

Tactical Personnel System (TPS)

TPS Smartbook

CM No. DTAS-FP000-004-20080530

Draft

Version 3.0

May 30, 2008



Submitted to
LTC John Kilgallon
Product Manager, AHRS
PEO Enterprise Information Systems

Prepared by
Electronic Data Systems
13600 EDS Drive, Mailstop A4S-D53
Herndon, VA 20171
Contract Number: GS-35F-0323J
Order Number: W91QUZ-06-F-0133

Authorized by: _____
Date: _____

Approved by: _____
Date: _____

TABLE OF CONTENTS

1. INTRODUCTION	1-1
1.1 Tactical Personnel System Overview	1-1
1.2 Installing the TPS Application.....	1-1
1.3 Setting Up the IDTech WCR3227-633U USB Card Reader for Use With TPS	1-7
1.3.1 Installation and Setup Steps	1-8
1.4 Keyboard Shortcuts.....	1-24
2. GENERAL	2-1
2.1 Main Menu.....	2-1
2.2 Function Toolbar.....	2-2
2.3 TPS Menus.....	2-3
2.4 Sorting Data	2-4
2.5 Location Information	2-4
2.5.1 Uploading Location Information	2-5
2.5.2 Adding Location Information	2-7
2.5.3 Editing Location Information	2-10
2.5.4 Deleting Location Information	2-12
3. MANIFESTING	3-1
3.1 Manifest	3-1
3.1.1 Manifest Overview.....	3-1
3.1.2 Manifest Data Definitions.....	3-1
3.1.3 The Manifest Main Window.....	3-3
3.1.4 The Manifest Detail Window.....	3-7
3.2 Jump Manifest.....	3-32
3.2.1 Jump Manifest Overview	3-32
3.2.2 Adding Multiple Jump Type Codes to a Jump Manifest	3-33
3.2.3 Printing Jump Manifest Summary	3-36
3.2.4 Printing DA Form 1306-E	3-37
3.2.5 Jump Manifest Data Definitions	3-38
3.2.6 The Jump Manifest Main Window	3-42
3.2.7 The Jump Manifest Detail Window	3-46
4. PERSONNEL	4-1
4.1 Personnel Module Overview.....	4-1
4.2 Personnel Data Definitions	4-1
4.2.1 Process Service Member.....	4-2
4.2.2 Process Civilian	4-4
4.2.3 Process Foreign National	4-5
4.3 Processing a Servicemember	4-6
4.3.1 Processing a Service Member.....	4-6
4.3.2 Searching for a Service Member's Record	4-7
4.3.3 Process Service Member: Required Tab.....	4-9
4.3.4 Process Service Member: General Info Tab	4-14

4.3.5	Process Service Member: Qualifications Tab.....	4-18
4.4	Processing a Civilian.....	4-23
4.4.1	Processing a Civilian.....	4-23
4.4.2	Searching for a Civilian's Record.....	4-24
4.4.3	Process Civilian: Required Tab.....	4-26
4.4.4	Process Civilian: General Info Tab.....	4-30
4.5	Processing a Foreign National.....	4-34
4.5.1	Processing a Foreign National.....	4-34
4.5.2	Searching for a Foreign National's Record.....	4-35
4.5.3	Process Foreign National: Required Tab.....	4-37
4.5.4	Process Foreign National: General Tab Info.....	4-41
4.5.5	Foreign National Supported Countries.....	4-45
5.	TASK FORCING.....	5-1
5.1	Task Force Overview.....	5-1
5.2	Task Force Data Definitions.....	5-1
5.2.1	Task Force Main.....	5-1
5.2.2	Personnel Assigned to Task Force.....	5-1
5.2.3	Available Task Forces.....	5-2
5.2.4	Vehicle Management.....	5-2
5.3	The Task Force Main Window.....	5-3
5.3.1	The Task Force Main Window.....	5-3
5.3.2	Adding a Task Force.....	5-3
5.3.3	Editing a Task Force.....	5-4
5.3.4	Deleting a Task Force.....	5-5
5.4	The Task Force Detail Window.....	5-7
5.4.1	The Task Force Detail Window.....	5-7
5.4.2	Assigning Personnel to a Task Force.....	5-7
5.4.3	Viewing Records of Personnel Assigned to a Task Force.....	5-11
5.4.4	Combining Task Forces.....	5-12
5.4.5	Removing Personnel by Individual From a Task Force.....	5-15
5.4.6	Removing Personnel by UIC From a Task Force.....	5-18
6.	CREWS.....	6-1
6.1	Crews Overview.....	6-1
6.2	Crew Management Window.....	6-1
6.2.1	Crew Management Window.....	6-1
6.2.2	Add a Vehicle to a Task Force.....	6-2
6.2.3	Assign Crew Members.....	6-4
6.2.4	Delete a Vehicle.....	6-6
6.2.5	Delete a Crew Member.....	6-7
6.2.6	Transfer Vehicle.....	6-8
6.3	Vehicle Management Window.....	6-10
6.3.1	Vehicle Management Window.....	6-10
6.3.2	Insert Vehicle Information.....	6-11
6.3.3	Update Vehicle Information.....	6-12

6.3.4	Delete Vehicle Information.....	6-14
6.3.5	Export Vehicle Information as a TRN File.....	6-15
6.3.6	Import Vehicle Information From a TRN File	6-17
7.	REPORTING.....	7-1
7.1	TPS Reports Overview	7-1
7.2	Saving Reports	7-1
7.3	Army Personnel Summary Report	7-3
7.4	Personnel Requirements Report.....	7-5
7.5	Deployed Civilian Personnel Report	7-7
7.6	Deployed Personnel Roster Report.....	7-9
7.7	Deployed Foreign Nationals Report	7-11
7.8	Joint Personnel Summary Report.....	7-13
8.	SYSTEM ADMINISTRATION.....	8-1
8.1	System Administration Overview	8-1
8.2	The System Administration Main Window	8-1
8.3	System Administration Data Definitions—Upload	8-3
8.3.1	Upload Personnel	8-3
8.3.2	Upload Equipment	8-3
8.3.3	Upload Duty Status—Exercise Duty Status	8-4
8.3.4	Upload Duty Status—Military Duty Status	8-4
8.3.5	Upload Rapid SSN.....	8-4
8.4	System Administration Data Definitions—Miscellaneous.....	8-4
8.4.1	Database Management	8-5
8.4.2	Insert/Update UIC	8-5
8.4.3	Unit Authorization	8-6
8.5	Upload.....	8-7
8.5.1	Upload Personnel	8-7
8.5.2	Upload Organizational Unit.....	8-10
8.5.3	Upload Equipment	8-19
8.5.4	Upload Rapid UIC	8-22
8.5.5	Upload Duty Status.....	8-24
8.5.6	Upload Rapid SSN.....	8-30
8.6	Miscellaneous	8-34
8.6.1	Database Management	8-34
8.6.2	Insert/Update UIC	8-37
8.6.3	Reset Status	8-42
8.6.4	Unit Authorization	8-45
8.6.5	Valid TPS Users.....	8-55
8.6.6	Update JPD	8-58

APPENDIX A—GLOSSARY

LIST OF FIGURES

Figure 1–1: Welcome Screen.....	1–2
Figure 1–2: Installation Error Message.....	1–3
Figure 1–3: Select Installation Folder.....	1–3
Figure 1–4: Confirm Installation.....	1–4
Figure 1–5: Installing TPS 3.....	1–5
Figure 1–6: TPS 3 Information.....	1–6
Figure 1–7: Installation Complete.....	1–7
Figure 1–8: Found New Hardware Message.....	1–8
Figure 1–9: Found New Hardware Wizard: Welcome.....	1–9
Figure 1–10: Found New Hardware Wizard: Select Install Type.....	1–9
Figure 1–11: Found New Hardware Wizard: Search Message (USB <-> Serial).....	1–10
Figure 1–12: Found New Hardware Wizard: Installation Complete (USB Serial Converter).....	1–10
Figure 1–13: Found New Hardware Wizard: Welcome.....	1–11
Figure 1–14: Found New Hardware Wizard: Select Install Type.....	1–12
Figure 1–15: Found New Hardware Wizard: Search Message (USB Serial Port).....	1–12
Figure 1–16: Found New Hardware Wizard: Installation Complete (USB Serial Port).....	1–13
Figure 1–17: Found New Hardware Wizard: Welcome.....	1–14
Figure 1–18: Found New Hardware Wizard: Select Installation Type (Advanced).....	1–14
Figure 1–19: Browse for Folder Dialog.....	1–15
Figure 1–20: Found New Hardware Wizard: Installation Complete (USB Serial Converter).....	1–16
Figure 1–21: Found New Hardware Wizard: Welcome.....	1–17
Figure 1–22: Found New Hardware Wizard: Select Installation Type (Advanced).....	1–17
Figure 1–23: Browse for Folder Dialog.....	1–18
Figure 1–24: Found New Hardware Wizard: Installation Complete (USB Serial Port).....	1–19
Figure 1–25: Found New Hardware Message.....	1–19
Figure 1–26: Device Manager.....	1–20
Figure 1–27: USB Serial Port (COM3) Properties Dialog.....	1–21
Figure 1–28: Driver File Details Dialog.....	1–22
Figure 1–29: ScanBar for TPSv2 Dialog.....	1–23
Figure 1–30: COM3 Properties Dialog.....	1–24
Figure 2–1: TPS Main Menu.....	2–2
Figure 2–2: Function Toolbar.....	2–3
Figure 2–3: Add/Edit Location Dialog.....	2–5
Figure 2–4: UploadLocations Dialog.....	2–6
Figure 2–5: Please Select a File Dialog.....	2–6
Figure 2–6: Add/Edit Location Message.....	2–7
Figure 2–7: Add/Edit Location Dialog.....	2–8
Figure 2–8: Add/Edit Location With Blank Row.....	2–9
Figure 2–9: Add/Edit Location With Insertion.....	2–10
Figure 2–10: Add/Edit Location Dialog.....	2–11
Figure 2–11: Add/Edit Location Dialog Showing Row Marked for Edit.....	2–12
Figure 2–12: Add/Edit Location Dialog With Row Marked for Deletion.....	2–13
Figure 3–1: Manifest Main.....	3–5
Figure 3–2: Confirmation Message.....	3–7

Figure 3-3: Manifest Detail Window	3-8
Figure 3-4: Insert to Manifest Detail Dialog	3-9
Figure 3-5: Insert to Manifest Detail Message	3-9
Figure 3-6: Person Already Exists Error Message	3-10
Figure 3-7: Manifest Detail Window	3-11
Figure 3-8: Insert to Manifest Detail Dialog	3-12
Figure 3-9: Must Enter All Data Message	3-12
Figure 3-10: Manifest Detail Window	3-14
Figure 3-11: Insert to Manifest Detail Dialog	3-14
Figure 3-12: Insert to Manifest Detail: Insert Multiple Tab	3-15
Figure 3-13: Please Choose A UIC Dialog	3-16
Figure 3-14: Manifest Detail Window	3-17
Figure 3-15: Manifest Detail Window	3-19
Figure 3-16: Process Civilian Window	3-20
Figure 3-17: Manifest Detail Window	3-21
Figure 3-18: Edit Manifest Detail Data Dialog	3-22
Figure 3-19: Manifest Detail Window	3-23
Figure 3-20: Mini Record View	3-24
Figure 3-21: Manifest Detail Window	3-25
Figure 3-22: Please Select a TRN Data File Dialog	3-26
Figure 3-23: Incomplete Load Error Message	3-26
Figure 3-24: Manifest Detail Window	3-27
Figure 3-25: Insert to Manifest Detail Dialog	3-28
Figure 3-26: Insert to Manifest Detail Dialog: Insert Multiple Tab	3-29
Figure 3-27: Select SSN Data File Dialog	3-30
Figure 3-28: Unable To Load SSN Data File Error Message	3-30
Figure 3-29: Manifest Detail Window	3-31
Figure 3-30: Please Enter/Select a File To Store the TRN Information Dialog	3-32
Figure 3-31: Jump Manifest Detail Window	3-34
Figure 3-32: Insert to Jump Manifest Detail Dialog	3-35
Figure 3-33: Jump Manifest Detail Window	3-37
Figure 3-34: Jump Manifest Main Window	3-43
Figure 3-35: Jump Manifest Main Window	3-44
Figure 3-36: Jump Manifest Main Window	3-45
Figure 3-37: Jump Manifest Detail Window	3-47
Figure 3-38: Insert to Jump Manifest Detail Dialog	3-48
Figure 3-39: Jump Manifest Detail Window	3-50
Figure 3-40: Insert to Jump Manifest Detail Dialog	3-51
Figure 3-41: Jump Manifest Detail Window	3-53
Figure 3-42: Please Select a Data File Dialog	3-54
Figure 3-43: Jump Manifest Detail Window	3-55
Figure 3-44: Process Service Member Window	3-56
Figure 3-45: Jump Manifest Detail Window	3-57
Figure 3-46: Change UIC Dialog	3-58
Figure 3-47: Jump Manifest Detail Window	3-59
Figure 3-48: Jump Manifest Detail Window	3-60

Figure 3–49: Please Enter/Select a File To Store the AMC Information Dialog	3–61
Figure 3–50: Save File Confirmation Message	3–61
Figure 4–1: Process Service Member Window	4–7
Figure 4–2: Service Member and Civilian Search Window	4–8
Figure 4–3: Process Service Member Window With Personnel Information Displayed	4–9
Figure 4–4: Process Service Member Window	4–10
Figure 4–5: Service Member and Civilian Search Window	4–11
Figure 4–6: Process Service Member Window	4–12
Figure 4–7: Process Service Member Window	4–14
Figure 4–8: Service Member and Civilian Search Window	4–15
Figure 4–9: Process Service Member Window—Required Tab.....	4–16
Figure 4–10: Process Service Member Window—General Info Tab.....	4–17
Figure 4–11: Process Service Member Window—Required Tab.....	4–19
Figure 4–12: Service Member and Civilian Search Window	4–20
Figure 4–13: Process Service Member Window Showing Search Results.....	4–21
Figure 4–14: Process Service Member Window—Qualifications Tab.....	4–22
Figure 4–15: Process Civilian Window	4–24
Figure 4–16: Service Member and Civilian Search Window	4–25
Figure 4–17: Process Civilian Window With Search Results	4–26
Figure 4–18: Process Civilian Window	4–27
Figure 4–19: Service Member and Civilian Search Window	4–28
Figure 4–20: Process Civilian Window With Search Results	4–29
Figure 4–21: Process Civilian Window	4–30
Figure 4–22: Service Member and Civilian Search Window	4–31
Figure 4–23: Process Civilian Window With Search Results	4–32
Figure 4–24: Process Civilian Window—General Info Tab.....	4–33
Figure 4–25: Process Foreign National Window.....	4–35
Figure 4–26: Foreign National Search Window	4–36
Figure 4–27: Process Foreign National Window With Search Results	4–37
Figure 4–28: Process Foreign National Window.....	4–38
Figure 4–29: Foreign National Search Window	4–39
Figure 4–30: Process Foreign National Window With Search Results	4–40
Figure 4–31: Process Foreign National Window.....	4–41
Figure 4–32: Foreign National Search Window	4–42
Figure 4–33: Process Foreign National Window With Search Results	4–43
Figure 4–34: Process Foreign National Window—General Info Tab	4–44
Figure 5–1: Task Force Main Window	5–4
Figure 5–2: Task Force Main Window.....	5–5
Figure 5–3: Task Force Main Window	5–6
Figure 5–4: Task Force Detail Window.....	5–8
Figure 5–5: Add Personnel to Task Force Window.....	5–9
Figure 5–6: Task Force Add Personnel Message	5–9
Figure 5–7: Add Personnel to Task Force Window.....	5–10
Figure 5–8: Task Force Detail Window.....	5–11
Figure 5–9: Mini Record View Window	5–12
Figure 5–10: Task Force Main Window	5–13

Figure 5–11: Task Force Detail Window.....	5–14
Figure 5–12: Available Task Forces Dialog.....	5–14
Figure 5–13: Task Force Main Window.....	5–16
Figure 5–14: Task Force Detail Window.....	5–17
Figure 5–15: Task Force Main Window.....	5–18
Figure 5–16: Task Force Detail Window.....	5–19
Figure 5–17: Delete UIC From Task Force Dialog.....	5–19
Figure 6–1: Crew Management Window.....	6–2
Figure 6–2: Vehicle Assignment Add New Window.....	6–3
Figure 6–3: Crew Management Window—Vehicle Added.....	6–4
Figure 6–4: Crew Management Window.....	6–5
Figure 6–5: Crew Management Window.....	6–6
Figure 6–6: Crew Management Window.....	6–7
Figure 6–7: Crew Management Window.....	6–8
Figure 6–8: Crew Management Window.....	6–9
Figure 6–9: Crew Management Window—Vehicle Transferred.....	6–10
Figure 6–10: Vehicle Management Window.....	6–11
Figure 6–11: Vehicle Management Window Showing New Vehicle.....	6–12
Figure 6–12: Vehicle Management Window.....	6–13
Figure 6–13: Vehicle Management Window—Updated Vehicle Information.....	6–14
Figure 6–14: Vehicle Management Window.....	6–15
Figure 6–15: Vehicle Management Window.....	6–16
Figure 6–16: Please Enter/Select a File To Store the TRN Information Dialog.....	6–17
Figure 6–17: Vehicle Management Window.....	6–18
Figure 6–18: Please Select a EQP Data File Dialog.....	6–19
Figure 7–1: Reports Window.....	7–2
Figure 7–2: Save As Dialog.....	7–3
Figure 7–3: Reports Window.....	7–4
Figure 7–4: Personnel Summary Report Sample.....	7–5
Figure 7–5: Reports Window.....	7–6
Figure 7–6: Army Personnel Requirement Report Sample.....	7–7
Figure 7–7: Reports Window.....	7–8
Figure 7–8: Deployed Civilian Report Sample.....	7–9
Figure 7–9: Reports Window.....	7–10
Figure 7–10: Deployed Personnel Roster Report Sample.....	7–11
Figure 7–11: Reports Window.....	7–12
Figure 7–12: Deployed Foreign National Report Sample.....	7–13
Figure 7–13: Reports Window.....	7–14
Figure 7–14: Joint Personnel Summary Report Sample.....	7–15
Figure 8–1: TPS Administrator Window.....	8–7
Figure 8–2: Upload Personnel Window.....	8–8
Figure 8–3: Incomplete Read Error Message.....	8–8
Figure 8–4: Upload Personnel Window With Results.....	8–9
Figure 8–5: TPS Administrator Window.....	8–10
Figure 8–6: Upload Organization Unit Window.....	8–11
Figure 8–7: Please Select a UIC File Dialog.....	8–12

Figure 8–8: Continue Import Message	8–12
Figure 8–9: TPS Administrator Window	8–13
Figure 8–10: Upload Organization Unit Window	8–14
Figure 8–11: Please Select a UIC Location File Dialog	8–15
Figure 8–12: Continue Import Message	8–15
Figure 8–13: TPS Administrator Window	8–16
Figure 8–14: Upload Organization Unit Window	8–17
Figure 8–15: Please Select a UIC Location File Dialog	8–18
Figure 8–16: Continue Import Message	8–18
Figure 8–17: TPS Administrator Window	8–19
Figure 8–18: Upload Equipment Window	8–20
Figure 8–19: Upload Equipment Window With Data Displayed	8–21
Figure 8–20: Incomplete Load Message	8–21
Figure 8–21: TPS Administrator Window	8–22
Figure 8–22: RapidUICForm Window	8–23
Figure 8–23: Please Select a Rapid UIC Data File Dialog	8–23
Figure 8–24: TPS Administrator Window	8–24
Figure 8–25: SelectDutyStatusToUpdateForm Window	8–25
Figure 8–26: Please Select a Duty Status Data File Dialog	8–25
Figure 8–27: Upload Exercise Duty Status Window	8–26
Figure 8–28: TPS Administrator Window	8–27
Figure 8–29: SelectDutyStatusToUpdateForm Window	8–28
Figure 8–30: Please Select a Duty Status Data File Dialog	8–28
Figure 8–31: Upload Military Duty Status Window	8–29
Figure 8–32: TPS Administrator Window	8–30
Figure 8–33: Upload Rapid SSN Window	8–31
Figure 8–34: Incomplete File Read Message	8–31
Figure 8–35: Upload Rapid SSN Window	8–32
Figure 8–36: Choose Manifest Dialog	8–33
Figure 8–37: Person Exists in Selected Manifest Message	8–33
Figure 8–38: Files Already Added to Database Message	8–34
Figure 8–39: TPS Administrator Window	8–35
Figure 8–40: Database Management Window	8–36
Figure 8–41: TPS Administrator Window	8–37
Figure 8–42: Insert/Update UIC Window	8–38
Figure 8–43: TPS Administrator Window	8–39
Figure 8–44: Insert/Update UIC Window	8–40
Figure 8–45: UIC Selection Window	8–41
Figure 8–46: Insert/Update UIC Window With Values Displayed	8–42
Figure 8–47: TPS Administrator Window	8–43
Figure 8–48: Reset Duty Status/Deployment Date Window	8–44
Figure 8–49: TPS Administrator Window	8–46
Figure 8–50: Unit Authorization Window	8–47
Figure 8–51: Unit Authorization Window With New Row	8–48
Figure 8–52: Unit Authorization Window—Frozen Fields	8–49
Figure 8–53: TPS Administrator Window	8–50

Figure 8–54: Unit Authorization Window 8–51

Figure 8–55: Unit Authorization Window With Changes 8–52

Figure 8–56: TPS Administrator Window 8–53

Figure 8–57: Unit Authorization Window 8–54

Figure 8–58: Unit Authorization Window Showing Deletion 8–55

Figure 8–59: TPS Administrator Window 8–56

Figure 8–60: Valid TPS User Selection Window—Collecting User Accounts Status 8–57

Figure 8–61: Valid TPS User Selection Window 8–57

Figure 8–62: TPS Administrator Window 8–61

Figure 8–63: Update JPD Window 8–62

Figure 8–64: Update JPD Window—Fields Completed 8–63

Figure 8–65: Update JPD Window—Update Successful 8–63

LIST OF TABLES

Table 1–1: TPS Modules	1–1
Table 1–2: Keyboard Shortcuts	1–24
Table 2–1: Deletion Methods.....	2–13
Table 3–1: Manifest Main Window Data Definitions	3–2
Table 3–2: Manifest Detail Window Data Definitions	3–3
Table 3–3: Insert to Manifest Detail Dialog Data Definitions.....	3–3
Table 3–4: Manifest Main Window Toolbar Buttons.....	3–4
Table 3–5: Deletion Methods.....	3–6
Table 3–6: Manifest Detail Window Buttons	3–8
Table 3–7: Select UIC Methods.....	3–16
Table 3–8: Select Person Methods.....	3–18
Table 3–9: Select File Format Methods.....	3–31
Table 3–10: Select Jump Type Methods.....	3–36
Table 3–11: Select Jump Manifest Method	3–36
Table 3–12: Jump Manifest Main Window Data Definitions.....	3–38
Table 3–13: Jump Manifest Detail Window Data Definitions	3–38
Table 3–14: Insert to Jump Manifest Detail Dialog Data Definitions	3–39
Table 3–15: Edit Personnel Data Dialog Data Definitions.....	3–41
Table 3–16: Edit Jump Manifest Detail Data Dialog Data Definitions	3–42
Table 3–17: Jump Manifest Main Window Buttons.....	3–42
Table 3–18: Select Jump Manifest Methods.....	3–45
Table 3–19: Jump Manifest Detail Window Buttons	3–46
Table 3–20: Select Jump Type Methods.....	3–49
Table 3–21: Select Jump Manifest Methods.....	3–52
Table 3–22: Select Person Methods.....	3–57
Table 3–23: Select Person Methods.....	3–59
Table 4–1: Personnel Toolbar Buttons	4–1
Table 4–2: Process Service Member Data Definitions	4–4
Table 4–3: Process Civilian Data Definitions.....	4–5
Table 4–4: Process Foreign National Data Definitions	4–6
Table 4–5: Process Service Member Window Buttons	4–7
Table 4–6: Process Civilian Window Buttons	4–23
Table 4–7: Process Foreign National Window Buttons.....	4–35
Table 5–1: Task Force Main Window Data Definitions.....	5–1
Table 5–2: Personnel Assigned to Task Force... Data Definitions	5–2
Table 5–3: Available Task Forces Data Definitions.....	5–2
Table 5–4: Vehicle Management Data Definitions	5–2
Table 5–5: Task Force Main Window Buttons.....	5–3
Table 5–6: Task Force Selection Methods.....	5–6
Table 5–7: Task Force Detail Window Buttons	5–7
Table 5–8: Select Person Methods.....	5–10
Table 5–9: Select Units Methods.....	5–15
Table 5–10: Select Person Methods.....	5–17
Table 5–11: Unit Selection Methods	5–20

Table 6–1: Crew and Vehicle Management Buttons	6–1
Table 6–2: Vehicle Management Window Buttons	6–1
Table 8–1: System Administration: Upload Buttons	8–2
Table 8–2: System Administration: Upload Buttons	8–2
Table 8–3: Upload Personnel Data Definitions	8–3
Table 8–4: Upload Equipment Data Definitions	8–3
Table 8–5: Upload Duty Status—Exercise Duty Status Data Definitions.....	8–4
Table 8–6: Upload Duty Status—Military Duty Status Data Definitions	8–4
Table 8–7: Upload Rapid SSN Data Definitions	8–4
Table 8–8: Database Management Data Definitions	8–5
Table 8–9: Insert/Update UIC Data Definitions	8–6
Table 8–10: Unit Authorization Data Definitions	8–6
Table 8–11: Select Person Methods.....	8–36
Table 8–12: Select Duty Status Type Methods.....	8–44
Table 8–13: Unit Authorization Buttons.....	8–45
Table 8–14: Select Unit Authorization Methods	8–54

1. INTRODUCTION

1.1 Tactical Personnel System Overview

The 21st century Army commander needed a personnel system that could control the battlefield, project situations, determine requirement capabilities, develop different courses of action, and disseminate his intention to others as well as match qualified people to the requirements of weapons systems. These needs were complicated by the fact that current personnel systems could not keep pace with new technologies and the costs exceeded the benefits of developing these new systems. Instead of developing another new personnel system that would be obsolete before it was even implemented, the Army chose to standardize the format of the manifesting process so that different systems and multiple installations could be used to account for personnel during rapid deployments into theaters of operation. The result is the Tactical Personnel System (TPS).

TPS fills the void in current automated personnel systems by performing the following:

- Accounts for soldiers from different installations on the same platform
- Allows for real-time resources monitoring during deployment and reception by the receiving theater
- Reduces the communications signature by using database replication to eliminate transactions
- Transmits application software changes through database replication as opposed to manual updates

Using TPS, the tactical commander will have real-time personnel accountability that enhances combat power, decision-making processes, situational awareness, and readiness within deployed environments.

The TPS consists of the following modules.

 Manifesting	 Crews
 Personnel	 Reporting
 Task Forcing	 System Administration

Table 1–1: TPS Modules

1.2 Installing the TPS Application

The TPS application and Joint Personnel Database (JPD) updates are distributed through the Soldier Programs and Services (SPSD) AKO Knowledge Center Web site. To access the current instructions for downloading the TPS and JPD zip files, please go to the following web site:

<https://www.hrc.army.mil/site/Active/TAGD/PSSD/psb/ACCT/TPS.htm>

You must fill out the TPS Access Request form and the HRC User's Agreement and then email them to: TPS_SUPPORT@conus.army.mil. After you are granted access by the Personnel Accountability Branch, TPS Section, you will be given a quick reference guide to lead you through the steps of downloading both of the zip files. Both files are found on AKO, in the files section.

To install TPS, perform the following steps:

1. Download the TPS application from the SPSD AKO Web site.
2. Save the Zip file to your PC and extract the files to a location you select.
3. Using Windows Explorer, find the location where you saved the Zip file.
4. Double click the setup.exe file.
5. This launches the TPS 3 Setup Wizard. Click Next at the first screen.



Figure 1–1: Welcome Screen

Note: If there is an earlier version of TPS installed on your PC, the installation program displays a message informing you that a version of TPS is already installed and directing you to use Add/Remove Programs to uninstall the existing TPS.

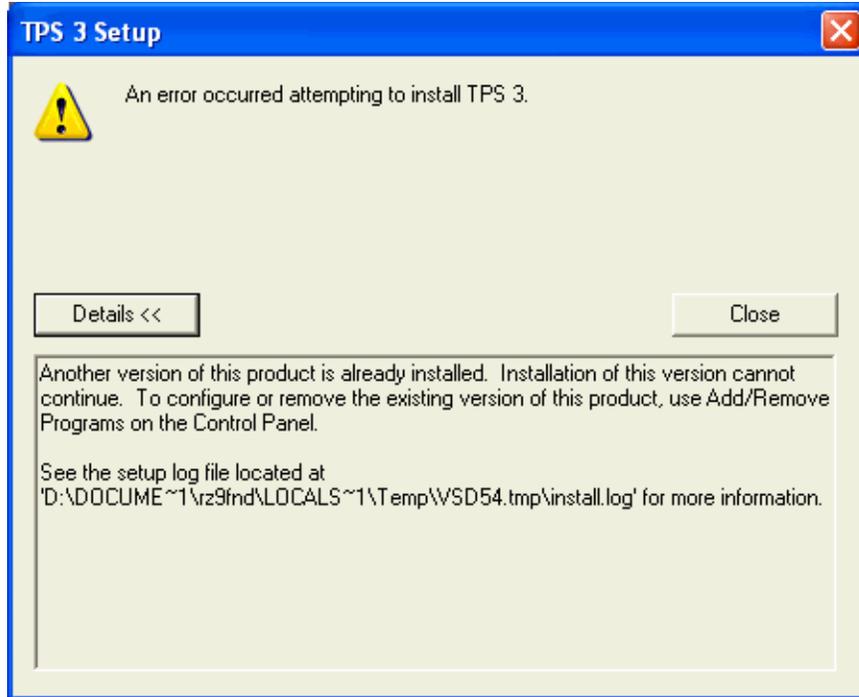


Figure 1–2: Installation Error Message

6. The wizard displays the Select Installation Folder. You can accept the default entry for the location or click Browse to navigate to a folder location of your choosing. Click Next.

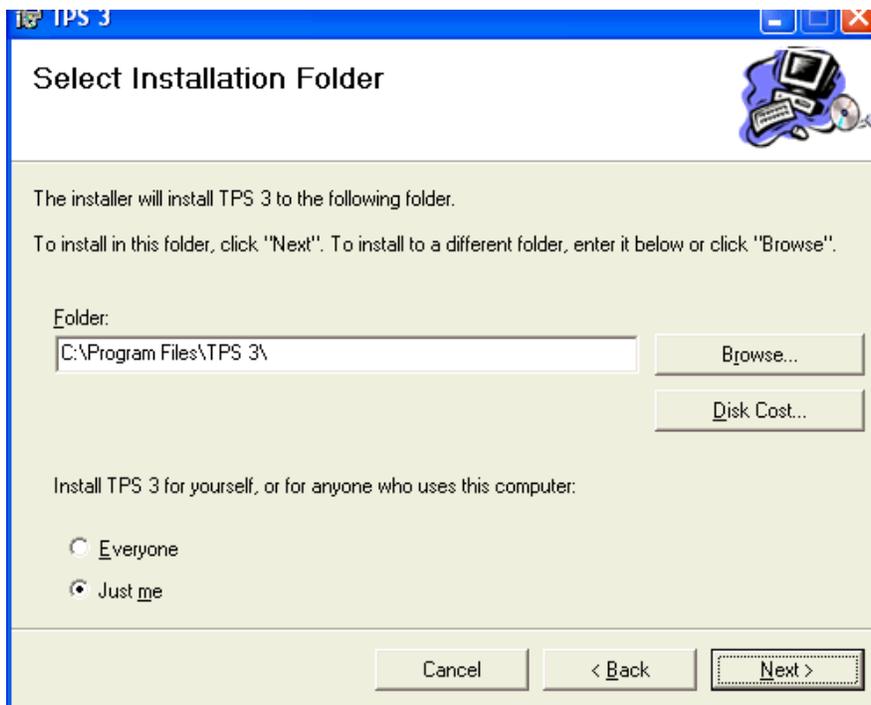


Figure 1–3: Select Installation Folder

7. TPS displays the Confirm Installation screen. Click Next to proceed with the installation.

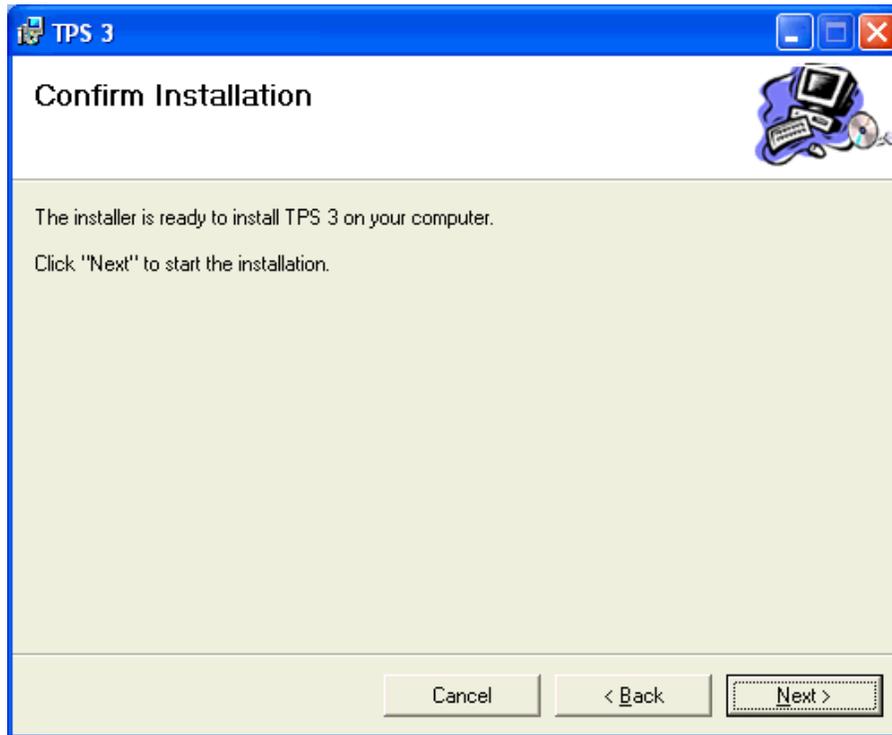


Figure 1–4: Confirm Installation

8. The wizard displays the Installing TPS 3 screen. The status bar on the screen provides information on how the install is progressing.

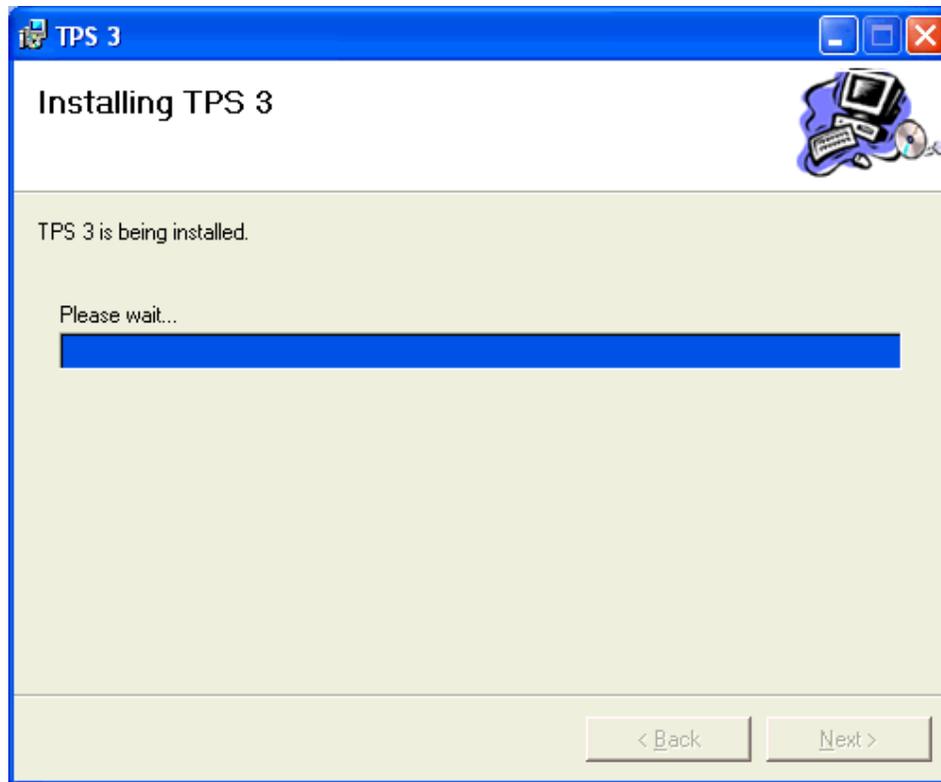


Figure 1–5: Installing TPS 3

9. When the installation has finished, the wizard displays a notice informing you that if there will be other users other than yourself of TPS, then you must designate those users using the Valid TPS Users function in the System Administration module. The scrolling text window on this screen contains the directions you must follow to designate additional users.

Note: If you do not perform the Valid TPS Users function, you will be the only user who can access and use TPS. For more information, please see the README.rtf in the TPS 3 folder on your PC.

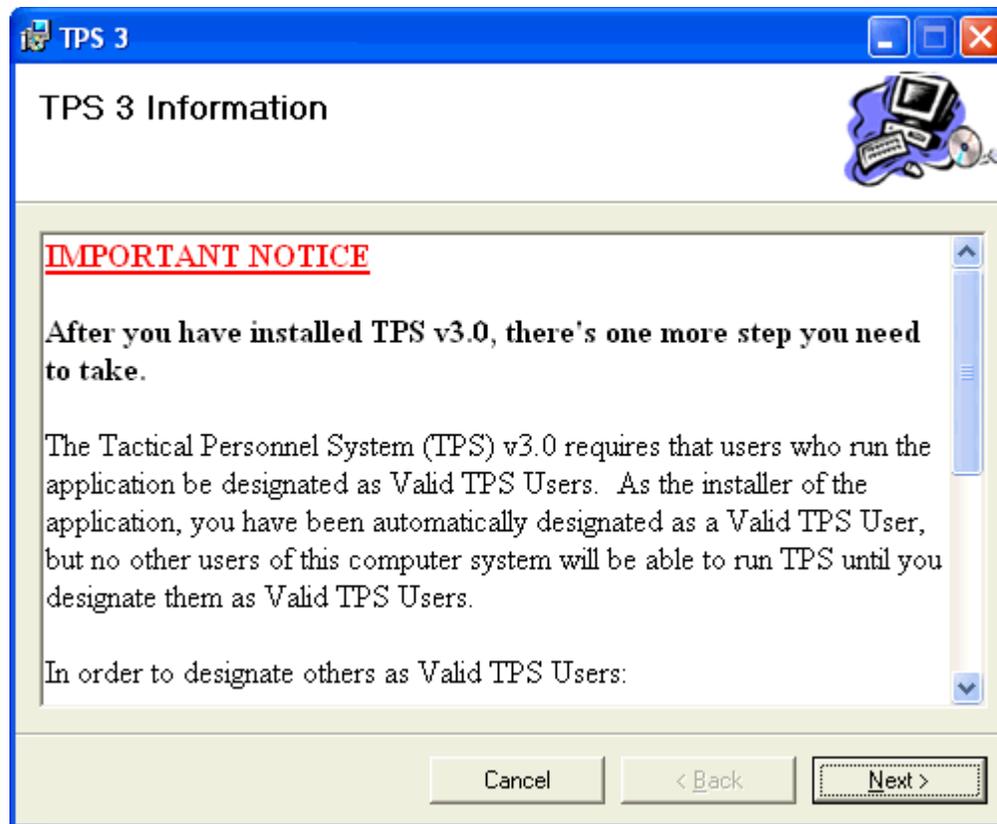


Figure 1–6: TPS 3 Information

10. When the installation is complete, click Next. The wizard displays the Installation Complete screen.

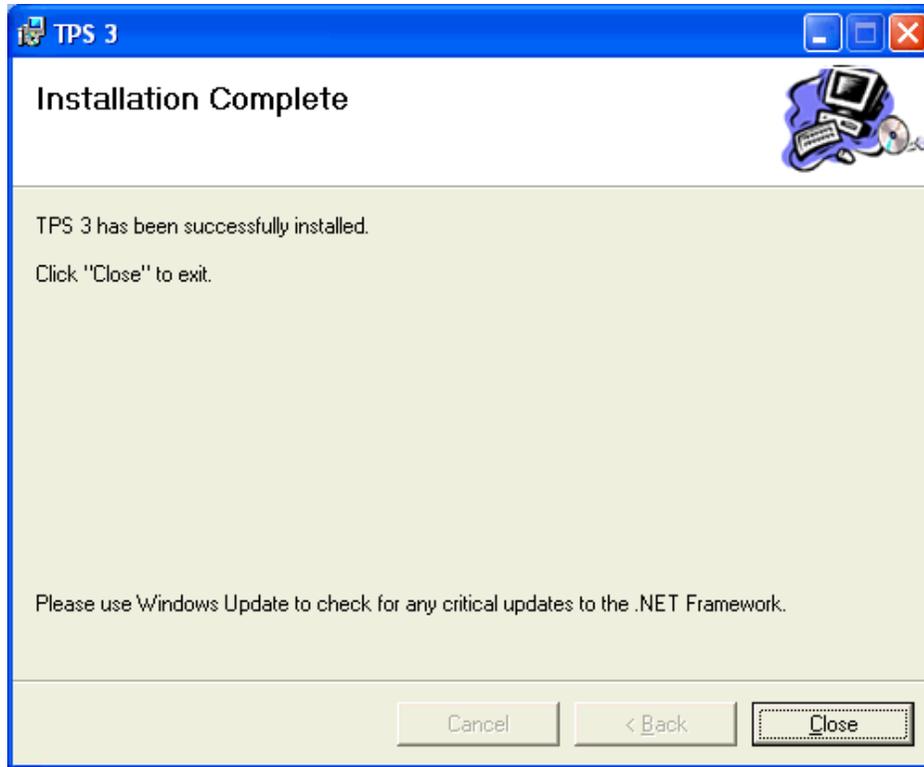


Figure 1–7: Installation Complete

Note: The setup program will install the TPS application, the ScanBar application and the new TPS database files.

1.3 Setting Up the IDTech WCR3227-633U USB Card Reader for Use With TPS

The IDTech WCR3227-633U USB Card Reader connects to a computer via USB cable, but the ScanBar software TPS uses to interface with scanners is designed to listen to the older, standard nine-pin serial ports.

However, there are drivers for Windows that will allow USB devices to be accessed as though they were connected through nine-pin serial ports. The pair of drivers that are recommended by IDTech for use with their scanners are the product of a company called Future Technology Devices International (FTDI); these drivers are free and attainable one of two ways.

- If you plug the IDTech scanner into a machine that is connected to the Internet, Windows will automatically download the latest version of the FTDI “USB <-> Serial” and “USB Serial Port” drivers and begin their installation.
 - The latest version of the drivers can also be downloaded directly from FTDI at <http://ftdichip.com/Drivers/VCP.htm>. They are known as the Combined driver model (CDM), Microsoft WHQL certified drivers; at the time of the release of TPS v3.0, the current version was 2.04.06, released on 20 March 2008.
- If an Internet connection is unavailable during installation, you can plug the scanner into the machine and, when given the option, choose to browse for a driver to install. A Zip

file named “EDM 2.04.06 WHQL Certified.zip” containing the drivers is included under the TPS Version 3.0 installation directory under the Drivers directory.

1.3.1 Installation and Setup Steps

To install and setup the card reader, perform the following steps:

1. Plug the IDTech WCR3227-633U USB Card Reader in to a USB port on your TPS machine. A Found New Hardware message should appear announcing a “USB <-> Serial” device.



Figure 1–8: Found New Hardware Message

2. The Windows Found New Hardware wizard is launched and offers you the option to connect to Windows Update to look for the appropriate device drivers. These instructions will cover both using Windows Update to acquire the drivers as well as installing from the drivers included in the TPS install files.

1.3.1.1 INSTALLATION WITH AN INTERNET CONNECTION

If you are connected to the Internet, the best option is to allow Windows Update find the most recent drivers for the hardware.

1. You may select either of the Yes radio buttons, depending on whether you want this to be the default action in the future, and then click Next. (For the purposes of illustration, these instructions will use the selection of the Yes, this time only radio button.)



Figure 1–9: Found New Hardware Wizard: Welcome

2. Select Install the software automatically (Recommended) radio button, and click Next.



Figure 1–10: Found New Hardware Wizard: Select Install Type

3. Windows Update will search for the latest version of the USB <-> Serial driver.



Figure 1–11: Found New Hardware Wizard: Search Message (USB <-> Serial)

4. The wizard completes the installation, confirming a successful install. Click Finish.



Figure 1–12: Found New Hardware Wizard: Installation Complete (USB Serial Converter)

5. As soon as the installation of the USB <-> Serial driver is complete, another Found New Hardware Wizard launches for the USB Serial Port driver. Again, for illustration purposes, select the Yes, this time only radio button, and click Next.



Figure 1–13: Found New Hardware Wizard: Welcome

6. Select the Install the software automatically (Recommended) radio button and click Next.



Figure 1–14: Found New Hardware Wizard: Select Install Type

7. Windows Update searches for the latest version of the USB Serial Port driver.



Figure 1–15: Found New Hardware Wizard: Search Message (USB Serial Port)

8. The wizard completes the installation, confirming a successful install. Click Finish.

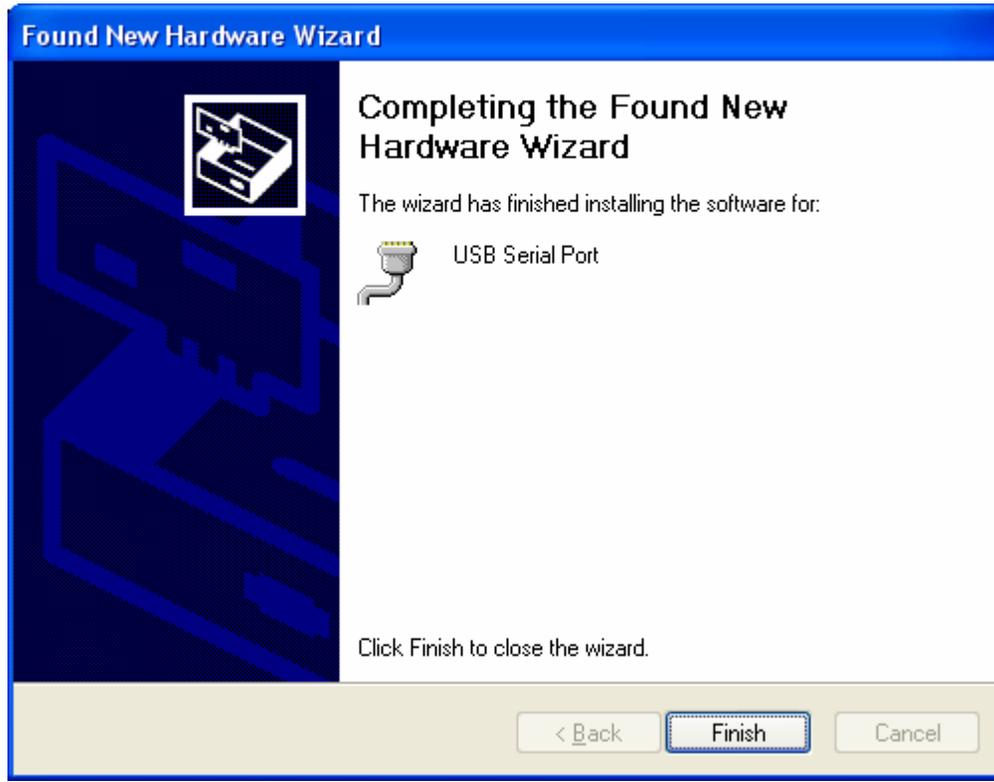


Figure 1–16: Found New Hardware Wizard: Installation Complete (USB Serial Port)

1.3.1.2 INSTALLATION WITH AN UNRELIABLE/NO INTERNET CONNECTION

If no Internet connection is available or the available connection is unreliable, a copy of the drivers is provided in the TPS v3.0 installation directory in the Drivers folder. Unzip the file CDM 2.04.06 WHQL Certified.zip onto your desktop and perform the following steps:

1. Select the No, not this time radio button, and then click Next.



Figure 1–17: Found New Hardware Wizard: Welcome

2. Select the Install from a list or specific location (Advanced) radio button, and click Next.



Figure 1–18: Found New Hardware Wizard: Select Installation Type (Advanced)

3. Deselect the Search Removable media (floppy, CD-ROM...) checkbox, and select the Include this location in the search checkbox. Click the Browse button and browse to the CDM 2.04.06 WHQL Certified folder extracted from the Zip file.

