TIS:**
- E1 promotable to E2 (4 months)
- E2 promotable to E3 (6 months)
- E3 promotable to E4 (18 months)

**TIG:**
- E2 promotable to E3 (2 months)
- E3 promotable to E4 (3 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:**
- AAA–117 Enlisted Advancement Report
- AAA–162 Unit Personnel Accountability Report
- AAA–294 Enlisted Promotion Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

**Work center actions:**
• S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report (AAA–117), 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 YES/NO annotation; 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 (AAA-117). 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:** Junior Enlisted Promotions, ESPD, TAGD, HRC
**EMAIL:** usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
**COML:** (502) 613-9013 or DSN: 983-9013

**Content validated 20140530 by Policy SME:**
Almitra Hamlin The Adjutant General Directorate
Deny Promotion

Responsible agencies:
- Brigade S1/ Battalion Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

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

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 AAA–117. 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:
- AAA–117 Enlisted Advancement Report
- AAA–162 Unit Personnel Accountability Report
- AAA–294 Enlisted Promotion Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

Work center actions:
- S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report (AAA-117), 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 NO annotation; 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 (AAA-117) 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 (AAA-117), 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: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME:
Almitra Hamlin The Adjutant General Directorate
Deny Promotion List Auto Integration

Responsible agencies:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

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

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 Promotion Report (AAA-294).
- 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:
- AAA–162 Unit Personnel Accountability Report
- AAA–294 Enlisted Promotion Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

Work center actions:
- S1/Unit eMILPO clerk. Generate the Enlisted Promotion Report (AAA-294); 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 NO annotation; sign the report; then return the report within five working days 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 annotation on the Enlisted Promotion Report (AAA-294).
- 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: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME: Almitra Hamlin The Adjutant General Directorate
Special Category Promotion

Responsible agencies:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- US Army Human Resources Command (HRC)

References:
- 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), 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, or Enlistment/Reenlistment Document.
- 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 forwards the appropriate promotion source documents for promotion to SGT and SSG 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.

Training promotions may be made as follows:
- Upon completion of BCT or the BCT portion of one station unit training, CDRs may advance up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIMIG requirements.
- Upon completion of advanced individual training or the MOS producing phase of one station unit training, CDRs may advance up to 10 percent of each company's assigned PV1s to PV2 and PV2s to PFC without regard to the TIS and TIMIG requirements.
Other Special circumstances:

- 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.**
- **Refer to MILPER Message 12-347, Special Category Promotions for promotions to SGT and SSG.**
- 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:**

- AAA–162 Unit Personnel Accountability Report
- AAA–294 Enlisted Promotion Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

**Work center actions:**

- Unit Commander. Submit request for Special Category promotion to the S1.
- S1. Verify that Soldier is qualified and authorized the 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 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:** Junior Enlisted Promotions, TAGD, HRC

**EMAIL:** usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil

**COML:** (502) 613-9013 or DSN: 983-9031

**Content validated 20140530 by Policy SME:**

Almitra Hamlin The Adjutant General Directorate
Restore/Revoke Previous Rank

Responsible agencies:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

References:
- 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:
- AAA–162 Unit Personnel Accountability Report
- AAA–347 Enlisted Record Brief
- Human Resources Authorization Report (HRAR)

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: Junior Enlisted Promotions, TAGD, HRC
EMAIL:  usarmy.knox.hrc.mbx.tagd-yr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME: Almitra Hamlin The Adjutant General Directorate
Correct Date of Rank

Responsible agencies:
- Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

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

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:
- AAA–117 Enlisted Advancement Report
- AAA–294 Enlisted Promotion Report
- AAA–347 Enlisted Record Brief

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 for 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.

Functional Proponent: Junior Enlisted Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME:
Almitra Hamlin The Adjutant General Directorate
Rank History

Responsible agencies:
• Brigade/Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
• Division G1
• US Army Human Resources Command (HRC)

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

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:
AAA–347 Enlisted Record Brief

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.