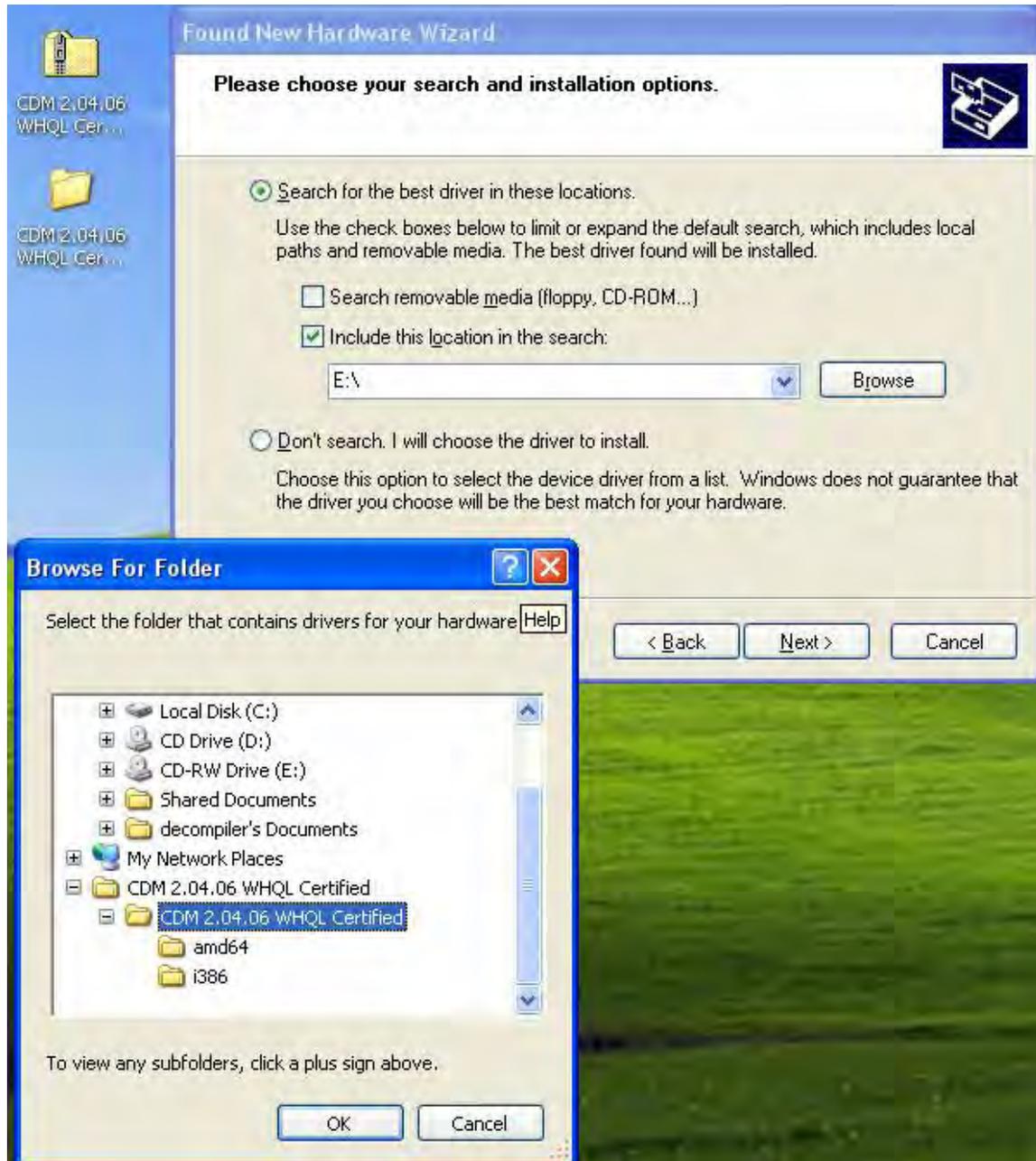


Figure 1–19: Browse for Folder Dialog

4. The wizard completes the installation, confirming a successful install. Click Finish.



Figure 1–20: Found New Hardware Wizard: Installation Complete (USB Serial Converter)

5. As soon as the installation of the USB <-> Serial driver is complete, another Found New Hardware Wizard launches for the USB Serial Port driver. Again, for illustration purposes, select the No, not this time radio button, and click Next.



Figure 1–21: Found New Hardware Wizard: Welcome

6. Select the Install from a list or specific location (Advanced) radio button, and click Next.



Figure 1–22: Found New Hardware Wizard: Select Installation Type (Advanced)

7. Deselect the Search Removable media (floppy, CD-ROM...) checkbox, and select the Include this location in the search checkbox. Click the Browse button and browse to the CDM 2.04.06 WHQL Certified folder extracted from the Zip file.

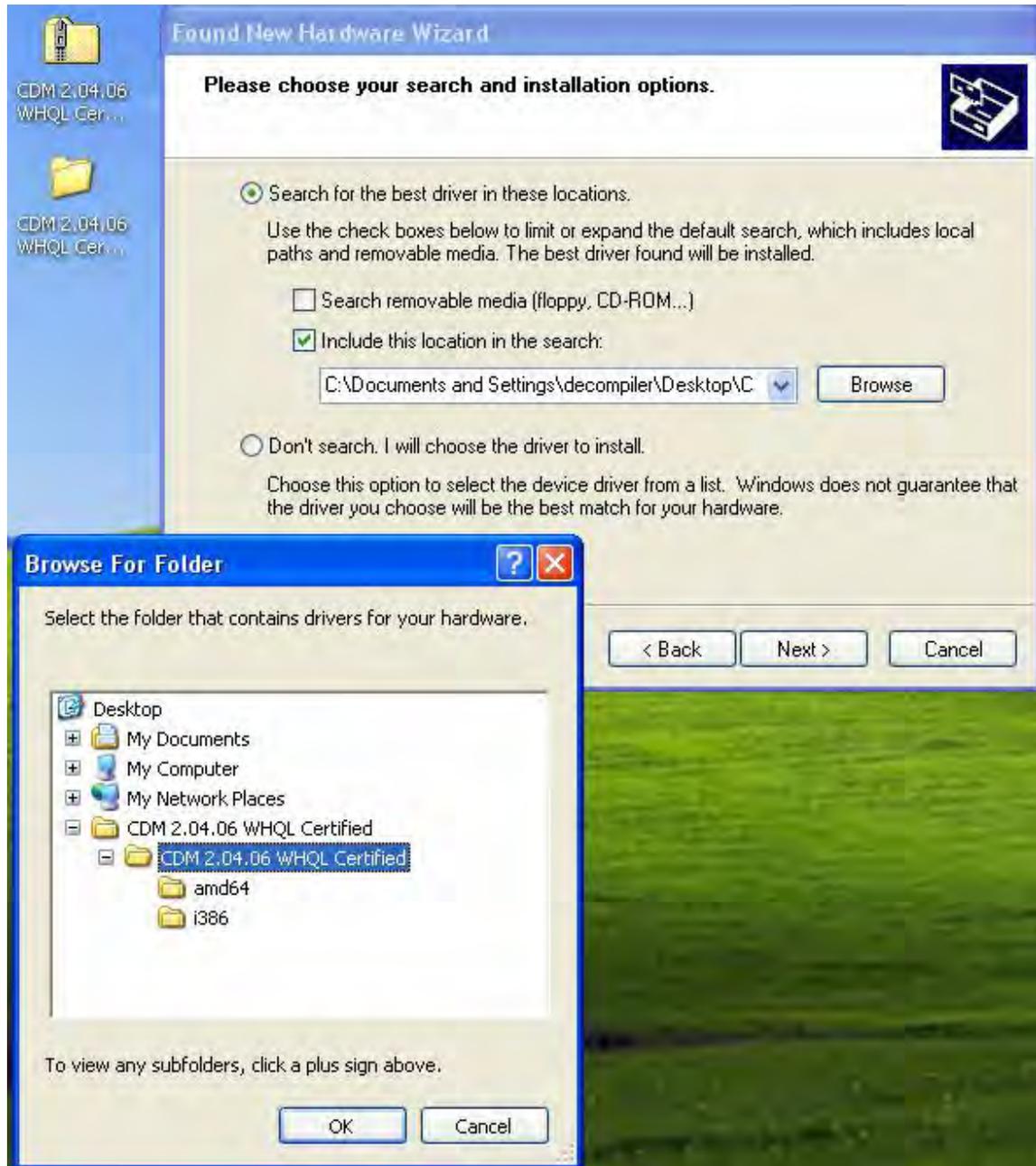


Figure 1–23: Browse for Folder Dialog

8. The wizard completes the installation, confirming a successful install. Click Finish.

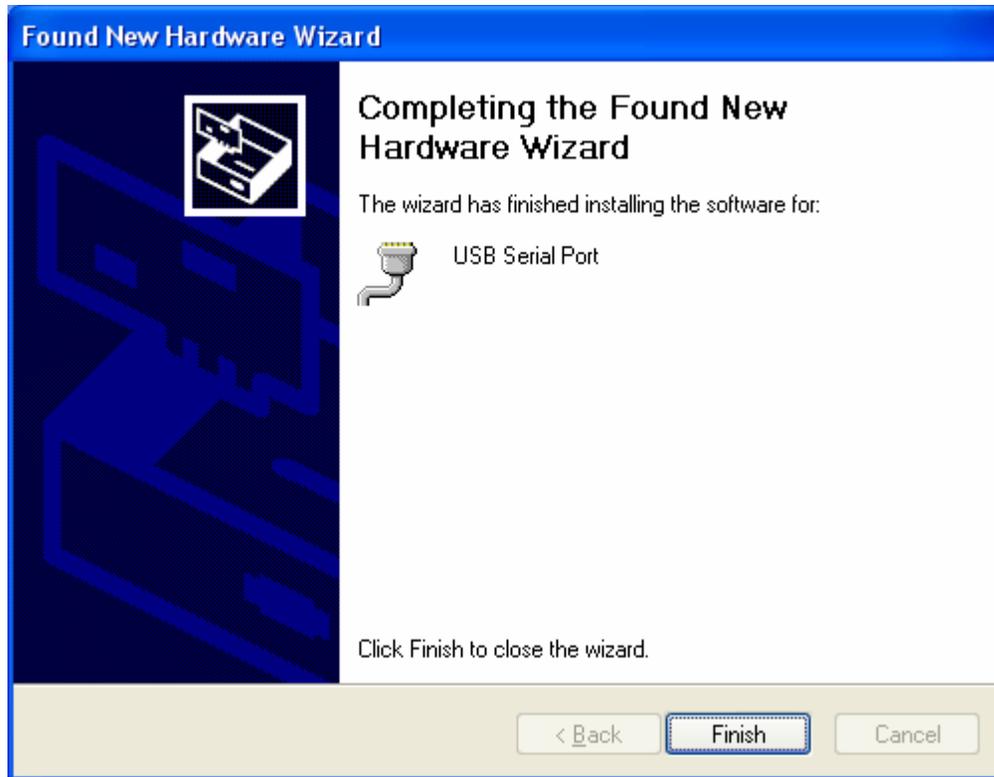


Figure 1–24: Found New Hardware Wizard: Installation Complete (USB Serial Port)

1.3.1.3 POST-DRIVER INSTALLATION STEPS

Whichever path you took, the Found New Hardware message will confirm that the scanner drivers have been installed.



Figure 1–25: Found New Hardware Message

To manually confirm that the drivers have been installed properly, open the Windows Device Manager by selecting Start, then Settings, then Control Panel, and then System. Toggle to the Hardware tab and then click the Device Manager button. Perform the following steps:

1. Once the Device Manager window opens, expand the Ports (COM & LPT) node. You should see an entry named USB Serial Port and a COM port number should be listed.

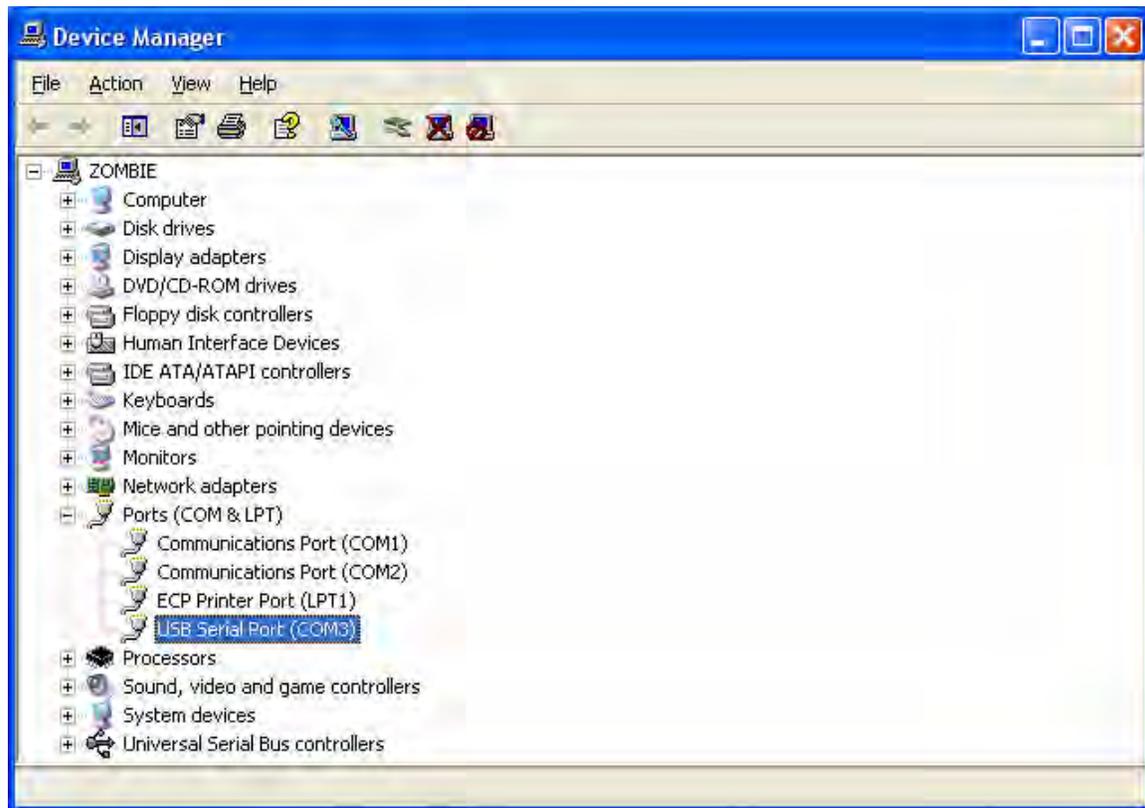


Figure 1–26: Device Manager

2. Right click on the USB Serial Port option, select Properties from the pop-up menu, and then select the Driver tab.

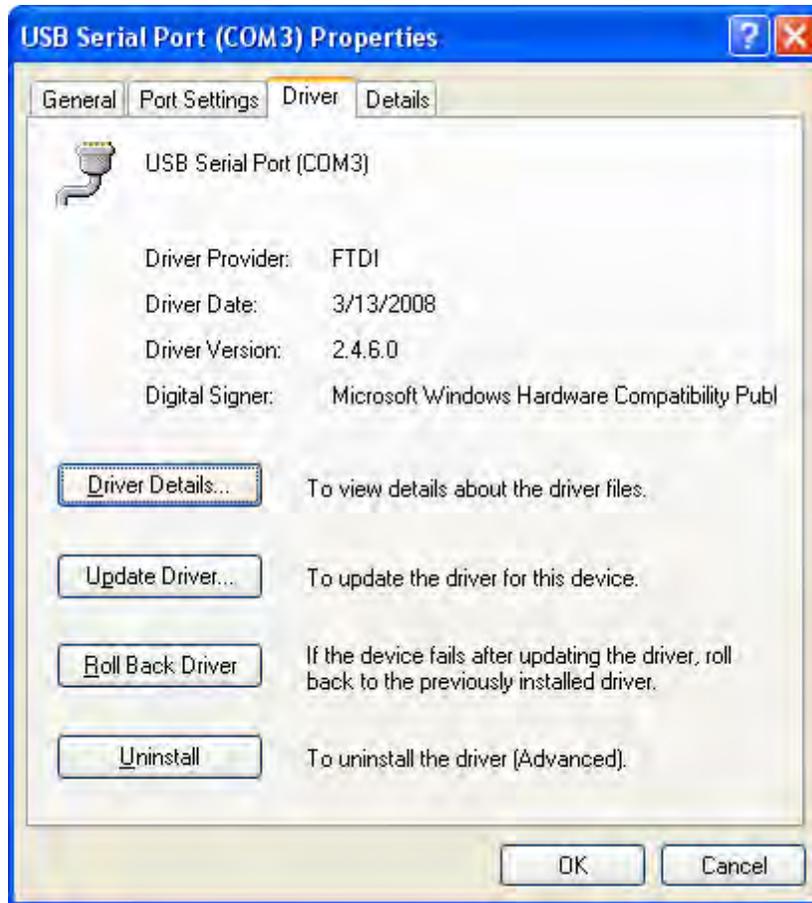


Figure 1–27: USB Serial Port (COM3) Properties Dialog

3. Click the Driver Details... button. The Driver File Details window is displayed (it should look much like the following example).

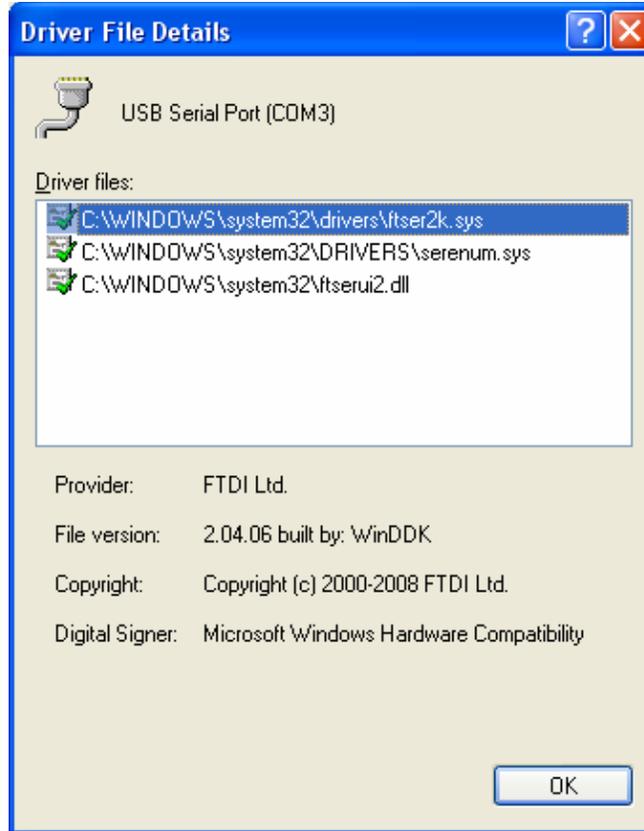


Figure 1–28: Driver File Details Dialog

1.3.1.4 SCANBAR APPLICATION SETUP

Finally, set up the ScanBar application to take input from the USB scanner. To set up the application, perform the following steps:

1. Start the ScanBar application. There are many options on the window of this application, but only select the Selected Port radio button group in the upper left-hand corner.
2. From that group of ports, select the one identified as the USB Serial Port in the Device Manager. For example, in the below screenshot, you would select COM3.

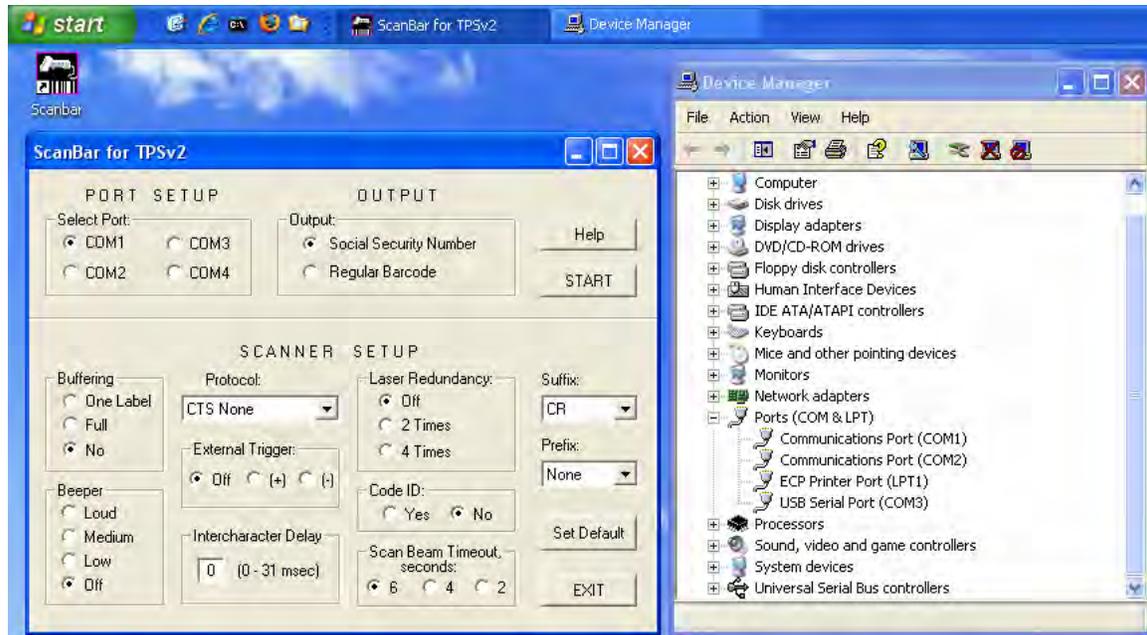


Figure 1–29: ScanBar for TPSv2 Dialog

3. When you make that selection, the port's properties window is displayed. Set the values as follows, and then click OK:
 - Bits per second: **9600**
 - Data bits: **7**
 - Parity: **Even**
 - Stop bits: **1**
 - Flow Control: **Xon / Xoff**

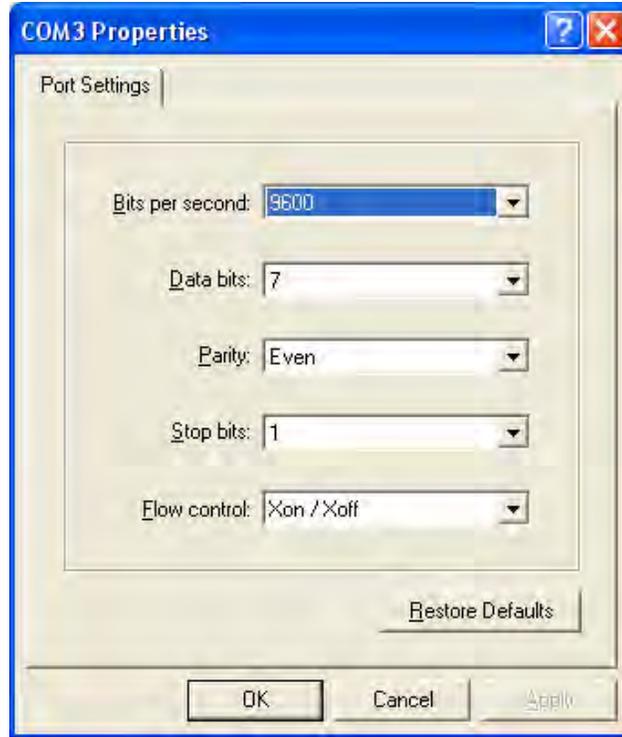


Figure 1–30: COM3 Properties Dialog

4. Back on the ScanBar window, click the START button. This minimizes the application; however, the application is now running and will pick up input from the scanner.
5. To test the scanner functionality, open Notepad and make sure the cursor is blinking in the Notepad window. Swipe your Common Access Card (CAC). If the scanner is set up properly, your Social Security Number should appear in the Notepad window.

1.4 Keyboard Shortcuts

Table 1–2, Keyboard Shortcuts, provides a list of useful keyboard shortcuts that make gaining access to the various functions in TPS fast and easy.

Command	Shortcut
Perform the corresponding command	Alt+Underlined Letter
Return to the previous window	Ctrl+Tab
Close the current window	Ctrl+F4
Go to the next item in a drop-down list	Down Arrow
Go to the previous item in a drop-down list	Up Arrow
Move forward through tabs	Tab through fields until the tab name has focus and then press the right arrow
Move backward through tabs	Tab through fields until the tab name has focus and then press the left arrow
Exit TPS	Alt+F4

Table 1–2: Keyboard Shortcuts

2. GENERAL

2.1 Main Menu

The TPS Main Menu is the default page displayed when the TPS application is launched. TPS functions are grouped into six areas: Manifesting, Personnel, Task Forcing, Crews, Reporting, and System Administration. Available functions for each area are displayed beneath the area title. The following functions are available on the TPS Main Menu:

- Manifesting
 - Manifest
 - Jump Manifest
- Personnel
 - Service Member
 - Civilian
 - Foreign National
- Task Forcing
 - Task Force
- Crews
 - Crew Management
 - Vehicle Management
- Reporting
 - TPS Reports
- System Administration
 - TPS System Administration

To access a function, double click on the icon on the TPS Main Menu, shown in Figure 2–1. For example, double clicking on Manifest opens the Manifest Main window.

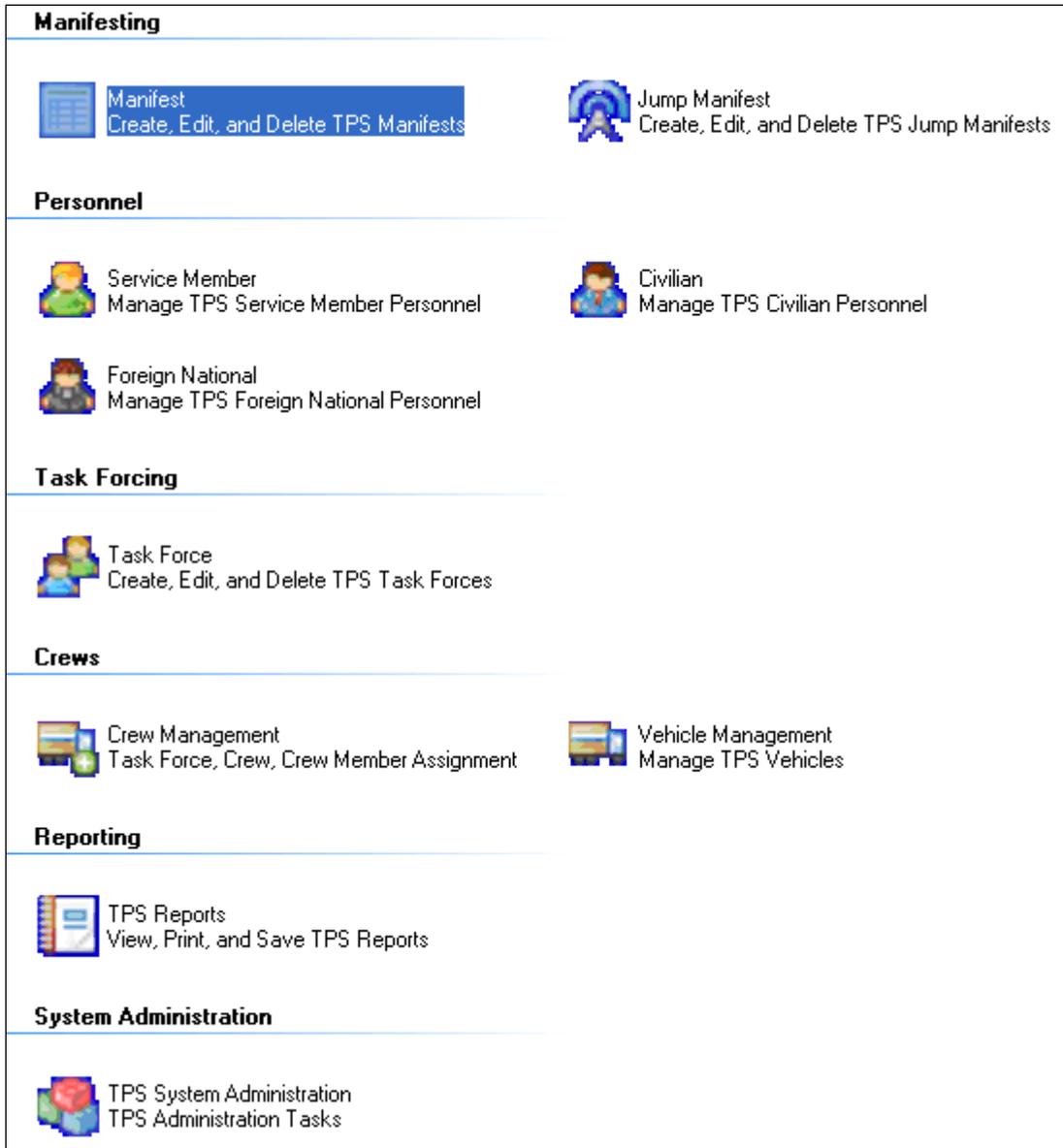


Figure 2–1: TPS Main Menu

2.2 Function Toolbar

TPS functions can be accessed in several ways: from the TPS Main Menu, the function tool bar (shown in Figure 2–2), or the Actions menu. To access a TPS function from the function toolbar, click the function icon. For example, clicking the Manifest icon opens the Manifest Main window.

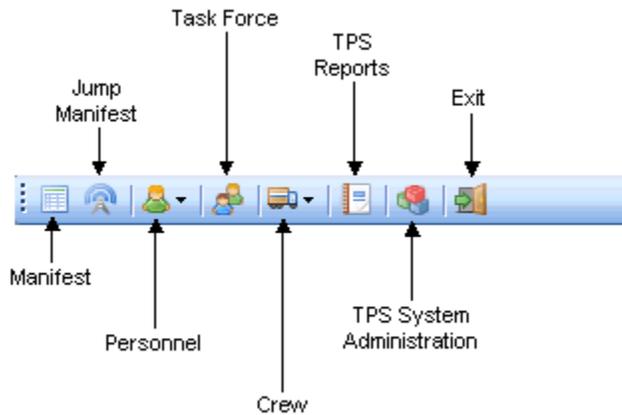
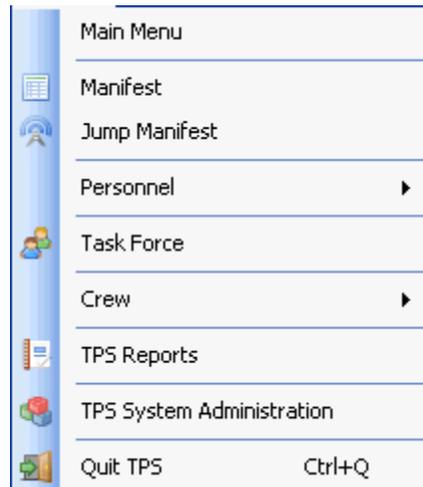


Figure 2-2: Function Toolbar

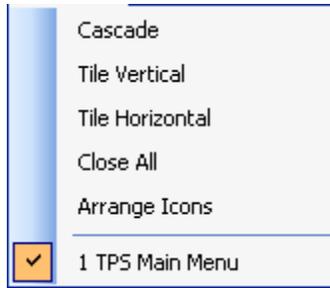
2.3 TPS Menus

TPS has several menus available on the menu bar on the TPS Main Menu window. The available menus are as follows:

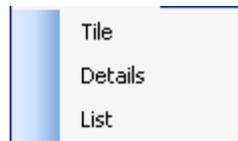
- **Actions**—This menu provides access to TPS functions, such as Jump Manifest or Task Force.



- **Windows**—This menu provides options to arrange TPS windows and also provides the ability to toggle between windows.



- Presentation—This menu allows you to alter how the TPS Main Menu is displayed. You can select Tile (which is the default display), Details (which displays items in list form with information about the selections), and List (which displays the function icons in a simple list).



- Help—This menu provides access to the help for TPS.



2.4 Sorting Data

To sort data, click the column heading of the data element by which you want to sort. Clicking the heading will sort the data in descending order; a triangle is displayed in the column heading indicating the sort order (for example, pointing downward for descending order). Click the column heading again to re-sort the data in ascending order. This procedure can be performed in the following functions: Manifest, Jump Manifest, and Task Force as well as the Upload Personnel function in the System Administration module.

	Mission # ▼	Mission Date	Jump Type(s)	Aircraft Type	Location	Chalk #
▶	3124312	2007/12/12 17:27			675TH CSH ▼	
	123	2007/12/10 22:29	AD	UH-60 · UH-60 ▼	ABLE SENTRY ▼	12

2.5 Location Information

The subsequent sections provide information on uploading, adding, editing, and deleting location information within TPS.

2.5.1 Uploading Location Information

This procedure can be performed either from the Jump Manifest Main window or the Manifest Detail window.

To upload location information, perform the following steps:

1. Click on the Edit Location button. TPS displays the Add/Edit Location dialog.

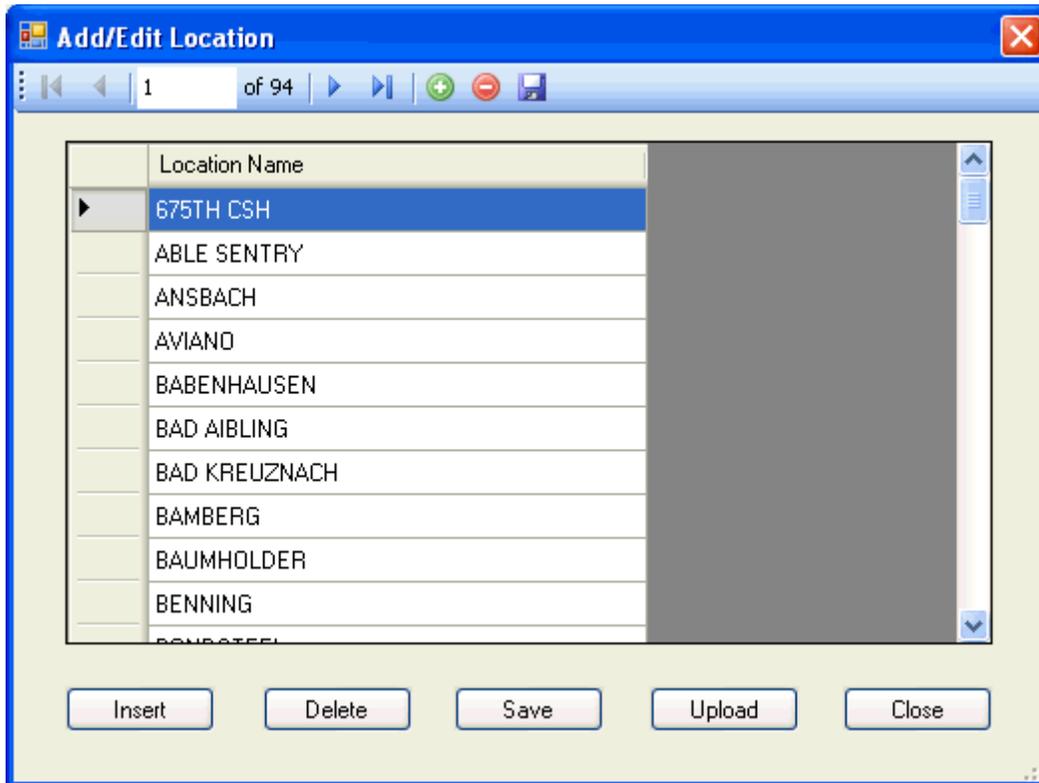


Figure 2–3: Add/Edit Location Dialog

2. Click Upload. TPS displays the UploadLocations dialog.



Figure 2–4: UploadLocations Dialog

3. Select the Append to the Table radio button if you want to add the locations to your database. Alternately, you can select the Overwrite the Table to overwrite the existing location information with the locations you are uploading.
4. Click Select. TPS displays the Please select a file dialog. Click Cancel to return to the Add/Edit Location dialog without uploading location information.

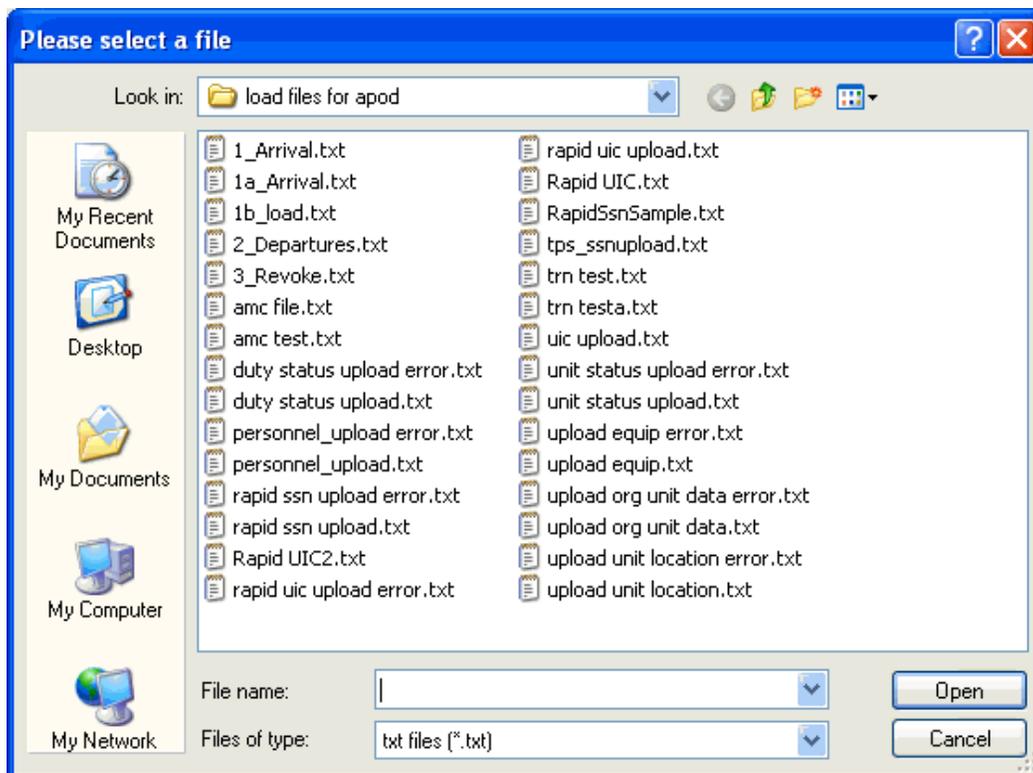


Figure 2–5: Please Select a File Dialog

5. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
6. TPS reads the data and displays a message confirming the file was read successfully.

Note: If errors occurred during the upload process, TPS displays a message informing you of the error and providing you with the option to view the errors. Click Yes to view the errors. Click No to return to the UploadLocations without viewing the errors.

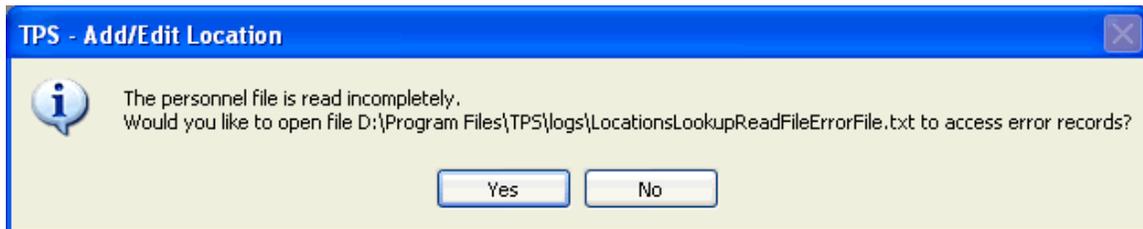


Figure 2–6: Add/Edit Location Message

7. Click OK. TPS returns to the Add/Edit Location window and displays the valid data contained in the location data file.
8. Click Save to save the uploaded location data.

2.5.2 Adding Location Information

This procedure can be performed either from the Jump Manifest Main window or the Manifest Detail window.

To add location information, perform the following steps:

1. Click on the Edit Location button. TPS displays the Add/Edit Location dialog.

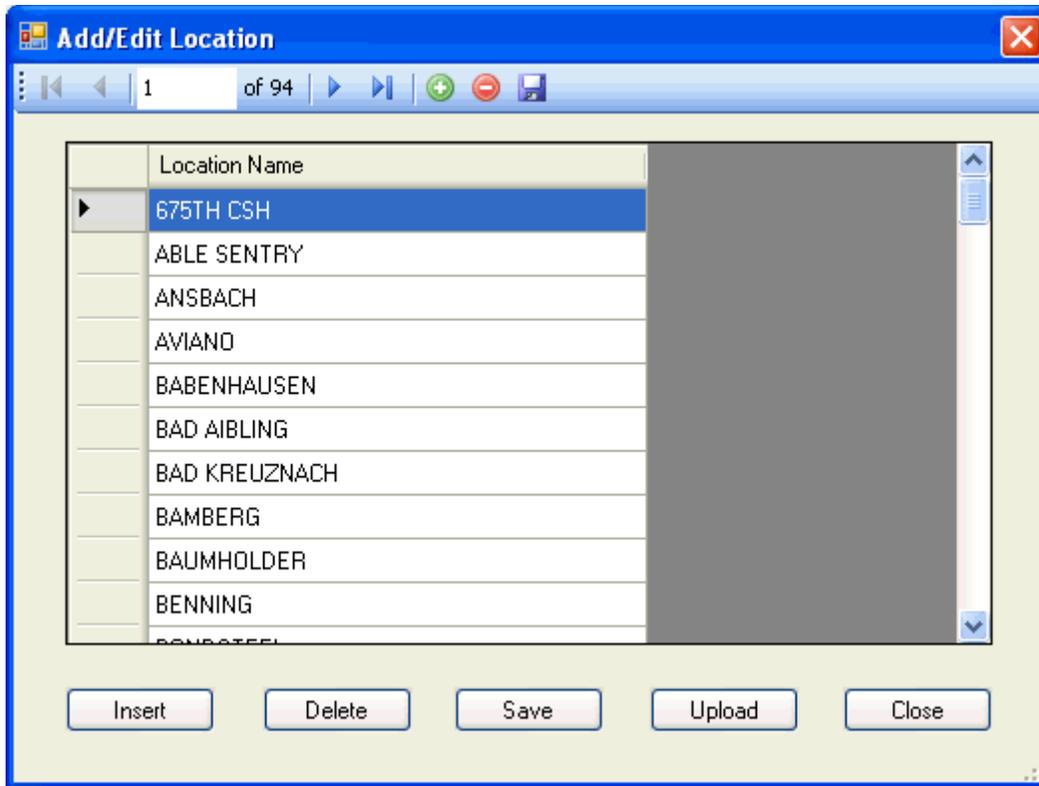


Figure 2–7: Add/Edit Location Dialog

2. Click Insert. TPS inserts a blank row for data entry at the bottom of the table.

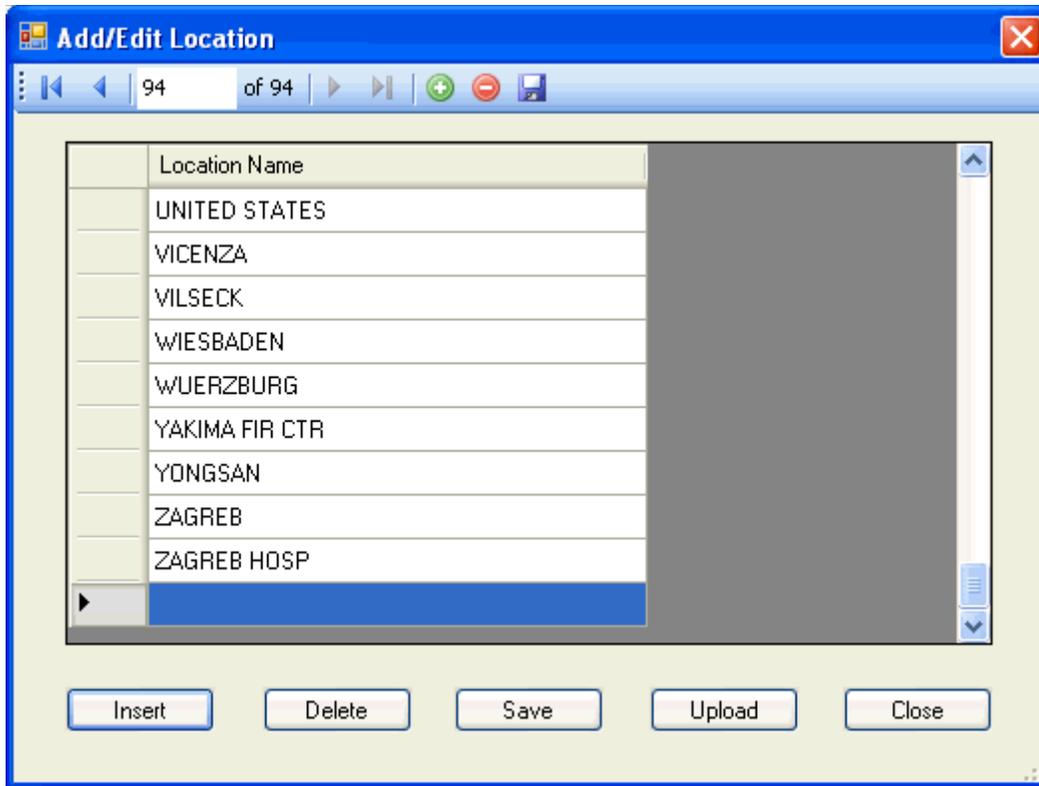


Figure 2–8: Add/Edit Location With Blank Row

3. Enter the Location Name directly in the field.

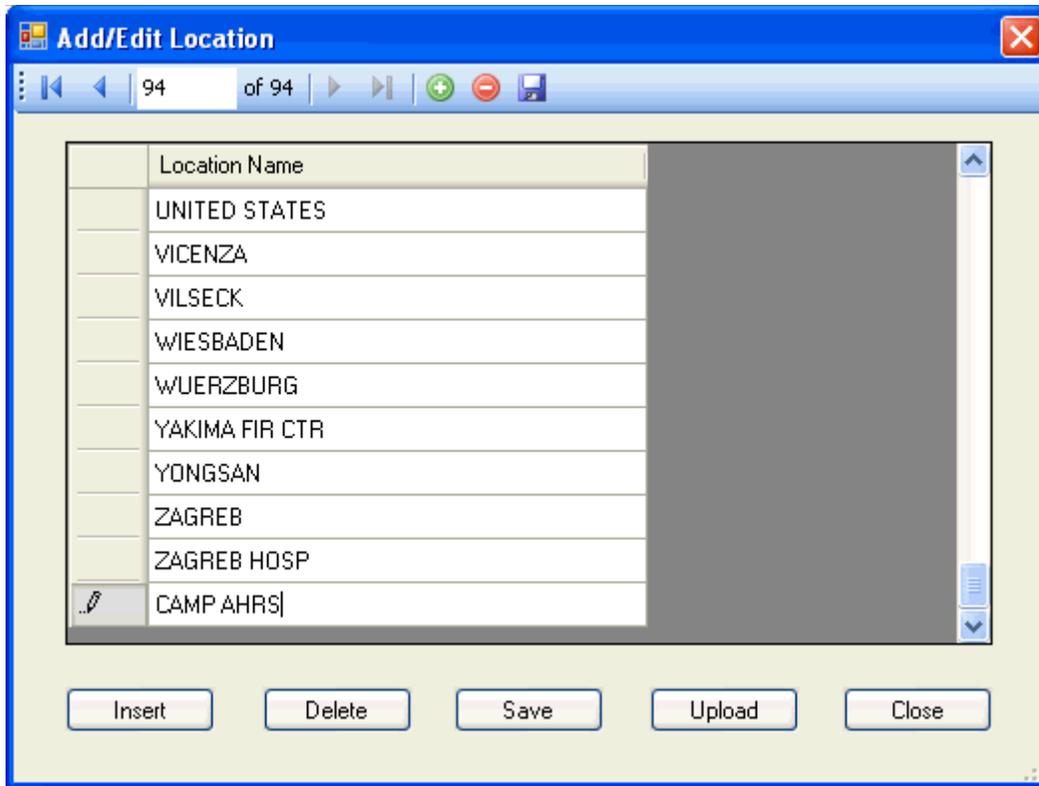


Figure 2–9: Add/Edit Location With Insertion

4. Click Save to save the new entry.
5. Click Close to return to either the Jump Manifest Main window or Manifest Detail window, depending on from which page you originated.

2.5.3 Editing Location Information

This procedure can be performed either from the Jump Manifest Main window or the Manifest Detail window.

To edit location information, perform the following steps:

1. Click on the Edit Location button. TPS displays the Add/Edit Location dialog.

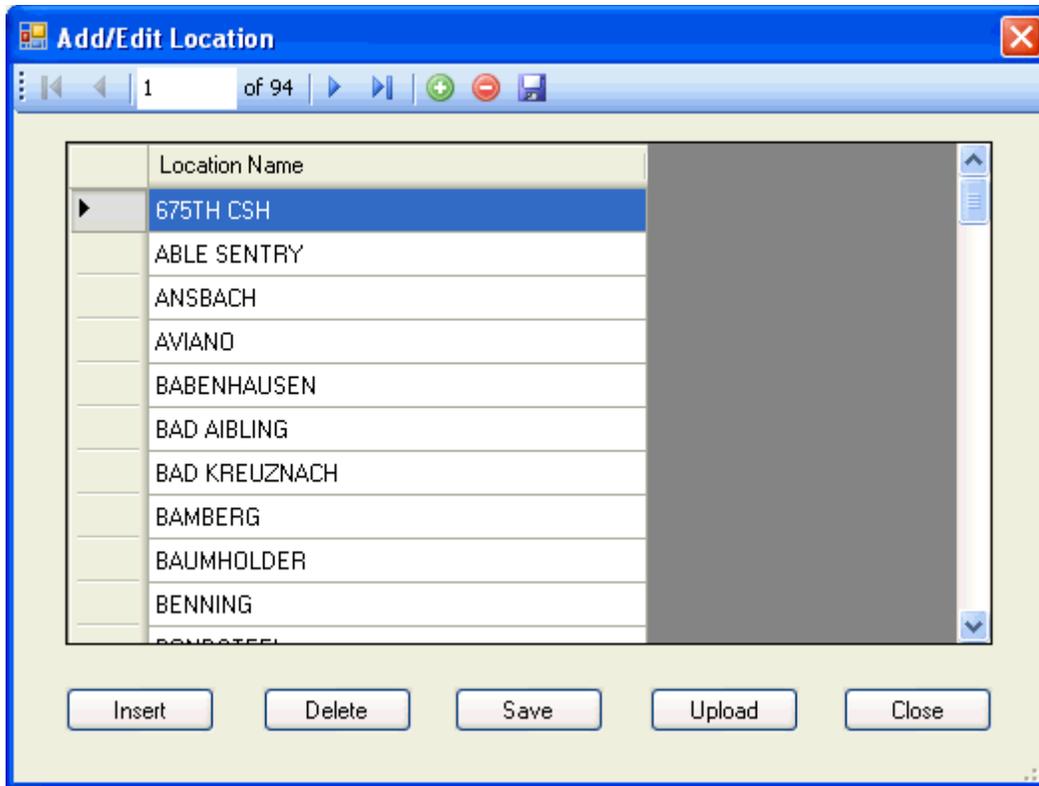


Figure 2–10: Add/Edit Location Dialog

2. To edit location information, enter the changes directly in the field for the location.

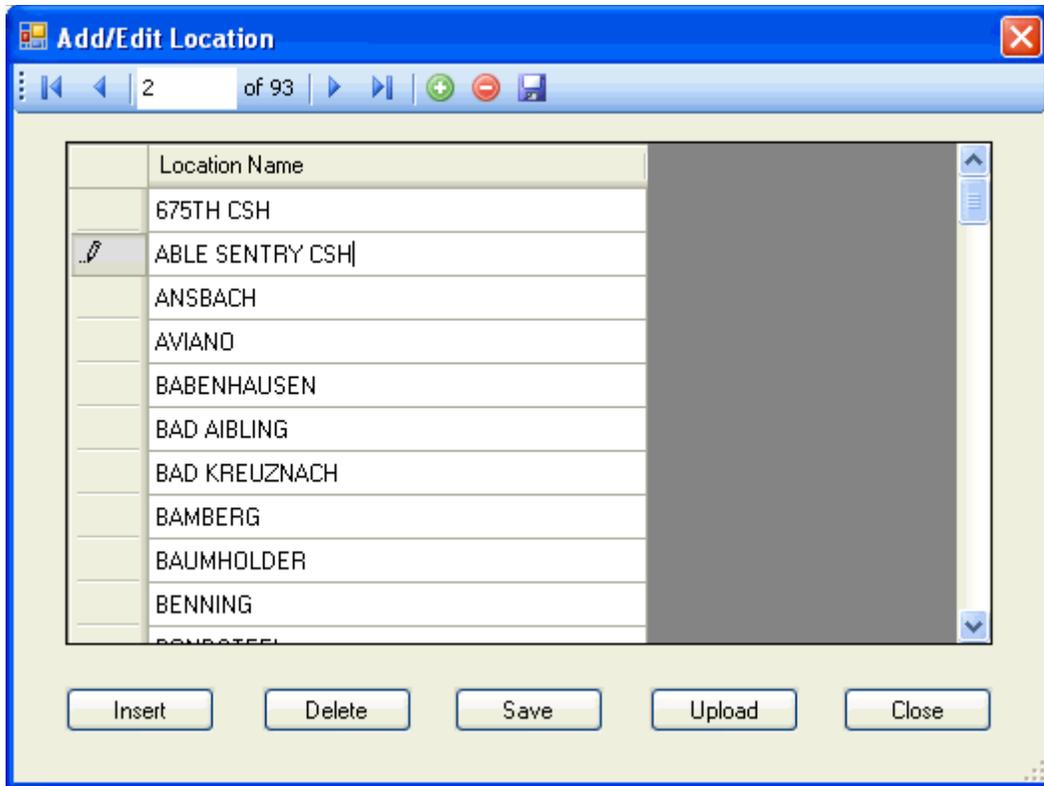


Figure 2–11: Add/Edit Location Dialog Showing Row Marked for Edit

3. Click Save to save your changes.
4. Click Close to return to either the Jump Manifest Main window or Manifest Detail window, depending on from which page you originated.

2.5.4 Deleting Location Information

This procedure can be performed either from the Jump Manifest Main window or the Manifest Detail window.

To delete location information, perform the following steps:

1. Click on the Edit Location button. TPS displays the Add/Edit Location dialog.

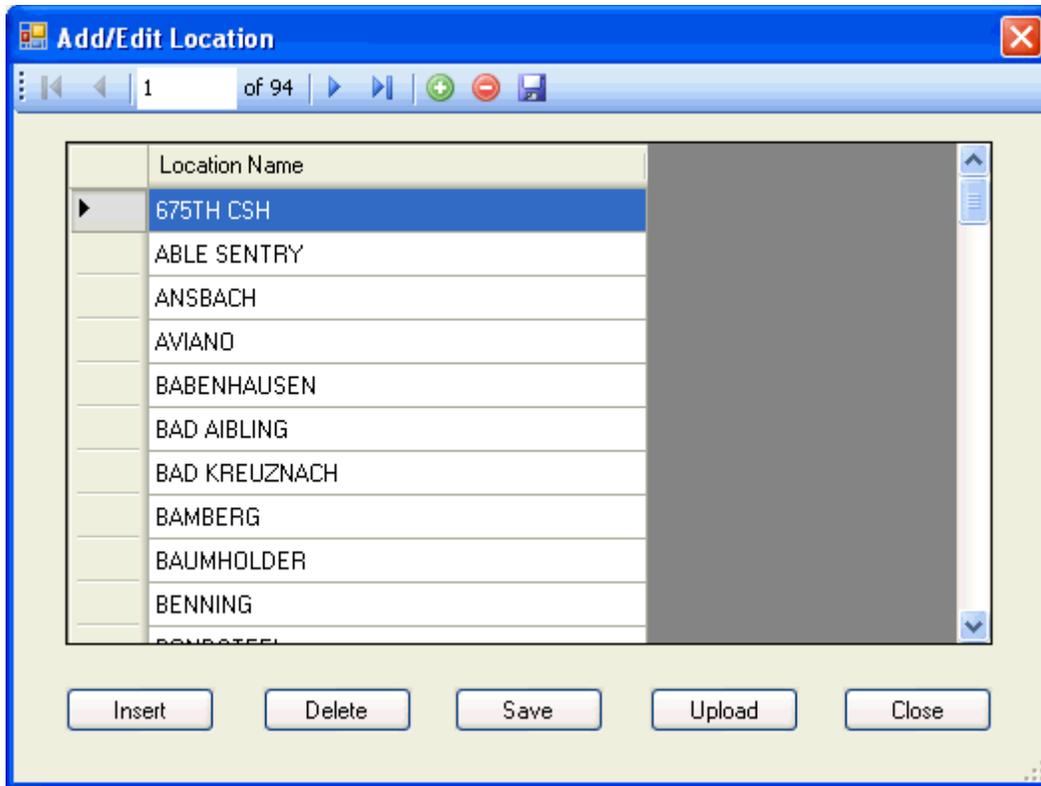


Figure 2–12: Add/Edit Location Dialog With Row Marked for Deletion

2. Select a location for deletion using one of the following methods:

If	Then
You want to delete one location	Scroll through the list if necessary and select the location to be deleted.
You want to delete a continuous block of locations from the list	Scroll through the list if necessary, select the first location in the block and, while holding down the Shift key, select the last location in the block.
You want to delete multiple locations that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each location that you wish to delete.

Table 2–1: Deletion Methods

3. Click Delete. TPS displays a confirmation message.
4. If you want to delete the chosen location, click Yes. If you do not want to delete the chosen location, click No. TPS returns to the Add/Edit Location dialog.
5. Click Save to save your changes.
6. Click Close to return to either the Jump Manifest Main window or Manifest Detail window, depending on from which page your originated.

3. MANIFESTING

3.1 Manifest

3.1.1 *Manifest Overview*

Using the personnel information contained in the local TPS database, you can develop lists containing the names of service members, civilians, and foreign nationals that are to be deployed. This list is called a manifest and is key to the deployment of individual soldiers and other personnel when using TPS.

The Manifest function is the tool in TPS that helps you develop manifests quickly and easily. Using Manifest, you can perform the following actions:

- Enter a new manifest
- Edit an existing manifest
- Delete an existing manifest
- Assign personnel to an existing manifest
- Remove personnel from an existing manifest
- View information concerning personnel assigned to a manifest
- Edit information concerning personnel assigned to a manifest
- Save the assigned personnel list in one of three formats: TRN, AMC, or PAS
- Insert a list of personnel in the TRN file format into a manifest
- Add an entire UIC to a manifest

TPS gives you the added capability of saving manifests in any of three formats: TRN, AMC or PAS. These different file types allow you to share information among other systems running TPS, the Air Force TRANSCOM, or in-Theater Europe, thus allowing for the backing up of manifests and the tracking of personnel in transit.

3.1.2 *Manifest Data Definitions*

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the Manifest function.

3.1.2.1 MANIFEST MAIN WINDOW

Table 3–1 lists the fields on the Manifest Main Window and their data definitions.

Field Name	Data Definition
Mission #	This is a user-assigned alphanumeric identifier.
Deploy/Redeploy	This field indicates the deployment status of the mission, such as deployed or redeploying.
Sched Dprt Date	This lists the scheduled departure date of the mission. This field defaults to the current system date and time.
Actl Dprt Date	This lists the actual departure date of the mission. This field defaults to the current system date and time.

Field Name	Data Definition
Sched Arr Date	This lists the scheduled arrival date of the mission. This field defaults to the current system date and time.
Actl Arr Date	This lists the actual arrival date of the mission. This field defaults to the current system date and time.
Status	This field lists whether the mission is on-hand, inbound, or outbound.
Carrier	This field lists the name of the air carrier for the mission.
Trans Type	This field lists the mode of transportation used for the mission. The available options for this field are air, ship, or train.
Transportation #	This field lists the flight number, train number, or ship number of the transportation used.
Dprt Port	This field lists the name of the departure port for the mission.
Arr Port	This field lists the name of the arrival port for the mission.
Flight Commander Name	This field lists the name of mission's flight command.
Term Dest ID	This field provides the ID of the terminal destination for the mission.

Table 3–1: Manifest Main Window Data Definitions

3.1.2.2 MANIFEST DETAIL WINDOW

Table 3–2 lists the fields found on the Manifest Detail Window and provides the data definition for each field.

Field Name	Data Definition
Name	This field contains the name of the service member, civilian, or foreign national.
SSN/ID	This field contains the Social Security Number of the service member or civilian, or the ID number of a foreign national.
Active	This field indicates whether the individual is in Active status.
DOB	This field contains the individual's date of birth. The date is presented in M/DD/YYYY format.
Rank	This field displays the rank for the listed service member.
Sex	This displays the gender of the individual.
PMOS/Civ Occ	This field provides data on a service member's Primary Military Occupational Specialty or a civilian's occupation.
Current UIC	This lists the individual's current UIC.
Deployed UIC	This lists the individual's deployed UIC.
ULN	This field displays the Unit Line Number. The ULN is a seven-character alphanumeric code that describes a unique increment of a unit deployment (such as, advance party, main body, equipment by sea and air, reception team, or trail party) in a Joint Operation Planning and Execution System time-phased force and deployment data.
Citizenship	This field provides information on the country of citizenship of the individual.
Location	This field provides location information for the individual.
Weight	This field lists the individual's weight.

Duty Status	This field displays the duty status of the individual.
-------------	--------------------------------------------------------

Table 3–2: Manifest Detail Window Data Definitions

3.1.2.3 INSERT TO MANIFEST DETAIL DIALOG

Table 3–3 provides the data definitions for the fields found on the Insert to Manifest Detail Dialog.

Field Name	Data Definition
SSN	This field lists the Social Security Number of the service member or civilian.
Duty Status	This field displays the appropriate duty status for the individual.
Name*	This field lists the name of the foreign national.
Birth Date*	This field displays the birth date of the foreign national.
Identification*	This field lists the identification number of the foreign national.
ID Type*	This field displays the type of identification for the foreign national.
Citizenship*	This field provides information on the country of citizenship of the foreign national.
Weight	This field lists the individual's weight.
Deployed UIC	This lists the individual's deployed UIC.
ULN	This field lists the ULN for the individual. The ULN is a seven-character alphanumeric code that describes a unique increment of a unit deployment (such as, advance party, main body, equipment by sea and air, reception team, or trail party) in a Joint Operation Planning and Execution System time-phased force and deployment data.
Location	This field provides location information for the individual.

***Note:** These fields are only enabled if the Foreign National radio button is selected.

Table 3–3: Insert to Manifest Detail Dialog Data Definitions

3.1.3 The Manifest Main Window

The Manifest Main window is accessed by clicking Manifest in the TPS Main Menu and is the function in TPS with which you create new manifests, edit existing manifests, and delete old manifests. This window also gives you access to the Manifest Detail window where you can add, edit, and delete personnel information of those assigned to a manifest. For more information on the Manifest Detail window, see Section 3.1.4, Manifest Detail Window.

The buttons listed below are available on the toolbar when using this function.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
	Total Number of Items
	Move Next
	Move Last
	Save
	Add New
	Select
	Delete
	Print

Table 3–4: Manifest Main Window Toolbar Buttons

3.1.3.1 ADDING A MANIFEST

To add a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.

For official use only. This information is subject to the Privacy Act of 1974.

2007/12/17 19:59

MANIFEST MAIN

Mission #	Deploy/Redeploy	Sched Dprt Date	Actl Dprt Date	Sched Arr Date	Actl Arr Date	Status	Carrier	Trans Type	T
123	A - DEPLOYED	2007/12/13 15:36	2007/12/13 15:36	2007/12/13 15:36	2007/12/13 15:36				
125	B - NOT DEPLOYED	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52				
130	A - DEPLOYED	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52				
145	A - DEPLOYED	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52	2007/12/13 22:52				

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 3–1: Manifest Main

1. Click Add New. An empty record is displayed at the bottom of the Manifest Main list and becomes the active record.
2. The following information must be entered for each new manifest: Mission #.

Unless otherwise changed, the following will display default values:

- Deploy/Redeploy (Deployed)
- Sched Dprt Date (Current system date and time)
- Actl Dprt Date (Current system date and time)
- Sched Arr Date (Current system date and time)
- Actl Arr Date (Current system date and time)

The following information is optional:

- Status
- Carrier
- Trans Type
- Transportation #
- Dprt Port

- Arr Port
 - Flight Commander Name
 - Term Dest ID
3. Type or select the appropriate data for each field.
 4. Click Save. TPS saves the information and continues to display the Manifest Main window. You can continue to add more manifests or perform additional actions.
- Select Windows and then the TPS Main Menu to return to the TPS Main Menu.

3.1.3.2 EDITING A MANIFEST

To edit a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select mission that you wish to edit by highlighting its row.
3. Tab to the fields that you wish to edit. Any of the fields may be edited.
4. Click Save when you have finished making changes. TPS saves the information and continues to display the Manifest Main window. You can continue to edit more manifests or perform additional actions.
5. Select Windows and then the TPS Main Menu to return to the TPS Main Menu.

3.1.3.3 DELETING A MANIFEST

To delete a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select a manifest for deletion using one of the following methods:

If	Then
You want to delete one manifest	Scroll through the list if necessary and select the manifest to be deleted.
You want to delete a continuous block of manifests from the Manifest Main list	Scroll through the list if necessary, select the first manifest in the block and, while holding down the Shift key, select the last manifest in the block.
You want to delete multiple manifests that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each manifest that you wish to delete.

Table 3–5: Deletion Methods

3. Click Delete. The Delete Confirmation message is displayed.
4. If you want to delete the chosen manifest, click Yes. If you do not want to delete the chosen manifest, click No. TPS returns to the Manifest Main window.
5. If the selected manifest has personnel associated with it, TPS displays a message informing you that you must remove the personnel prior to deletion. Click OK to return to the Manifest Main window. See Section 3.1.4, The Manifest Detail Window, for more information on deleting personnel from a manifest.

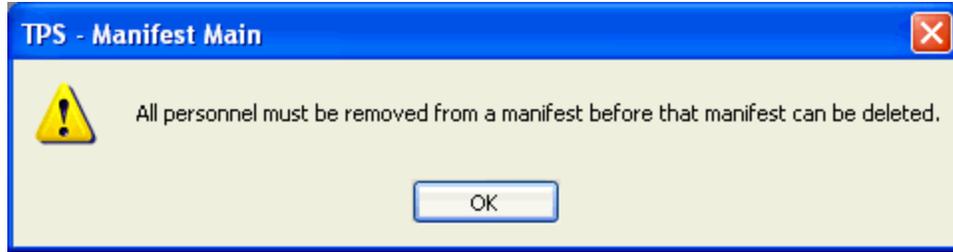


Figure 3–2: Confirmation Message

3.1.4 The Manifest Detail Window

You access the Manifest Detail window by selecting a manifest in the Manifest Main window and then clicking Select. It is the place in TPS where you add personnel to, edit personnel in, or delete personnel from manifests. You can also access the personnel information of those assigned to a manifest as well as the UIC information of each individual. You can then edit and save any new personnel or UIC information to the local database.

This window also allows you to save manifests created using TPS as TRN files. This permits the easy back up of data and the transport of data between the various systems using TPS. Manifests can also be shared with the Air Force TRANSCOM or in-Theater Europe by saving them as either AMC or PAS files, thus allowing for the tracking of deploying personnel during transit.

Using the buttons on the Manifest Detail window toolbar, you can easily accomplish the wide range of tasks this window allows. Click on each task title below to view further information on the Manifest Detail buttons.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
	Total Number of Items
	Move Next
	Move Last
	Save
	Edit Personnel Data
	Export to File
	Edit Location
	Add New
	Delete

Button	Action
	Edit Manifest Data
	Import TRN File
	View the Selected Individual's Details
	Print

Table 3–6: Manifest Detail Window Buttons

3.1.4.1 ASSIGNING DOD AND CIVILIAN PERSONNEL TO A MANIFEST

To assign DOD and civilian personnel to a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest to which you wish to add personnel.
3. Click Select. The Manifest Detail window is displayed.

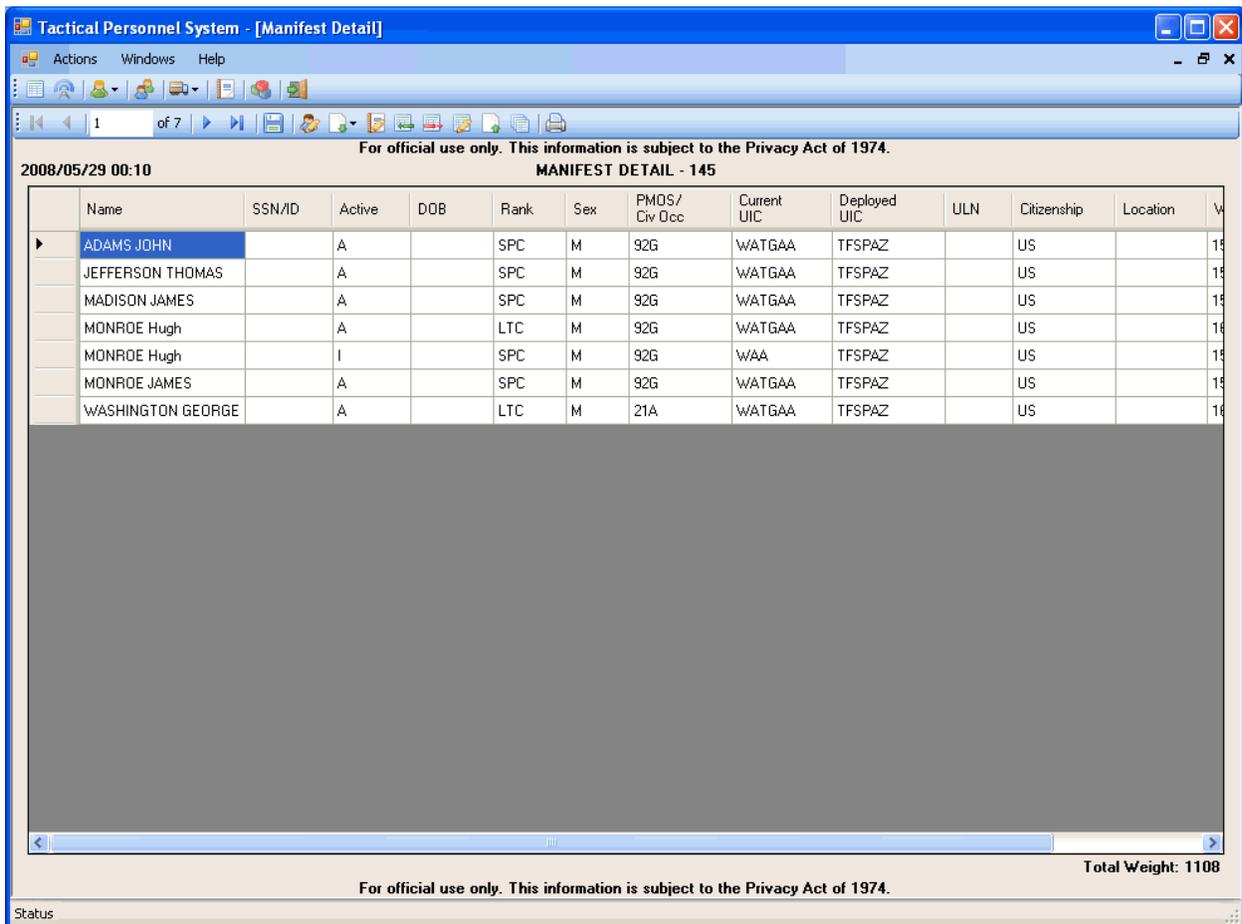


Figure 3–3: Manifest Detail Window

4. Click Add New. The Insert to Manifest Detail dialog is displayed.

Figure 3–4: Insert to Manifest Detail Dialog

5. Select Service Member or Civilian.
6. Enter a valid Social Security number for the person that you wish to add to the manifest in the SSN field.

Note: If the SSN does not exist in the database, a message informing you that the SSN cannot be found on TPS and requesting that you to go to the appropriate Personnel function to add this individual is displayed.

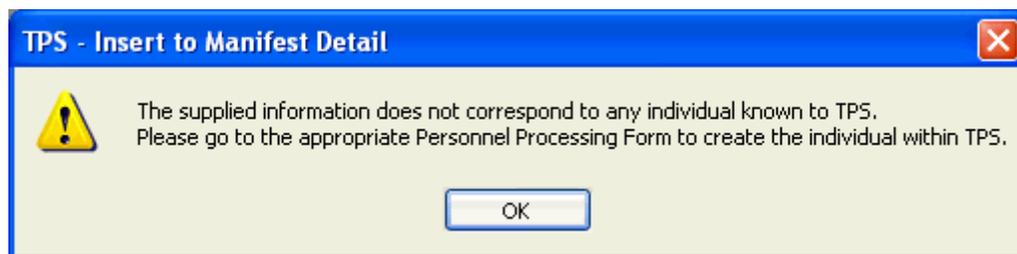


Figure 3–5: Insert to Manifest Detail Message

7. If desired, type the person's weight in pounds in the Weight field.
8. If desired, select the person's Deployed UIC from the picklist.
9. Enter the ULN. This is an optional field.
10. Select the person's location from the Location picklist. This is an optional field.
11. Click OK. TPS adds the person to the manifest and returns to the Manifest Detail window. Alternatively, if the Select Continue to Add People (Scanner Mode) checkbox is checked, TPS returns to the Insert to Manifest Detail dialog. If the person already exists in the manifest, TPS displays a message informing you of the duplication and advising you to add another person.

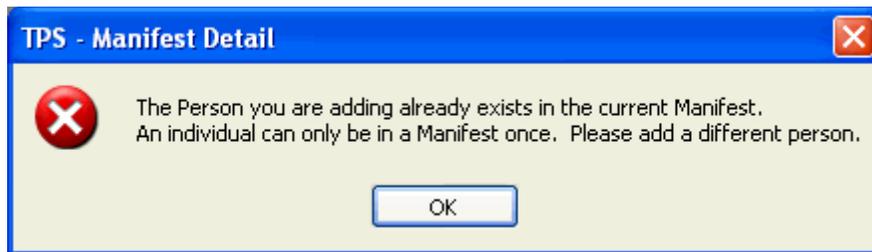


Figure 3–6: Person Already Exists Error Message

12. You can continue to add more individuals by checking the Select Continue to Add People (Scanner Mode) checkbox. When you are done adding personnel, uncheck the checkbox.
13. Click Cancel to return to the Manifest Detail window without saving any changes.
14. Click Save.
15. Click the X in the upper right-hand corner of the window to return to the TPS Main Menu.

3.1.4.2 ASSIGNING FOREIGN NATIONALS TO A MANIFEST

To assign foreign national personnel to a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest to which you wish to add personnel.
3. Click Select. The Manifest Detail window is displayed.

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 00:10
MANIFEST DETAIL - 145

	Name	SSN/ID	Active	DOB	Rank	Sex	PMDS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
▶	ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
	JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
	MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
	MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPAZ		US		16
	MONROE Hugh		I		SPC	M	92G	WAA	TFSPAZ		US		15
	MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
	WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPAZ		US		16

Total Weight: 1108

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 3–7: Manifest Detail Window

4. Click Add New. The Insert to Manifest Detail dialog is displayed.

Figure 3–8: Insert to Manifest Detail Dialog

5. Select the Foreign National radio button. Upon selection the following fields are enabled: Name, Birth Date, Identification, ID Type, and Citizenship.

Note: All five fields must be filled in with the information exactly as it appears in the local database. Otherwise, TPS displays a message requesting that you use the Foreign National Search function.

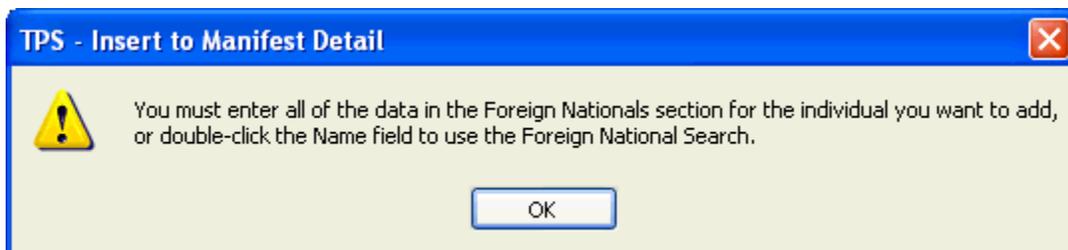


Figure 3–9: Must Enter All Data Message

6. If desired, select the person’s Deployed UIC from the picklist.
7. Enter the ULN. This is an optional field.
8. Select the person’s location from the Location picklist. This is an optional field.
9. Click OK. TPS adds the person to the manifest and returns to the Manifest Detail window. Alternatively, if the Select Continue to Add People (Scanner Mode) checkbox is checked, TPS returns to the Insert to Manifest Detail dialog. If the person already exists in the manifest, TPS displays a message informing you of the duplication and advising you to add another person.
10. You can continue to add more individuals by checking the Select Continue to Add People (Scanner Mode) checkbox. When you are done adding personnel, uncheck the checkbox.
11. Click Cancel to return to the Manifest Detail window without saving any changes.
12. Click Save.

3.1.4.3 ASSIGNING AN ENTIRE UIC TO A MANIFEST

To upload data for a UIC, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest to which you wish to add personnel.
3. Click Select. The Manifest Detail window is displayed.

2008/05/29 00:10
MANIFEST DETAIL - 145

Name	SSN/ID	Active	DOB	Rank	Sex	PMOS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPAZ		US		16
MONROE Hugh		I		SPC	M	92G	WAA	TFSPAZ		US		15
MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPAZ		US		16

Total Weight: 1108
 For official use only. This information is subject to the Privacy Act of 1974.

Figure 3–10: Manifest Detail Window

4. Click Add New. The Insert to Manifest Detail dialog is displayed.

Insert to Manifest Detail

Insert Individual | Insert Multiple

Service Member or Civilian

SSN:

Duty Status:

Foreign National

Name:

Birth Date:

Identification:

ID Type:

Citizenship:

Weight:

Deployed UIC:

ULN:

Location:

Continue to Add People (Scanner Mode)

OK Cancel

Figure 3–11: Insert to Manifest Detail Dialog

5. Select the Insert Multiple tab. TPS displays the Insert to Manifest Detail dialog with the Insert Multiple tab on top.

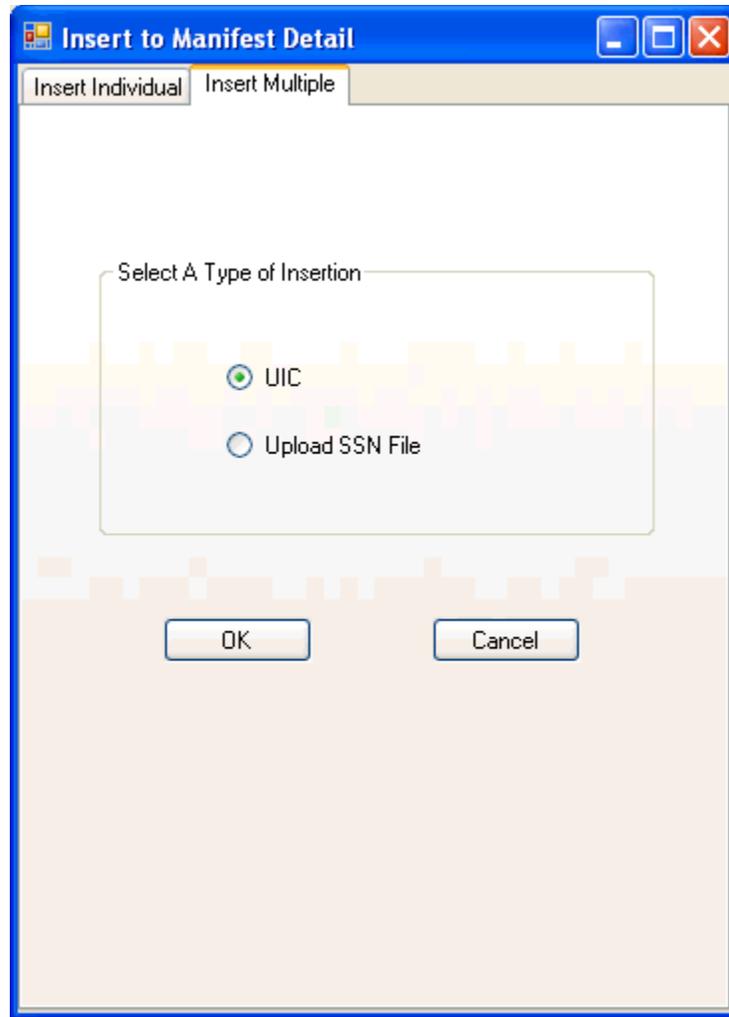


Figure 3–12: Insert to Manifest Detail: Insert Multiple Tab

6. Select the UIC radio button.
7. Click OK. TPS displays the Please Choose a UIC dialog.

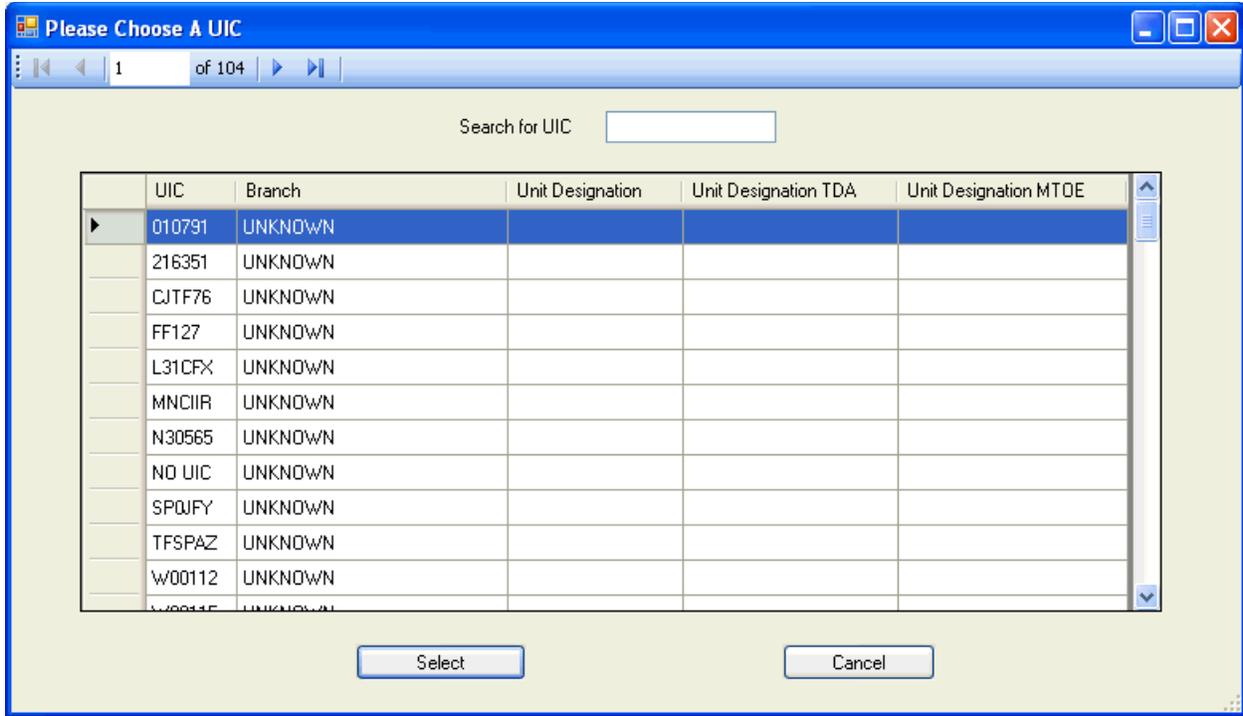


Figure 3–13: Please Choose A UIC Dialog

8. Select a UIC to add using one of the following methods:

If	Then
You want to add all personnel in one UIC to the manifest	Scroll through the list if necessary and select the UIC to be added.
You want to add a continuous block of UICs to the manifest	Scroll through the list if necessary, select the first UIC in the block and, while holding down the Shift key, select the last UIC in the block.
You want to add multiple UICs that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each UIC that you wish to add.

Table 3–7: Select UIC Methods

Note: You can also search for a UIC by typing the UIC in the Search for UIC field. Only the first letter of the UIC is necessary. However, the more information you type into the box, the narrower the search will be and fewer UICs will be displayed. This can be advantageous when the database contains many UICs having your desired criteria.

9. Click Select. TPS displays a dialog showing the status of the upload. TPS uploads the desired UICs information as well as the personnel records of those assigned to the selected UIC from the local database and JPD to the manifest.

10. When the upload is complete, TPS returns to the Manifest Detail window.
11. Click Save.

3.1.4.4 REMOVING PERSONNEL FROM A MANIFEST

To remove personnel from a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest from which you wish to remove personnel.
3. Click Select. The Manifest Detail window is displayed.

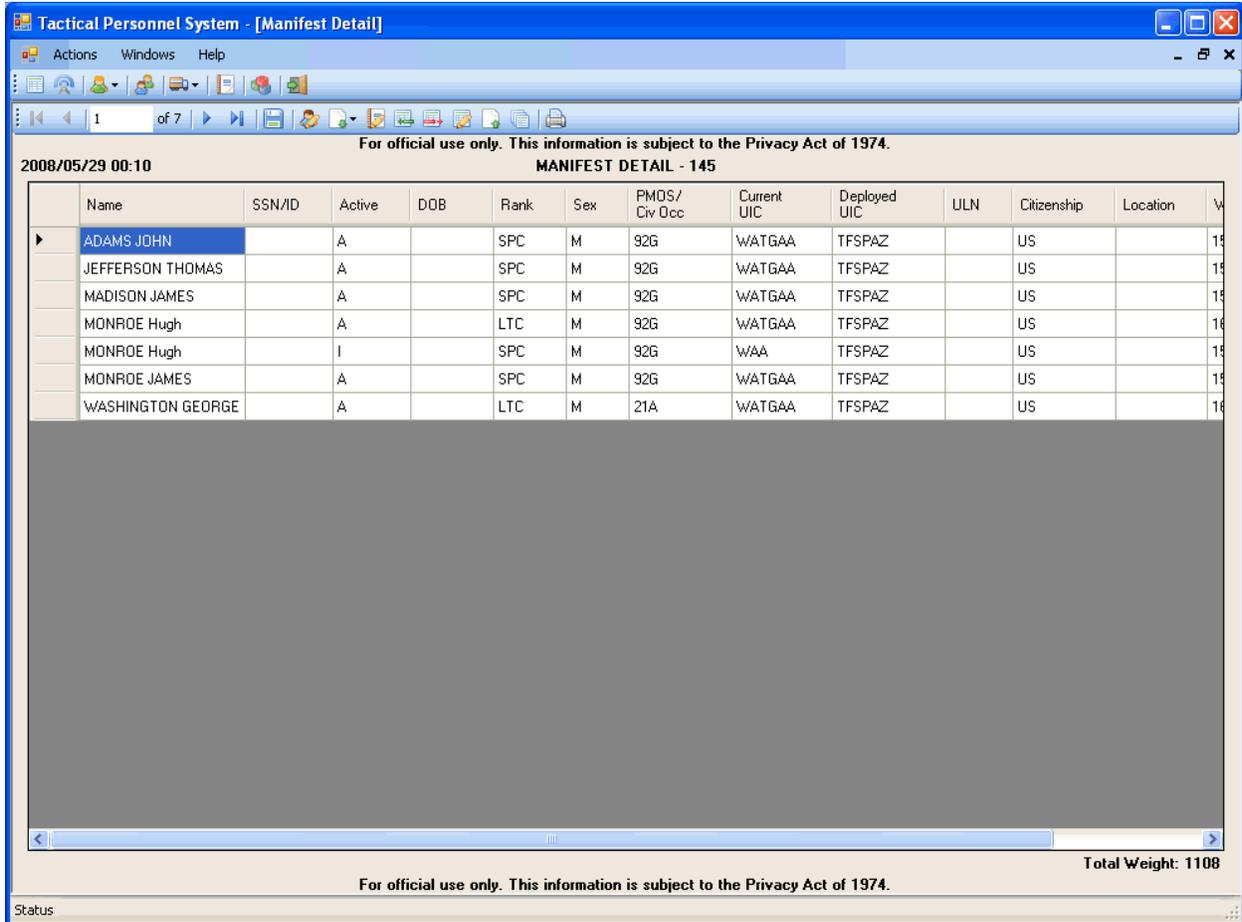


Figure 3–14: Manifest Detail Window

4. Select a person to delete using one of the following methods:

If	Then
You want to remove one person from the manifest	Scroll through the list if necessary and select the name of the person to be removed.
You want to remove a continuous block of names from the manifest	Scroll through the list if necessary, select the first name in the block and, while holding down the Shift key, select the last name in the block.
You want to remove multiple names that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each name that you wish to remove.

Table 3–8: Select Person Methods

5. Click Delete. The Delete Confirmation message is displayed.
6. If you want to delete the chosen person, click Yes. If you do not want to delete the chosen person, click No. TPS returns to the Manifest Detail window.
7. Click Save.

3.1.4.5 EDITING PERSONNEL DATA IN A MANIFEST

To edit personnel from a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest that contains information on the person you wish to edit.
3. Click Select. The Manifest Detail window is displayed.

2008/05/29 00:10
For official use only. This information is subject to the Privacy Act of 1974.
MANIFEST DETAIL - 145

Name	SSN/ID	Active	DOB	Rank	Sex	PMDS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPAZ		US		16
MONROE Hugh		I		SPC	M	92G	WAA	TFSPAZ		US		15
MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPAZ		US		15
WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPAZ		US		16

Total Weight: 1108
For official use only. This information is subject to the Privacy Act of 1974.
Status

Figure 3–15: Manifest Detail Window

4. Select a person for whom to edit data.
5. Click the Edit Personnel Data button. TPS displays the either the Process Service Member, Process Civilian, or Process Foreign National window with selected person’s information displayed depending on the type of person chosen.

2008/05/29 00:10
MANIFEST DETAIL - 145

Name	SSN/ID	Active	DOB	Rank	Sex	PMDS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPA		US		15
JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPA		US		15
MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPA		US		16
MONROE Hugh		I		SPC	M	92G	WAA	TFSPA		US		15
MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPA		US		16

Total Weight: 1108

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 3–17: Manifest Detail Window

4. If necessary, scroll through the list of personnel assigned to the chosen manifest and select the person’s name whose UIC data you wish to edit.
5. Click Edit Manifest Data. The Edit Manifest Detail Data dialog is displayed.

The screenshot shows a dialog box titled "Edit Manifest Detail Data". It contains the following fields and controls:

- Deployed UIC: dropdown menu
- Location: dropdown menu
- Duty Status: dropdown menu
- Current UIC: dropdown menu
- Weight: text input field
- ULN: text input field
- Emerg POC Name (Last First Middle): text input field
- Emerg POC Phone: text input field with a country code dropdown
- Clear Value: checkbox
- OK: button
- Cancel: button

Figure 3–18: Edit Manifest Detail Data Dialog

6. The following fields may be changed using the Edit Manifest Detail Data dialog. Select the appropriate value from the picklists provided or enter data into the provided data entry fields.
 - Deployed UIC
 - Location
 - Duty Status
 - Current UIC
 - Weight
 - ULN
 - Emerg POC Name (Last First Middle)
 - Emerg POC Phone
7. Click OK to save your changes and close the Edit Manifest Data dialog.
8. Click Cancel to return the Manifest Detail window without saving changes.

3.1.4.7 VIEWING PERSONNEL RECORDS OF ASSIGNED PERSONNEL

To the personnel records of assigned personnel, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest in which the person's name appears.
3. Click Select. The Manifest Detail window is displayed.

2008/05/29 00:10
MANIFEST DETAIL - 145

Name	SSN/ID	Active	DOB	Rank	Sex	PMDS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPA		US		15
JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPA		US		15
MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPA		US		16
MONROE Hugh		I		SPC	M	92G	WAA	TFSPA		US		15
MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPA		US		16

Total Weight: 1108

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 3–19: Manifest Detail Window

4. If necessary, scroll through the list of personnel assigned to the chosen manifest and double click on the person whose personnel record you wish to view. TPS launches the Mini Record View window.

Tactical Personnel System - [Mini Record View]

Personal Unit Unit Personnel

Name: ADAMS JOHN SSN: Current UIC: WATGAA
 Military Duty Status: ARR Rank: SPC PMOS: 92G
 Military Personnel Class: E Date of Birth: Emergency Data
 Sex: M Language: EN Emerg POC Name:
 Religious Denomination: 10 Country of Citizenship: US Emerg POC Phone:
 Passport Number: Civilian Pay Plan:
Military Status Data Organization Name: INS Data
 DoD Component: A Contractor Skills: INS DOC Type:
 Military Duty Status Effective Date: 4/22/2005 1:50 INS DOC Number:
 Exercise Duty Status Abbreviation: PDY Skills Data INS Country Issue:
 Exercise Duty Status Effective Date: 12/14/2007 6:08 MOS: 92G INS DOC Expiration:
 Permanent Grade Active Duty: A ASI:
 Battle Roster Number: SQT:

Figure 3–20: Mini Record View

5. The Personal tab is the default. The information displayed is read-only. To toggle between the Personal, Unit and Unit Personnel tabs, click the tab. The Personal tab displays personal data for the individual selected. The Unit tab displays information about the unit to which the individual is assigned. The Unit Personnel tab displays complete list of all personnel assigned to the unit.
6. Click the X in the upper right-hand corner of the window to close the window and return to the Manifest Detail window.

3.1.4.8 UPLOADING A TRN FORMATTED FILE TO A MANIFEST

To upload a TRN formatted file, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest to which you want to add data.
3. Click Select. The Manifest Detail window is displayed.

2008/05/29 00:10
MANIFEST DETAIL - 145

Name	SSN/ID	Active	DOB	Rank	Sex	PMDS/ Civ Occ	Current UIC	Deployed UIC	ULN	Citizenship	Location	W
ADAMS JOHN		A		SPC	M	92G	WATGAA	TFSPA		US		15
JEFFERSON THOMAS		A		SPC	M	92G	WATGAA	TFSPA		US		15
MADISON JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
MONROE Hugh		A		LTC	M	92G	WATGAA	TFSPA		US		16
MONROE Hugh		I		SPC	M	92G	WAA	TFSPA		US		15
MONROE JAMES		A		SPC	M	92G	WATGAA	TFSPA		US		15
WASHINGTON GEORGE		A		LTC	M	21A	WATGAA	TFSPA		US		16

Total Weight: 1108

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 3–21: Manifest Detail Window

4. Click Import TRN File. The Please select a TRN data File dialog is displayed.

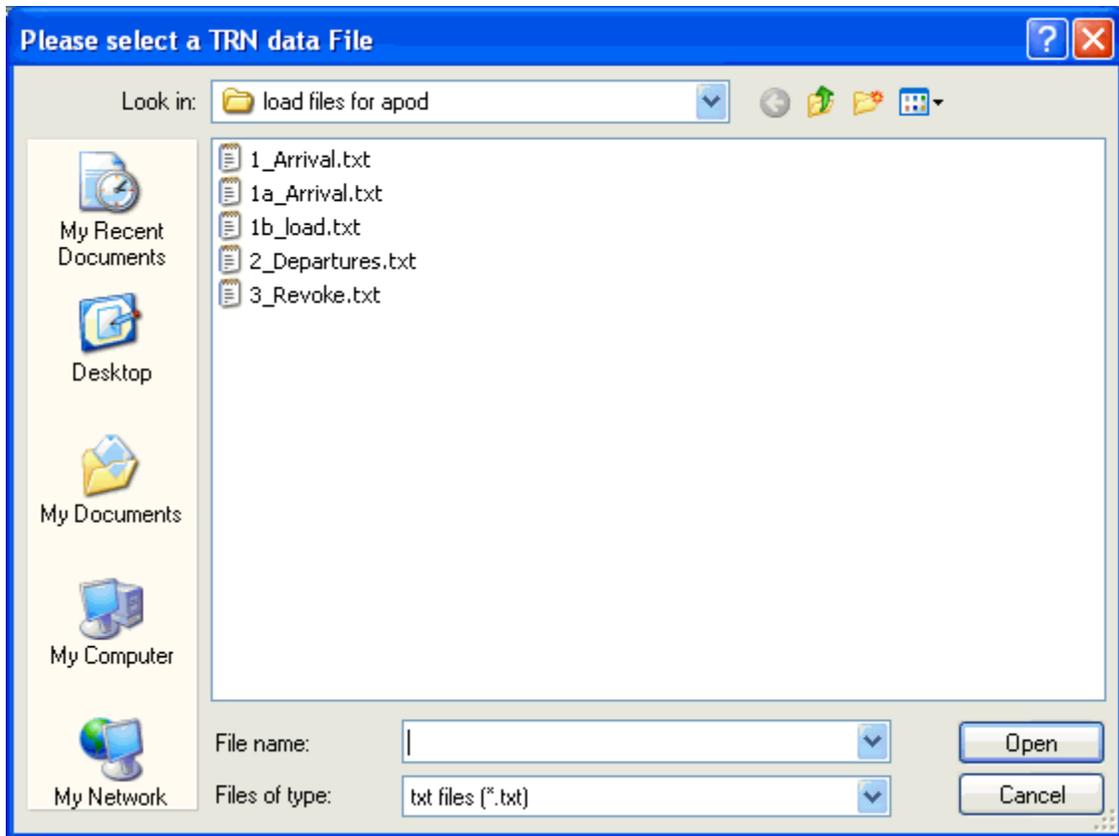


Figure 3–22: Please Select a TRN Data File Dialog

5. Browse to the location of the file that you want to upload.
6. Select the name of the file to upload.
7. Click Open. The contents of the TRN file will be uploaded and saved to the manifest.
8. If the file loaded successfully, TPS displays a message informing you of the successful upload. Click OK and TPS returns to the Manifest Detail window.
9. If errors are present, TPS displays a message informing you that the upload was incomplete and asking if you want to open the error log to review the errors. Click Yes to launch the error log. Click No to accept the partial upload and return to the Manifest Detail window.