Functional Proponent: Junior Enlisted Promotions, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME:
Almitra Hamlin The Adjutant General Directorate
VIEW ONLY

The functional category of View Only offers the View Soldier, View Unit, and Reports areas within eMILPO. For complete guide to canned Reports refer to The eMILPO Reports Guide.
View Soldier Information

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

References:
- AR 40-501, Standards of Medical Fitness
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, Army Military Human Resource Records Management

General guidance:
- This function provides users a view of a Soldier’s current Record Status, MPC, Service Component, and Duty Status. In addition, displays medical readiness classification (MRC) information received from MEDPROS.
- This is a view only function that does not allow data entry.
- Verify Codes: HRC Metadata Helper

Related system reports:
- AAA-162 Unit Personnel Accountability Report
- AAA-167 Unit Soldier Readiness Report
- Automated Rear Detachment Report (ARDR)

Work center actions:
- Validate updates or receipt of related data from interfaces.

Functional Proponent: Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20190205 by Policy SME:
Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120
View Unit Information

The View Unit Information module displays the data pertaining to a selected UIC. View Unit Information data includes strength information (such as number of Soldiers assigned or attached to the unit), organizational information, status information, and authorization information.

**Responsible agencies:**
- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)

**References:**
- AR
- FMS Web
- DRRS-A

**General guidance:**
- This function provides users a view of a Unit’s Organizational Data received from TAPD.
- This is a view only function that does not allow data entry.
- Verify Codes: HRC Metadata Helper

**Related system reports:**
- AAA-
- AAA-

**Work center actions:**
- Validate updates or receipt of related data from interfaces.

**Functional Proponent:** Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

**Content validated 20190205 by Policy SME**
Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120
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 (*) proceeding the name.
Promotion Point Worksheet Access/Removal

Responsible agencies:
- Brigade/ Battalion S1/Military Personnel Division (BDE/BN S1/MPD)
- Division G1
- US Army Human Resources Command (HRC)

References:
- Promotion Point Worksheet Access/Removal memorandums

General guidance:
- S1/MPD must request access to the Promotion Point Worksheet (PPW).
- Example PPW access memorandums can be found at https://www.hrc.army.mil/site/assets/doc/New_PPW_request_Example.doc.
- PPW access request must be signed by the promotion authority Lieutenant Colonel (LTC or higher). PPW access is limited to three personnel for each S1 and MPD, exceptions may be granted upon request.
- Example request to remove PPW access can be found at http://www.hrc.army.mil/site/assets/doc/PPW_Removal_Example.doc.
- PPW removal request may be signed by the S1 NCOIC or Adjutant.

Functional Proponent: Junior Enlisted Promotions, ESPD, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil
COML: (502) 613-9013 or DSN: 983-9013

Content validated 20140530 by Policy SME: Almitra Hamlin The Adjutant General Directorate
Personnel Asset Inventory (PAI)

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

References:
- 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:
- AR 600-8-6, Personnel Accountability and Strength Reporting
  - 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 listed on the AAA-162 (Personnel Accountability Report) does 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 (Personnel Asset Inventory) to document the PAI.** The DA Form 3986 can be locally reproduced on 8 1/2- by 11-inch paper. The form is available in 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.apd.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 is be 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.**

- The unit level Commander will sign the DA Form 3986 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 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 and returns it, the S1 will file it according to ARIMS.
  - 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.

DA Form 3986, Personnel Asset Inventory (PAI)

- The DA Form 3986 is the authenticating document for a unit’s PAI.
- For clarity, the guidance on completing the DA Form 3986 is separate from the overall PAI procedures found preceding this guidance.
- Instructions for completing DA Form 3986. Units will find the Personnel Asset Inventory form online at The Army Publishing Directorate site at http://www.apd.army.mil.

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 Identification Code (UIC). Enter the complete UIC of the unit.
- Item 7. Unit Personnel Accountability Report as of (AAA-162 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 the PAI and either concurs or non-concurs.