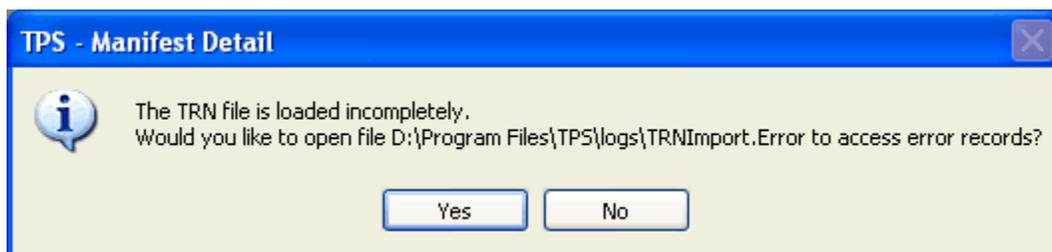


Figure 3–23: Incomplete Load Error Message

3.1.4.9 UPLOADING AN SSN FILE TO A MANIFEST

To upload an SSN file to a manifest, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.
2. Select the manifest to which you wish to upload an SSN file.
3. Click Select. The Manifest Detail window is displayed.

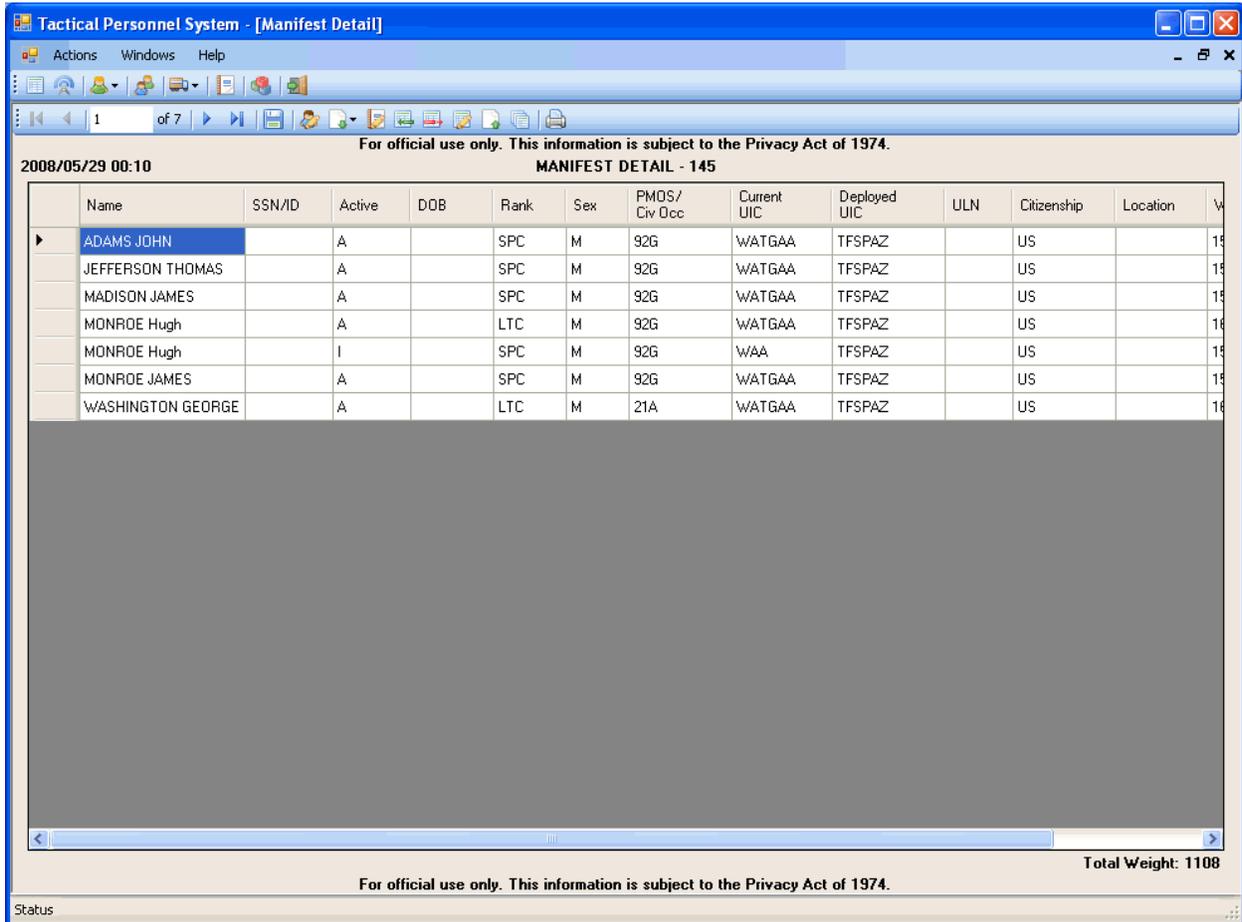


Figure 3–24: Manifest Detail Window

4. Click Add New. The Insert to Manifest Detail dialog is displayed.

Insert to Manifest Detail

Insert Individual | **Insert Multiple**

Service Member or Civilian

SSN: _____

Duty Status: PDY - PRESENT FOR DUTY

Foreign National

Name: _____

Birth Date: _____

Identification: _____

ID Type: _____

Citizenship: _____

Weight: _____

Deployed UIC: _____

ULN: _____

Location: _____

Continue to Add People (Scanner Mode)

OK Cancel

Figure 3–25: Insert to Manifest Detail Dialog

5. Select the Insert Multiple tab. TPS displays the Insert to Manifest Detail dialog with the Insert Multiple tab on top.

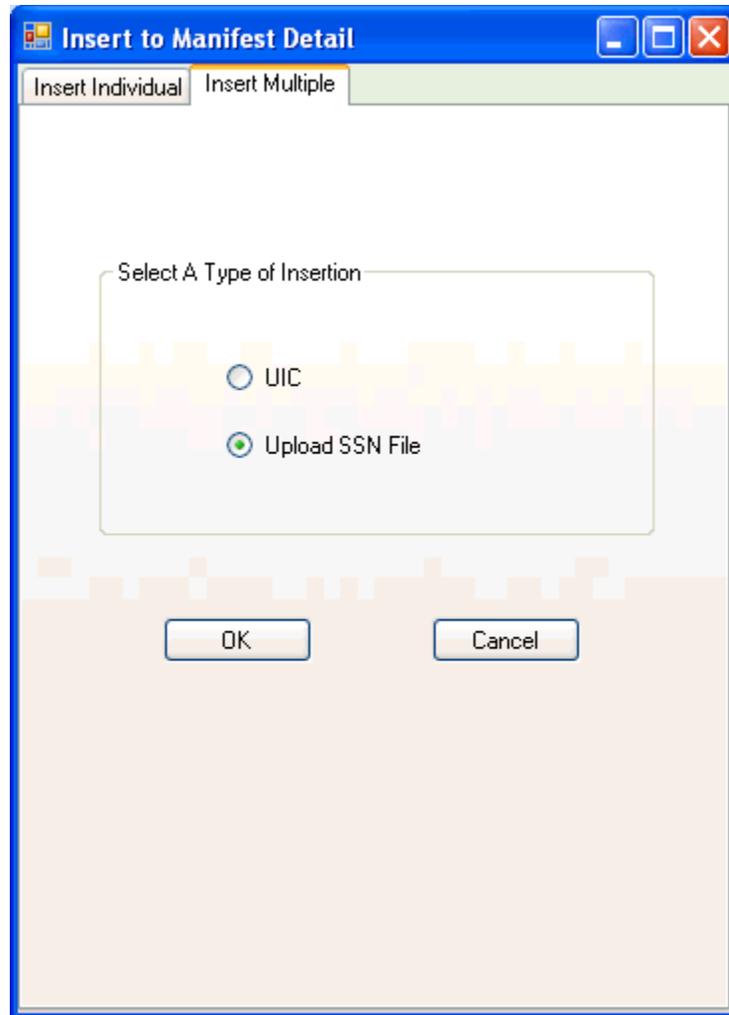


Figure 3–26: Insert to Manifest Detail Dialog: Insert Multiple Tab

6. Select the Upload SSN File radio button.
7. Click OK. TPS displays the Select SSN Data File dialog.

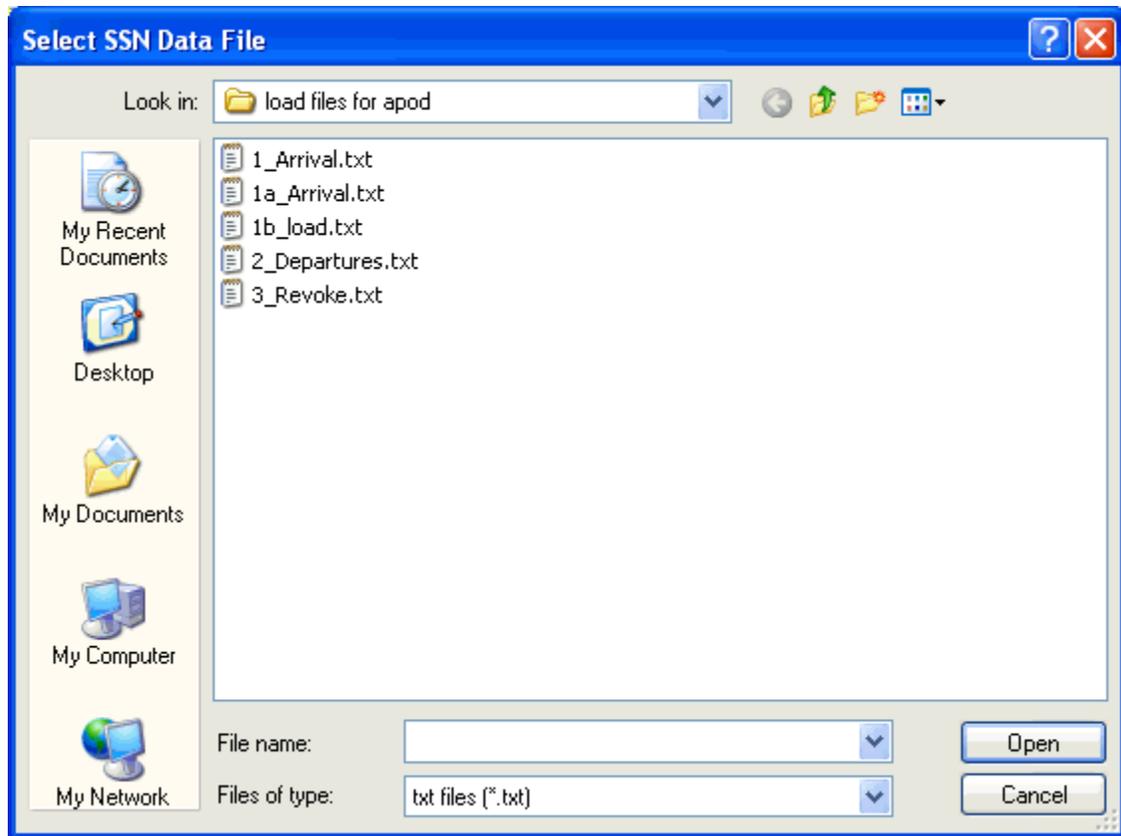


Figure 3–27: Select SSN Data File Dialog

8. Select the file you want to upload and click OK. The contents of the SSN file will be uploaded and saved to the manifest.
9. If the file loaded successfully, TPS displays a message informing you of the successful upload. Click OK and TPS returns to the Manifest Detail window.
10. If errors are present, TPS displays a message informing you that the upload was unsuccessful. Click OK to return to the Manifest Detail window.

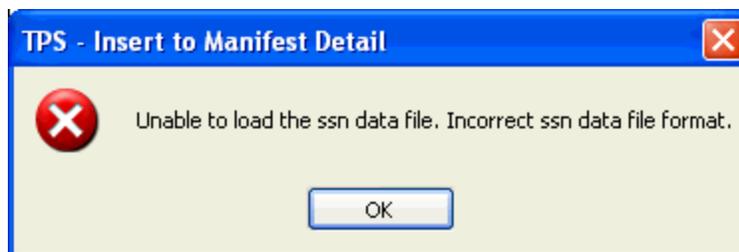


Figure 3–28: Unable To Load SSN Data File Error Message

3.1.4.10 SAVING A MANIFEST AS A TRN, AMC, OR A PAS FILE

To save a manifest as a TRN, AMC, or a PAS file, perform the following steps:

1. Click Manifest in the TPS Main Menu. The Manifest Main window is displayed.

2. Select the manifest that you want to save as a TRN, AMC, or PAS file.
3. Click Select. The Manifest Detail window is displayed.

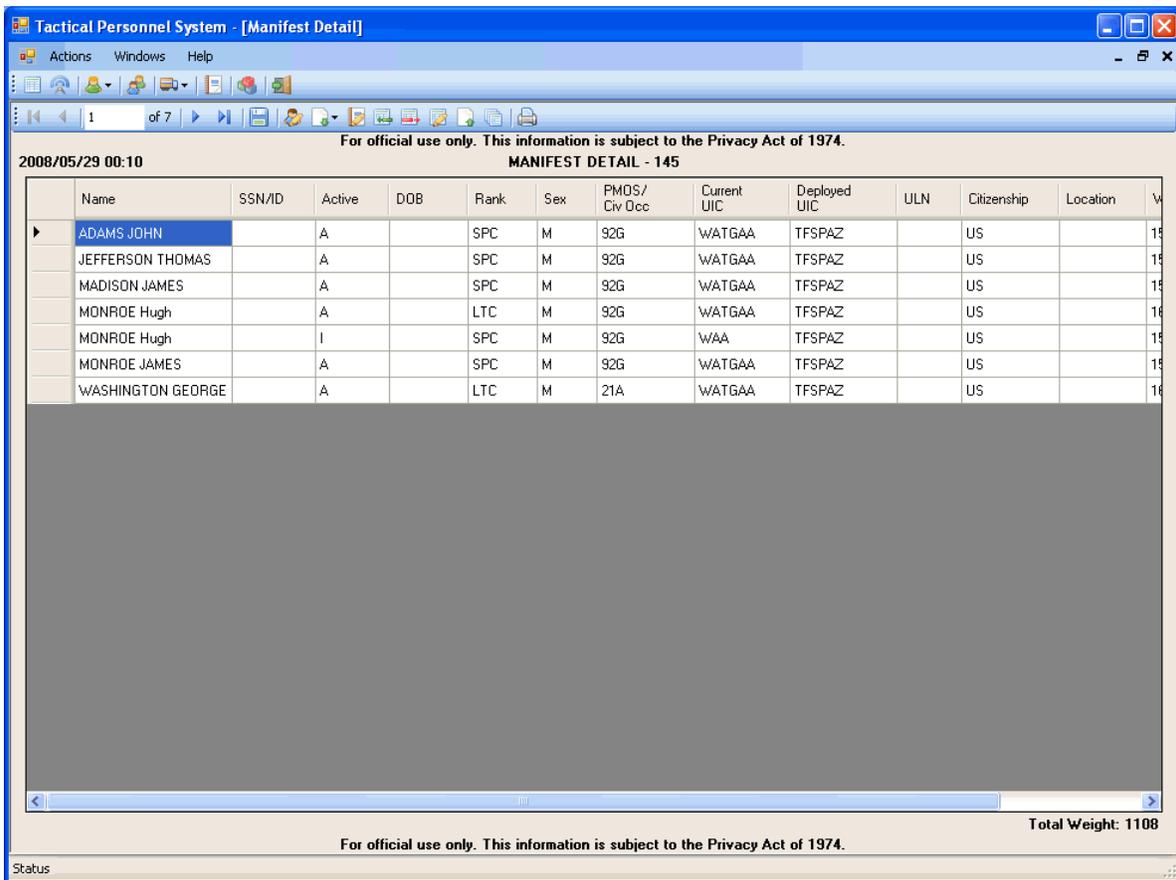


Figure 3–29: Manifest Detail Window

4. Make additions to or deletions from the manifest as necessary.
5. Click Export to File. TPS displays a pull-down menu listing the available file formats: TRN, AMC, and PAS.
6. Select the appropriate menu option. The appropriate file format depends on how you intend to use the file. The table below lists each file format and how it is used.

If	Then
You want to back up or share the TPS personnel manifest with other TPS users	Select Export to TRN.
You want to provide the file directly to the Air Force TRANSCOM, allowing for the tracking of deploying personnel	Click Export to AMC.
You want to provide the file for upload to in-Theater Europe	Click Export to PAS.

Table 3–9: Select File Format Methods

7. If you selected Export to TRN TPS displays the Please Enter/Select a file to store the TRN information dialog. Browse to the location to which you want to save the file and enter a file name in the File name field. **Note:** The TRN format is used as an example. In the windows and messages, AMC or PAS will appear instead of TRN if that was your selection. If PAS is selected, the File name field will be prepopulated; you can change the file name.

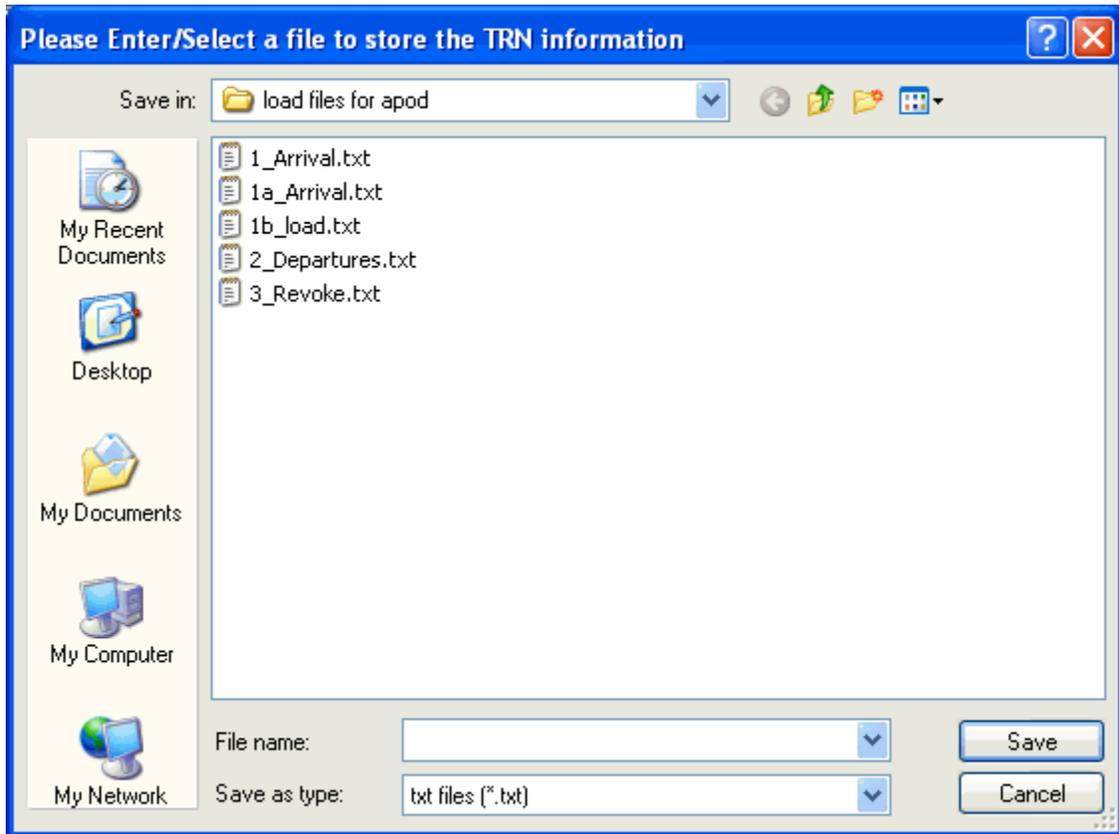


Figure 3–30: Please Enter/Select a File To Store the TRN Information Dialog

8. Click Save. TPS displays a message asking you to confirm the file creation. Click Yes to save the file to the location you designated. Click No or Cancel to return to the Manifest Detail window without saving changes.
9. If you clicked Yes to create the export file, TPS displays a message informing you that the file was successfully created.
10. Click OK to return to the Manifest Detail window.

3.2 Jump Manifest

The subsequent sections provide detail on the functions available in Jump Manifest.

3.2.1 Jump Manifest Overview

A jump manifest is a special type of manifest that accounts for personnel who will be returning to the same location without being deployed. The jump manifest accounts for the location of these personnel and can even account for which door a person jumps from.

The Jump Manifest function is the tool within TPS that helps you develop these lists of personnel quickly and easily. Using Jump Manifest, you can perform the following actions:

- Enter new jump manifests
- Edit existing jump manifests
- Delete existing jump manifests
- Assign personnel to jump manifests
- Remove personnel from jump manifests
- Replace personnel in jump manifests

Once you develop this list, you then have the option of saving the jump manifest to an AMC file, which can then be passed on to the Air Force or TRANSCOM. This allows for the continued tracking of individuals during an exercise.

Finally, you can automatically print out a DA FORM 1360-E containing the personnel in your jump manifest for further dissemination.

3.2.2 Adding Multiple Jump Type Codes to a Jump Manifest

To add multiple jump type codes to a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the manifest to which you want to add jump type codes.
3. Click Select. The Jump Manifest Detail window is displayed.

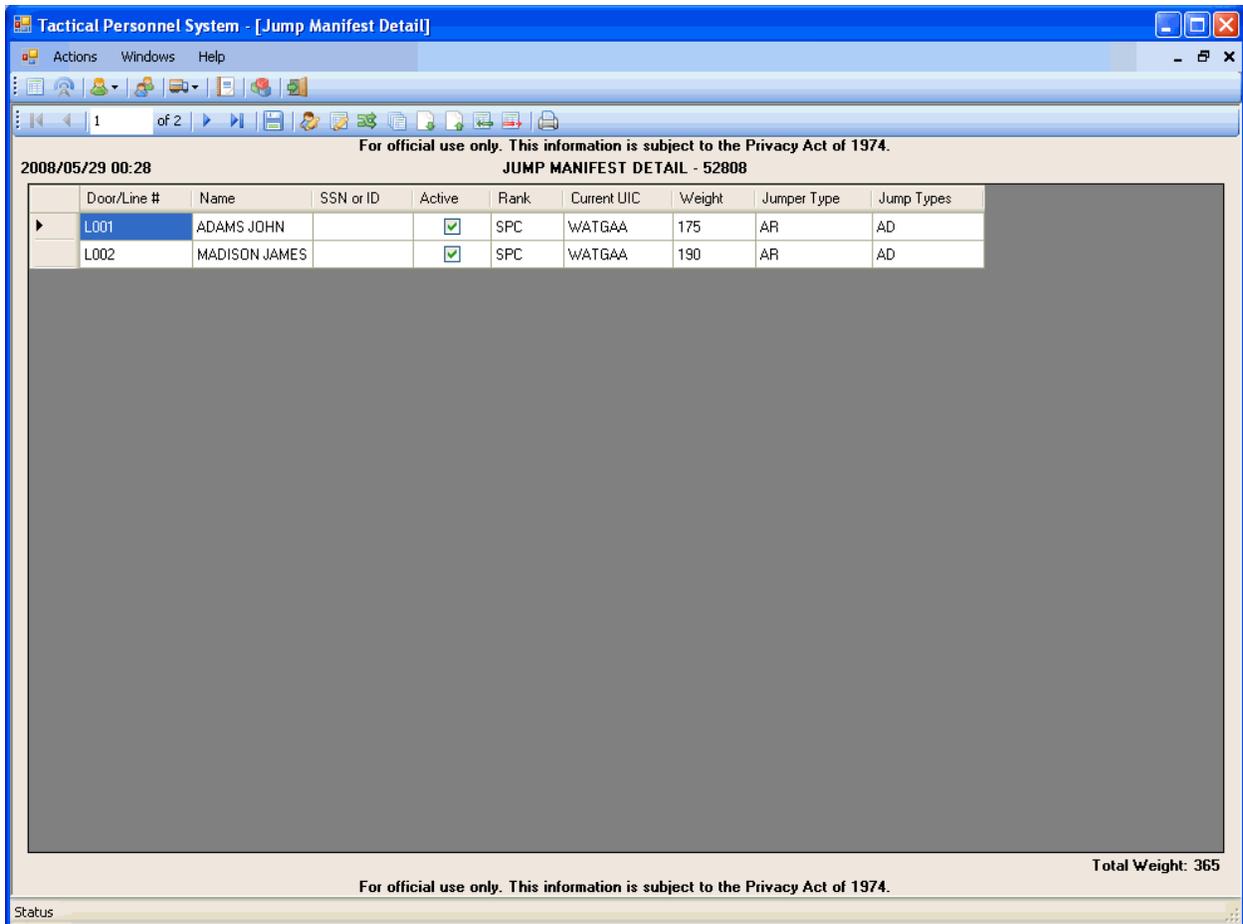


Figure 3–31: Jump Manifest Detail Window

4. Click Add New. TPS displays the Insert to Jump Manifest Detail Dialog.

Insert to Jump Manifest Detail

Service Member or Civilian

SSN:

Foreign National

Name:

Birth Date:

Identification:

ID Type:

Citizenship:

Jumper Type:

Weight:

Jump Door:

Jump Types: AD - ADMINISTRATIVE
AE - ADMINISTRATIVE EQUIPMENT
AN - ADMINISTRATIVE NIGHT
CE - COMBAT EQUIPMENT
CO - COMBAT
EQ - EQUIPMENT

Continue to Add People (Scanner Mode)

OK Cancel

Figure 3–32: Insert to Jump Manifest Detail Dialog

5. Select either the Service Member or Civilian, or Foreign National radio button.
6. Enter a valid SSN for the service member or civilian. If you selected to enter a Foreign National, enter the Name, Birth Date, Identification, ID Type, and Citizenship for the individual.
7. Select the jumper type from the Jumper Type picklist. This is a required field.
8. Enter the jumper's weight in the Weight field. This field is optional.
9. Select the appropriate value from the Jump Door picklist. This field is required.
10. Select a value from the Jump Types field. You can select a jump type by performing one of the following actions: To add a jump type, perform one of the following actions.

If	Then
You want to add one jump type to the jump manifest	Scroll through the list if necessary and select the jump type to be added.
You want to add a continuous block of jump types to the jump manifest	Scroll through the list if necessary, select the first jump type in the block and, while holding down the Shift key, select the last jump type in the block.
You want to add multiple jump types that aren't in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each jump type that you wish to add.

Table 3–10: Select Jump Type Methods

Note: Up to five Jump Type codes may be added to either a Jump Manifest or an individual. Multiple Jump Type codes can be added to an entire Jump Manifest by clicking on the Jump Type field in the Jump Manifest Main window. Multiple Jump Type codes can also be added for individuals in the Jump Manifest Detail window by clicking Select Jump in the either the Modify or Insert windows.

11. Click OK to save your changes and return to the Jump Manifest Detail window.

3.2.3 *Printing Jump Manifest Summary*

To print a summary view of a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select a jump manifest or jump manifests for which you would want to print summary information. Perform the following actions to select one or more jump manifests:

If	Then
You want to print one Jump Manifest	Scroll through the list if necessary and select the Jump Manifest to be printed.
You want to print a continuous block of Jump Manifests	Scroll through the list if necessary, select the first Jump Manifest in the block and, while holding down the Shift key, select the last Jump Manifest in the block.
You want to print multiple Jump Manifests that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each Jump Manifest that you wish to print.

Table 3–11: Select Jump Manifest Method

3. From the Actions menu, select Print. Alternatively, you can select Print Preview and click the printer icon to print the jump manifests.

3.2.4 Printing DA Form 1306-E

To print a copy of DA Form 1306-E, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the manifest for which you want to print the DA Form 1306-E.
3. Click Select. The Jump Manifest Detail window is displayed.

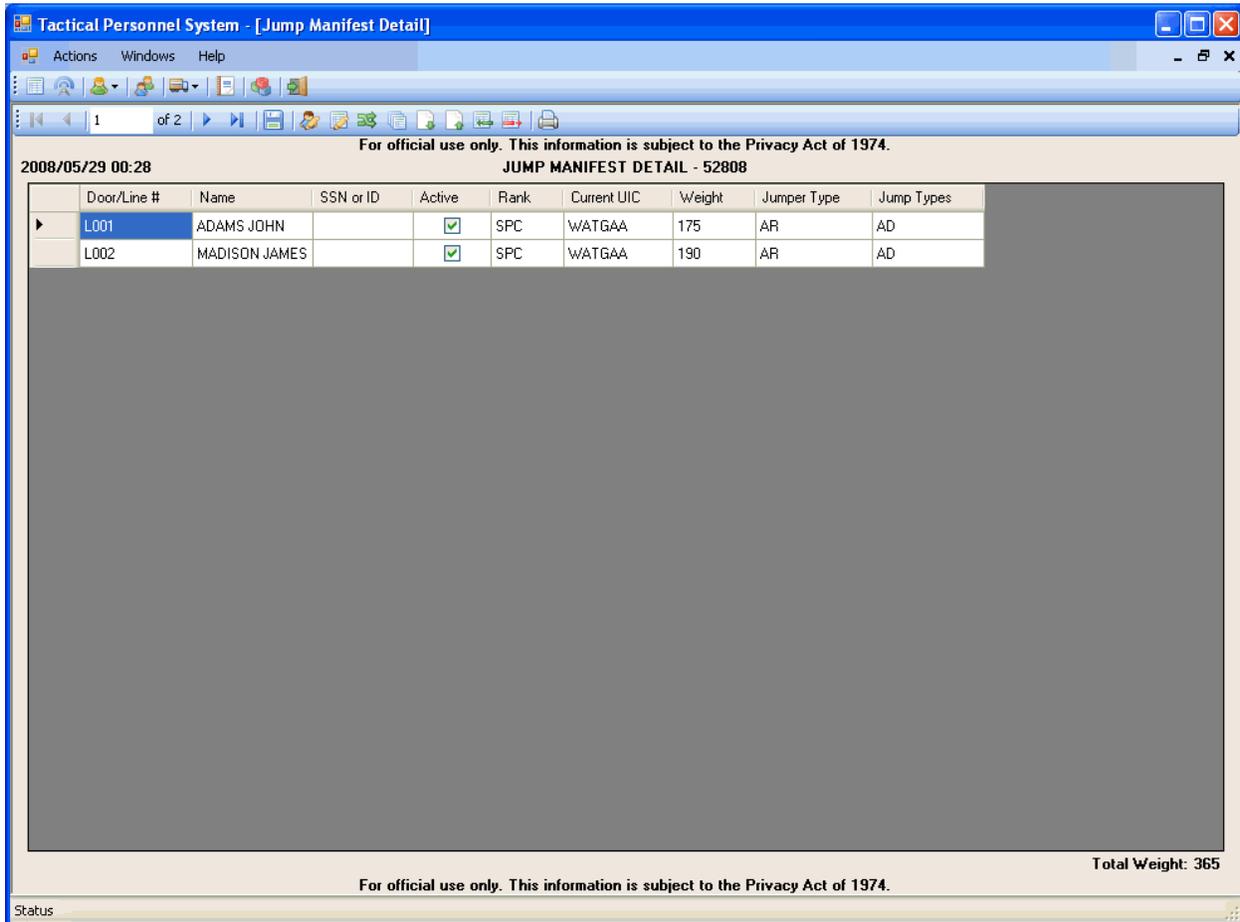


Figure 3–33: Jump Manifest Detail Window

4. From the Actions menu, select Print. Alternatively, you can select Print Preview and click the printer icon to print the jump manifests.
5. The Microsoft Print window appears. Select or type into the fields your desired parameters for printing.
6. Click OK to print the form using the parameters you entered. Click Cancel to return to the Jump Manifest Detail window without printing the form.

To print a summary view of a jump manifest or manifests, see Section 3.2.3, Printing Jump Manifest Summary.

3.2.5 Jump Manifest Data Definitions

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the Jump Manifest function.

3.2.5.1 JUMP MANIFEST MAIN WINDOW

Table 3–12 lists the fields found on the Jump Manifest Main window and their data definitions.

Field Name	Data Definition
Mission #	This field contains the user-assigned mission number.
Mission Date	This the date the mission started. This field defaults to the system date/time.
Aircraft Type	This field displays the type of aircraft used.
Jump Types	This field allows you to pick the type of jump to be performed (for example, Jumpmaster). To select the type, double click in the field.
Location	This field displays the airfield location of the mission.
Chalk #	This field is optional.

Table 3–12: Jump Manifest Main Window Data Definitions

3.2.5.2 JUMP MANIFEST DETAIL WINDOW

Table 3–13 lists the fields found on the Jump Manifest Detail window and their data definitions.

Field Name	Data Definition
Door/Line #	This field displays the description/code for the door used by the jumper.
Name	This field contains the name of the jumper.
SSN or ID	This field displays the SSN for a service member or civilian or the ID number for a foreign national.
Active	This checkbox indicates whether the individual is in active status.
Rank	This field displays the service member's rank.
Current UIC	This field displays the current UIC for the individual.
Weight	This field contains data on the individual's weight.
Jumper Type	This field displays a two-digit code for the type of jumper.
Jump Types	This field displays a two-digit code for the type of jump to be performed by the individual.

Table 3–13: Jump Manifest Detail Window Data Definitions

3.2.5.3 INSERT TO JUMP MANIFEST DETAIL DIALOG

Table 3–14 lists the fields found on the Insert to Jump Manifest Detail dialog and their data definitions.

Field Name	Data Definition
SSN	This field displays the Social Security Number of the service member or civilian.
Name*	This field lists the name of the foreign national.
Birth Date*	This field displays the birth date of the foreign national.
Identification*	This field lists the identification number of the foreign national.
ID Type*	This field displays the type of identification for the foreign national.
Citizenship*	This field provides information on the country of citizenship of the foreign national.
Jumper Type	This field displays a two-digit code for the type of jumper.
Weight	This field lists the individual's weight.
Jump Door	This field displays a code for the door from which the individual will jump.
Jump Types	This field displays a two-digit code for the type of jump to be performed by the individual.

Table 3–14: Insert to Jump Manifest Detail Dialog Data Definitions

3.2.5.4 EDIT PERSONNEL DATA DIALOG

Table 3–15 lists the fields found on the Edit Personnel Data Dialog and their data definitions.

Field Name	Data Definition
Required Tab	
SSN	This field displays the individual's Social Security Number.
Active	This field lists whether the individual is in active status.
Sex	This field displays the gender of the individual.
Name	This field displays the individual's Last, First, and Middle names.
Emerg POC Name	This field lists the Last, First, and Middle name of the emergency point of contact.
Emerg POC Phone	The field displays the phone number of the emergency point of contact.
Ind. Employment Class Code	This field displays a code that defines the individual's Person Type in TPS.
INS Doc Type	This field lists the type of INS document supplied by the individual.
DOD Component	The field displays the branch of service for the individual.
INS Doc Number	The field displays the number associated with the INS document entered in the INS Doc Type field.
Service Component	The field displays service component (for example, Regular) for the individual.
INS Country Issue	This field lists the country that issued the INS document.
Military Personnel Class	This field displays the appropriate class (for example, Enlisted).
INS Doc Expiration	This is the expiration date of the INS document.
Rank	This field lists the rank of the individual.

Field Name	Data Definition
Duty	The Duty area consists of the following two fields: <ul style="list-style-type: none"> • Status—This displays the duty status. • Date/Time—This is the duty status date and time. This field defaults to the current system date/time.
Service Member MOSs	The Service Member MOSs are consists of the following fields: <ul style="list-style-type: none"> • MOS—This lists the individual’s Military Occupational Specialty. • Occupational Specialty—This lists the type of specialty that the individual holds.
Service Member UICs	The Service Member UICs are consists of the following fields: <ul style="list-style-type: none"> • UIC—This lists the unit identification code for the service member. • Association—This is a description of the type of UIC, such as Current or Home. Note: You must select a Current UIC.
General Tab Info	
Deployed UIC	This field lists the UIC to which the individual is deployed.
Deployment Date	This field displays the date of deployment for the individual.
Date of Birth	This is the individual’s date of birth.
Date Exp. Term of Service	This field displays the expiration term of service date for the latest period of service the individual incurred through statutory or contractual provisions.
Marital Status	This field lists the marital status for the individual (for example, Married).
Citizenship	This displays the country of citizenship for the individual.
Race/Population Group	This field lists the racial information for the individual.
Ethnic Group	The field displays the ethnicity for the individual.
Religion	This field lists the individual’s religion.
Passport Number	The field displays the individual’s passport number.
ID Card Number	The field lists the ID card number.
ID Card Type	The field displays the type of ID card supplied.
Blood Type	The field lists the individual’s blood type, such as O+.
Weight	The field displays the individual’s weight in pounds.
Personnel Security Status	The field lists the status of the individual’s security clearance.
Civilian Education Level	This lists the highest level of civilian education attained.
Comment	This is a free-form text field into which you may add additional information about the individual.
Exercise Duty	The Exercise Duty area consists of the following two fields: <ul style="list-style-type: none"> • Status—This displays a code and description for the duty status, such as PDY – Present for Duty. • Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.
Qualifications Tab	
Rank	The field displays the rank for the individual.
Date of Rank	The field lists date of rank for the individual.
Basic Active Service Date	This is the date that establishes the beginning of an individual’s

Field Name	Data Definition
	creditable active military service.
Pay Ent. Basic Date	This is the date that establishes the beginning of an individual's creditable Federal service for pay purposes.
Battle Roster Number	This field displays a sequential number that uniquely identifies a Soldier on a unit's battle roster.
Military Education Level	This field lists the military education level for the service member.
Service Member Languages	<p>The Service Member Languages area consists of the following fields:</p> <ul style="list-style-type: none"> • Language—This lists the language skill of the service member. • Reading—This is a code that applies to the service member's proficiency level. • Speaking—This is a code that applies to the service member's proficiency level. • Listening—This is a code that applies to the service member's proficiency level. • Skill Code—This is a code that indicates the skill level assigned to the service member.
Service Member ASIs	<p>The Service Member ASIs area consists of the following fields:</p> <ul style="list-style-type: none"> • ASI—This lists the Additional Skills Identifier (ASI) for the service member. ASI is an additional skill identifier awarded based on training or experience. • Skill Code—This is a code that indicates the skill level assigned to the service member.
Service Member SQIs	<p>The Service Member ASIs area consists of the following fields:</p> <ul style="list-style-type: none"> • SQI—The field displays the Skill Qualification Indicator (SQI) for the service member. SQI is a code representing specialized requirements that are common to a number of positions and military occupational specialties. • Skill Code—This is a code that indicates the skill level assigned to the service member.

Table 3–15: Edit Personnel Data Dialog Data Definitions

3.2.5.5 EDIT JUMP MANIFEST DETAIL DATA

Table 3–16 lists the fields found on the Edit Jump Manifest Data dialog and their data definitions.

Field Name	Data Definition
Jumper Type	This lists a two-digit code for the type of jumper.
Weight	This field lists the individual’s weight.
Jump Door	This field displays a code for the door from which the individual will jump.
Jump Types	This field lists a two-digit code for the type of jump to be performed by the individual.

Table 3–16: Edit Jump Manifest Detail Data Dialog Data Definitions

3.2.6 The Jump Manifest Main Window

The Jump Manifest Main window is accessed by clicking Jump Manifest in the TPS-Tactical Personnel System Main window and is the place in TPS where you create new jump manifests, edit existing jump manifests and delete old jump manifests. This window also gives you access to the Jump Manifest Detail window where you can add and remove personnel from a Jump Manifest. For more information, see Section 3.2.7, The Jump Manifest Detail Window.

The buttons listed below are available on the toolbar when using this function.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
	Total Number of Items
	Move Next
	Move Last
	Save
	Add New
	Select
	Delete
	Edit Location
	Print

Table 3–17: Jump Manifest Main Window Buttons

3.2.6.1 ADDING A JUMP MANIFEST

To add a jump manifest perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.

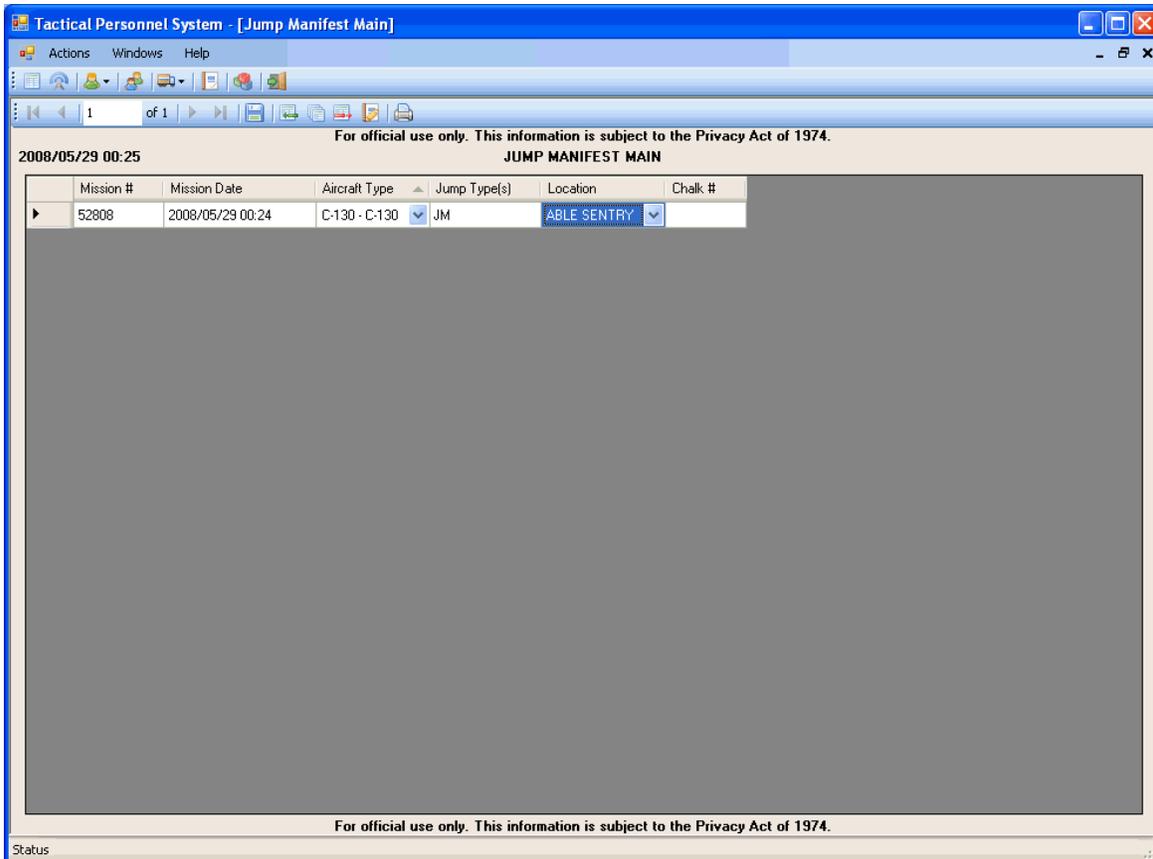


Figure 3–34: Jump Manifest Main Window

2. Click Add New. An empty record is displayed at the bottom of the Jump Manifest Main list and becomes the active record.
3. The following information must be entered for each new manifest: Mission #.
4. Unless otherwise changed, the following information will display default values:
 - Mission Date (current system date)
 The following information may be added, but is not required:
 - Aircraft Type (select a value from the picklist)
 - Jump Types (select a value from the picklist)
 - Location (select a value from the picklist)
 - Chalk # (enter a value in the field)
5. Click Save. TPS saves the information and continues to display the Jump Manifest Main window. You can continue to add more jump manifests or perform additional actions.
6. Select Windows and then the TPS Main Menu to return to the TPS Main Menu.

3.2.6.2 EDITING A JUMP MANIFEST

To edit a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.

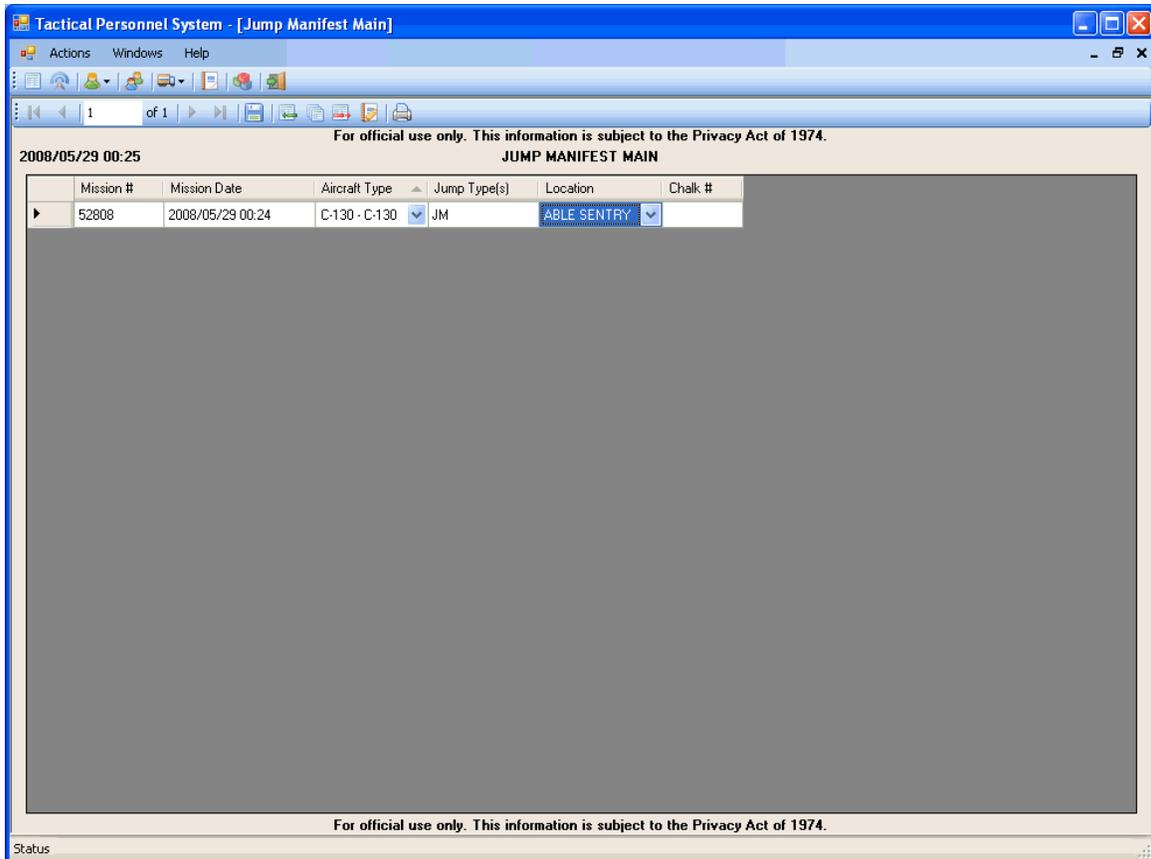


Figure 3–35: Jump Manifest Main Window

2. Select mission that you wish to edit by highlighting its row.
3. Tab to the fields that you wish to edit.
4. Click Save when you have finished making changes. TPS saves the information and continues to display the Jump Manifest Main window. You can continue to edit more jump manifests or perform additional actions.
5. Select Windows and then the TPS Main Menu to return to the TPS Main Menu.

3.2.6.3 DELETING A JUMP MANIFEST

To delete a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.

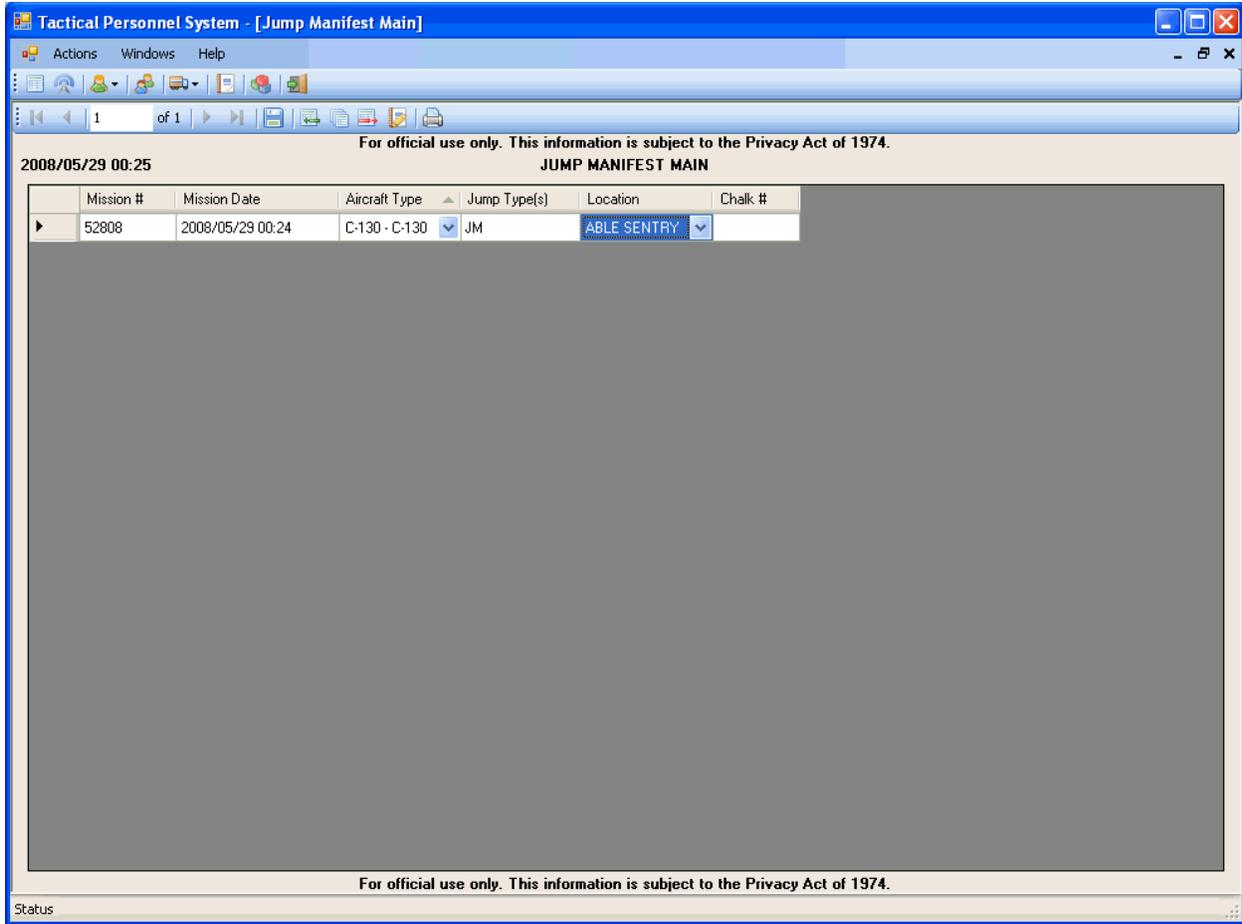


Figure 3–36: Jump Manifest Main Window

2. Select a jump manifest for deletion using one of the following methods:

If	Then
You want to delete one jump manifest	Scroll through the list if necessary and select the jump manifest to be deleted.
You want to delete a continuous block of jump manifests from the Manifest Main list	Scroll through the list if necessary, select the first jump manifest in the block and, while holding down the Shift key, select the last jump manifest in the block.
You want to delete jump multiple manifests that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each manifest that you wish to delete.

Table 3–18: Select Jump Manifest Methods

3. Click Delete. The Delete Confirmation message is displayed.
4. If you want to delete the chosen jump manifest, click Yes. If you do not want to delete the chosen jump manifest, click No. TPS deletes the jump manifest and returns to the Jump Manifest Main window.

3.2.7 The Jump Manifest Detail Window

You access the Jump Manifest Detail window by selecting a jump manifest in the Jump Manifest Main window and then clicking Select. It is the place in TPS where you add personnel to, edit personnel in, or delete personnel from jump manifests.

Using the buttons on the Jump Manifest Detail window toolbar, you can easily accomplish the wide range of tasks this window allows. Click on each task title below to view further information on the Jump Manifest Detail buttons.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
of 4	Total Number of Items
	Move Next
	Move Last
	Save
	Edit Personnel Data
	Edit Jump Manifest Data
	Change Current UIC for Selected Individuals
	View the Selected Individual's Details
	Export to AMC
	Import Data File
	Add New
	Delete
	Print

Table 3–19: Jump Manifest Detail Window Buttons

3.2.7.1 ADDING PERSONNEL TO A JUMP MANIFEST: MANUAL MODE

To add personnel to a jump manifest in manual mode, perform the following actions:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the manifest to which you want to add personnel.
3. Click Select. The Jump Manifest Detail window is displayed.

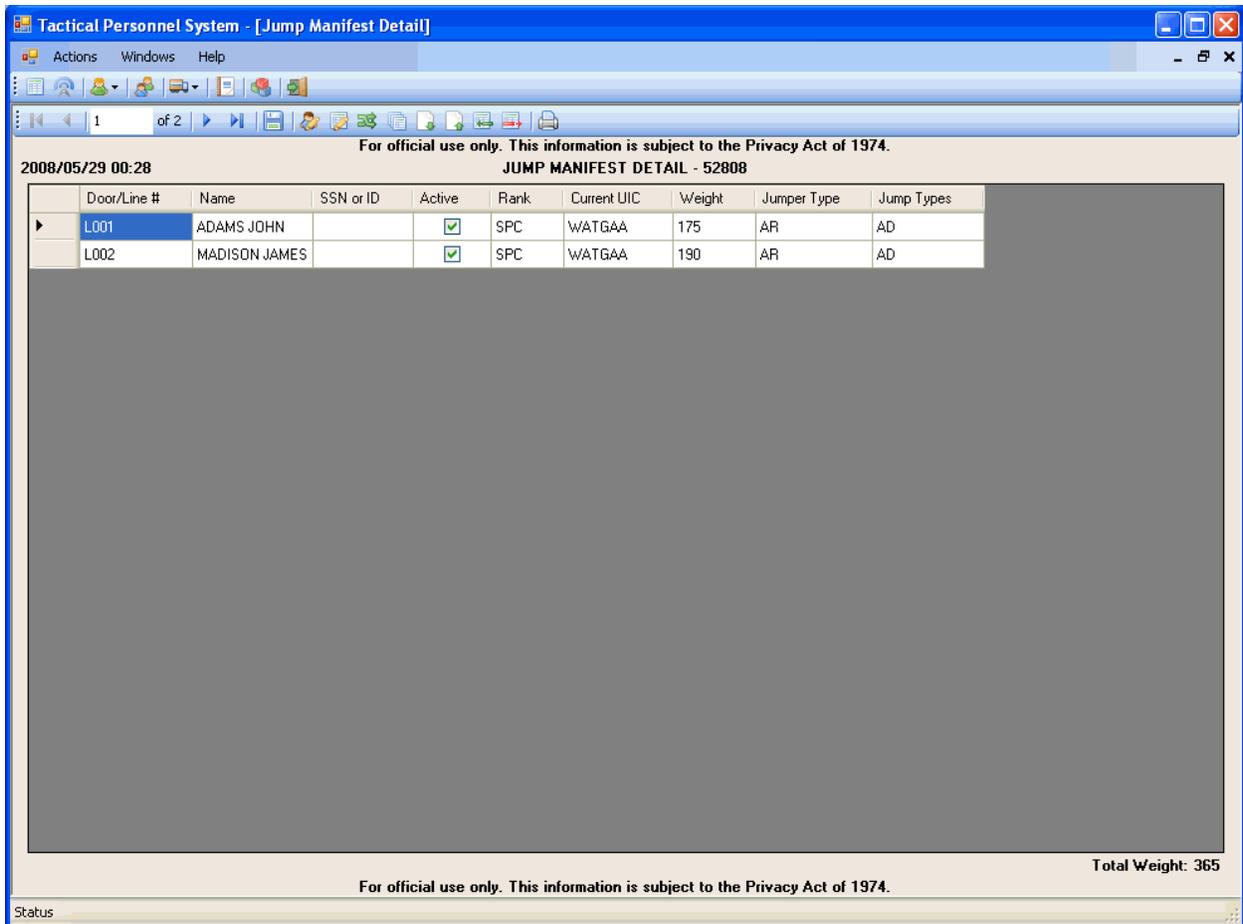


Figure 3–37: Jump Manifest Detail Window

4. Click Add New. TPS displays the Insert to Jump Manifest Detail Dialog.

Insert to Jump Manifest Detail

Service Member or Civilian

SSN:

Foreign National

Name:

Birth Date:

Identification:

ID Type:

Citizenship:

Jumper Type:

Weight:

Jump Door:

Jump Types: AD - ADMINISTRATIVE
AE - ADMINISTRATIVE EQUIPMENT
AN - ADMINISTRATIVE NIGHT
CE - COMBAT EQUIPMENT
CO - COMBAT
EQ - EQUIPMENT

Continue to Add People (Scanner Mode)

OK Cancel

Figure 3–38: Insert to Jump Manifest Detail Dialog

5. Select either the Service Member or Civilian, or Foreign National radio button.
6. Enter a valid SSN for the service member or civilian. If you selected to enter a Foreign National, enter the Name, Birth Date, Identification, ID Type, and Citizenship for the individual.
7. Select the jumper type from the Jumper Type picklist. This is a required field.
8. Enter the jumper's weight in the Weight field. This field is optional.
9. Select the appropriate value from the Jump Door picklist. This field is required.
10. Select a value from the Jump Types field. You can select a jump type by performing one of the following actions: To add a jump type, perform one of the following actions.

If	Then
You want to add one jump type to the jump manifest	Scroll through the list if necessary and select the jump type to be added.
You want to add a continuous block of jump types to the jump manifest	Scroll through the list if necessary, select the first jump type in the block and, while holding down the Shift key, select the last jump type in the block.
You want to add multiple jump types that aren't in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each jump type that you wish to add.

Table 3–20: Select Jump Type Methods

Note: Up to five Jump Type codes may be added to either a Jump Manifest or an individual. Multiple Jump Type codes can be added to an entire Jump Manifest by clicking on the Jump Type field in the Jump Manifest Main window. Multiple Jump Type codes can also be added for individuals in the Jump Manifest Detail window by clicking Select Jump in the either the Modify or Insert windows.

11. Click OK to save your changes and return to the Jump Manifest Detail window.

3.2.7.2 ADDING PERSONNEL TO A JUMP MANIFEST: SCANNER MODE

This procedure can only be used to add Service Members and Civilians who possess a valid Rapid card. Foreign Nationals must be added manually. For more information on adding Foreign Nationals, see Section 4.5, Processing a Foreign National.

To add personnel to a jump manifest in scanner mode, perform the following steps:

1. Start the ScanBar for TPSv3 application by going to Start/Programs/TPS and clicking on ScanBar on the TPS menu. The ScanBar for TPSv3 window appears.
2. Click Start in the ScanBar for TPSv3 window. The ScanBar for TPSv3 window will minimize onto the shortcut bar.
3. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
4. Select the manifest to which you want to add personnel.
5. Click Select. The Jump Manifest Detail window is displayed.

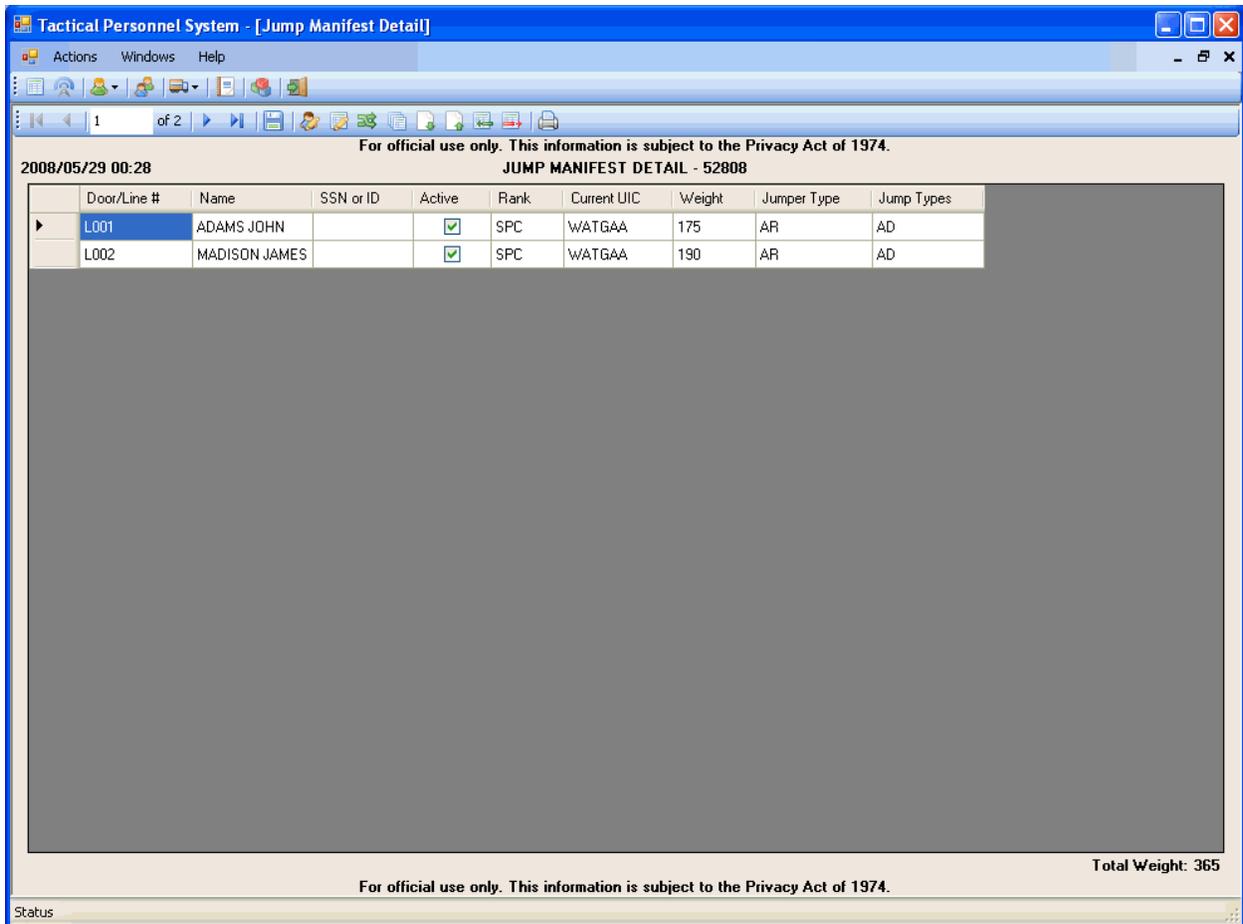


Figure 3–39: Jump Manifest Detail Window

6. Click Add New. TPS displays the Insert to Jump Manifest Detail Dialog.

Insert to Jump Manifest Detail

Service Member or Civilian

SSN:

Foreign National

Name:

Birth Date:

Identification:

ID Type:

Citizenship:

Jumper Type:

Weight:

Jump Door:

Jump Types: AD - ADMINISTRATIVE
AE - ADMINISTRATIVE EQUIPMENT
AN - ADMINISTRATIVE NIGHT
CE - COMBAT EQUIPMENT
CO - COMBAT
EQ - EQUIPMENT

Continue to Add People (Scanner Mode)

OK Cancel

Figure 3–40: Insert to Jump Manifest Detail Dialog

7. Ensure the Continue to Add People (Scanner Mode) checkbox is checked.
8. Select an appropriate value from the following picklists:
 - Select the jumper type from the Jumper Type picklist. This is a required field.
 - Select the appropriate value from the Jump Door picklist. This field is required.
9. Enter or select the appropriate values for the following optional fields:
 - Enter the jumper's weight in the Weight field. This field is optional.
 - Select a value from the Jump Types field. You can select a jump type by performing one of the following actions: To add a jump type, perform one of the following actions.

If	Then
You want to add one jump type to the jump manifest	Scroll through the list if necessary and select the jump type to be added.
You want to add a continuous block of jump types to the jump manifest	Scroll through the list if necessary, select the first jump type in the block and, while holding down the Shift key, select the last jump type in the block.
You want to add multiple jump types that aren't in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each jump type that you wish to add.

Table 3–21: Select Jump Manifest Methods

Note: Up to five Jump Type codes may be added to either a Jump Manifest or an individual. Multiple Jump Type codes can be added to an entire Jump Manifest by clicking on the Jump Type field in the Jump Manifest Main window. Multiple Jump Type codes can also be added for individuals in the Jump Manifest Detail window by clicking Select Jump in the either the Modify or Insert windows.

Although this information is not required, it is recommended that you fill in this window as completely as possible.

1. Using a scanner and the ScanBar application, begin scanning personnel. The Jumper Type, Weight, Jump Door, and Type of Jump will remain the same until you change them.
2. Click Cancel when you have finished scanning personnel. TPS returns to the Jump Manifest Detail window.
3. Click **Save** to save the changes to the jump manifest.

3.2.7.3 ADDING PERSONNEL TO A JUMP MANIFEST: UPLOADING FROM A FILE

This procedure can only be used to add Service Members and Civilians who possess a valid Social Security Number. Foreign Nationals must be added manually. For more information on adding Foreign Nationals, see Section 3.2.7.1, Adding Personnel to a Jump Manifest: Manual Mode.

To upload personnel data from a file to a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the manifest to which you want to add jump type codes.
3. Click Select. The Jump Manifest Detail window is displayed.

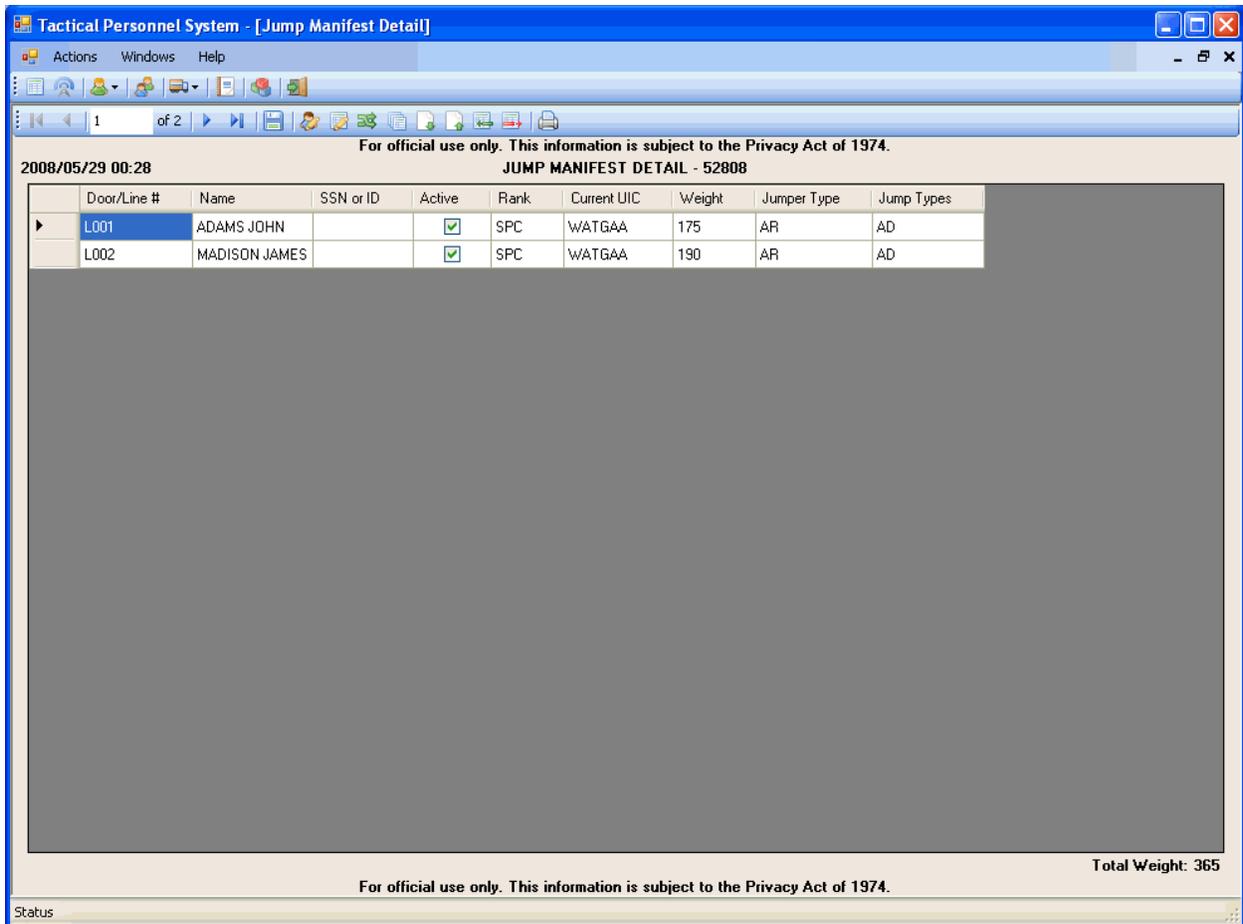


Figure 3–41: Jump Manifest Detail Window

4. Click Import Data File. The Please select a data File dialog is displayed.

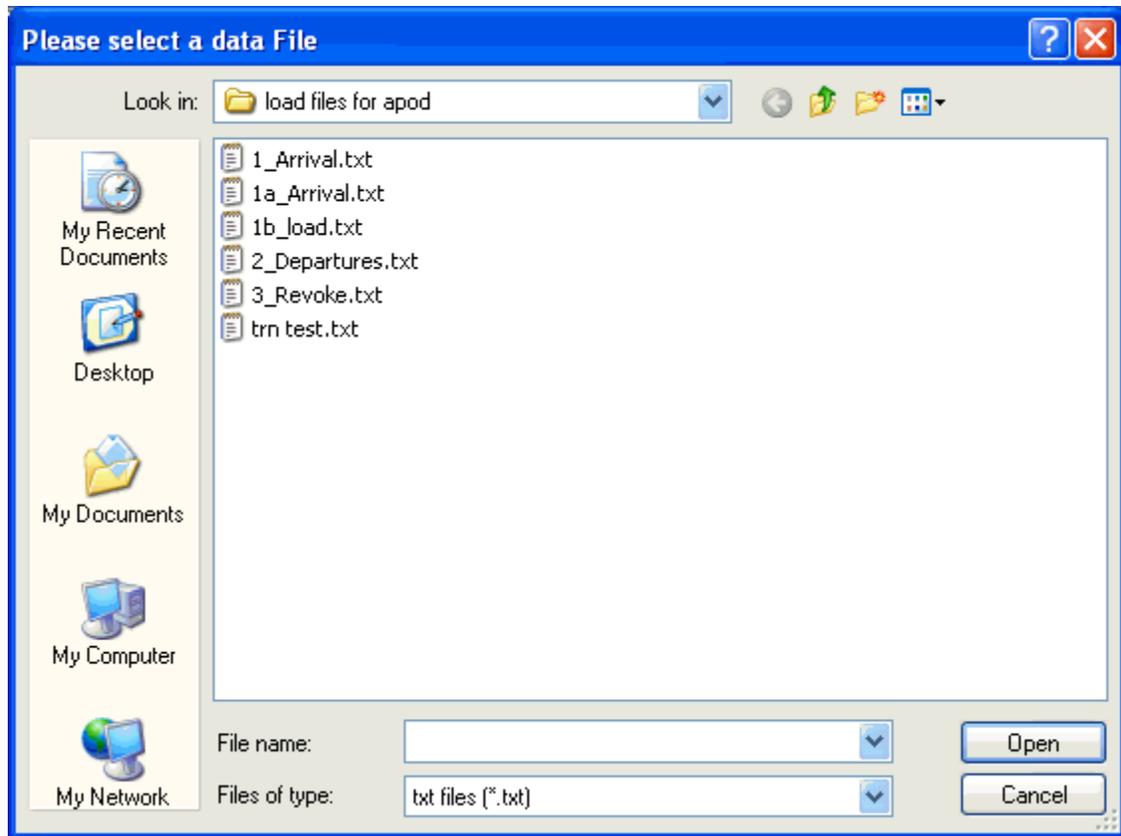


Figure 3–42: Please Select a Data File Dialog

5. Browse to the location of the file that you want to upload.
6. Select the name of the file to upload.
7. Click Open. The contents of the data file will be uploaded and saved to the jump manifest.
8. If the file loaded successfully, TPS displays a message informing you of the successful upload. Click OK and TPS returns to the Jump Manifest Detail window.
9. If the file does not load, TPS displays a message informing you that it was unable to load the file. Click OK to return to the Jump Manifest Detail window.

3.2.7.4 EDITING PERSONNEL DATA IN A JUMP MANIFEST

To edit personnel data for a person on a manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the jump manifest that contains information on the person you wish to edit.
3. Click Select. The Jump Manifest Detail window is displayed.

2008/05/29 00:28
For official use only. This information is subject to the Privacy Act of 1974.
JUMP MANIFEST DETAIL - 52808

Door/Line #	Name	SSN or ID	Active	Rank	Current UIC	Weight	Jumper Type	Jump Types
L001	ADAMS JOHN		<input checked="" type="checkbox"/>	SPC	WATGAA	175	AR	AD
L002	MADISON JAMES		<input checked="" type="checkbox"/>	SPC	WATGAA	190	AR	AD

Total Weight: 365
For official use only. This information is subject to the Privacy Act of 1974.
Status

Figure 3–43: Jump Manifest Detail Window

4. Select a person for whom you want to edit personnel data.
5. Click the Edit Personnel Data button. TPS displays the either the Process Service Member, Process Civilian, or Process Foreign National window with selected person's information displayed depending on the type of person chosen.

Figure 3–44: Process Service Member Window

Note: This window looks and behaves the same as the corresponding window in the Personnel module.

6. Make the required changes on either the Required tab and any desired changes to information on the other tabs. To toggle between the tabs, click on the tab.
7. Click Save after making all changes. TPS returns to the Jump Manifest Detail window.
8. Click X in the upper right-hand corner of the window to close the window and return to the Jump Manifest Detail window.

3.2.7.5 CHANGING UICs IN A JUMP MANIFEST

To change the UIC for an individual or individuals in a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the jump manifest that contains information on the person you wish to edit.
3. Click Select. The Jump Manifest Detail window is displayed.

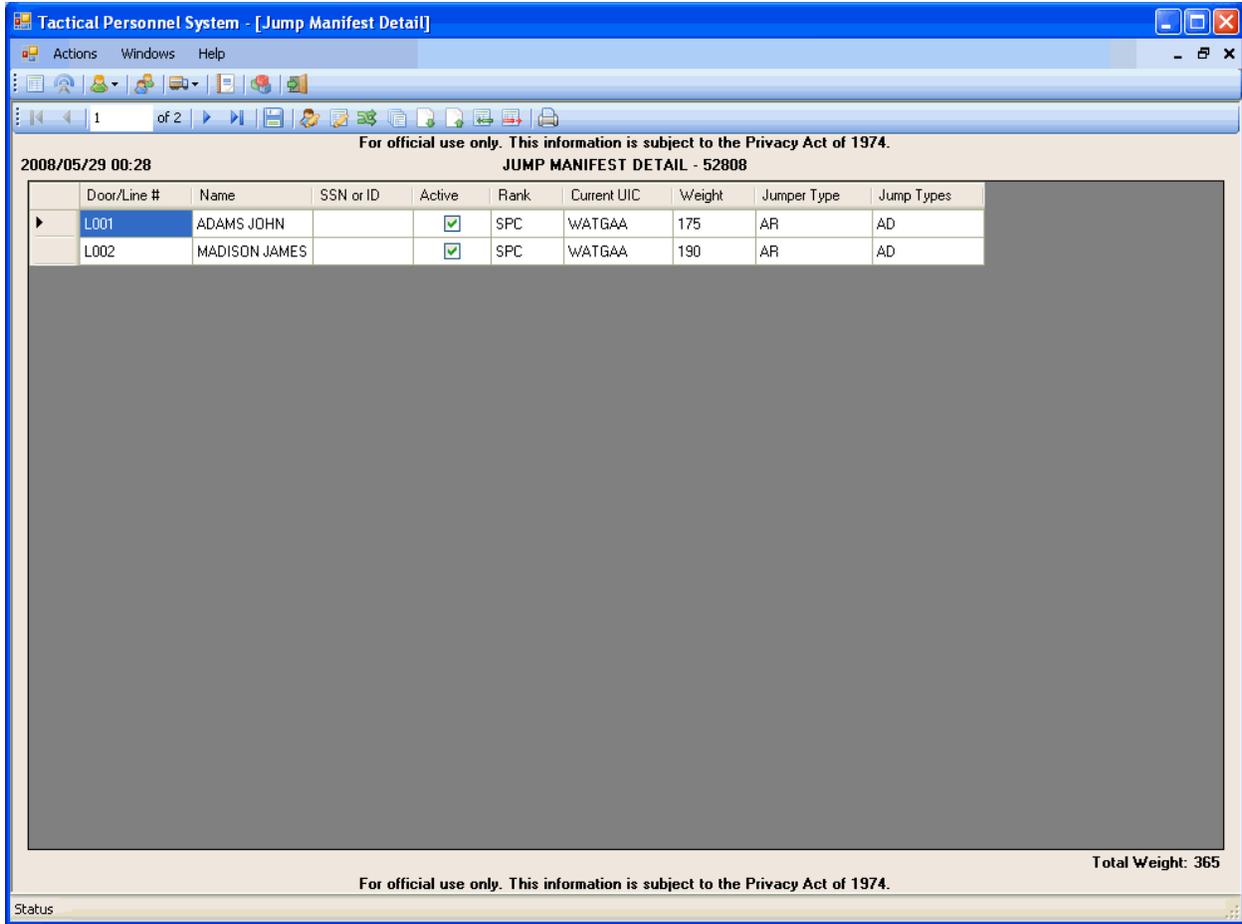


Figure 3–45: Jump Manifest Detail Window

4. Select a person for whom you want to edit the current UIC. You can select a person by using any of the following methods:

If	Then
You want to edit the UIC data in one personnel record	Scroll through the list if necessary and select the name of the person whose UIC data is to be edited.
You want to edit the UIC data in a continuous block of personnel records	Scroll through the list if necessary, select the first name in the block and, while holding down the Shift key, select the last name in the block.
You want to edit multiple UIC data that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each person whose UIC data you want to edit.

Table 3–22: Select Person Methods

5. Click the Change Current UIC for Selected Individuals button. TPS displays the Change UIC dialog box.

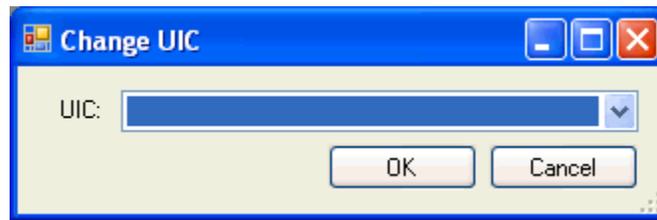


Figure 3–46: Change UIC Dialog

6. Select the new UIC from the picklist.
7. Click OK to accept your change and return to the Jump Manifest Detail window.
8. Click Cancel to return to the Jump Manifest Detail window without making any changes.
9. Click Save to update the TPS database with the changes.

3.2.7.6 REMOVING PERSONNEL FROM A JUMP MANIFEST

To remove personnel from a jump manifest, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the jump manifest from which you wish to remove personnel.
3. Click Select. The Jump Manifest Detail window is displayed.

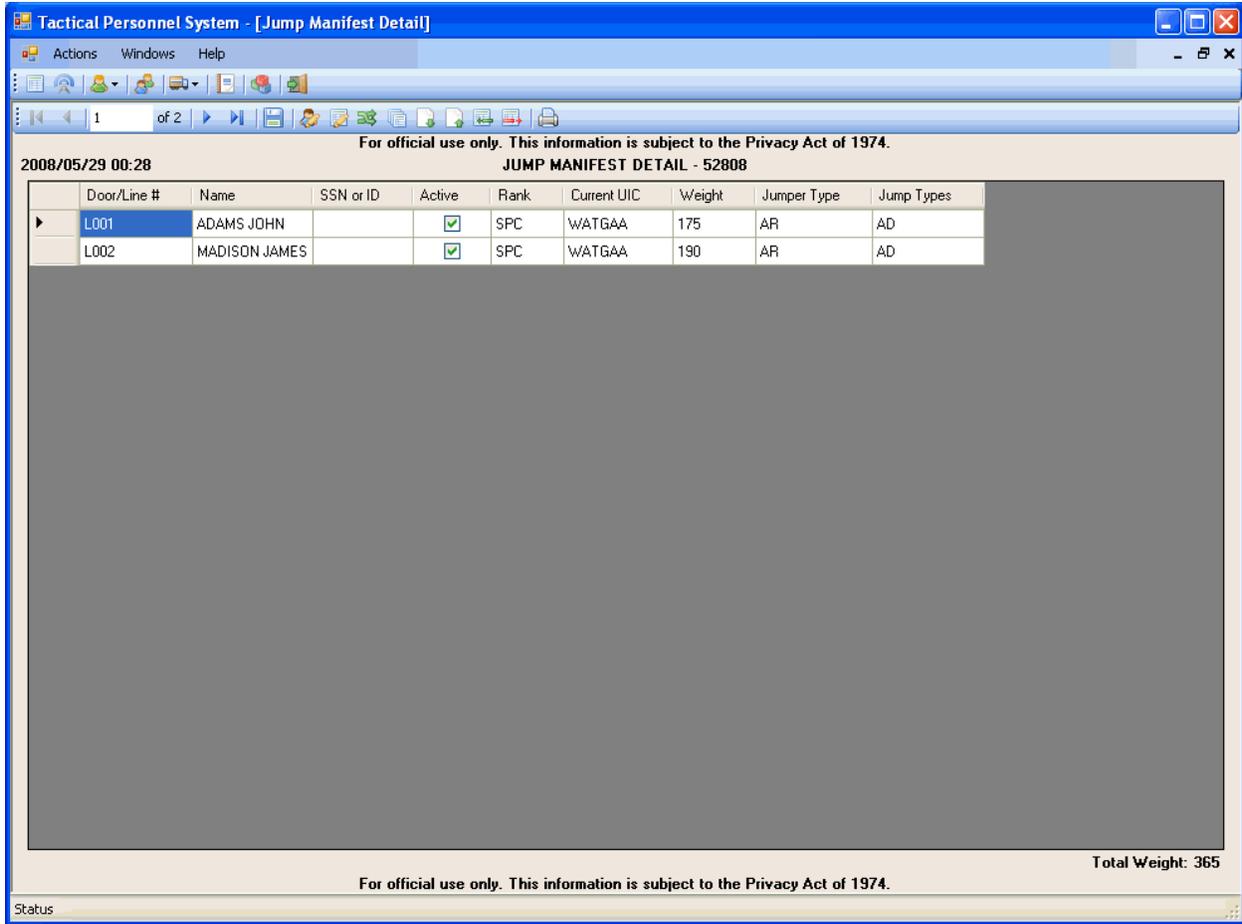


Figure 3–47: Jump Manifest Detail Window

4. Select a person to delete using one of the following methods:

If	Then
You want to remove one person from the jump manifest	Scroll through the list if necessary and select the name of the person to be removed.
You want to remove a continuous block of names from the jump manifest	Scroll through the list if necessary, select the first name in the block and, while holding down the Shift key, select the last name in the block.
You want to remove multiple names that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each name that you wish to remove.

Table 3–23: Select Person Methods

5. Click Delete. The Delete Confirmation message is displayed.
6. If you want to delete the chosen person, click Yes. If you do not want to delete the chosen person, click No. TPS returns to the Jump Manifest Detail window.
7. Click Save.

3.2.7.7 SAVING A JUMP MANIFEST AS AN AMC FILE

To save a jump manifest as an AMC file, perform the following steps:

1. Click Jump Manifest in the TPS Main Menu. The Jump Manifest Main window is displayed.
2. Select the jump manifest that you want to save as an AMC file.
3. Click Select. The Jump Manifest Detail window is displayed.

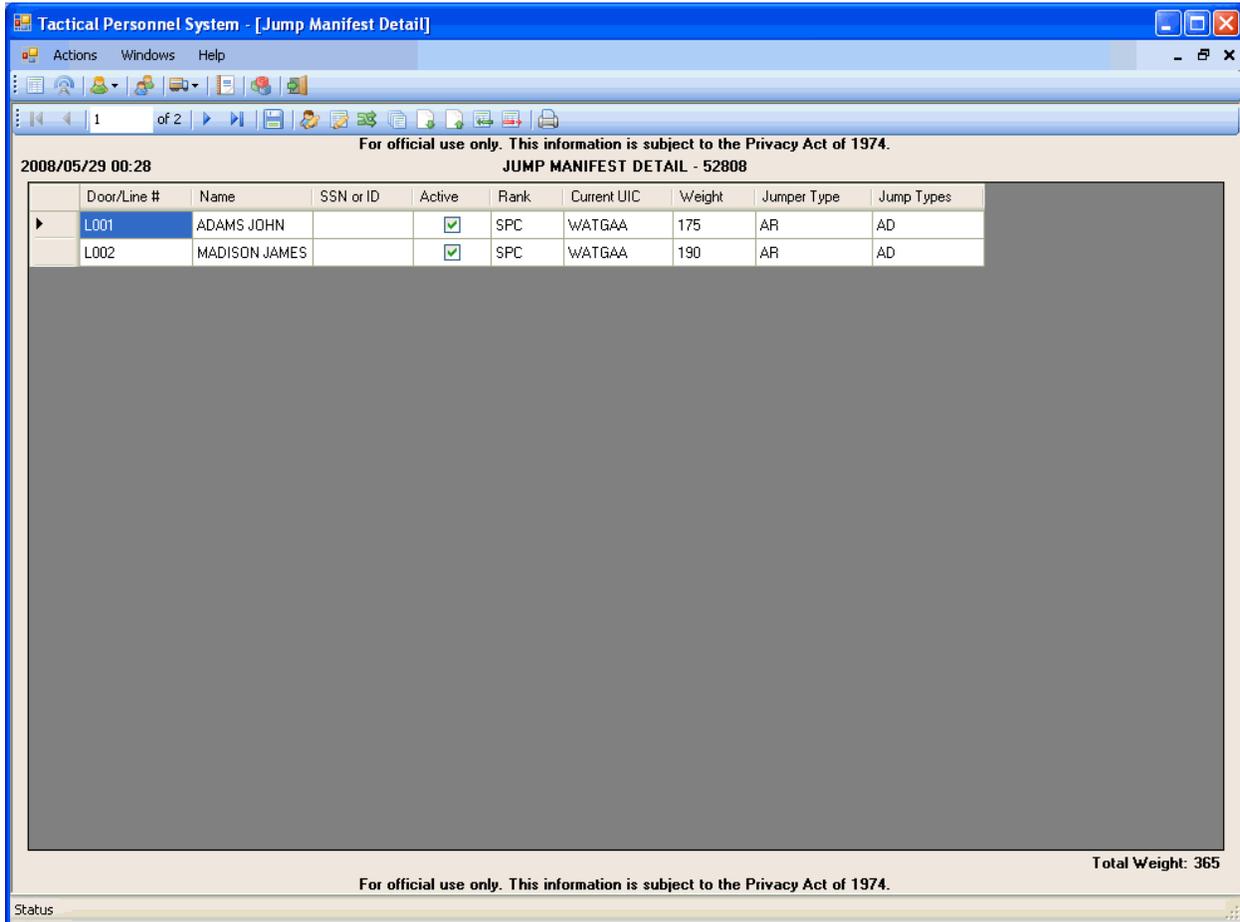


Figure 3–48: Jump Manifest Detail Window

4. Click Export to AMC. TPS displays the Please enter/select a file to store the AMC information dialog. Browse to the location to which you want to save the file and enter a file name in the File name field.

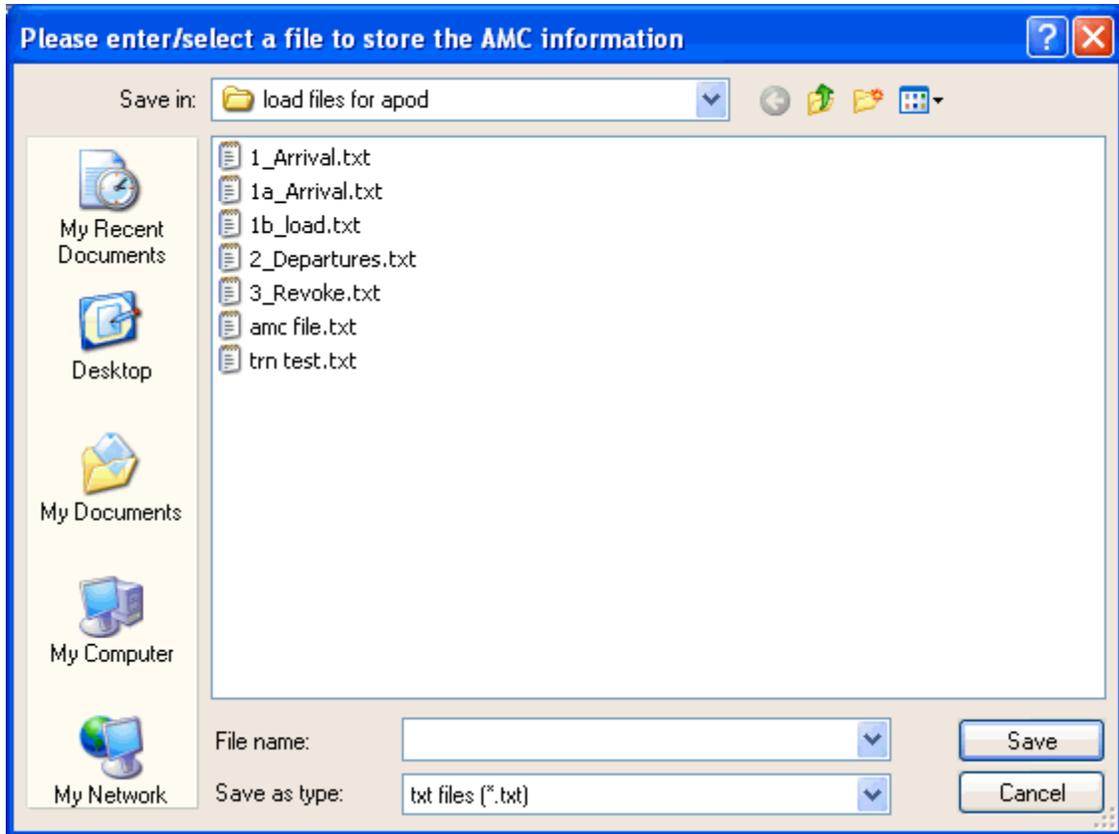


Figure 3–49: Please Enter/Select a File To Store the AMC Information Dialog

5. Click Save. TPS displays a message asking you to confirm the file creation. Click Yes to save the file to the location you designated. Click No or Cancel to return to the Jump Manifest Detail window without saving changes.

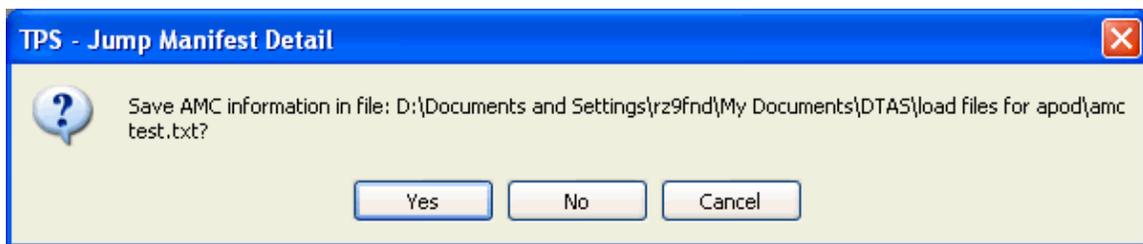


Figure 3–50: Save File Confirmation Message

6. If you clicked Yes to create the export file, TPS displays a message informing you that the file was successfully created.
7. Click OK to return to the Jump Manifest Detail window.

4. PERSONNEL

4.1 Personnel Module Overview

The TPS Personnel module allows you to enter and modify personnel information in your local TPS database. This information is then used throughout the TPS application to track the locations and duty statuses of personnel.

You can use TPS to track following specific types of personnel:

- All soldiers (Active Army, Active Reserve, Army National Guard, other U.S. Services combined forces)
- DOD/DA civilians
- Contractors
- Foreign nationals

Any information gathered can then be saved to your local TPS database where you can recall it at a moment's notice for use in the various other modules in the TPS application.

The TPS Personnel Module gives you the option to enter personnel data into the local TPS database in two ways, download the record directly from the Joint Personnel Database (JPD) or create the record manually. By far the easier of these two methods is to download the data from JPD. By performing a search, the TPS application will first query the local TPS database. If no records meeting your criteria are found there, TPS will then query JPD. If information meeting your criteria is found, TPS will display all the records that meet your criteria. You can then choose which record to download to your local TPS database. If no records on the individual were found, you can always enter the information manually and save this data to the local TPS database.

The following buttons are available on the toolbar when using this module and make using this module fast and efficient.

Button	Action
	Save
	Search
	Add New

Table 4–1: Personnel Toolbar Buttons

4.2 Personnel Data Definitions

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the Personnel function.

4.2.1 Process Service Member

Table 4–2 provides information on the fields on the Process Service Member window and their data definitions.

Field Name	Data Definition
Required Tab	
SSN	This field lists the service member's SSN.
Active	The field displays whether the service member is in active status.
Sex	The field lists the gender of the service member.
Name	The field displays the service member's Last, First, and Middle names.
Emerg POC Name	The field lists the Last, First, and Middle name of the emergency point of contact.
Emerg POC Phone	The field displays the phone number of the emergency point of contact.
Ind. Employment Class Code	This field displays a code that defines the individual's Person Type in TPS.
INS Doc Type	This lists the type of INS document supplied by the service member.
DOD Component	The field displays the branch of service for the service member.
INS Doc Number	The field lists the number associated with the INS document entered in the INS Doc Type field.
Service Component	The field displays the service component (for example, Regular) for the service member.
INS Country Issue	This lists the country that issued the INS document.
Military Personnel Class	The field displays the class (for example, Enlisted).
INS Doc Expiration	The field lists the expiration date of the INS document.
Rank	Select the rank of the service member.
Duty	The Duty area consists of the following two fields: <ul style="list-style-type: none"> • Status—This displays a code and description for the duty status, such as PDY – Present for Duty. • Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.
Service Member MOSs	The Service Member MOSs are consists of the following fields: <ul style="list-style-type: none"> • MOS—This lists the service member's Military Occupational Specialty. • Occupational Specialty—This lists the type of specialty that the service member holds.
Service Member UICs	The Service Member UICs are consists of the following fields: <ul style="list-style-type: none"> • UIC—This lists the unit identification code for the service member. • Association—This is a description of the type of UIC, such as Current or Home. Note: You must select a Current UIC.
General Tab Info	
Deployed UIC	The field lists the UIC to which the service member is deployed.
Deployment Date	The field displays the date of deployment for the service member.

Field Name	Data Definition
Date of Birth	The field lists the service member's date of birth.
Date Exp. Term of Service	This field displays the expiration term of service date for the latest period of service the individual incurred through statutory or contractual provisions.
Marital Status	This field lists the marital status for the service member (for example, Married).
Citizenship	This displays the country of citizenship for the service member.
Race/Population Group	This field lists the racial information for the service member.
Ethnic Group	The field displays the ethnicity for the service member.
Religion	This field lists the service member's religion.
Passport Number	The field displays the service member's passport number.
ID Card Number	The field lists the ID card number.
ID Card Type	The field displays the type of ID card supplied.
Blood Type	The field lists the service member's blood type, such as O+.
Weight	The field displays the service member's weight in pounds.
Personnel Security Status	The field lists the status of the service member's security clearance.
Civilian Education Level	This lists the highest level of civilian education attained.
Comment	This is a free-form text field into which you may add additional information about the service member.
Exercise Duty	<p>The Exercise Duty area consists of the following two fields:</p> <ul style="list-style-type: none"> • Status—This displays a code and description for the duty status, such as PDY – Present for Duty. • Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.
Qualifications Tab	
Rank	The field displays the rank for the service member.
Date of Rank	The field lists date of rank for the service member.
Basic Active Service Date	This is the date that establishes the beginning of a service member's creditable active military service.
Pay Ent. Basic Date	This is the date that establishes the beginning of a service member's creditable Federal service for pay purposes.
Battle Roster Number	This field displays a sequential number that uniquely identifies a Soldier on a unit's battle roster.
Military Education Level	This field lists the military education level for the service member.
Service Member Languages	<p>The Service Member Languages area consists of the following fields:</p> <ul style="list-style-type: none"> • Language—This lists the language skill of the service member. • Reading—This is a code that applies to the service member's proficiency level. • Speaking—This is a code that applies to the service member's proficiency level. • Listening—This is a code that applies to the service member's proficiency level. • Skill Code—This is a code that indicates the skill level assigned to the service member.

Field Name	Data Definition
Service Member ASIs	The Service Member ASIs area consists of the following fields: <ul style="list-style-type: none"> • ASI—This lists the Additional Skills Identifier (ASI) for the service member. ASI is an additional skill identifier awarded based on training or experience. • Skill Code—This is a code that indicates the skill level assigned to the service member.
Service Member SQIs	The Service Member SQIs area consists of the following fields: <ul style="list-style-type: none"> • SQI—The field displays the Skill Qualification Indicator (SQI) for the service member. SQI is a code representing specialized requirements that are common to a number of positions and military occupational specialties. • Skill Code—This is a code that indicates the skill level assigned to the service member.

Table 4–2: Process Service Member Data Definitions

4.2.2 Process Civilian

Table 4–3 lists the fields on the Process Civilian window and their data definitions.

Field Name	Data Definition
Required Tab	
SSN	This field displays the civilian’s SSN.
Active	This field indicates whether the civilian is in active status.
Sex	The fields lists the gender of the civilian.
Name	This field displays the service member’s Last, First, and Middle names.
Emerg POC Name	This field lists the Last, First, and Middle name of the emergency point of contact.
Emerg POC Phone	This field lists the phone number of the emergency point of contact.
Ind. Employment Class Code	This field displays a code that defines the individual’s Person Type in TPS.
INS Doc Type	The field displays the type of INS document supplied by the civilian.
DOD Component	The field lists the branch of service for the civilian.
INS Doc Number	The field displays the number associated with the INS document entered in the INS Doc Type field.
INS Country Issue	The field lists the country that issued the INS document.
INS Doc Expiration	The field displays the expiration date of the INS document.
Duty	The Duty area consists of the following two fields: <ul style="list-style-type: none"> • Status—This displays a code and description for the duty status, such as PDY – Present for Duty. • Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.
Civilian UICs	The Civilian UICs are consists of the following fields: <ul style="list-style-type: none"> • UIC—This lists the unit identification code for the civilian.