Section III – Personnel Automation Section Coordination.
- Items 17 and 18. Remarks. For all units other than BDEs, the PAS Chief either concurs or non-concurs 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 Unit Personnel Accountability report reconciled 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 Unit Personnel Accountability Report Reconciled 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 Manager 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 non-concur 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.

Work center actions:
• Installation/BDE Commander. Establish local SOP for PAI procedures.
• Recommend that the MPSM, PAS, G1, S1s, Transition Center and Replacement Center conduct a strategy planning sessions for large/multi-Unit PAI events.
• PAS. Provide all S1s with AAA-162 and list current UIC(s) scheduled for PAI(s)
• Validate Soldier status has been resolved from the latest Failure to Gain and Deviations Reports.
• PAS at the PSC/BDE/DIV and Installation levels should be prepared to assist Units with resolution of notices.
  Sources of useful information for locating Soldiers include:
  - 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:
• 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 to report the correct current status.
• S1. On the last working day before the PAI, print the AAA-162 and the AAA-165 reports and ensure each unit has a new UCFR available. 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.
  - 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. Complete and sign item 14 of DA Form 3986.
• 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. 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 and return to S1.
• S1. Verify the AAA-162, AAA-165, and DA Form 3986 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 and return the complete packet to the unit.
• S1. Forward the DA Form 3986 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: Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-fsd-pai@mail.mil
System Administration

- This function has sub-functions in the following areas:
  1. View Audit Reports
  3. Account Management/User Administration

View Audit Reports

Responsible agencies:
- Personnel Automation Section (PAS)/User Administrators
- Brigade S1/Military Personnel Division/Personnel Service Center (BDE S1/MPD/PSC)
- Regional Support Command (RSC), States System Interface Branch (SIB)
- Division/Major Army Command Managers

References:
- MFR, Subject: Requesting an Official Audit of Data in the electronic Military Personnel Office (eMILPO)

  eMILPO Audit Reports: eMILPO application audit reports are available, when required to provide System Administrators (SAs) the capability to verify who submitted specific transactions and when they occurred. eMILPO SAs can access audit logs in the eMILPO application under System Services – System Administration – System Reports – View Audit Reports. The process for requesting an eMILPO audit for official investigations is defined in the Memorandum For Record, Subject: Requesting an Official Audit of Data in the electronic Military Personnel Office (eMILPO), located in https://emilpo.ahrs.army.mil/ - Field User’s Guide/FAQs – How to Guides – MFR, Subject: Requesting an Official Audit of Data in the electronic Military Personnel Office (eMILPO). Authorized users must submit requests for official investigative audits to the AHRS help desk. AHRS help desk personnel perform the audit research and track the action in a trouble ticket.

Work center actions:
- Users submit request to local supporting BDE S1/Installation PAS.

Functional Proponent: Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20180814 by Policy SME: Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120
Account Management/User Administration

Responsible agencies:
- Brigade S1/Military Personnel Division/Personnel Service Center (BDE S1/MPD/PSC)
- Regional Support Command (RSC), States System Interface Branch (SIB)
- Division/Major Army Command Managers
- Personnel Automation Section (PAS)/User Administrators

References:
- AR 25-2

This functional guidance supersedes rescinded/expired SIDPERS guidance until a new human resource information system subsumes eMILPO, and subsequent policy and procedures are defined.

General guidance:
The Personnel Automation Section will act as local first-line system support and User Administrators/ Account Managers for field systems. eMILPO provides capability for cross-level operational support at a variety of HR organizations including: Separate Company/Unit S1s, Battalions, Brigades, Divisions, Personnel Service Centers, Military Personnel Divisions, Reserve Service Centers and Regional Support Commands, States System Interface Branch, Army Installations, and Major Army Commands.