Field Name	Data Definition
	<ul style="list-style-type: none"> Association—This is a description of the type of UIC, such as Current or Home. Note: You must select a Current UIC.
General Tab Info	
Deployed UIC	This field lists the UIC to which the civilian is deployed.
Deployment Date	The field indicates the date of deployment for the civilian.
Date of Birth	The field displays the civilian's date of birth.
Date Exp. Term of Service	This field displays the expiration term of service date for the latest period of service the individual incurred through statutory or contractual provisions.
Marital Status	This field lists the marital status for the individual (for example, Married).
Citizenship	This displays the country of citizenship for the individual.
Race/Population Group	This field lists the racial information for the individual.
Ethnic Group	The field displays the ethnicity for the individual.
Religion	This field lists the civilian's religion.
Religion	This field lists the civilian's religion.
Blood Type	The field displays the civilian's blood type, such as O+.
Weight	The field displays the individual's weight in pounds.
Personnel Security Status	The field lists the appropriate value as to the status of the civilian's security clearance.
Civilian Education Level	This field displays the highest level of civilian education attained.
Comment	This is a free-form text field into which you may add additional information about the civilian.
Exercise Duty	<p>The Exercise Duty area consists of the following two fields:</p> <ul style="list-style-type: none"> Status—This displays a code and description for the duty status, such as PDY – Present for Duty. Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.
Pay Plan	The field displays the pay plan that applies to the civilian.
Pay Grade Level	The field lists the civilian's pay grade level.

Table 4–3: Process Civilian Data Definitions

4.2.3 Process Foreign National

Table 4–4 lists the fields available on the Process Foreign National window as well as their data definitions.

Field Name	Data Definition
Required Tab	
Name	This field displays the foreign national's Last, First, and Middle names.
Emerg POC Name	The field lists the Last, First, and Middle name of the emergency point of contact.
Date of Birth	The field displays the date of birth for the individual.
Emerg POC Phone	The field lists the phone number of the emergency point of contact.
Identification	The field displays the identification number used.

Field Name	Data Definition
INS Doc Type	The field lists the type of INS document supplied.
Citizenship	The field displays the country of citizenship for the foreign national.
INS Doc Number	The field lists the number associated with the INS document entered in the INS Doc Type field.
Military/Civilian	The field indicates whether the foreign national is military or civilian personnel.
INS Country Issue	The field lists the country that issued the INS document.
ID Type	The field displays the type of ID used (for example, passport).
INS Doc Expiration	The field displays the expiration date of the INS document.
Sex	The field lists the gender of the foreign national.
General Tab Info	
Deployed UIC	This field lists the UIC to which the foreign national is deployed.
Deployment Date	The field displays the date of deployment for the foreign national.
Passport Number	The field lists the foreign national's passport number.
Religion	This field lists the foreign national's religion.
Title	This is a free-form text field into which you may enter the title assigned to the foreign national.
Description	This is a free-form text field into which you may enter a description of the foreign national.
Exercise Duty	The Exercise Duty area consists of the following two fields: <ul style="list-style-type: none"> • Status—This displays a code and description for the duty status, such as PDY – Present for Duty. • Date/Time—This lists the duty status date and time. This field defaults to the current system date/time.

Table 4–4: Process Foreign National Data Definitions

4.3 Processing a Servicemember

4.3.1 Processing a Service Member

The Process Service Member window allows you to add, edit, and delete personnel information concerning Service Members. These members can come from any of the following Branches of Service:

- Department of the Army
- Department of the Air Force
- United States Marine Corps
- Department of the Navy
- United States Coast Guard

This window is broken down into three tabs, Required, General Info, and Qualifications.

The following action buttons are available on the Process Service Member window:

Button	Name	Action
	Save Service Member	Saves changes to the current record
	Service Member Search	Allows you to search the database for a service member
	Add New Service Member	Allows you to add a new service member
	Delete Current Service Member	Deletes the currently selected service member from the database

Table 4–5: Process Service Member Window Buttons

4.3.2 Searching for a Service Member’s Record

To search for a service member’s record, perform the following steps:

1. From the TPS Main Menu, select Service Member.
2. TPS displays the Process Service Member window.

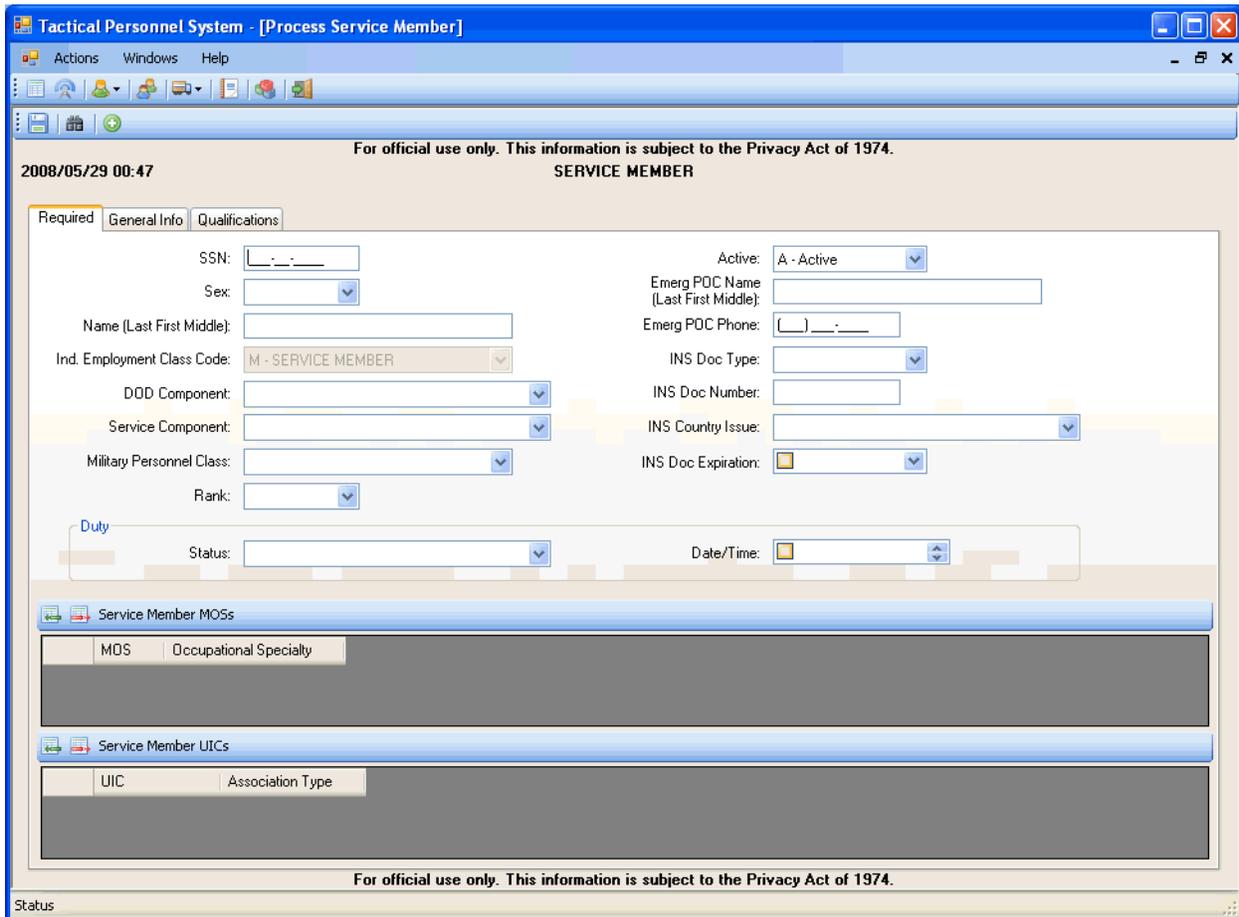


Figure 4–1: Process Service Member Window

3. Click Search. TPS displays the Service Member and Civilian Search window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–2: Service Member and Civilian Search Window

4. Enter either the service member’s Social Security number, name or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be advantageous when the database contains many names having your desired criteria.

5. TPS displays the search results in the bottom part of the window.
6. Select the service member for whom you were searching and click OK.
7. TPS returns to the Process Service Member window and displays the personnel information for the selected service member.

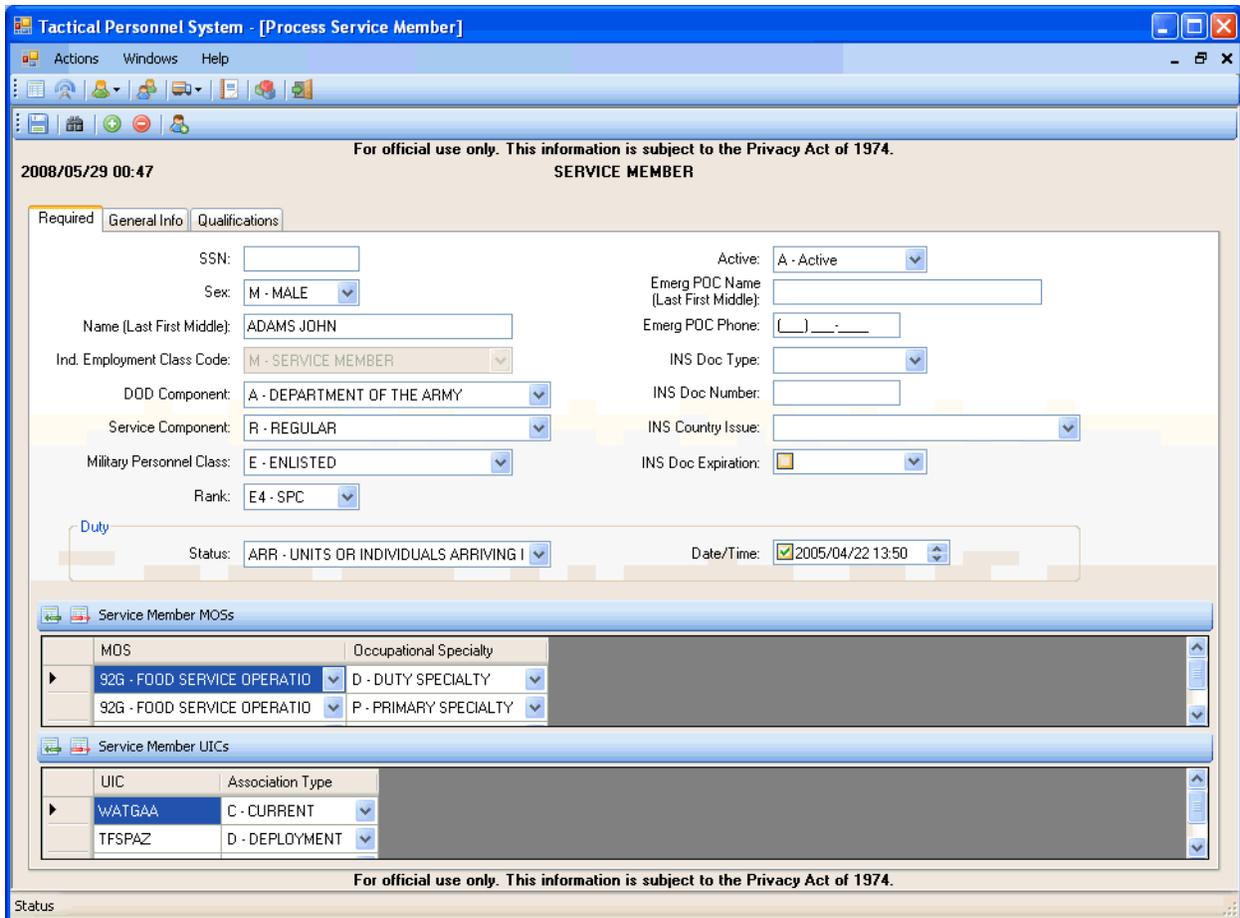


Figure 4–3: Process Service Member Window With Personnel Information Displayed

4.3.3 Process Service Member: Required Tab

The process of entering personnel information for a Service Member begins with the Required tab of the Process Service Member window. You cannot add or update general information or qualifications for a service member without first entering all the information on the Required tab. To process a service member, perform the following steps:

1. From the TPS Main Menu, select Service Member.
2. TPS displays the Process Service Member window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–5: Service Member and Civilian Search Window

5. Enter either the service member’s Social Security number, name, or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the service member for whom you were searching and click OK.
8. TPS returns to the Process Service Member window and displays the personnel information for the selected service member.

Tactical Personnel System - [Process Service Member]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 00:47

SERVICE MEMBER

Required General Info Qualifications

SSN: Active: A - Active

Sex: M - MALE Emerg POC Name (Last First Middle):

Name (Last First Middle): ADAMS JOHN Emerg POC Phone:

Ind. Employment Class Code: M - SERVICE MEMBER INS Doc Type:

DDD Component: A - DEPARTMENT OF THE ARMY INS Doc Number:

Service Component: R - REGULAR INS Country Issue:

Military Personnel Class: E - ENLISTED INS Doc Expiration:

Rank: E4 - SPC

Duty

Status: ARR - UNITS OR INDIVIDUALS ARRIVING I Date/Time: 2005/04/22 13:50

Service Member MOSs

MOS	Occupational Specialty
92G - FOOD SERVICE OPERATIO	D - DUTY SPECIALTY
92G - FOOD SERVICE OPERATIO	P - PRIMARY SPECIALTY

Service Member UICs

UIC	Association Type
WATGAA	C - CURRENT
TFSPAZ	D - DEPLOYMENT

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–6: Process Service Member Window

9. The following information cannot be changed in this window: Ind. Employment Class Code (set to display Service Member).
10. The following information must be entered for all new records:
 - SSN
 - Sex
 - Name (Last Name, First Name, Middle Name)
 - Rank
 - Emerg POC Name (Last Name, First Name, Middle Name)
 - Emerg POC Phone
 - INS Doc Number
 - INS Country Issue
 - INS Doc Expiration
 - Primary MOS; To add more than one MOS or delete an MOS, see Section 4.3.3.1, Add and Delete Items in Tables

- Current UIC; UIC (To add more than one UIC or delete a UIC, see Section 4.3.3.1, Add and Delete Items in Tables.)
11. The following fields will display default values. You can change or update the data in these fields.
 - DOD Component
 - Service Component
 - Military Personnel Class
 - Active
 - INS Doc Type
 - Duty Status
 - Duty Status Date/Time
 12. Enter the appropriate data for each field.
 13. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.
 14. You can now proceed to the General Info or Qualifications tab if you have such information to enter for the service member.
 15. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.3.3.1 ADD AND DELETE ITEMS IN TABLES

To **add** an item in a list table, perform the following steps:

1. Click Add New.
2. Select the appropriate values from the available picklist.

	UIC	Association Type
▶	WAPWAO - UNKNOWN	C - CURRENT
*		

3. If you have finished entering data, click Save.
4. If you want to add more entries, click Add New and repeat the process.

To **delete** an item in the list table, perform the following steps:

1. Select the item you want to delete by highlighting its row in the table.

	UIC	Association Type
	WAPWAO - UNKNOWN	C - CURRENT
▶	W00131 - 743 MI BN HQ/OPS CO	P - PREDEPLOYMENT
*		

2. Click Delete. TPS deletes the item.

3. If you have finished deleting items, click Save.
4. If you want to delete more entries, click Delete and repeat the process.

4.3.4 Process Service Member: General Info Tab

Once you have entered required data on the Required tab, you can enter information for the selected individual on the General Info tab. You cannot add or update general information or qualifications for a service member without first entering all the information on the Required tab. To enter general information for a service member, perform the following steps:

1. From the TPS Main Menu, select Service Member.
2. TPS displays the Process Service Member window.

Figure 4–7: Process Service Member Window

3. You may either enter a new record or search for an existing record to update. Proceed to Step 9 if you are entering a new record.
4. To update an existing record, click Search. TPS displays the Service Member and Civilian Search window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–8: Service Member and Civilian Search Window

5. Enter either the service member’s Social Security number, name, or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the service member for whom you were searching and click OK.
8. TPS returns to the Process Service Member window and displays the personnel information for the selected service member.

Tactical Personnel System - [Process Service Member]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 00:47 **SERVICE MEMBER**

Required | General Info | Qualifications

SSN:

Sex: M - MALE

Name (Last First Middle): ADAMS JOHN

Ind. Employment Class Code: M - SERVICE MEMBER

DDD Component: A - DEPARTMENT OF THE ARMY

Service Component: R - REGULAR

Military Personnel Class: E - ENLISTED

Rank: E4 - SPC

Active: A - Active

Emerg POC Name (Last First Middle):

Emerg POC Phone:

INS Doc Type:

INS Doc Number:

INS Country Issue:

INS Doc Expiration:

Duty

Status: ARR - UNITS OR INDIVIDUALS ARRIVING I

Date/Time: 2005/04/22 13:50

Service Member MOSs

MOS	Occupational Specialty
92G - FOOD SERVICE OPERATIO	D - DUTY SPECIALTY
92G - FOOD SERVICE OPERATIO	P - PRIMARY SPECIALTY

Service Member UICs

UIC	Association Type
WATGAA	C - CURRENT
TFSPA2	D - DEPLOYMENT

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–9: Process Service Member Window—Required Tab

9. Enter information in all the fields on the Required tab.
10. Click the General Info tab to toggle to the tab.

Tactical Personnel System - [Process Service Member]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 00:48 SERVICE MEMBER

Required General Info Qualifications

Deployed UIC: TFSPAZ Deployment Date: 2007/12/20

Date of Birth: [checked] Date Exp. Term of Service: 2006/01/17

Marital Status: S - SINGLE

Citizenship: US - UNITED STATES

Race/Population Group: N - BLACK (NEGROID OR AFRICAN)

Ethnic Group: X - OTHER

Religion: 10 - BAPTIST CHURCHES, OTHER

Passport Number: [] ID Card Type: []

ID Card Number: [] Weight: 156

Blood Type: E - O POSITIVE

Personnel Security Status: []

Civilian Education Level: C - 12TH GRADE

Comment: []

Exercise Duty

Status: PDY - PRESENT FOR DUTY Date/Time: 2008/05/29 00:10

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–10: Process Service Member Window—General Info Tab

11. The following information cannot be changed in this window:

- Deployed UIC (This may be changed in the Manifest Detail window.)

12. The information listed below may be appended to the Service Member's record. **Note:** If values exist for any of the fields in the database, TPS displays that data in the field. You can change the data if necessary.

- Date of Birth
- Deployment Date
- Date Expiration Term of Service
- Marital Status
- Citizenship
- Race/Population Group
- Ethnic Group
- Religion
- Passport Number
- ID Card Number

- ID Card Type
- Blood Type
- Weight
- Personnel Security Status
- Civilian Education Level Completed
- Comment
- Exercise Duty Status
- Exercise Duty Date/Time

13. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.

14. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.3.5 Process Service Member: Qualifications Tab

Once you have entered required data on the Required tab, you can enter information for the selected individual on the Qualifications tab. You cannot add or update general information or qualifications for a service member without first entering all the information on the Required tab. To enter qualification information for a service member, perform the following steps:

1. From the TPS Main Menu, select Service Member.
2. TPS displays the Process Service Member window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–12: Service Member and Civilian Search Window

5. Enter either the service member’s Social Security number, name, or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the service member for whom you were searching and click OK.
8. TPS returns to the Process Service Member window and displays the personnel information for the selected service member.

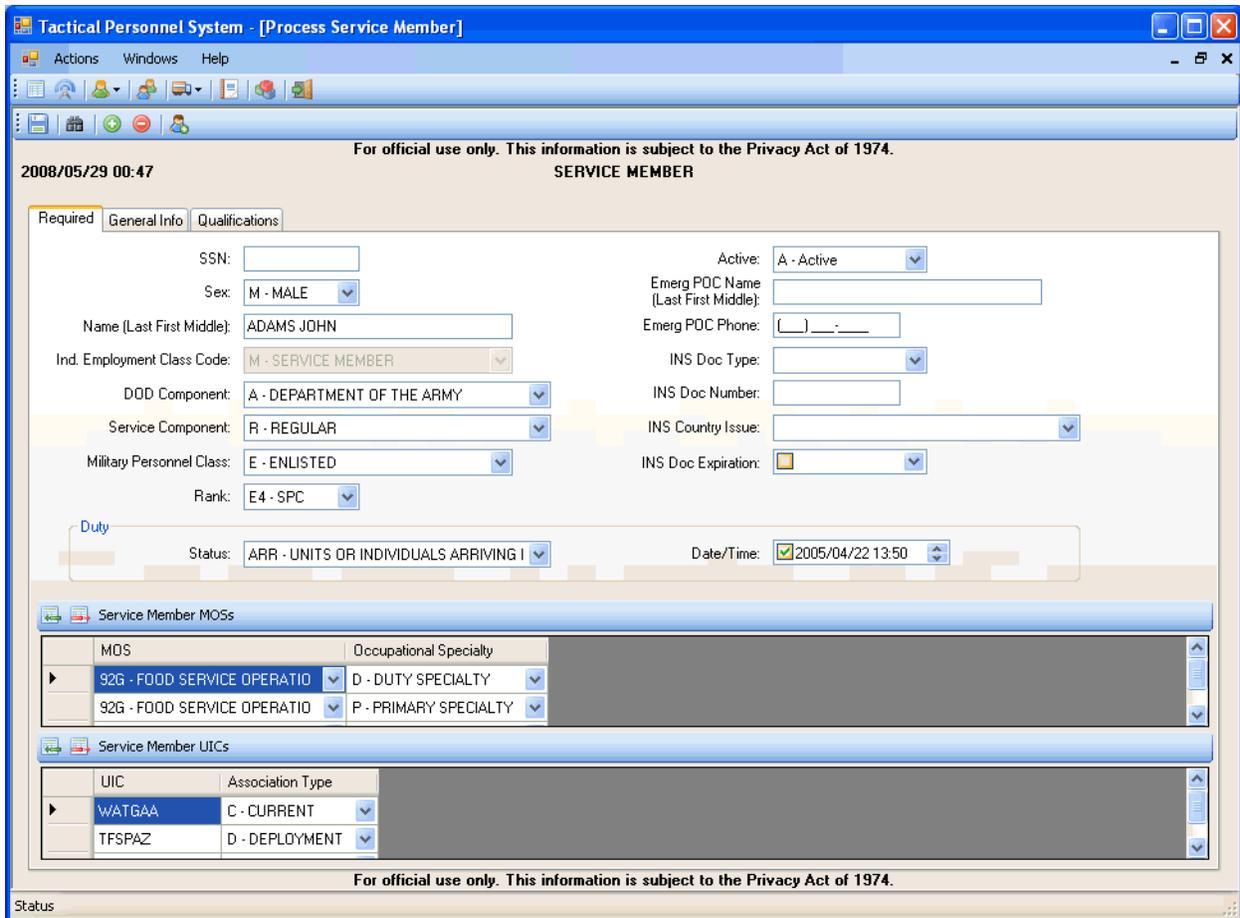


Figure 4–13: Process Service Member Window Showing Search Results

9. Enter information in all the fields on the Required tab.
10. Click the Qualifications tab to toggle to the tab.

Tactical Personnel System - [Process Service Member]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 00:48 **SERVICE MEMBER**

Required General Info **Qualifications**

Rank: E4 - SPC Date of Rank: 2001/04/01

Basic Active Service Date: 2007/12/20 Pay Ent. Basic Date:

Battle Roster Number:

Military Education Level: Y - NO APPLICABLE COURSE

Service Member Languages

Language	Reading	Speaking	Listening	Skill Code
EN - ENGLISH				D - DUTY
*				

Service Member ASIs

ASI	Skill Code
*	

Service Member SQIs

SQI	Skill Code
*	

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–14: Process Service Member Window—Qualifications Tab

11. The following information cannot be changed in this window:
 - Rank (This is set to the rank specified on the Required tab.)
12. The following information may be appended to the Service Member’s Record:
 - Date of Rank
 - Basic Active Service Date
 - Pay Entry Basic Date
 - Battle Roster Number
 - Military Education Level
 - Service Member Languages
 - Language
 - Reading (proficiency level)
 - Speaking (proficiency level)
 - Listening (proficiency level)
 - Language Skill Code
 - Service Member ASIs

- Additional Skill Identifier (ASI)
- ASI Skill Code
- Service Member SQIs
 - Special Qualification Identifier (SQI)
 - SQI Skill Code

Note: Multiple languages, Additional Skill Identifiers, and Special Qualification Identifiers with their associated information can be added. To add more than one language, ASI, or SQI; or delete a language, ASI, or SQI, see Section 4.3.3.1, Add and Delete Items in Tables.

13. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.
14. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.4 Processing a Civilian

4.4.1 Processing a Civilian

The Process Civilian window allows you to add, edit and delete personnel information concerning Civilians. These members can be employed by any of the following:

- Department of Defense Federal Civilian
- Non-Department of Defense Federal Civilian
- NAF Employee (AAFES)
- Department of Defense Contractor
- Red Cross Worker
- Other Civilian

This window is broken down into two tabs: Required and General Info.

The following action buttons are available on the Process Civilian window:

Button	Name	Action
	Save Civilian	Saves changes to the current record
	Civilian Search	Allows you to search the database for a civilian
	Add New Civilian	Allows you to add a new civilian
	Delete Current Civilian	Deletes the currently selected civilian from the database

Table 4–6: Process Civilian Window Buttons

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–16: Service Member and Civilian Search Window

4. Enter either the civilian’s Social Security number, name or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

5. TPS displays the search results in the bottom part of the window.
6. Select the service member for whom you were searching and click OK.
7. TPS returns to the Process Civilian window and displays the personnel information for the selected civilian.

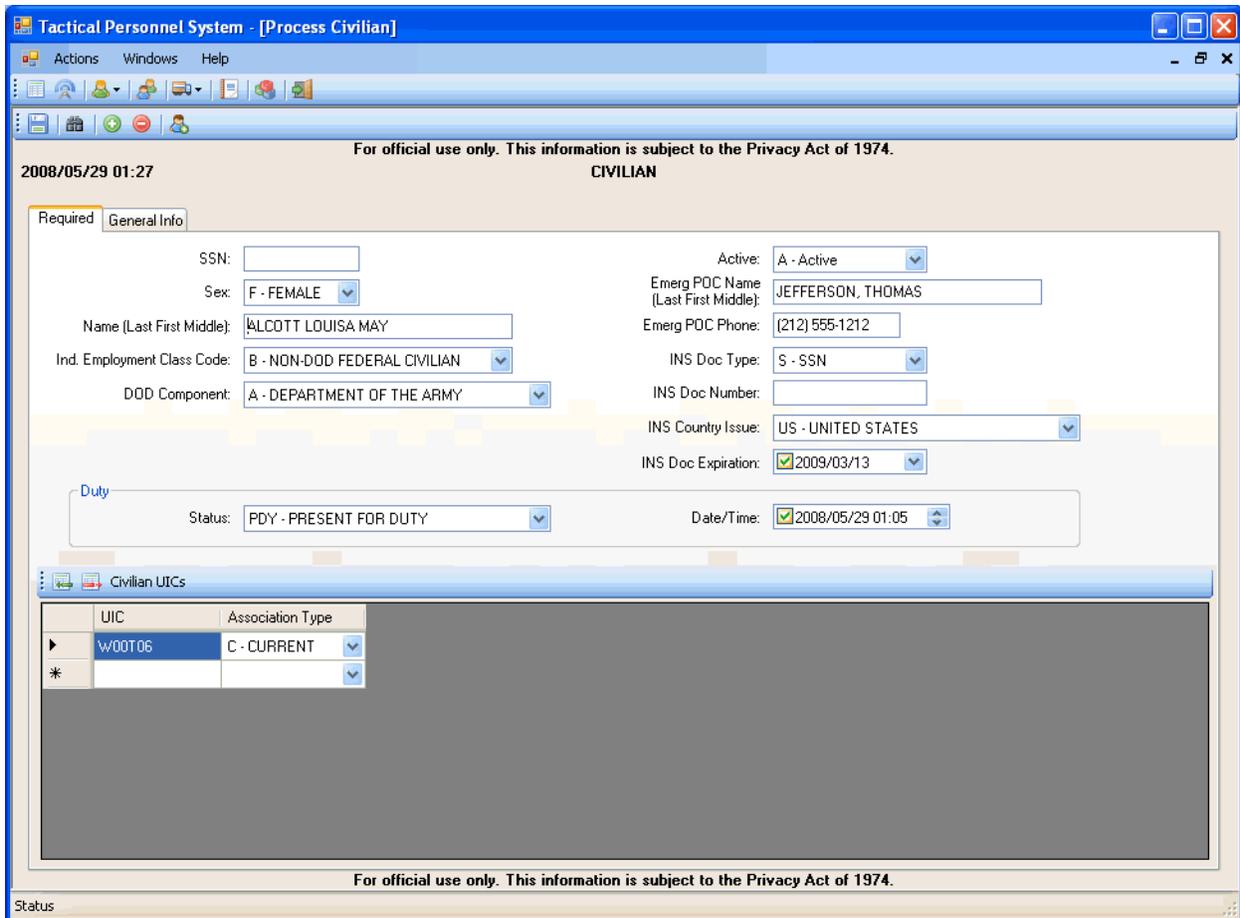


Figure 4–17: Process Civilian Window With Search Results

4.4.3 Process Civilian: Required Tab

The process of entering personnel information for a civilian begins with the Required tab of the Process Civilian window. You cannot add or update general information for a civilian without first entering all the information on the Required tab. To process a civilian, perform the following steps:

1. From the TPS Main Menu, select Civilian.
2. TPS displays the Process Civilian window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–19: Service Member and Civilian Search Window

5. Enter either the civilian’s Social Security number, name, or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the civilian for whom you were searching and click OK.
8. TPS returns to the Process Civilian window and displays the personnel information for the selected civilian.

2008/05/29 01:27

For official use only. This information is subject to the Privacy Act of 1974.

CIVILIAN

Required General Info

SSN:

Sex: F - FEMALE

Name (Last First Middle): ALCOTT LOUISA MAY

Ind. Employment Class Code: B - NON-DOD FEDERAL CIVILIAN

DOD Component: A - DEPARTMENT OF THE ARMY

Active: A - Active

Emerg POC Name (Last First Middle): JEFFERSON, THOMAS

Emerg POC Phone: (212) 555-1212

INS Doc Type: S - SSN

INS Doc Number:

INS Country Issue: US - UNITED STATES

INS Doc Expiration: 2009/03/13

Duty

Status: PDY - PRESENT FOR DUTY

Date/Time: 2008/05/29 01:05

Civilian UICs

UIC	Association Type
w00T06	C - CURRENT
*	

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–20: Process Civilian Window With Search Results

9. All fields must be entered for all new records. TPS displays default values for the following fields for a new record:
 - Active
 - INS Doc Type
 - Duty Status
 - Duty Status Date/Time
10. TPS displays the data contained in the database for an existing record. You can change or update the data in all the fields.
11. Enter the appropriate data for each field.
12. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.
13. You can now proceed to the General Info if you have such information to enter for the civilian.
14. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.4.4 Process Civilian: General Info Tab

Once you have entered required data on the Required tab, you can enter information for the selected individual on the General Info tab. You cannot add or update general information for a civilian without first entering all the information on the Required tab. To enter general information for a civilian, perform the following steps:

1. From the TPS Main Menu, select Civilian.
2. TPS displays the Process Civilian window.

Figure 4–21: Process Civilian Window

3. You may either enter a new record or search for an existing record to update. Proceed to Step 9 if you are entering a new record.
4. To update an existing record, click Search. TPS displays the Service Member and Civilian Search window.

Service Member And Civilian Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Social Security Number:

Name (Last First Middle):

Battle Roster Number:

Search

SSN	Name	Active	INNEC	DOD Comp	Service	MPC	UIC	Battle Roster #	DOB
-----	------	--------	-------	----------	---------	-----	-----	-----------------	-----

OK Cancel

Figure 4–22: Service Member and Civilian Search Window

5. Enter either the civilian’s Social Security number, name, or Battle Roster Number and click Search.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the civilian for whom you were searching and click OK.
8. TPS returns to the Process Civilian window and displays the personnel information for the selected civilian.

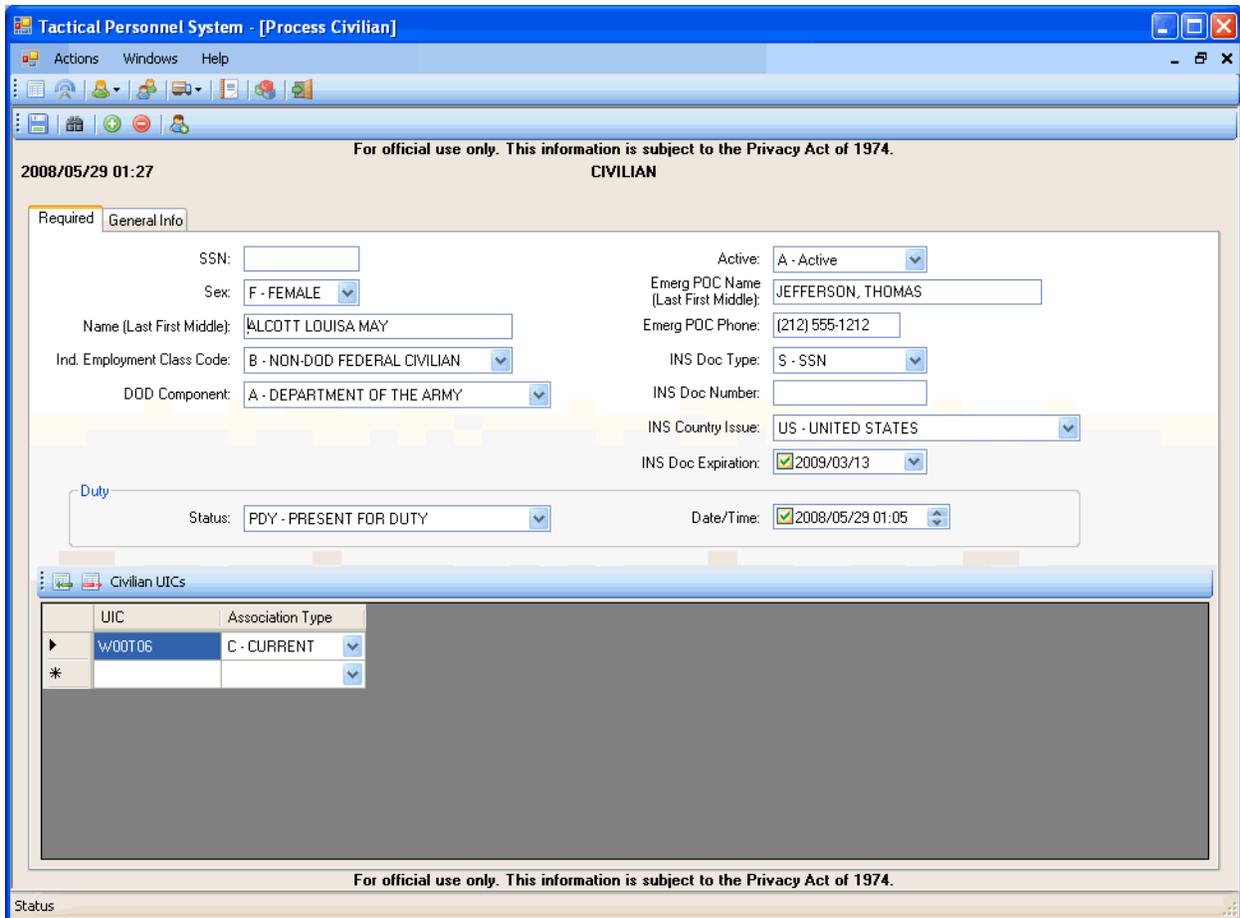


Figure 4–23: Process Civilian Window With Search Results

9. Enter information in all the fields on the Required tab.
10. Click the General Info tab to toggle to the tab.

Tactical Personnel System - [Process Civilian]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 01:07 CIVILIAN

Required General Info

Deployed UIC: Deployment Date:

Date of Birth: Date Exp. Term of Service:

Marital Status:

Citizenship:

Race/Population Group:

Ethnic Group:

Religion:

Passport Number:

Blood Type: Weight:

Personnel Security Status:

Civilian Education Level:

Comment:

Exercise Duty

Status: Date/Time:

Pay Plan: Pay Grade Level:

Occupational Type:

Organization Name:

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–24: Process Civilian Window—General Info Tab

11. The following information cannot be changed in this window:
- Deployed UIC (This may be changed in the Manifest Detail window.)
12. The information listed below may be appended to the civilian’s record. **Note:** If values exist for any of the fields in the database, TPS displays that data in the field. You can change the data if necessary.
- Date of Birth
 - Deployment Date
 - Date Expiration Term of Service
 - Marital Status
 - Citizenship
 - Race/Population Group
 - Ethnic Group
 - Religion
 - Passport Number
 - Blood Type

- Weight
 - Personnel Security Status
 - Civilian Education Level Completed
 - Comment
 - Exercise Duty Status
 - Exercise Duty Date/Time
 - Pay Plan (if applicable)
 - Pay Grade Level (if applicable)
 - Occupational Type (if applicable)
 - Organization Name
 - Skills
13. Click Save to save your changes. TPS saves the data and continues to display the General Info Tab.
14. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.5 Processing a Foreign National

4.5.1 Processing a Foreign National

The Process Foreign Nationals window allows you to add and edit personnel information concerning Foreign Nationals. These Foreign Nationals can fulfill any of the following roles:

- Foreign Civilian Personnel
- Foreign Military Personnel
- Government
- Contractor
- Officer
- Enlisted
- VIP
- Other

TPS can track Foreign Nationals from most recognized countries. Please see Section 4.5.5, Foreign National Supported Countries.

The Process Foreign Nationals window is broken down into two tabs: Required and General Info.

The following action buttons are available on the Process Foreign National window:

Button	Name	Action
	Foreign National Search	Allows you to search the database for a foreign national
	Add New Foreign National	Allows you to add a new foreign national
	Delete Current Foreign National	Deletes the currently selected civilian from the database
	Save Foreign National	Saves changes to the current record

Table 4–7: Process Foreign National Window Buttons

4.5.2 Searching for a Foreign National’s Record

To search for a foreign national’s record, perform the following steps:

1. From the TPS Main Menu, select Foreign National.
2. TPS displays the Process Foreign National window.

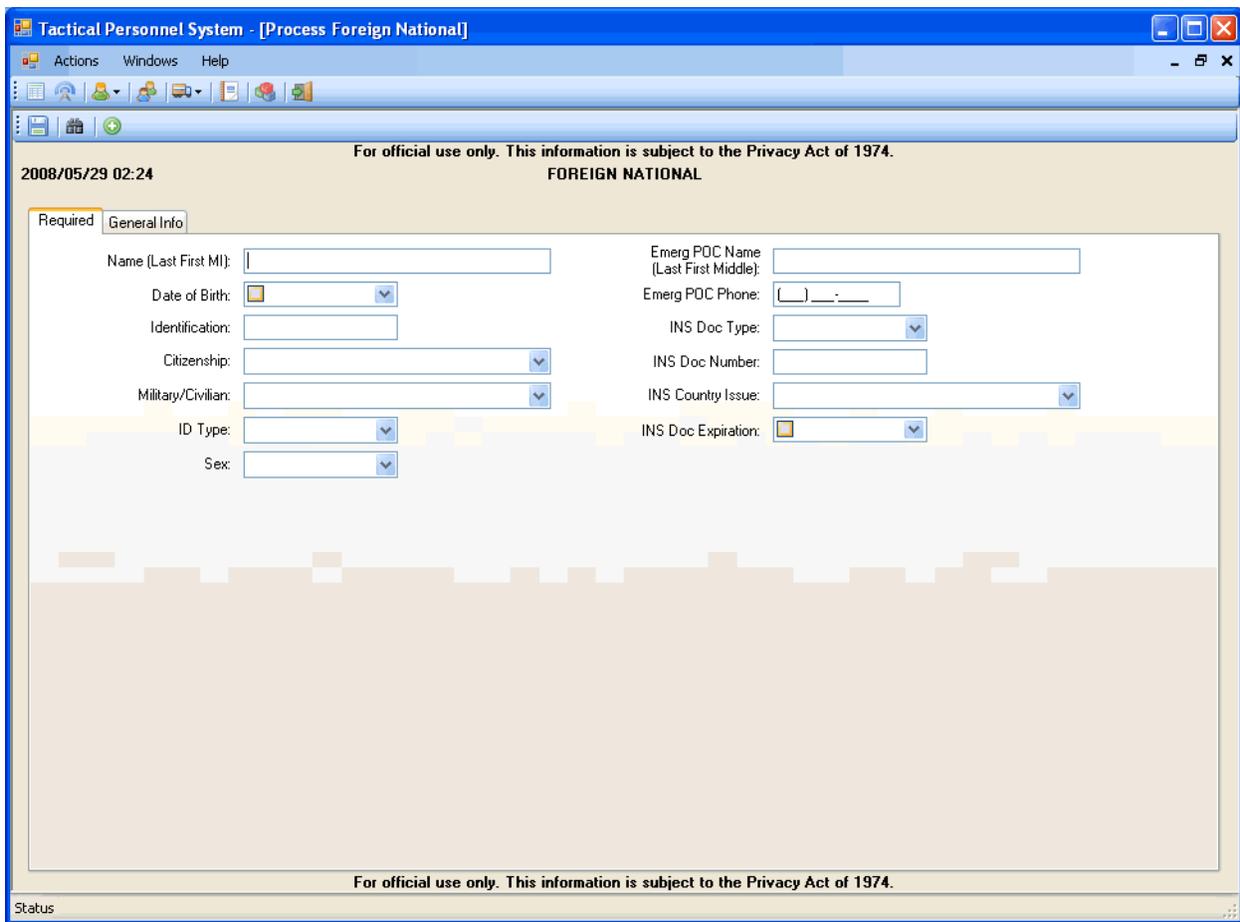


Figure 4–25: Process Foreign National Window

3. Click Search. TPS displays the Foreign National Search window.

Foreign National Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Name (Last First Middle):

Citizenship:

Search

Name	DOB	Identification	ID Type	Citizenship
------	-----	----------------	---------	-------------

OK Cancel

Figure 4–26: Foreign National Search Window

4. Enter either the foreign national's name or select the person's country of citizenship from the Citizenship picklist.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

5. TPS displays the search results in the bottom part of the window.
6. Select the foreign national for whom you were searching and click OK.
7. TPS returns to the Process Foreign National window and displays the personnel information for the selected foreign national.

Tactical Personnel System - [Process Foreign National]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 02:24 FOREIGN NATIONAL

Required General Info

Name (Last First MI):	DANTON JEAN JACQUES	Emerg POC Name (Last First Middle):	MARAT SAFIN
Date of Birth:	1969/12/11	Emerg POC Phone:	(212) 555-1413
Identification:	123246546	INS Doc Type:	P - Passport Number
Citizenship:	FR - FRANCE	INS Doc Number:	123246546
Military/Civilian:	C - FOREIGN CIVILIAN PERSONNEL	INS Country Issue:	FR - FRANCE
ID Type:	P - PASSPORT NUM	INS Doc Expiration:	2008/09/26
Sex:	M - MALE		

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–27: Process Foreign National Window With Search Results

4.5.3 *Process Foreign National: Required Tab*

The process of entering personnel information for a foreign national begins with the Required tab of the Process Foreign National window. To process a foreign national, perform the following steps:

1. From the TPS Main Menu, select Foreign National.
2. TPS displays the Process Foreign National window.

Tactical Personnel System - [Process Foreign National]

Actions Windows Help

2008/05/29 02:24

For official use only. This information is subject to the Privacy Act of 1974.

FOREIGN NATIONAL

Required General Info

Name (Last First MI):

Date of Birth:

Identification:

Citizenship:

Military/Civilian:

ID Type:

Sex:

Emerg POC Name (Last First Middle):

Emerg POC Phone:

INS Doc Type:

INS Doc Number:

INS Country Issue:

INS Doc Expiration:

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–28: Process Foreign National Window

3. You may either enter a new record or search for an existing record to update. Proceed to Step 9 if you are entering a new record.
4. To update an existing record, click Search. TPS displays the Foreign National Search window.

Foreign National Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Name (Last First Middle):

Citizenship:

Search

Name	DOB	Identification	ID Type	Citizenship
------	-----	----------------	---------	-------------

OK Cancel

Figure 4–29: Foreign National Search Window

5. Enter either the foreign national’s name or select the person’s country of citizenship from the Citizenship picklist.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the foreign national for whom you were searching and click OK.
8. TPS returns to the Process Foreign National window and displays the personnel information for the selected foreign national.

2008/05/29 02:24

For official use only. This information is subject to the Privacy Act of 1974.

FOREIGN NATIONAL

Required General Info

Name (Last First MI): DANTON JEAN JACQUES

Date of Birth: 1969/12/11

Identification: 123246546

Citizenship: FR - FRANCE

Military/Civilian: C - FOREIGN CIVILIAN PERSONNEL

ID Type: P - PASSPORT NUM

Sex: M - MALE

Emerg POC Name (Last First Middle): MARAT SAFIN

Emerg POC Phone: (212) 555-1413

INS Doc Type: P - Passport Number

INS Doc Number: 123246546

INS Country Issue: FR - FRANCE

INS Doc Expiration: 2008/09/26

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–30: Process Foreign National Window With Search Results

9. All fields must be entered for all new records. The Military/Civilian field displays a default value for a new record.
10. TPS displays the data contained in the database for an existing record. You can change or update the data in all the fields.
11. Enter the appropriate data for each field.
12. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.
13. You can now proceed to the General Info if you have such information to enter for the foreign national.
14. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.5.4 Process Foreign National: General Tab Info

To enter general information for a foreign national, perform the following steps:

1. From the TPS Main Menu, select Foreign National.
2. TPS displays the Process Foreign National window.

Tactical Personnel System - [Process Foreign National]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 02:24

FOREIGN NATIONAL

Required General Info

Name (Last First MI):

Date of Birth:

Identification:

Citizenship:

Military/Civilian:

ID Type:

Sex:

Emerg POC Name (Last First Middle):

Emerg POC Phone:

INS Doc Type:

INS Doc Number:

INS Country Issue:

INS Doc Expiration:

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–31: Process Foreign National Window

3. You may either enter a new record or search for an existing record to update. Proceed to Step 9 if you are entering a new record.
4. To update an existing record, click Search. TPS displays the Foreign National Search window.

Foreign National Search

Enter any data in the Search Criteria box and click the Search button

Search Criteria

Name (Last First Middle):

Citizenship:

Search

Name	DOB	Identification	ID Type	Citizenship
------	-----	----------------	---------	-------------

OK Cancel

Figure 4–32: Foreign National Search Window

5. Enter either the foreign national’s name or select the person’s country of citizenship from the Citizenship picklist.

Note: Only the first letter of the last name is necessary. However, the more information you type into the box, the narrower the search will be and fewer names will be displayed. This can be helpful when the database contains many names having your desired criteria.

6. TPS displays the search results in the bottom part of the window.
7. Select the foreign national for whom you were searching and click OK.
8. TPS returns to the Process Foreign National window and displays the personnel information for the selected foreign national.

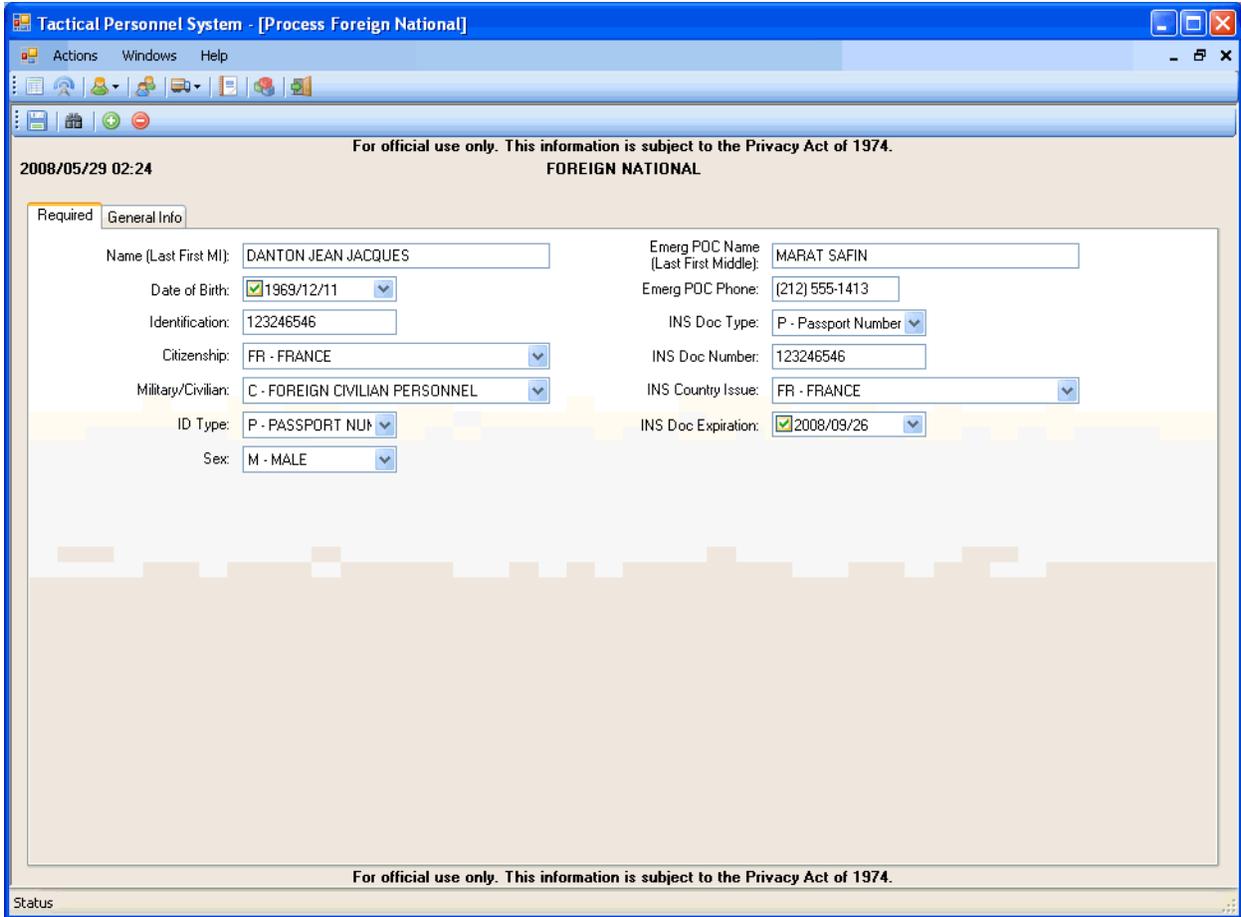


Figure 4–33: Process Foreign National Window With Search Results

9. Click the General Info tab to toggle to the tab.

Tactical Personnel System - [Process Foreign National]

For official use only. This information is subject to the Privacy Act of 1974.