User Administrators (UAs) are responsible for meeting DOD Information Assurance requirements defined in AR 25-2, including annual review and validation of all user accounts. User Accounts will be set to expire one year after creation. Remove departing users' accounts before departure. Terminate inactive accounts verified as no longer required that exceed 45 days. For audit evidence: the UA will collect, and retain for a minimum of 2 years, all signed access request forms for accounts they have approved/created.

eMILPO User Administration is flexible in providing access to Unit hierarchy information, and function/sub- function access can be provided/restricted/expanded to customize individual user roles and permissions.

Account Types determine and limit Soldier record access based on UIC hierarchy and Unit organizational data. Account Types allow different types of users to perform and provide HR Support at a variety of levels:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Provides Access to Soldier Records within the identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual UIC Account</td>
<td>Company/Unit S1</td>
</tr>
<tr>
<td>Multiple UICs Account</td>
<td>Battalion S1/Task Force, etc.</td>
</tr>
<tr>
<td>PSC Account</td>
<td>BDE S1/PSC/MPD</td>
</tr>
<tr>
<td>DMSL Account*</td>
<td>BDE S1/PSC/MPD</td>
</tr>
<tr>
<td>DML Account</td>
<td>Division</td>
</tr>
<tr>
<td>PPA Account</td>
<td>Installation/Army Post</td>
</tr>
<tr>
<td>MACOM Account</td>
<td>Army Command</td>
</tr>
<tr>
<td>AR Account</td>
<td>USAR non-activated Units</td>
</tr>
<tr>
<td>NG Account</td>
<td>ARNG non-activated Units</td>
</tr>
<tr>
<td>Go Army Account</td>
<td>All Active Component and Activated USAR/ARNG Units</td>
</tr>
</tbody>
</table>

* Capability exists to create DMSL accounts. However the DMSL account type is not recommended as the user’s sole or primary account. The DMSL is used by HRC for distribution purposes. The field values are changed and/or removed from the system without warning. When removed, accounts will be disabled preventing user access.

PSDR BDE PAS Chiefs will have the PSC account with identifier (UAxx/UBxx) as the primary account type. All PAS should routinely validate UIC Organizational data to ensure that user account types continue to provide the correct UIC hierarchy access to the records of Soldiers currently assigned/attached.

AR0000 accounts provide access to all United States Army Reserve (USAR) Units not on active duty. Activated/Mobilized Units are supported by the Active Component PAS’ at multiple levels.

NG0000 accounts provide access to all Army National Guard (ARNG) Units not on active duty. Activated/Mobilized
Units are supported by the Active Component PAS’ at multiple levels.

A user’s approved account type should be at the lowest level that will allow access to Units the requestor is required to provide Human Resources support to. PAS will limit hierarchy access to a user’s “need to know” A user can have multiple accounts types, but each requires approval and creation by the authorized PAS/User Administrator.

Account creation in eMILPO is very flexible. A user can have access to a single UIC, but capable of data entry to every input function/sub-function within the application. A user can also have access to All UICs, but only capable of data entry to a single input function/sub-function within the application. Access will be provided and/or restricted in accordance with a user’s mission requirements, and the User Administrator’s responsibility to uphold Information Assurance and Security requirements.

**FSD PAS POC Registration:**

- A PAS Chief and at least one Assistant must be designated for each Installation and PSDR BDE S1. The PAS Chief and Assistant must remain registered on the FSD Help Desk website, where their contact information can be displayed and searched by Unit S1s who will be seeking UIC access, and first-line (Tier 1) Help Desk support.
- Only one “PAS Chief” will be designated as the Lead/Manager/Supervisor.
- PSDR BDE PAS Chiefs will receive the PSC (UAXx/UBxx) as the primary account type. This role will usually be filled by the Warrant Officer One/Two/Three; others can be designated as PAS Assistant or PAS User.
- Non-PSDR ‘PSC Chiefs’/User Administrators can be designated, but only when approved by the Installation PAS.
- A PAS Chief can be designated at the DML and ACOM levels as well. These users will generally be Senior Warrant Officers and/or GS employees that provide oversight, support and assistance to many Installations or regional commands.
- PAS Assistants are provided all the same roles and permissions as the PAS Chief. There is no limit to the number of assistants that can be identified to by a PAS Chief.
- There is no limitation to the number of users a User Administrator can approve. However, the User Administrator is responsible for meeting DOD Information Assurance requirements defined in AR 25-2. Including annual review and validation of all user accounts.
- Users or potential users can download an eMILPO access request form from the eMILPO portal page at: [https://emilpo.ahrs.army.mil](https://emilpo.ahrs.army.mil) under the link ‘User Registration’
- Completed access request forms must be routed to the local supporting PAS for account approval and creation.
- Current PAS POC info can be searched via the same site location by selecting the link ‘Search PAS POCs’ then clicking the ‘Search’ button.
- PAS personnel can choose the ‘Register’ button and complete the web input form to identify themselves as PAS Chiefs, PAS Assistants, or PAS Users.
- PAS Users are those a PAS has approved to submit trouble tickets, submit data corrections via PASS-R, and/or have access FSD custom reports and data synchronization projects such as: The FSD Deviation Report, PERPAY Report, etc.
- FSD PAS POC registration/approval will also identify HIMs account managers.
- Additional detailed User Administration/Account Management instruction documents, and ‘How to’ guides can be downloaded from the FSD PAS Chief Community. Access is provided to registered PAS POCs only.

**Work center actions:**

- Potential users submit completed access request forms to local supporting PAS.
- PAS/User Administrators have account management authority and responsibility.
- PAS/User Administrators receive and review access requests for completeness, consider security clearance information, and approve, deny, and create eMILPO accounts that allow HR Specialists to perform their critical job functions.
- PAS/User Administrators stay abreast of DOD Information Assurance, Security, Privacy and Data Protections requirements.

**Functional Proponent:** Field Services Division, TAGD, HRC

**EMAIL:** usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil

**PHONE:** 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20180814 by Policy SME:
Error Resolution and Reporting

Responsible agencies:
- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD/PSC)
- Personnel Automation Section (PAS) at all levels

References:
- This functional guidance supersedes rescinded/expired SIDPERS guidance until a new human resource information system subsumes eMILPO, and subsequent policy and procedures are defined.

General guidance:
- The personnel information management systems interconnect personnel record functions to collect, validate, process, and store critical information, about Soldiers and Units through distributed and command databases. eMILPO data entry generates transactions that pass data to the TAPDBs, which subsequently update the ITAPDB. The analysis of database information is provided to the commander to support the commander's decision-making process.
- Units must record all personnel changes involving Accountability and Readiness gains, losses, duty status, and deployment tracking changes in the field database of record. (Currently eMILPO)
- Transactional updates processed must also process interfacing HR systems.
- Field level PAS Error Resolution Specialists will assist Unit S1s with ensuring data changes have processed through each core database in the personnel information system chain: eMILPO, the TAPDB(s), and ITAPDB.
- AHRS and FSD Help Desk(s) will assist approved PAS POCs with error resolution if/when required.
- Transaction input that is rejected is displayed on the AAA-351 Unresolved Error Report, which provides detailed reasons of failure.
- The PAS will research input origin, correct the errors by resubmitting transactions, and notify the user/originator why the transaction was rejected, so that these types of data entry errors are not repeated by the user.
- The user/originator can correct errors if provided the correct systems access and training.
- Corrective action may require submission of an eMILPO transaction or a pass record depending on what data must be changed and in which database the change must occur.
- The PAS analyst may use pass record to change TAPDB and/or eMILPO data discrepancies.
- There are approved PAS analyst at various HR Support levels including: BDE, PSC, MPD, DIV, Installation, and ACOM that can assist with resolving errors and correcting Soldier record data.
- If error resolution cannot be satisfactorily performed by field level HR Specialists, approved PAS POCs may escalate issues to the AHRS or FSD Help Desk(s) for assistance.
- AAA-351 reports are created after each transaction processing cycle and are stored for PAS retrieval and resolution action for 10 days.
- Error notices must be resolved in a timely manner, to prevent rejection of valid follow-on actions, and to prevent inaccurate information from displaying in report output provided to and from interfacing systems. (AKO, NETUSR, MEDPROS, etc.)
- For errors not resolved within 15 days, Personnel Accounting and Strength Reporting (PASR) related data deviations will then appear on the FSD Deviation Report, where the data discrepancies have a weighted measure by both volume and age.
- Routine review and work to resolve all AAA-351 errors will help improve data synchronization and HR reports/metrics that measure overall HR performance.
Related system reports:
- AAA-351 Unresolved Error Report
- FSD Deviation Report
- FSD Field HR Metrics