2008/05/29 02:25 FOREIGN NATIONAL

Required General Info

Deployed UIC:

Deployment Date:

Passport Number:

Religion:

Title:

Description:

Exercise Duty

Status: Date/Time:

For official use only. This information is subject to the Privacy Act of 1974.

Status

Figure 4–34: Process Foreign National Window—General Info Tab

10. The following information cannot be changed in this window:
 - Deployed UIC (This may be changed in the Manifest Detail window.)
11. The information listed below may be appended to the civilian’s record. **Note:** If values exist for any of the fields in the database, TPS displays that data in the field. You can change the data if necessary.
 - Deployment Date
 - Passport Number
 - Religion
 - Title
 - Description
 - Exercise Duty Status
 - Exercise Duty Date/Time
12. Click Save to save your changes. TPS saves the data and continues to display the Required Tab.
13. If you have completed all your changes, click the X in the upper right-hand corner to the Main Menu.

4.5.5 Foreign National Supported Countries

The following countries are supported in TPS:

- Aruba
- Antigua and Barbuda
- Afghanistan
- Algeria
- Azerbaijan
- Albania
- Armenia
- Andorra
- Angola
- American Samoa
- Argentina
- Australia
- Ashmore and Cartier Islands
- Austria
- Anguilla
- Antarctica
- Bahrain
- Barbados
- Botswana
- Bermuda
- Belgium
- The Bahamas
- Bangladesh
- Belize
- Bosnia and Herzegovina
- Bolivia
- Burma
- Benin
- Belarus
- Solomon Islands
- Navassa Island
- Brazil
- Bassas da India
- Bhutan
- Bulgaria
- Bouvet Island
- Brunei
- Burundi
- Germany, Berlin
- Canada
- Cambodia (formerly Kampuchea)
- Chad
- Sri Lanka
- Congo
- Zaire
- China
- Chile
- Cayman Islands
- Cocos (Keeling) Islands
- Cameroon
- Comoros
- Colombia
- Northern Mariana Islands
- Coral Sea Islands
- Costa Rica
- Central African Republic
- Cuba
- Cape Verde (formerly Republic of Cape Verde)
- Cook Islands
- Cyprus
- Czechoslovakia
- Denmark
- Djibouti
- Dominica
- Jarvis Island
- Dominican Republic
- Ecuador
- Egypt
- Ireland

- Equatorial Guinea
- Estonia
- El Salvador
- Ethiopia
- Europa Island
- Czech Republic
- Falkland Islands (Islas Malvinas)
- French Guiana
- Finland
- Fiji
- Falkland Islands
- Federated States of Micronesia
- Faroe Islands
- French Polynesia
- Baker Island
- France
- French Southern and Antarctic Lands
- The Gambia
- Gabon
- German Democratic Republic
- Federal Republic of Germany
- Georgia
- Ghana
- Gibraltar
- Grenada
- Guernsey
- Greenland
- Germany
- Glorioso Islands
- Guadeloupe
- Guam
- Greece
- Guatemala
- Guinea
- Guyana
- Gaza Strip
- Haiti
- Hong Kong
- Heard Island and McDonald Islands
- Honduras
- Howland Islands
- Croatia
- Hungary
- Iceland
- Indonesia
- Isle of Man
- India
- British Indian Ocean Territory
- Clipperton Island
- Iran
- Israel
- Italy
- Ivory Coast
- Iraq-Saudi Arabia Neutral Zone
- Iraq
- Japan (includes Okinawa)
- Jersey
- Jamaica
- Jan Mayen
- Jordan
- Johnson Atoll
- Juan de Nova Island
- Kenya
- Kyrgyzstan
- Democratic Peoples Republic of Korea
- Kingman Reef
- Kiribati
- Republic of Korea
- Christmas Island
- Kuwait
- Kazakhstan
- Laos

- Lebanon
- Latvia
- Lithuania
- Liberia
- Slovakia
- Palmyra Atoll
- Liechtenstein
- Lesotho
- Luxembourg
- Libya
- Madagascar
- Martinique
- Macau
- Moldova
- Mayotte
- Mongolia
- Montserrat
- Malawi
- Macedonia
- Mali
- Monaco
- Morocco
- Mauritius
- Midway Islands
- Mauritania
- Malta
- Oman
- Maldives
- Montenegro
- Mexico
- Malaysia
- Mozambique
- Netherlands Antilles
- New Caledonia
- Niue
- Norfolk Island
- Niger
- Vanuatu
- Nigeria
- Netherlands
- Norway
- Nepal
- Trust Territory of the Pacific Islands
- Trust Territories of the Pacific (prior to May '94)
- Nauru
- Suriname
- Nicaragua
- New Zealand
- Paraguay
- Pitcairn Islands
- Peru
- Paracel Islands
- Spratly Islands
- Pakistan
- Poland
- Panama
- Portugal
- Papua New Guinea
- Canal Zone
- U.S. Trust Territories
- Guinea-Bissau
- Qatar
- Reunion
- Marshall Islands
- Romania
- Philippines
- Puerto Rico
- Russia
- Rwanda
- Saudi Arabia
- St. Pierre and Miquelon
- St. Christopher and Nevis

- Seychelles
- South Africa
- Senegal
- St. Helena
- Slovenia
- Sierra Leone
- San Marino
- Singapore
- Somalia
- Spain
- Serbia
- St. Lucia
- Sudan
- Svalbard
- Sweden
- South Georgia and South Sandwich Islands
- Syria
- Switzerland
- United Arab Emirates
- Trinidad and Tobago
- Tromelin Island
- Thailand
- Tajikistan
- Turks and Caicos Islands
- Tokelau Islands
- Tonga
- Togo
- Sao Tome and Principe
- Tunisia
- Turkey
- Tuvalu
- Taiwan (formerly China-Taiwan)
- Turkmenistan
- United Republic of Tanzania
- Estonia
- Latvia
- Lithuania
- Uganda
- United Kingdom
- Ukraine
- Union of Soviet Socialist Republics
- United States
- Burkina (formerly Upper Volta)
- Uruguay
- Uzbekistan
- St. Vincent and the Grenadines
- Venezuela
- British Virgin Islands
- Vietnam
- Virgin Islands
- Vatican City
- Namibia
- West Bank
- Wallis and Futuna
- Western Sahara
- Wake Island
- Western Samoa
- Swaziland
- Yemen (Sanaa)
- Yemen
- Yugoslavia
- Yemen (Aden)
- Zambia
- Zimbabwe

5. TASK FORCING

5.1 Task Force Overview

Using the information from both the Personnel and Manifesting modules, you can combine personnel from various UICs into one combined military unit established to resolve a conflict, military deployment or other issue. Within TPS, this combined military unit is called a Task Force. The Task Force function is the place within TPS where you create, edit, and delete Task Forces. Once created you can then add personnel to Task Forces either at the UIC or the individual soldier level as well as consolidate multiple Task Forces into one Task Force. The Task Force function even allows you to view the personnel records of those assigned to a task force without exiting the function.

5.2 Task Force Data Definitions

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the Task Force function.

5.2.1 Task Force Main

Table 5–1 lists the fields available on the Task Force Main window as well as their data definitions.

Field Name	Data Definition
Task Force Identifier	This is a user-entered name for the task force created.
Service	This field displays the branch of service to which the task force belongs.
Description	This is an optional text entry field that allows you to provide a description of the task force.

Table 5–1: Task Force Main Window Data Definitions

5.2.2 Personnel Assigned to Task Force...

Table 5–2 lists the fields available on the Personnel Assigned to Task Force... dialog as well as their data definitions.

Field Name	Data Definition
Name	This field lists the individual's Last, First, and Middle name.
SSN	This field displays the individual's SSN.
Active	This field indicates whether the individual is in active status.
DODCMP	This field displays the individual's DOD Component.
SCOMPT	This field indicates the individual's Service Component.
Rank	This field displays the individual's rank.
Sex	This field displays the individual's gender.
MOS	This field displays the Military Occupational Specialty the individual possesses.
Cship	This field displays the country of citizenship for the individual.
CurrentUnit	This field indicates the Current UIC for the individual.

Field Name	Data Definition
BumperNo	This field displays the bumper number associated with the vehicle to which the individual is assigned.
Vehicle Type	This field displays the vehicle type to which the individual is assigned.
Vehicle Class	This field indicates to which vehicle class the individual has been assigned.

Table 5–2: Personnel Assigned to Task Force... Data Definitions

5.2.3 Available Task Forces

Table 5–3 lists the available fields on the Available Task Forces dialog as well as their data definitions.

Field Name	Data Definition
Task Force Identifier	This is a user-entered name for the task force created.
Service	This field displays the branch of service to which the task force belongs.
Description	This is an optional text-entry field that allows you to provide a description of the task force.

Table 5–3: Available Task Forces Data Definitions

5.2.4 Vehicle Management

Table 5–4 lists the fields available on the Vehicle Management dialog as well as their data definitions.

Field Name	Data Definition
Weapon System	This field lists the type of weapon system (helicopter, tracked, or wheeled).
System Designation	This field displays the name of system (for example M1A1 tank). This picklist is filtered based on the weapon system selected.
Max Crew	This is the maximum number of crew members for the vehicle. This value is populated based on the System Designation selected; the field is editable.
Min Crew	This is the minimum number of crew members for the vehicle. This value is populated based on the System Designation selected; the field is editable.

Table 5–4: Vehicle Management Data Definitions

5.3 The Task Force Main Window

5.3.1 The Task Force Main Window

The Task Force Main window is accessed by clicking Task Force in the TPS Main Menu and is the place in TPS where you create new task forces, edit existing task forces and delete old task forces. This window also gives you access to the Task Force Detail window where you can add and remove personnel from task forces either by UIC or individually. For more information on the Task Force Detail window, see Section 5.4, The Task Force Detail Window.

The buttons listed below are available on the toolbar when using this function.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
of 4	Total Number of Items
	Move Next
	Move Last
	Save
	Add New
	Display Task Force Details
	Delete
	Print

Table 5–5: Task Force Main Window Buttons

5.3.2 Adding a Task Force

To add a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

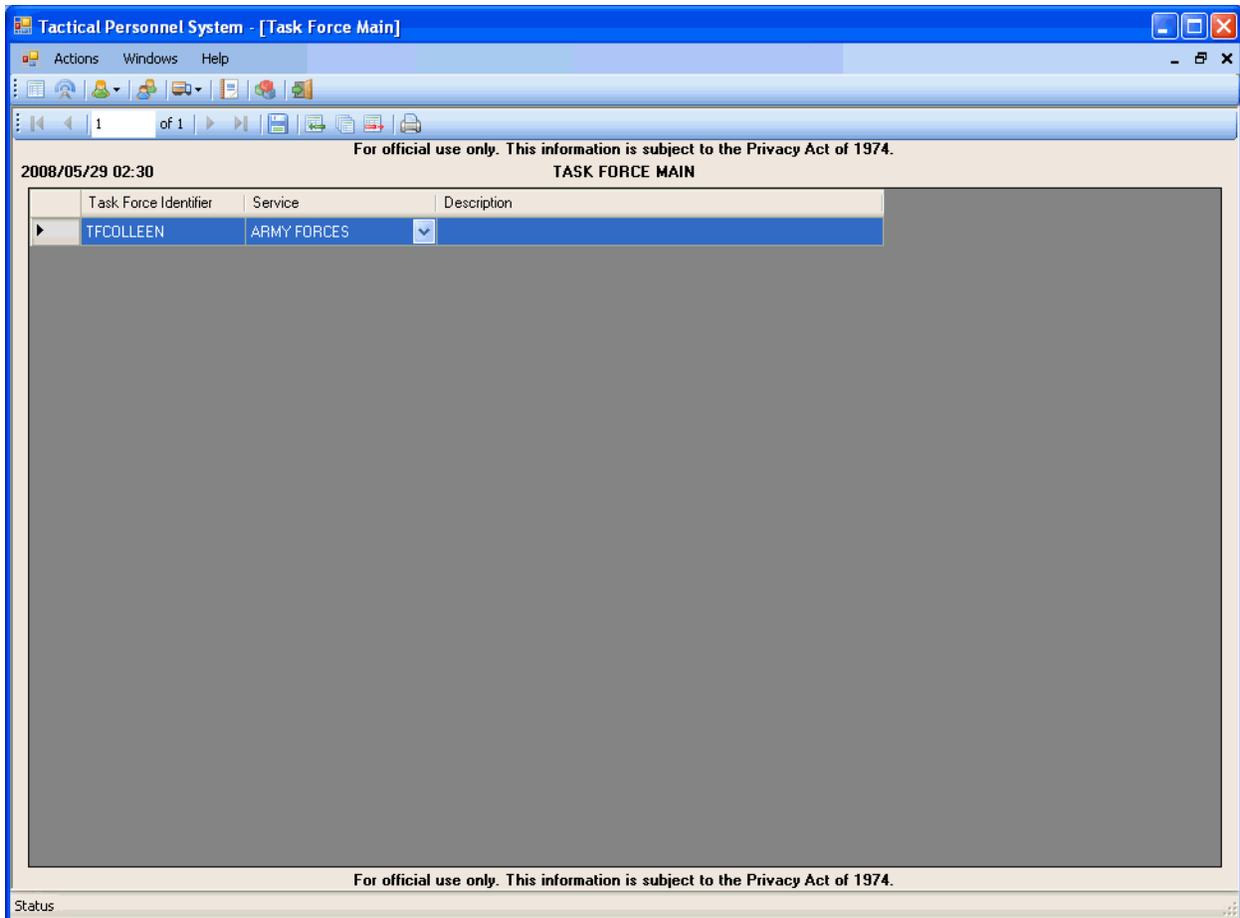


Figure 5–1: Task Force Main Window

2. Click Add New. An empty record appears at the bottom of the Task Force list and becomes the active record.
3. Type a name in the Task Force Identifier field. This is a required field.
4. Select an appropriate value from the Service picklist. The field defaults to Army Forces. This is a required field.
5. Type a description in the Description field. This is an optional field.
6. Click Save. TPS Saves the data and remains on the Task Force Main window.
7. Click the X in the upper right-hand corner of the window to return to the TPS Main Menu.

5.3.3 Editing a Task Force

To edit a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

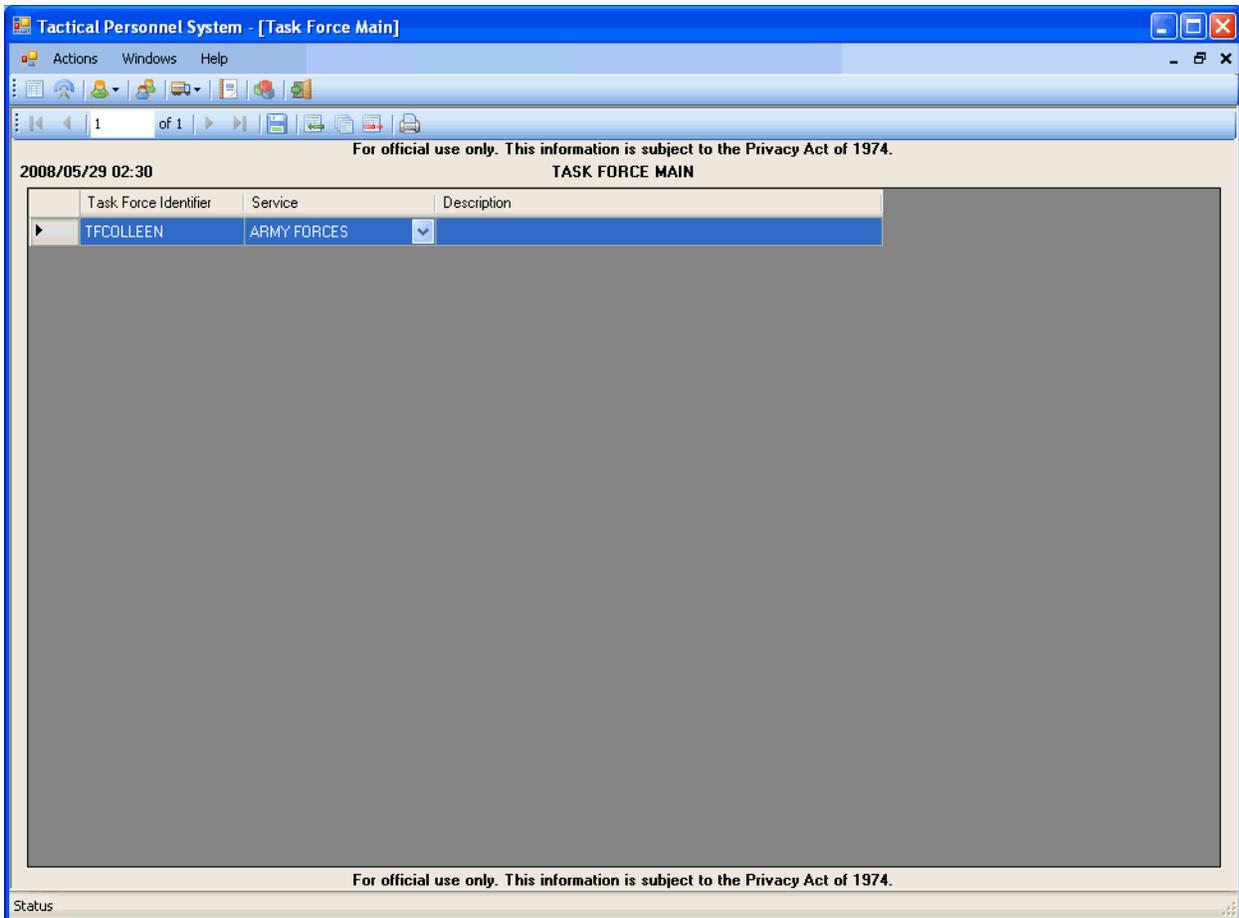


Figure 5–2: Task Force Main Window

2. Select the Task Force Identifier that you wish to edit by highlighting its row.
3. Tab to the fields that you wish to edit. Any of the fields may be edited.
4. Click Save. TPS Saves the data and remains on the Task Force Main window.
5. Click the X in the upper right-hand corner of the window to return to the TPS Main Menu.

5.3.4 Deleting a Task Force

To delete a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

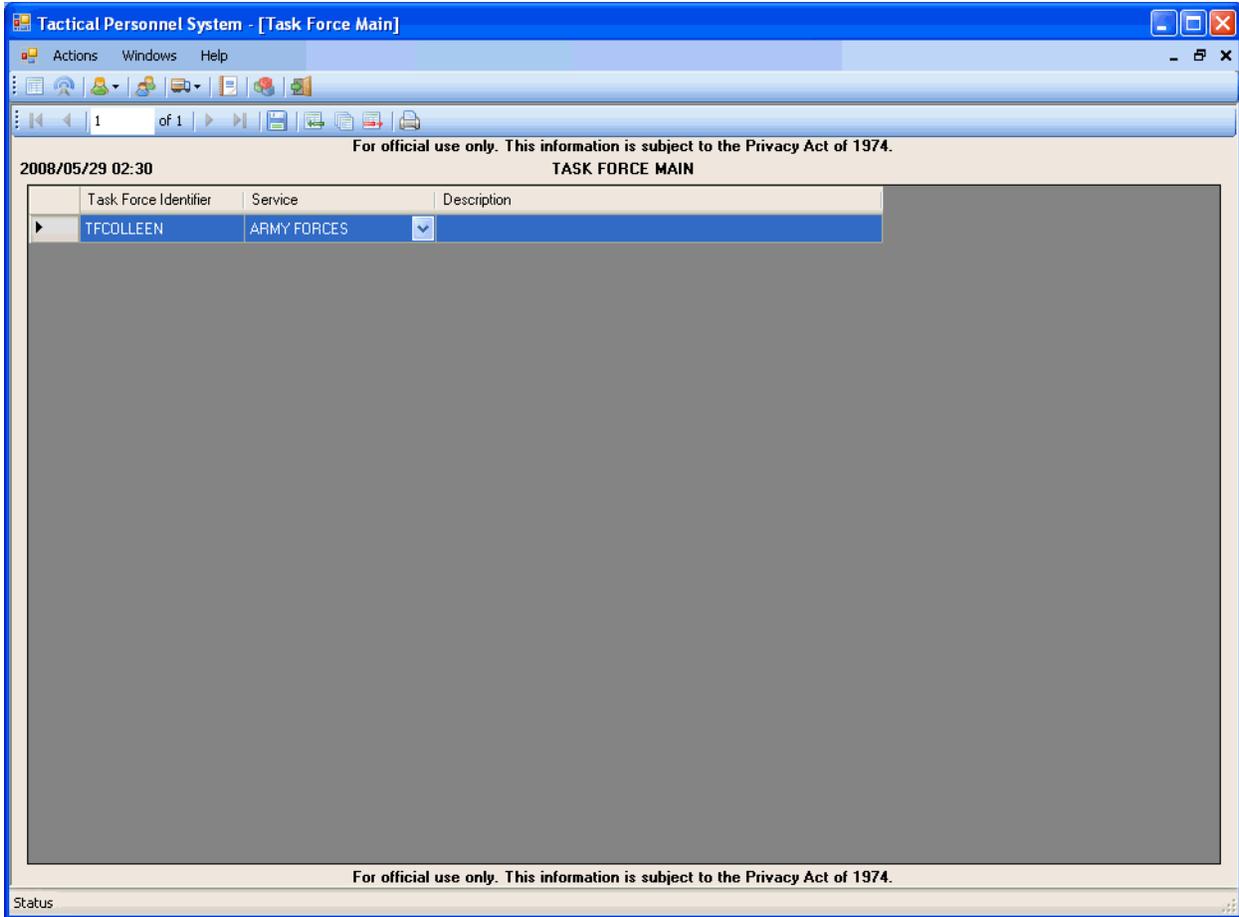


Figure 5–3: Task Force Main Window

2. Select a task force for deletion using one of the following methods:

If	Then
You want to delete one task force	Scroll through the list if necessary and select the task force to be deleted.
You want to delete a continuous block of task forces from the Task Force Main list	Scroll through the list if necessary, select the first task force in the block and, while holding down the Shift key, select the last task force in the block.
You want to delete multiple task forces that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each task force that you wish to delete.

Table 5–6: Task Force Selection Methods

3. Click Delete. The Delete Confirmation message is displayed.
4. If you want to delete the chosen task force, click Yes. If you do not want to delete the chosen task force, click No. TPS returns to the Task Force Main window.

5.4 The Task Force Detail Window

5.4.1 The Task Force Detail Window

The Task Force Detail window is the place in TPS where you add personnel to and remove personnel from task forces. This can be done either by UIC or individually. You can also view the personnel information of those attached to a task force as well as information on the unit that the individual belongs to without exiting the function.

Smaller task forces can be combined to form larger ones. However, the original task force is dissolved once it is combined with another task force. The original task force is dissolved because a person cannot be assigned to more than one task force.

Using the buttons on the Task Force Detail window toolbar, you can easily accomplish the wide range of tasks this window allows. Click on each task title below to view further information on the Task Force Detail buttons.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
	Total Number of Items
	Move Next
	Move Last
	Save
	Insert
	Select
	Delete
	Delete
	Combine
	Print

Table 5–7: Task Force Detail Window Buttons

5.4.2 Assigning Personnel to a Task Force

To assign personnel to a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.
2. Select the task force to which you wish to add personnel.

Note: Before adding personnel to a task force, ensure that these personnel have been properly added to a manifest. Otherwise, they will not appear in the Assign Personnel to

Task Force window and therefore cannot be added to a task force. For more information, see Section 3.1.4.1, Assigning DoD and Civilian Personnel to a Manifest and Section 3.1.4.2, Assigning Foreign Nationals to a Manifest.

3. Click Display Task Force Details. The Task Force Detail window is displayed.

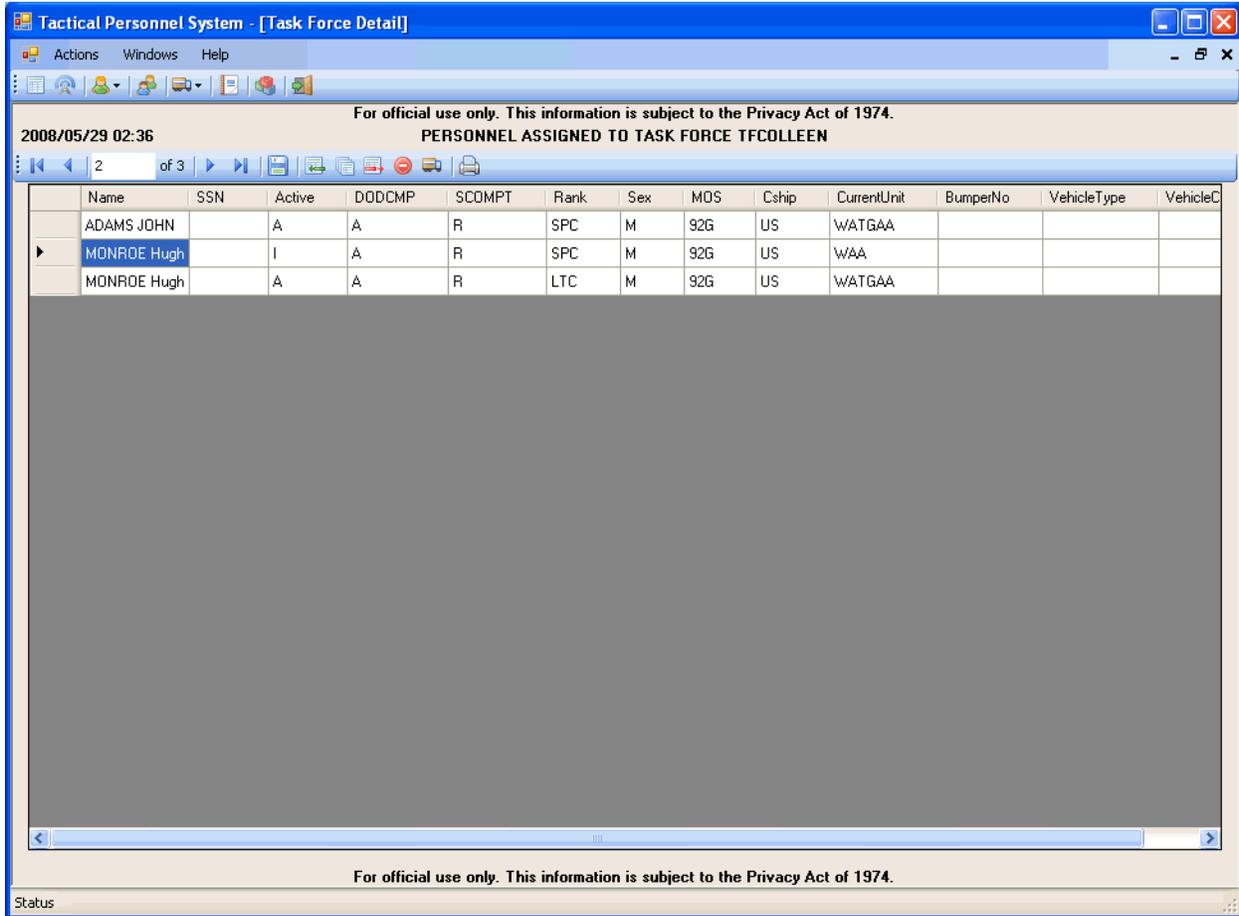


Figure 5–4: Task Force Detail Window

4. Click Insert. The Add Personnel to Task Force window is displayed.

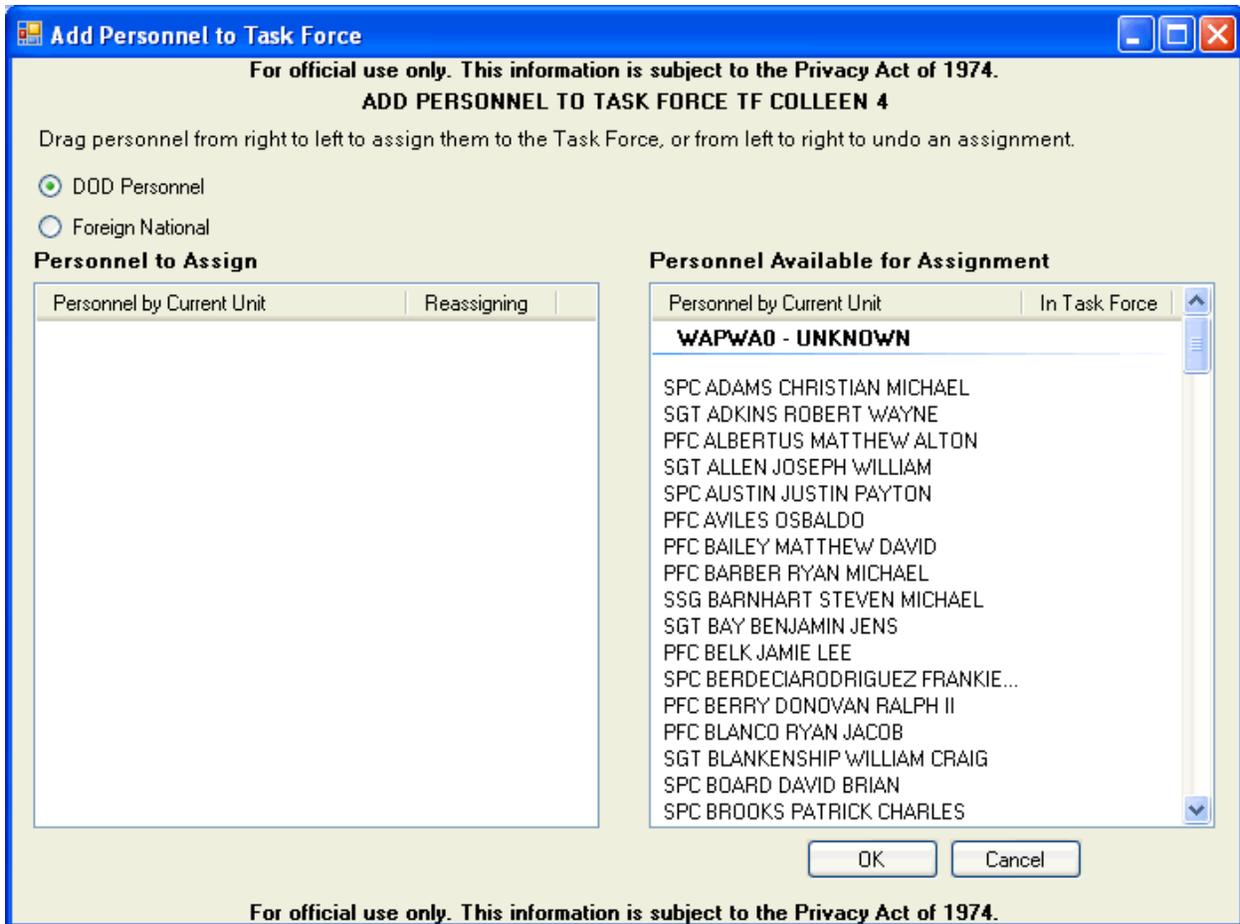


Figure 5–5: Add Personnel to Task Force Window

5. Select the DOD Personnel button if you want to add either Service Members or Civilian Personnel to a task force. Select the Foreign National radio button if you want to add Foreign Nationals to a task force. **Note:** If there are no foreign nationals in the manifest you selected, TPS displays a message. Click OK to return to the Add Personnel to Task Force window.



Figure 5–6: Task Force Add Personnel Message

6. Scroll through the Personnel Available for Assignment list on the right and select the person's name that you wish to add to the task force. **Note:** If a person is already assigned to a task force, "Yes" is displayed in the In Task Force column.

7. Select a person to add using one of the following methods:

If	Then
You want to add one person	Scroll through the list if necessary and select the person to be added.
You want to add a continuous block of people from the Personnel Available for Assignment list	Scroll through the list if necessary, select the first person in the block and, while holding down the Shift key, select the last person in the block.
You want to add multiple persons who are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each person that you wish to add.

Table 5–8: Select Person Methods

8. Drag and drop the person’s name onto the Personnel to Assign list on the left. The selected person’s name will now appear under the task force.

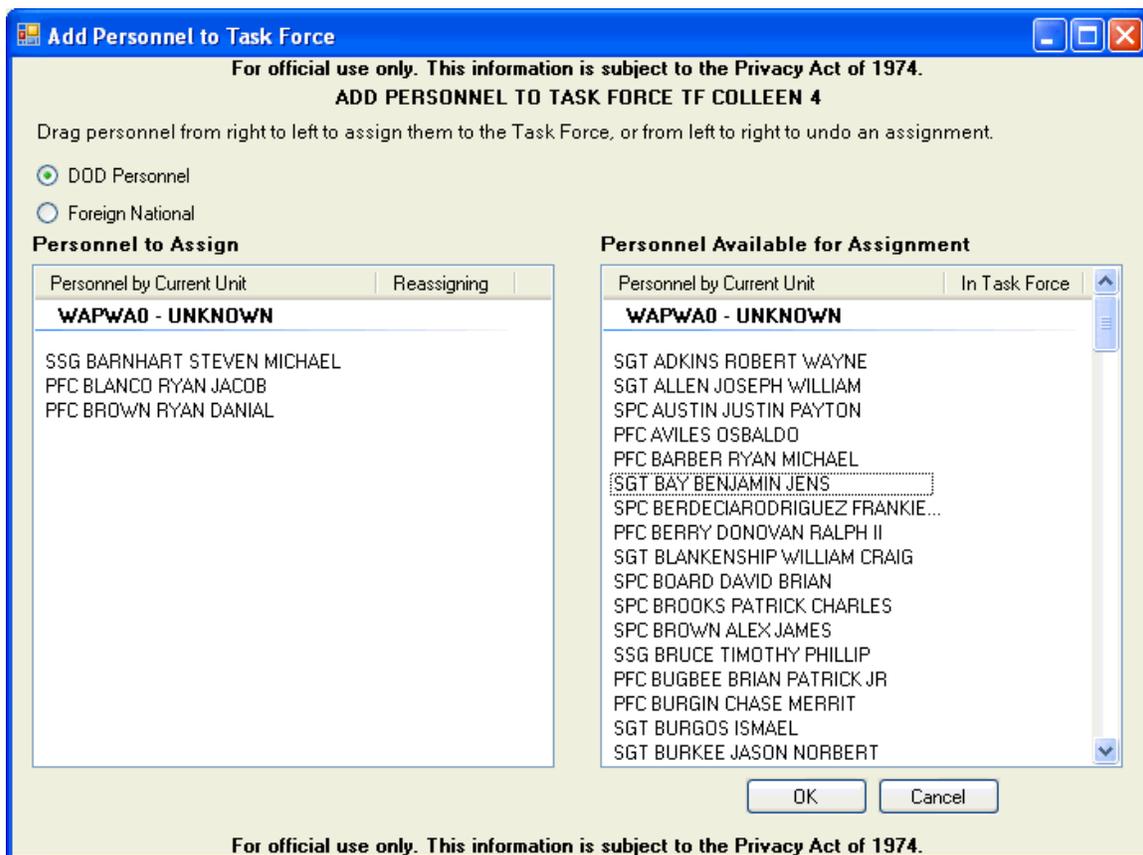


Figure 5–7: Add Personnel to Task Force Window

9. Click OK to add the personnel to the task force. TPS adds the person to the task force and returns to the Task Force Detail window.

10. Click Save.
11. Click the X in the upper right-hand corner of the window to return to the TPS Main Menu.

5.4.3 Viewing Records of Personnel Assigned to a Task Force

To view the records of a person in a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.
2. Select the task force to which to which the person whose record you want to view is assigned.
3. Click Display Task Force Details. The Task Force Detail window is displayed.

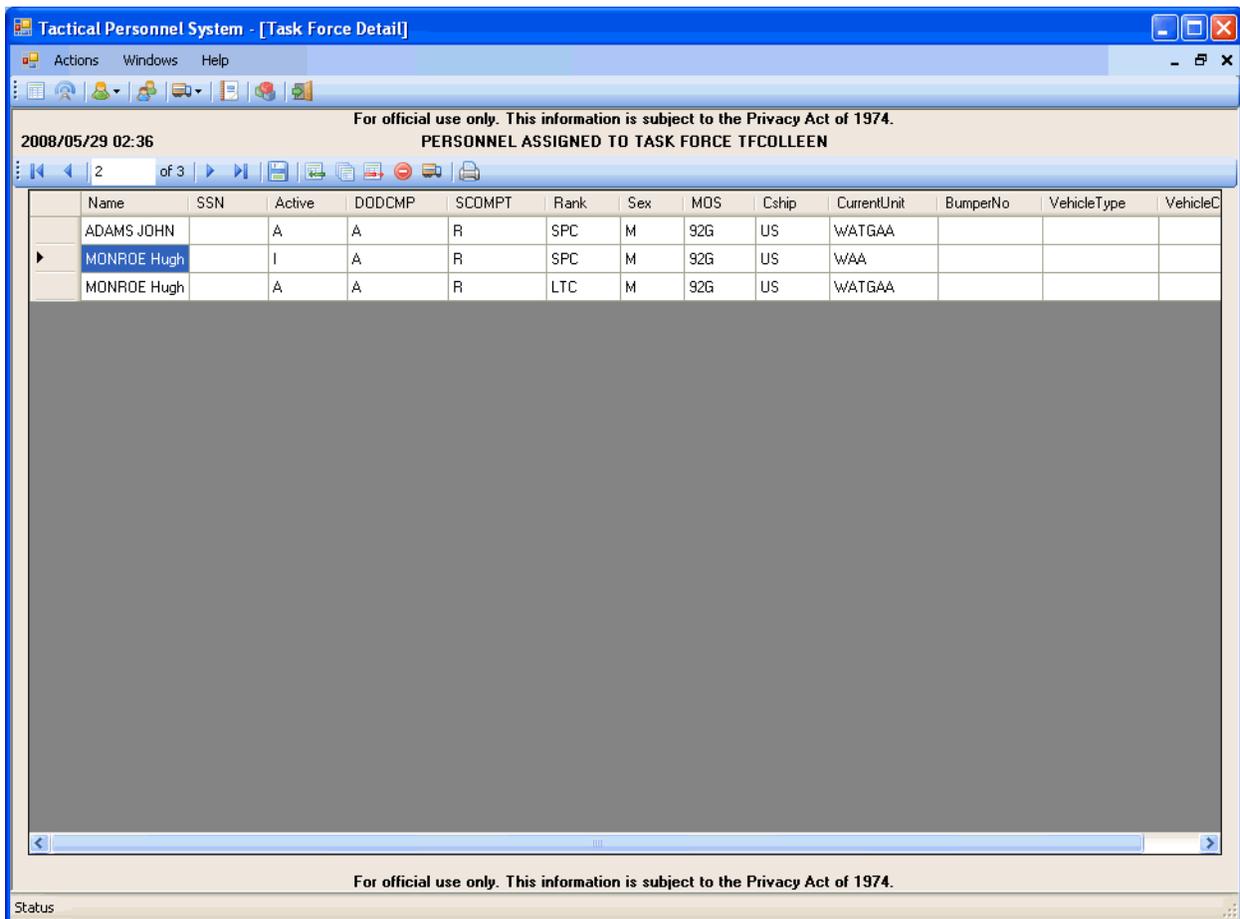


Figure 5–8: Task Force Detail Window

4. If necessary, scroll through the list of personnel assigned to the chosen task force and double click on the person whose personnel record you wish to view. TPS launches the Mini Record View window.

Tactical Personnel System - [Mini Record View]

Personal | Unit | Unit Personnel

Name: ADAMS JOHN **SSN:** **Current UIC:** WATGAA

Military Duty Status: ARR **Rank:** SPC **PMOS:** 92G

Military Personnel Class: E **Date of Birth:** **Emergency Data**

Sex: M **Language:** EN **Emerg POC Name:**

Religious Denomination: 10 **Country of Citizenship:** US **Emerg POC Phone:**

Passport Number: **Civilian Pay Plan:** **INS Data**

Military Status Data **Organization Name:** **INS DOC Type:**

DoD Component: A **Contractor Skills:** **INS DOC Number:**

Military Duty Status Effective Date: 4/22/2005 1:50 **Skills Data** **INS Country Issue:**

Exercise Duty Status Abbreviation: PDY **MOS:** 92G **INS DOC Expiration:**

Exercise Duty Status Effective Date: 12/14/2007 6:08 **ASI:**

Permanent Grade Active Duty: A **SQT:**

Battle Roster Number:

Figure 5–9: Mini Record View Window

5. The Personal tab is the default. The information displayed is read-only. To toggle between the Personal, Unit, and Unit Personnel tabs, click the tab. The Personal tab displays personal data for the individual selected. The Unit tab displays information about the unit to which the individual is assigned. The Unit Personnel tab displays complete list of all personnel assigned to the unit.
6. You have the option to print the Mini Record View. From the menu bar of the Mini Record View window, select the Print icon to print the view. To preview the view, click the Print Preview icon. To change the page setup, click the Page Setup icon.
7. Click the X in the upper right-hand corner of the window to close the window and return to the Task Force Detail window.

5.4.4 Combining Task Forces

You can combine multiple task forces into one task force. The personnel will be removed from their original task force and added to the new, combined task force. To combine task forces, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

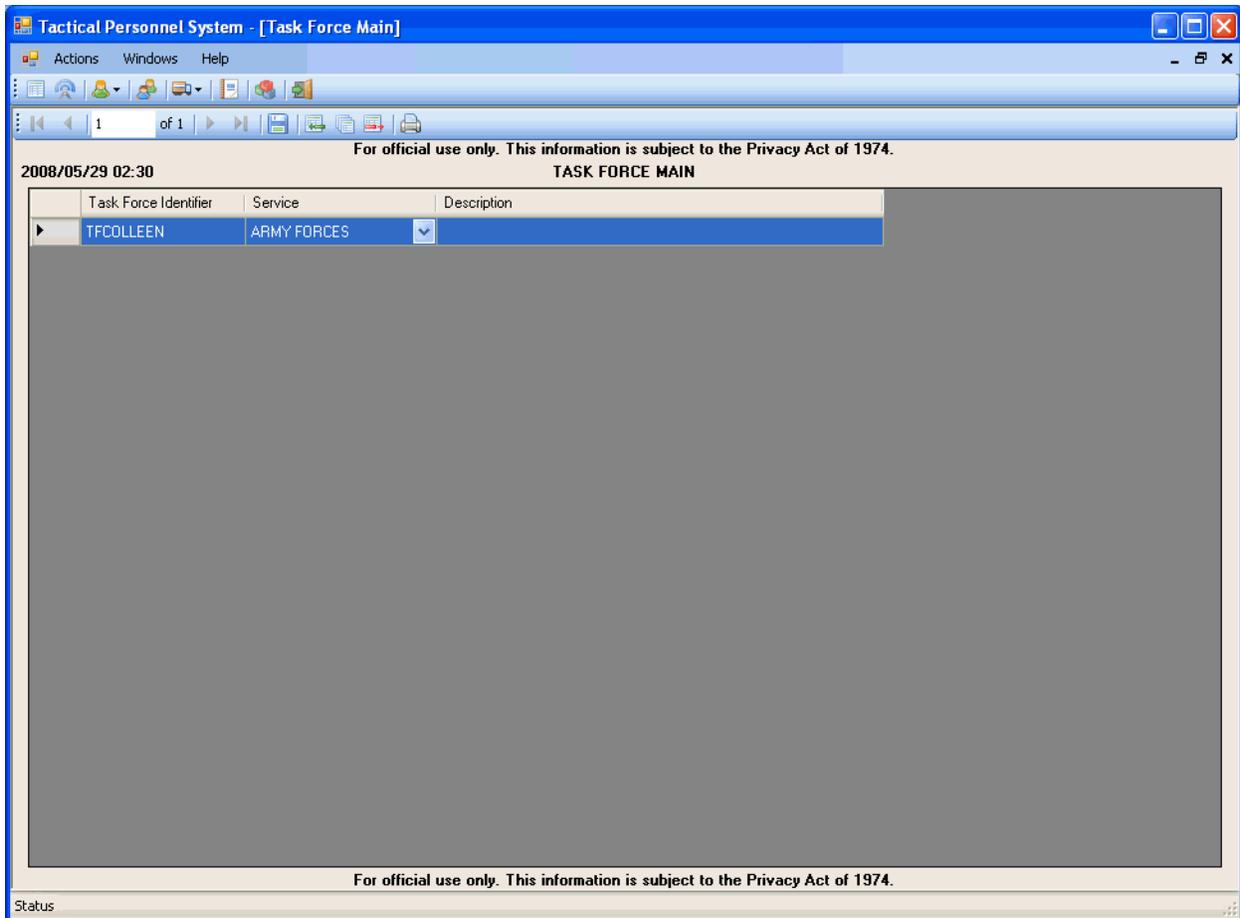


Figure 5–10: Task Force Main Window

2. Select the Task Force that you wish to combine other task forces into.
3. Click Display Task Force Details. The Task Force Detail window is displayed.

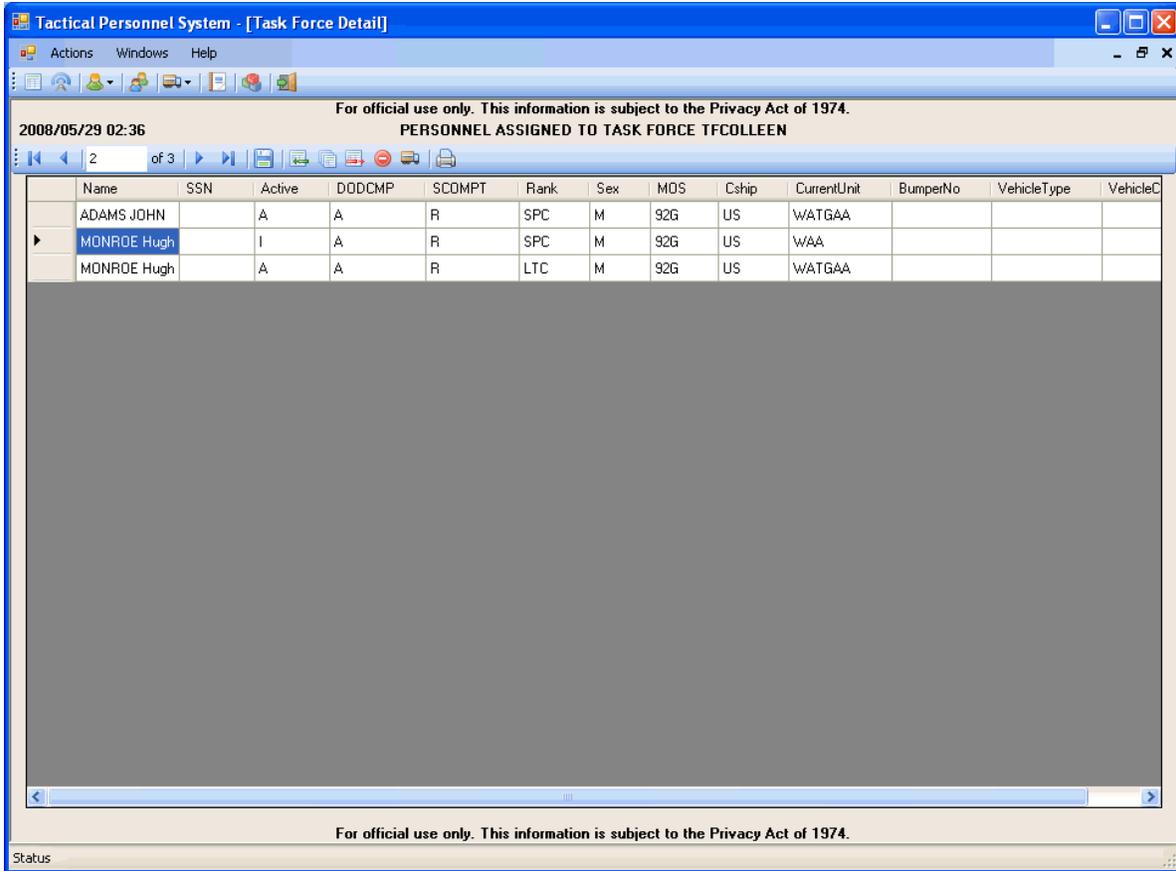


Figure 5–11: Task Force Detail Window

4. Click Combine. TPS displays the Available Task Forces window.

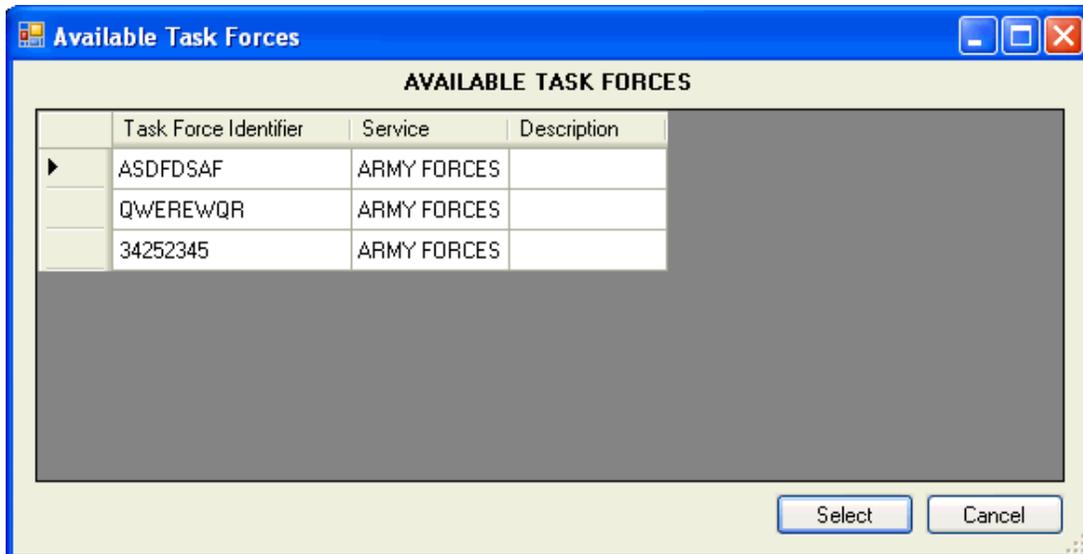


Figure 5–12: Available Task Forces Dialog

5. Search for the units you want to delete by either scrolling through the list or entering the UIC in the Search for UIC field. Select a unit to delete from a task force using one of the following methods:

If	Then
You want to combine one task force into this task force	Scroll through the list if necessary and select the Task Force Identifier to be combined.
You want to combine a continuous block of task forces into this task force	Scroll through the list if necessary, select the first task force in the block and, while holding down the Shift key, select the last task force in the block.
You want to combine multiple task forces that aren't in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each task force that you wish to combine.