Work center actions:
- PAS retrieve and monitor each AAA-351 report to identify actions that require resubmission
- PAS/User Administrator submit proper pass record or eMILPO transaction(s) to reconcile failures/data discrepancies
- PAS/User Administrator notify the user/originator of reasons for transactions failures
- PAS/User Administrator provide corrective training when necessary
- PAS/User Administrator escalate issues by initiating ticket request to the AHRS or FSD Help Desk(s) for assistance
- PAS/User Administrator routinely working to resolve AAA-351 error notices, and reconcile FSD Deviation Report

Functional Proponent: Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20190205 by Policy SME:
Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120
Authorization Document Process (Properly Registering UICs in eMILPO)

Responsible agencies:
- Unit Commanders
- Personnel Automation Section (PAS)
- UIC Information Officer
- Installation G3
- ACOM
- US Army Human Resources Command (HRC)
- Army G3

References:
- AR 220-1, Army Unit Status Reporting and Force Registration

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 are reflected in eMILPO.
- The U.S. Army Force Management Support Agency (USAFMSA) creates the initial draft authorization document based on guidance from G3 and the MACOM. HRC nor eMILPO can create or change authorization documents. To create or change authorization documents, the installation strength manager must work with the ACOM. In turn, the ACOM 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 WEBTAADS. eMILPO downloads authorization data from USAFMSA through WEBTAADS.
- eMILPO receives the TAADS-Full Total Approved Force document, bi-annually 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 file updates at any time. The data received from USAFMSA cannot be changed by users within eMILPO as the Army G3 is the only approval authority. This helps ensure USAFMSA and eMILPO documents remain synchronized.
- 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) via 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, and the document will never be visible in eMILPO.
- 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.
• Problems can occur when the UIC notification is sent to an eMILPO work flow, but the work flow is notice is never processed to get the UIC in the system. Work flow notices must be processed immediately to allow authorization documents to load. If documents fail to load, an AHRS trouble-ticket will be required.

• Please make sure the ACOMS understand how important it is to fully register 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 the document is built 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 add it directly from the eMILPO menu.

• The Senior System Administrator receives a workflow notice to add the new unit to the 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 is already present 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: Field Services Division, TAGD, HRC
EMAIL:  usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE:  1-800-325-4980 COML:  502-613-9534 DSN:  983-9534

Content validated 20160504 by Policy SME: Shelly Brown, TAGD
COML:  502-613-8120 DSN:  983-8120
UIC Scrub by Installation

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

References:
- AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated

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:
- AAA-080 TAPDB Organization Change Report
- AAA-083 Total Army Locator Report

Work center actions:
PAS.
- 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. Coordinate with other PAS chiefs as needed.
- 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 initiate correction via Help Desk escalation procedures.

Functional Proponent: Field Services Division, TAGD, HRC
EMAIL:  usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534

Content validated 20190205 by Policy SME:
Shelly Brown, TAGD
COML: 502-613-8120 DSN: 983-8120
Intact Unit Move

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

References:
• AR 600-8-11, Reassignment (not found?)
• AR 600-8-105, Military Orders
• AR 600-8-6, Personnel Accounting and Strength Reporting
• AR 600-8-104, Army Military Human Resource Records Management
• AR 614-5, Stabilization of Tours (active?)
• 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 will delete Soldiers assignment instructions. 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:
• AAA-162 Unit Personnel Accountability Report
• AAA-351 The Unresolved Error Report

Work center actions:
• Unit Commander. Schedule and conduct a PAI within two weeks prior to the first personnel of the Unit’s main element 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: Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil
PHONE: 1-800-325-4980 COML: 502-613-9534 DSN: 983-9534
Assignment Instructions (Process an EDAS Cycle)

 Responsible agencies:
• Brigade S1/Military Personnel Division (BDE S1/MPD)
• US Army Human Resources Command (HRC)

 References:
• 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:
• 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 (AHRS) 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: Operations Management Division, EPMD, HRC
 EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
 COML: 502-613-5013 or DSN: 983-5013

 Content validated 20140611
Temporary Change Station (TCS) Attachment

Responsible agencies:
- Unit Commanders
- Battalion or Separate Company (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 (MOBSTM), or similar activity
- US Army Human Resources Command (HRC)

References:
- 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
- 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 phase '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 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 theaters 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 redeploys.
• 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 non-concurs, the Soldier must be returned to home station.

Individual TCS movement:
• TCS Soldiers will be attached in eMILPO, not arrived, and released from attachment 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 Fort 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 Fort Hood, TX, through Fort Benning, GA to join a unit in the deployed theater. The home station is Fort Hood, the CONUS Replacement Center (CRC) is Fort Benning, and the TCS station is the deployed theater.
- A Soldier departs on TCS from Fort Drum, NY, to Fort Bragg, NC, to join a deploying unit. The home station is Fort Drum, and Fort Bragg is the TCS station until the unit deploys.
- A USAR Soldier is ordered to active duty from Richmond, VA and proceeds to Fort Jackson for training and further movement through Fort Benning, GA to join a unit in the deployed theater. The home station becomes Fort Jackson, Fort 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 Fort Knox, KY for mobilization processing prior to movement to Fort Campbell, KY. Fort Knox becomes the home and mobilization station and Fort 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 headquarters, 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, Paragraph1-17, 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:

- AAA-162 Unit Personnel Accountability Report

Work center actions:

Home Station, S1/MPD.

- 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:** Personnel Accountability Branch, Field Services Division, TAGD, HRC
EMAIL: usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil
Deletions / Deferment Processing

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

References:
• 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 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 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 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 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, 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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Reassignment Process Overview

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

References:
- 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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Process a Request for Curtailment

Responsible agencies:
- Battalion or Separate Company (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)

References:
- 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 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 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. 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 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 DERS/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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Assignment Adjustment - Process a Foreign Service Tour Extension (FSTE) Curtailment

Responsible agencies are:
- Battalion or Separate Company (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)

References:
- 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/DROS (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: Operations Management Division, EPMD, HRC
EMAIL: usamy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Generate Reassignment Orders

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

References:
• 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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Perform an Intra-Installation Reassignment

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

References:
- 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 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. Out-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.
- Ensure correct movement designator code (MDC) is used when submitting the Arrival, else the Soldier’s date of last PCS and time on station may be incorrectly updated.

Functional Proponent: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
Process an Overseas Tour Election

**Responsible agencies:**
- Battalion or Separate Company (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

**References:**
- 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:** Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

**Content validated 20140611**
Medical and Dental Preparation for Overseas Movement

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

References:
- 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.
- 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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611
➢ Process a Request for Early Arrival

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

References:
- 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.
- 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.
- All requests for early arrival must be sent to the Human Resources Command for consideration. The Human Resources Command is the final approval authority.
- 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.

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 and forward to the approval authority.
- BDE/MPD. 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:** Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

*Content validated 20140611*
Assignment Adjustment - Process a Deferment or Deletion

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

References:
- 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 DROS/DEROS (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: Operations Management Division, EPMD, HRC
EMAIL: usarmy.knox.hrc.mbx.epmd-PSA-Branch@mail.mil
COML: 502-613-5852 or DSN: 983-5852

Content validated 20140611