Table 5–9: Select Units Methods

6. Click Select. TPS combines the units and returns to the Task Force Detail window.
7. Click Cancel to return to the Task Force Detail window without making changes.
8. Click Save.

5.4.5 Removing Personnel by Individual From a Task Force

To remove a person from a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

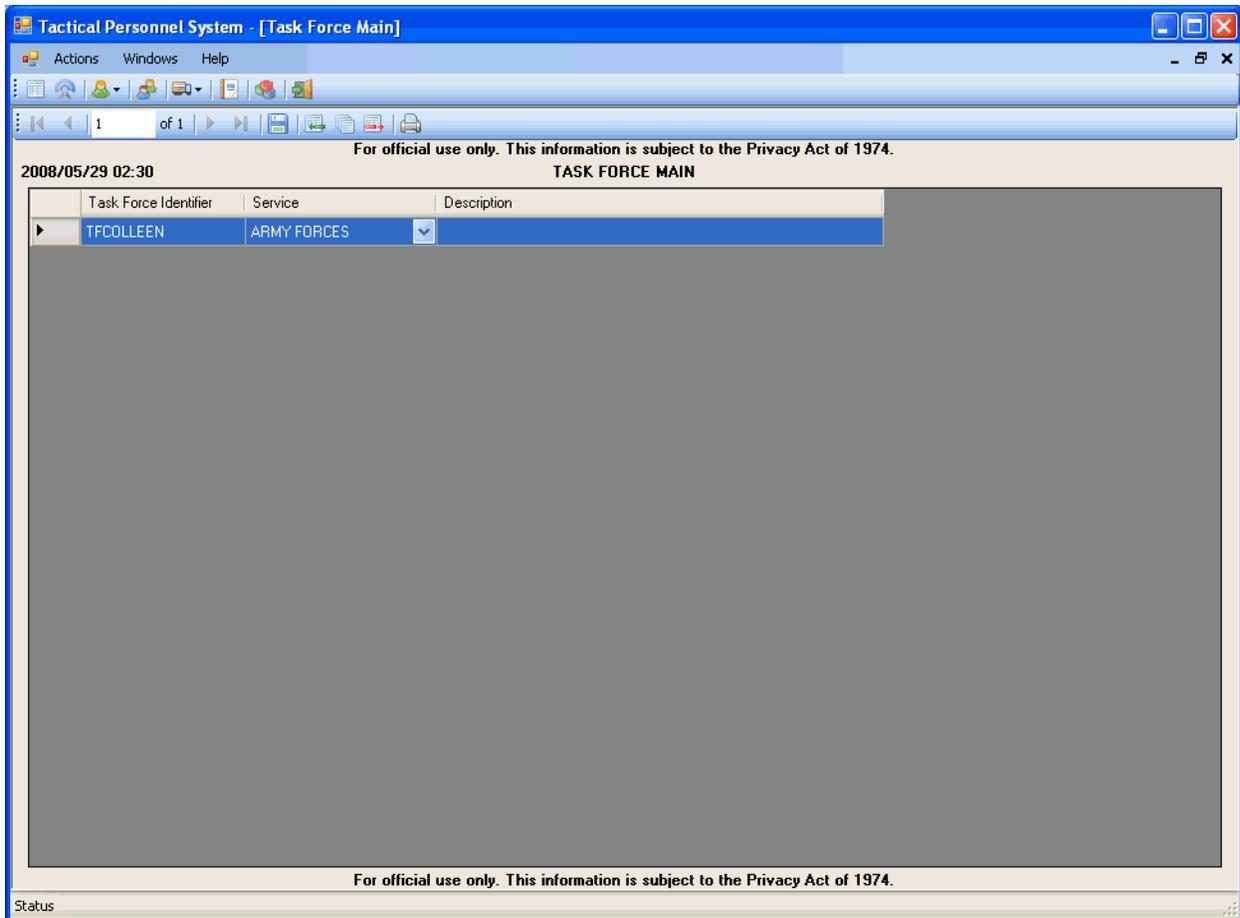


Figure 5–13: Task Force Main Window

2. Select the Task Force from which you wish to remove a person.
3. Click Display Task Force Details. The Task Force Detail window is displayed.

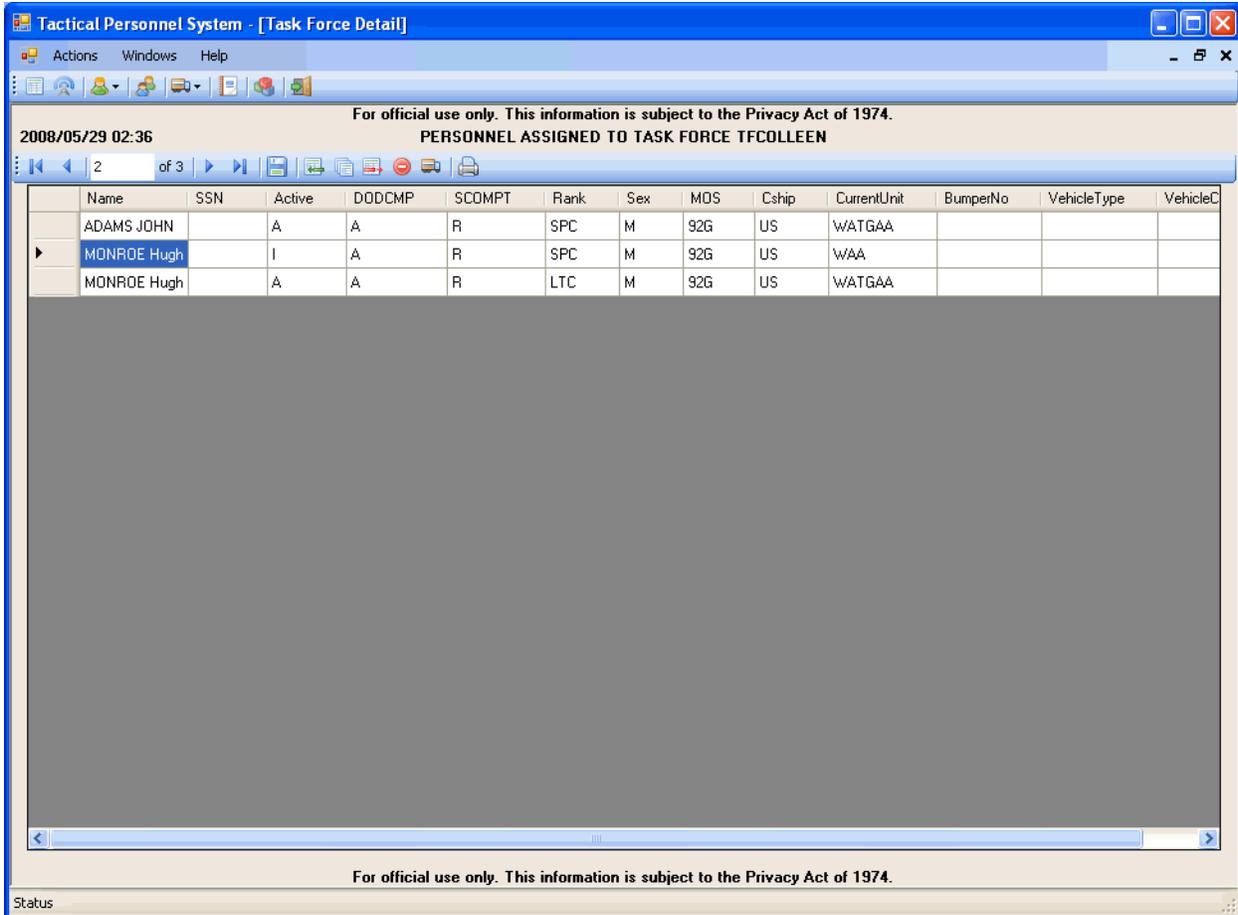


Figure 5–14: Task Force Detail Window

4. Select a person to remove from a task force using one of the following methods:

If	Then
You want to remove one person from the task force	Scroll through the list if necessary and select the name of the person to be removed.
You want to remove a continuous block of names from the task force	Scroll through the list if necessary, select the first name in the block and, while holding down the Shift key, select the last name in the block.
You want to remove multiple names that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each name that you wish to remove.

Table 5–10: Select Person Methods

5. Click Delete. The Delete Confirmation message is displayed.
6. If you want to remove the chosen person, click Yes. If you do not want to remove the chosen person, click No. TPS returns to the Task Force Detail window.
7. Click Save.

5.4.6 Removing Personnel by UIC From a Task Force

To remove a unit from a task force, perform the following steps:

1. Click Task Force in the TPS Main Menu. The Task Force Main window is displayed.

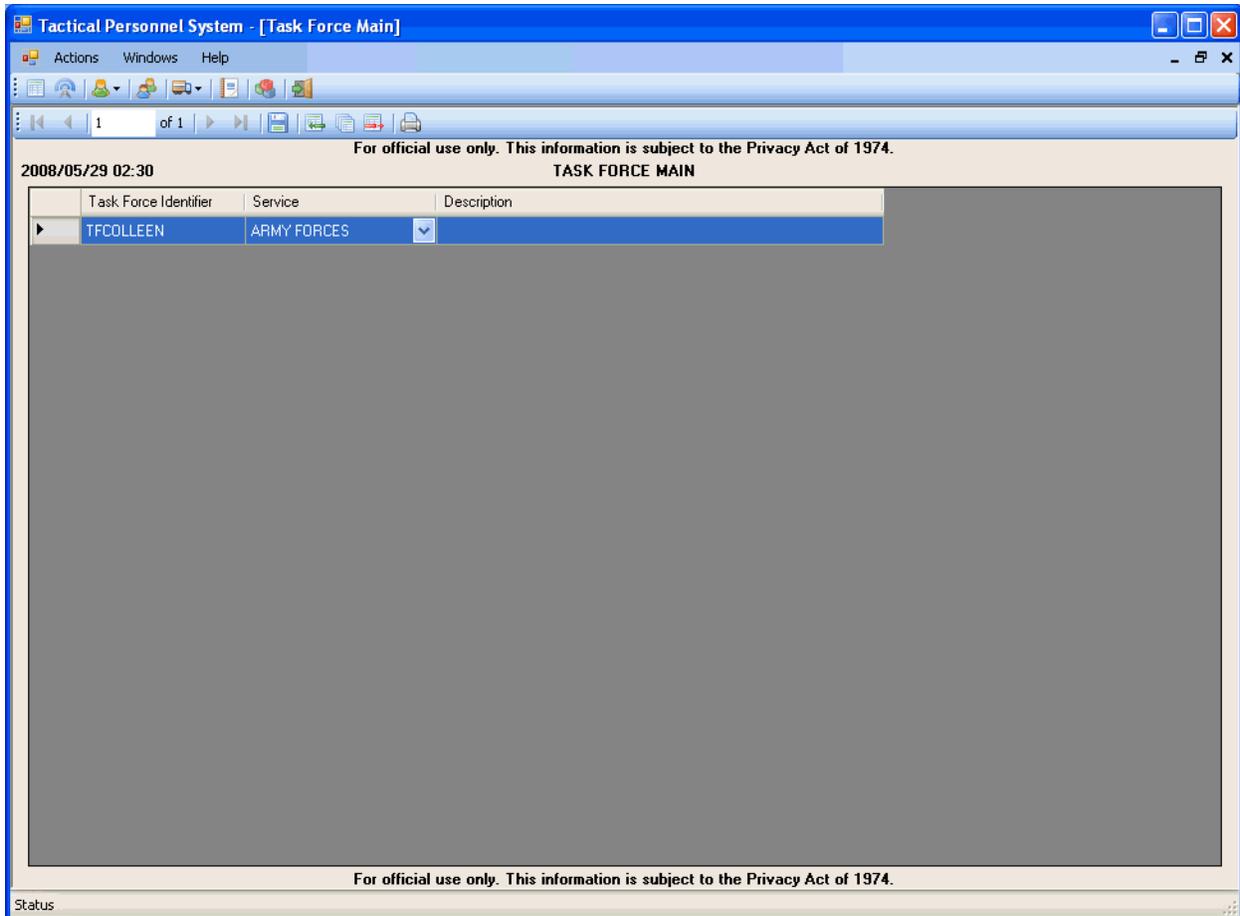


Figure 5–15: Task Force Main Window

2. Select the Task Force from which you wish to remove a unit.
3. Click Display Task Force Details. The Task Force Detail window is displayed.

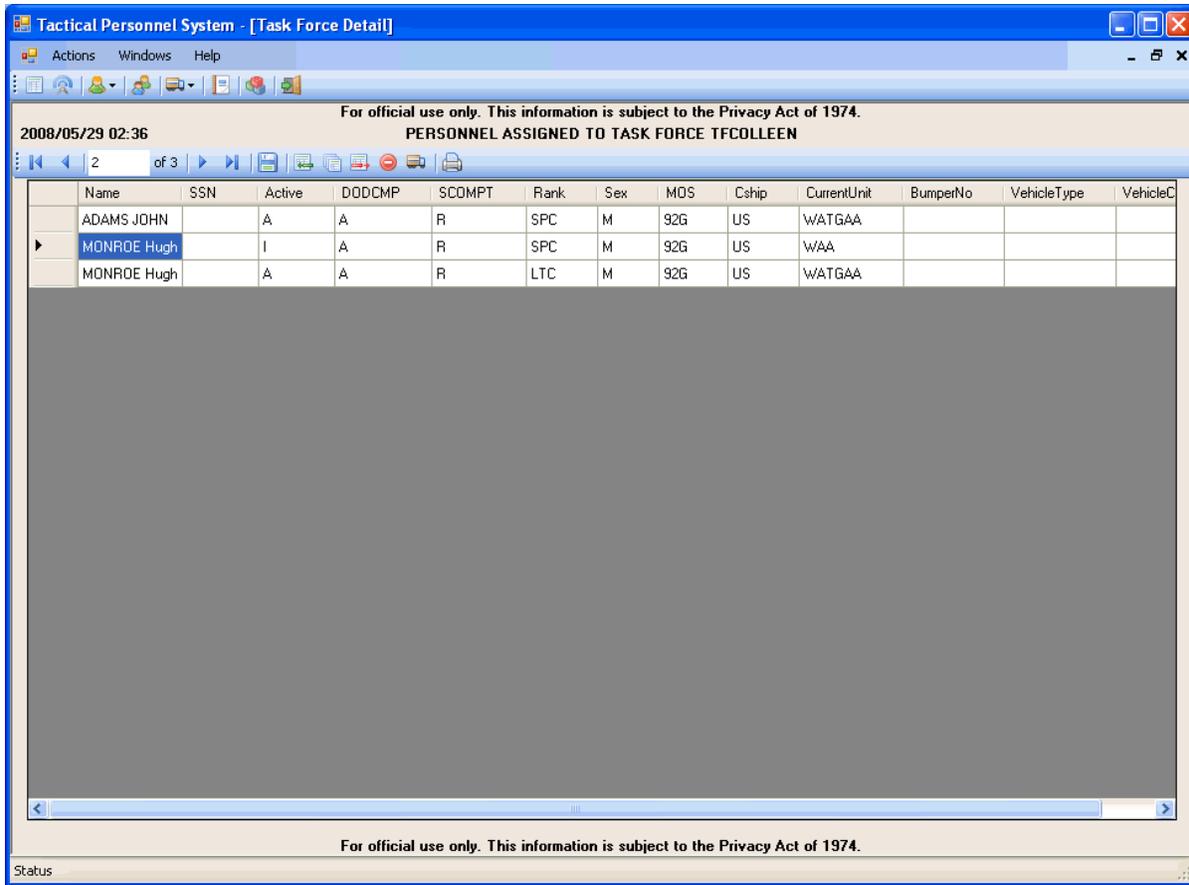


Figure 5–16: Task Force Detail Window

4. Click Delete Unit. TPS displays the Delete UIC from Task Force window.

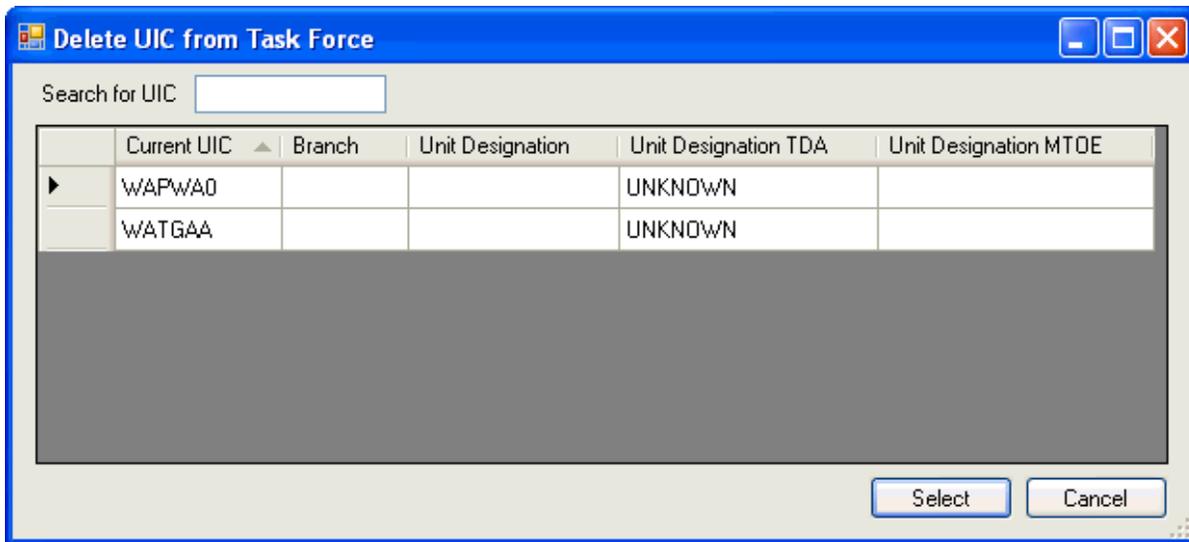


Figure 5–17: Delete UIC From Task Force Dialog

5. Search for the unit you want to delete by either scrolling through the list or entering the UIC in the Search for UIC field. Select a unit to delete from a task force using one of the following methods:

If	Then
You want to delete one unit from the task force	Scroll through the list if necessary and select the unit to be deleted.
You want to delete a continuous block of units from the task force	Scroll through the list if necessary, select the first unit in the block and, while holding down the Shift key, select the last unit in the block.
You want to delete multiple units that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each unit that you wish to delete.

Table 5–11: Unit Selection Methods

6. Click Select. TPS removes the unit and returns to the Task Force Detail window.
7. Click Cancel to return to the Task Force Detail window without making changes.
8. Click Save.

6. CREWS

6.1 Crews Overview

Using the TPS Crews module you can add and modify Weapons Systems as well as their maximum and minimum number of crew, add vehicles to the weapons systems' designation, add and remove personnel from vehicles and add a crew to a task force.

The Crews Module comprises two windows: Crew Management and Vehicle Management. The Crew Management window allows you to view vehicles assigned to a task force and to assign personnel to a vehicle. The Vehicle Management window allows you to add vehicles and update weapon system information.

The following buttons are available on the toolbar and in both the Crew Management and Vehicle Management windows making using this module fast and efficient.

Button	Action
	Save
	Insert Vehicle
	Delete Vehicle

Table 6–1: Crew and Vehicle Management Buttons

The following buttons are available on the Vehicle Management window.

Button	Action
	Export TRN File
	Import TRN File

Table 6–2: Vehicle Management Window Buttons

6.2 Crew Management Window

6.2.1 Crew Management Window

The Crew Management window allows you to perform the following actions:

- Add a Vehicle to a Task Force
- Assign Crew Members
- Delete a Vehicle
- Delete a Crew Member
- Transfer Vehicle

6.2.2 Add a Vehicle to a Task Force

To add a vehicle to a task force, perform the following actions:

1. Select Crew Management from the TPS Main Menu.
2. TPS displays the Crew Management window.

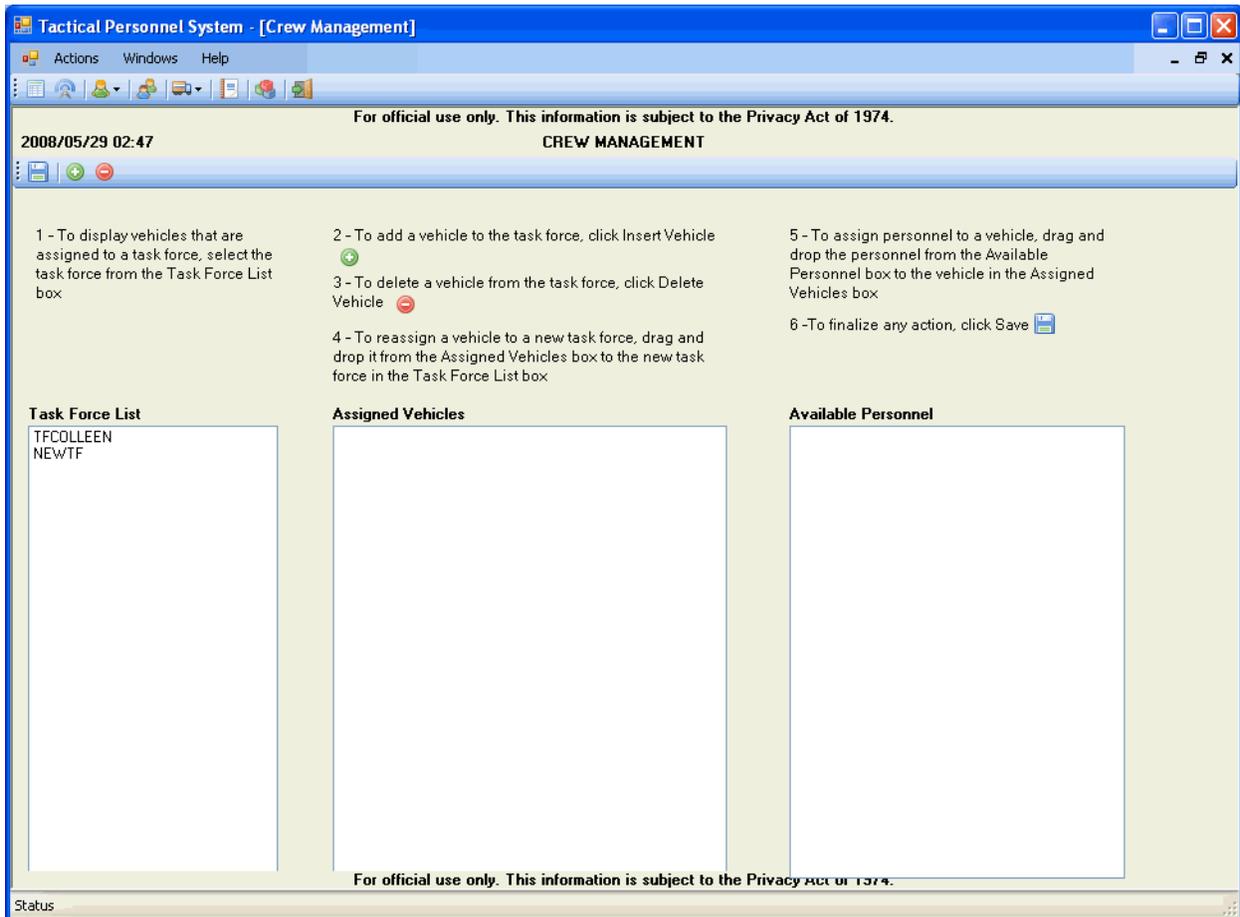


Figure 6–1: Crew Management Window

3. Click Insert Vehicle. TPS displays the Vehicle Assignment Add New Window.

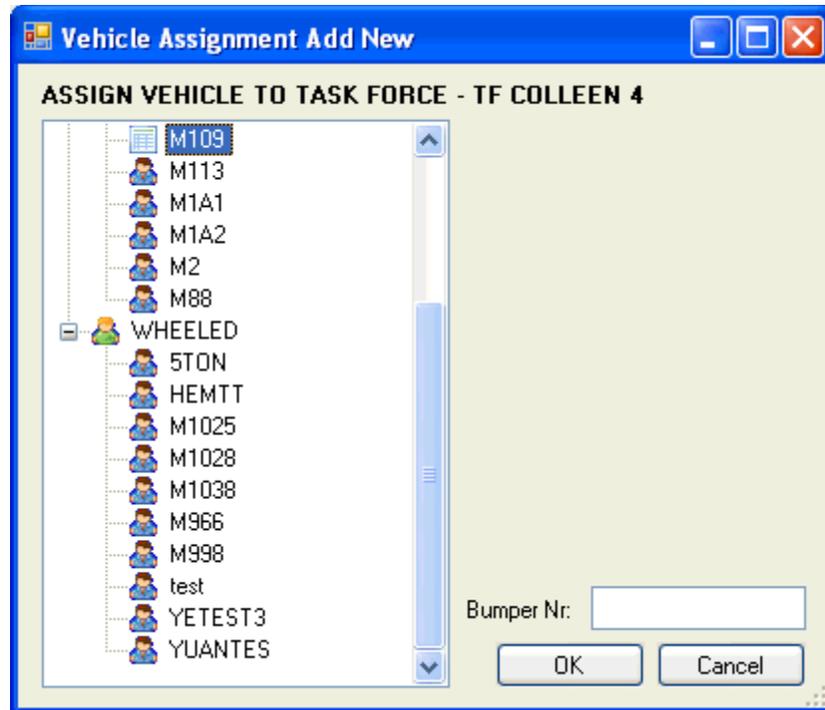


Figure 6–2: Vehicle Assignment Add New Window

4. Select the vehicle you wish to add from the list by highlighting it.
5. Enter the bumper number in the Bumper Nr. field and click OK.
6. TPS adds the vehicle to the Assigned Vehicles list and returns to the Crew Management window.

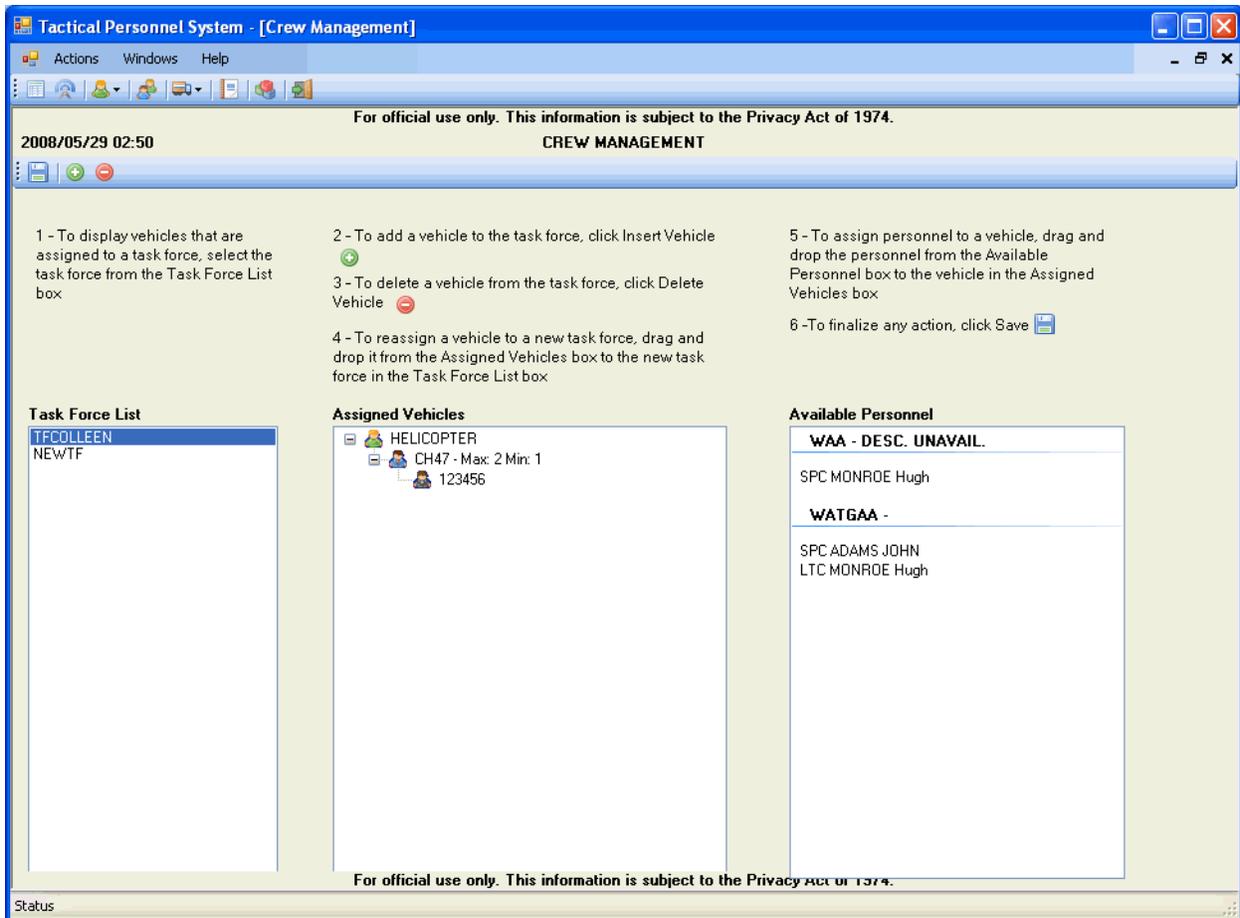


Figure 6–3: Crew Management Window—Vehicle Added

7. Click Cancel to return to the Crew Management window without making any changes.
8. Click Save to save your changes. **Note:** If you save a vehicle before the minimum number of personnel are assigned to it, TPS alerts you that the vehicle will be removed. An assigned vehicle cannot exist in TPS without the minimum number of crew (personnel) assigned to it.
9. Click the X in the upper right-hand corner to return to the TPS Main Menu.

6.2.3 Assign Crew Members

To assign personnel to a crew, perform the following steps:

1. Select Crew Management from the TPS Main Menu.
2. TPS displays the Crew Management window.

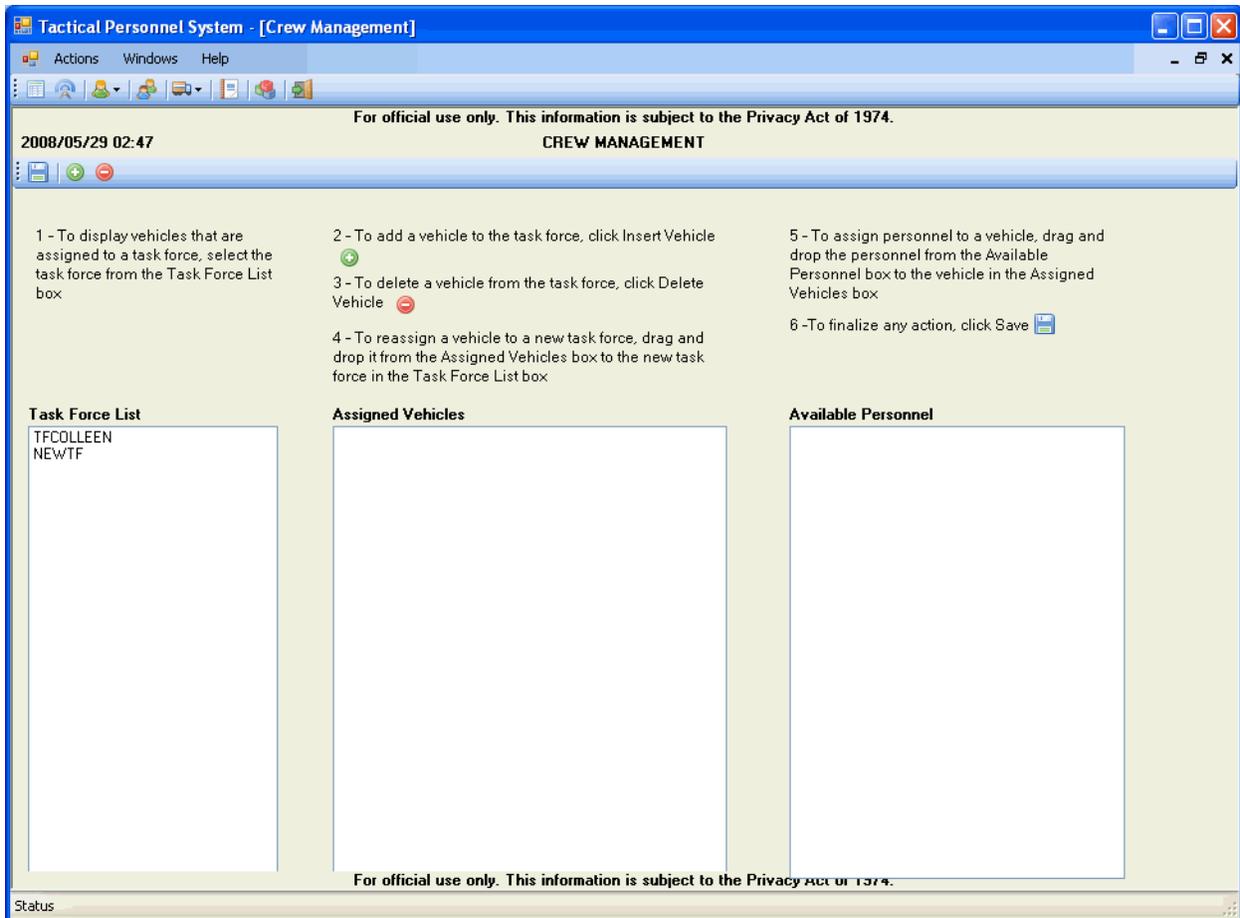


Figure 6–4: Crew Management Window

3. There must be at least one vehicle listed in the Assigned Vehicles list to assign personnel to a crew. See Section 6.2.2, Add a Vehicle to a Task Force, for more information on adding a vehicle.
4. Select the task force for which you want to assign personnel to a crew from the Task Force List.
5. TPS displays a list of task force personnel available to be assigned to a crew in the Available Personnel, sorted by UIC.
6. To assign personnel to a crew, highlight the person you want to add and drag and drop the name on the vehicle name in the Assigned Vehicles list.
7. TPS moves the person selected from the Available Personnel list and displays the name under the selected vehicle.

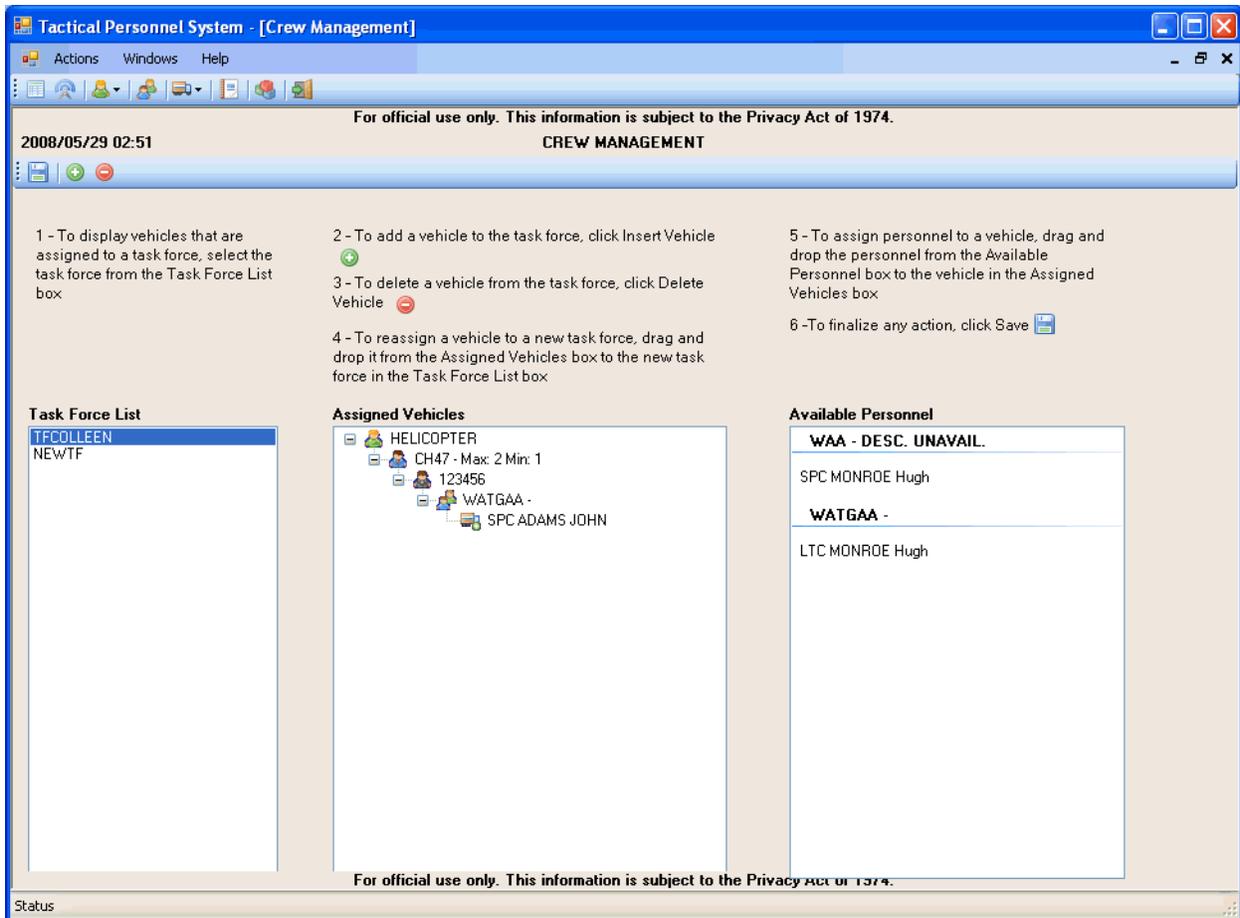


Figure 6–5: Crew Management Window

8. Click Save to save your changes.
9. Click the X in the upper right-hand corner of the window to close the Crew Management window and return to the TPS Main Menu.

6.2.4 Delete a Vehicle

To delete a vehicle, perform the following steps:

1. Select Crew Management from the TPS Main Menu.
2. TPS displays the Crew Management window.

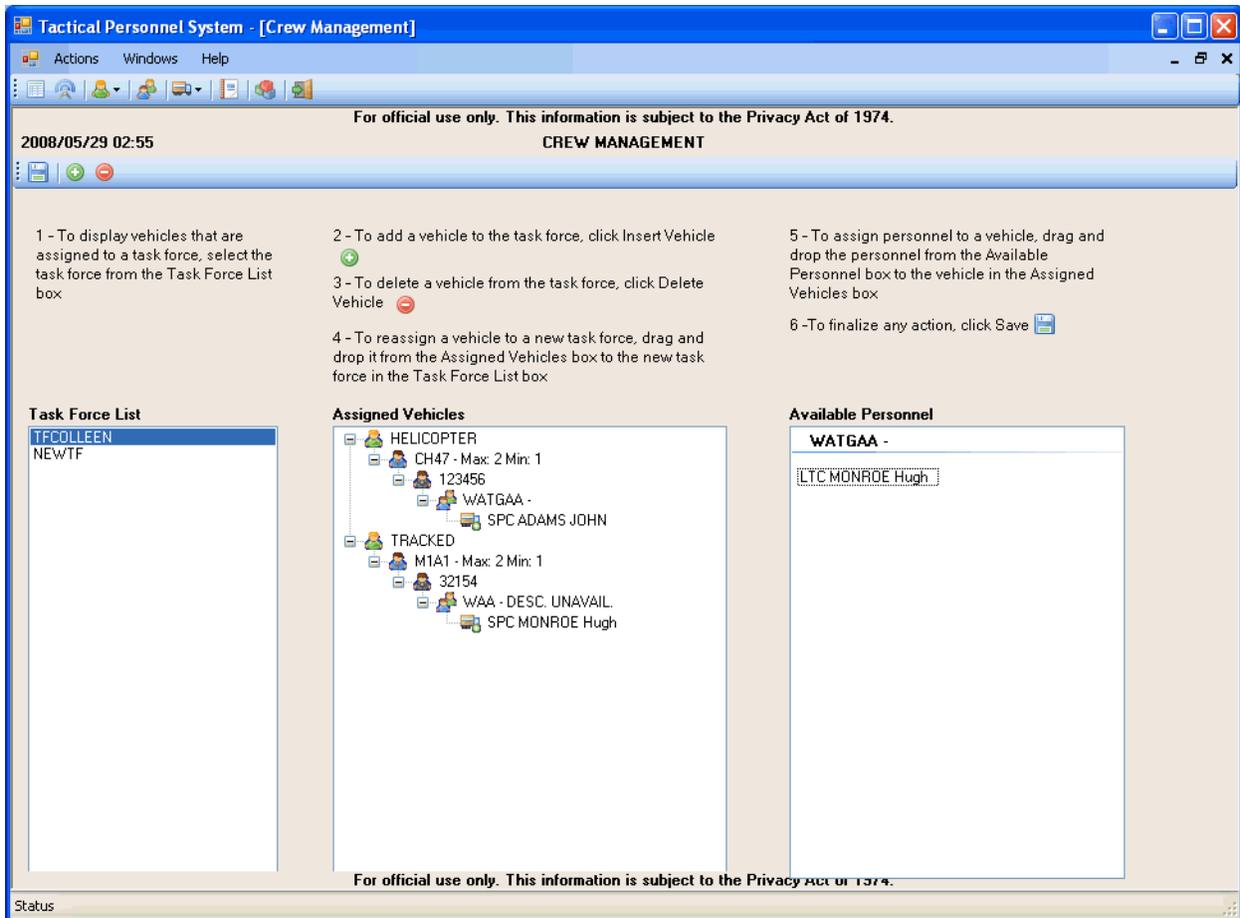


Figure 6–6: Crew Management Window

3. Select the vehicle you want to delete from the Assigned Vehicles list.
4. Click Delete Vehicle. **Note:** If you have more than one of the same type of vehicle, you can delete all vehicles in that category by selecting the category heading (Wheeled) and clicking Delete Vehicle.
5. TPS deletes the vehicle and returns the personnel assigned to that vehicle to the Available Personnel list.
6. Click Save to save your changes.
7. Click the X in the upper right-hand corner of the window to close the Crew Management window and return to the TPS Main Menu.

6.2.5 Delete a Crew Member

To delete a crew member, perform the following steps:

1. Select Crew Management from the TPS Main Menu.
2. TPS displays the Crew Management window.

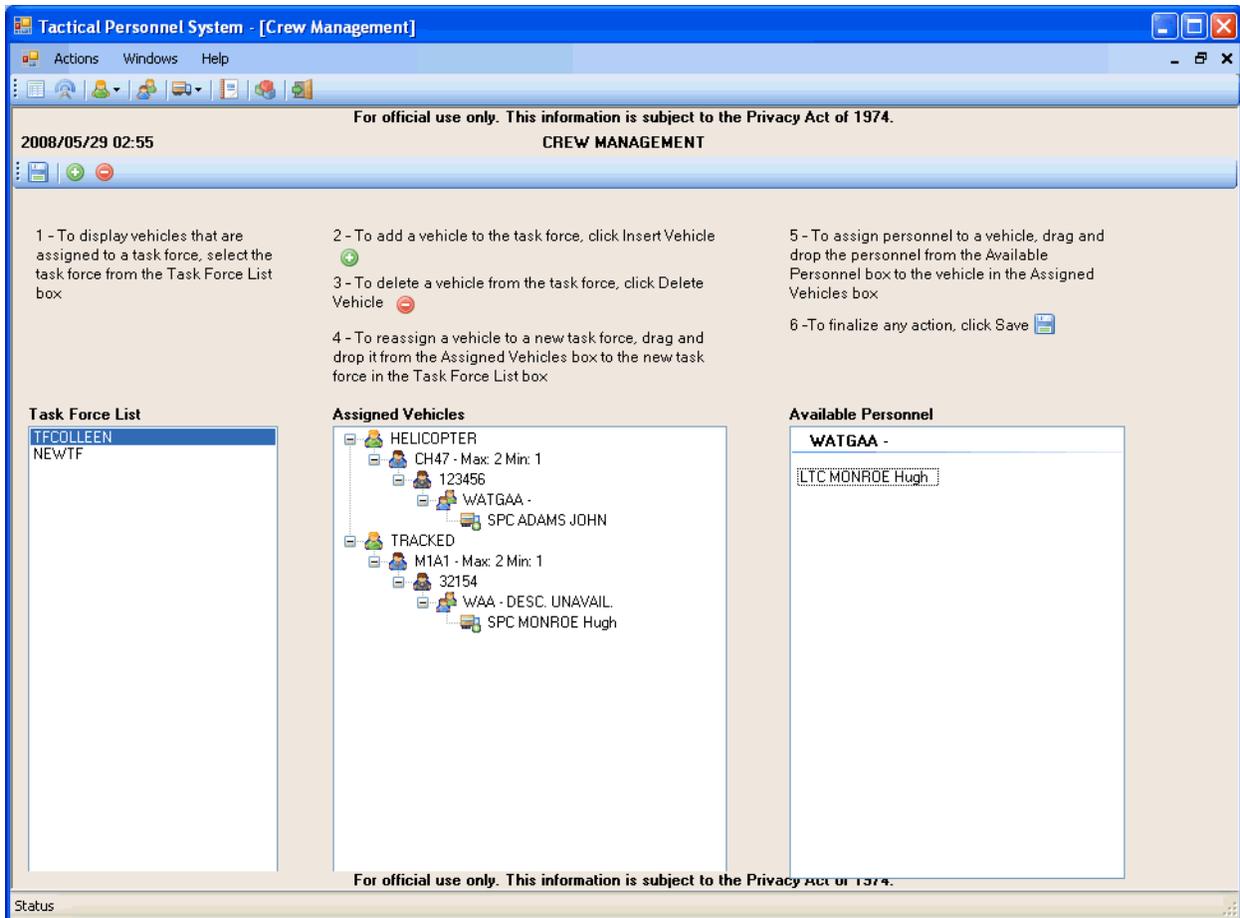


Figure 6–7: Crew Management Window

3. From the Assigned Vehicles list, select the crew from which you want to delete the crew member.
4. Select the crew member's name by highlighting it.
5. Either drag and drop the name in the Available Personnel list or click Delete Vehicle.
6. TPS deletes the crew member from the vehicle and returns the crew member to the Available Personnel list.
7. Click Save to save your changes.
8. Click the X in the upper right-hand corner of the window to close the Crew Management window and return to the TPS Main Menu.

6.2.6 Transfer Vehicle

To transfer a vehicle from one task force to another, perform the following steps:

1. Select Crew Management from the TPS Main Menu.
2. TPS displays the Crew Management window.

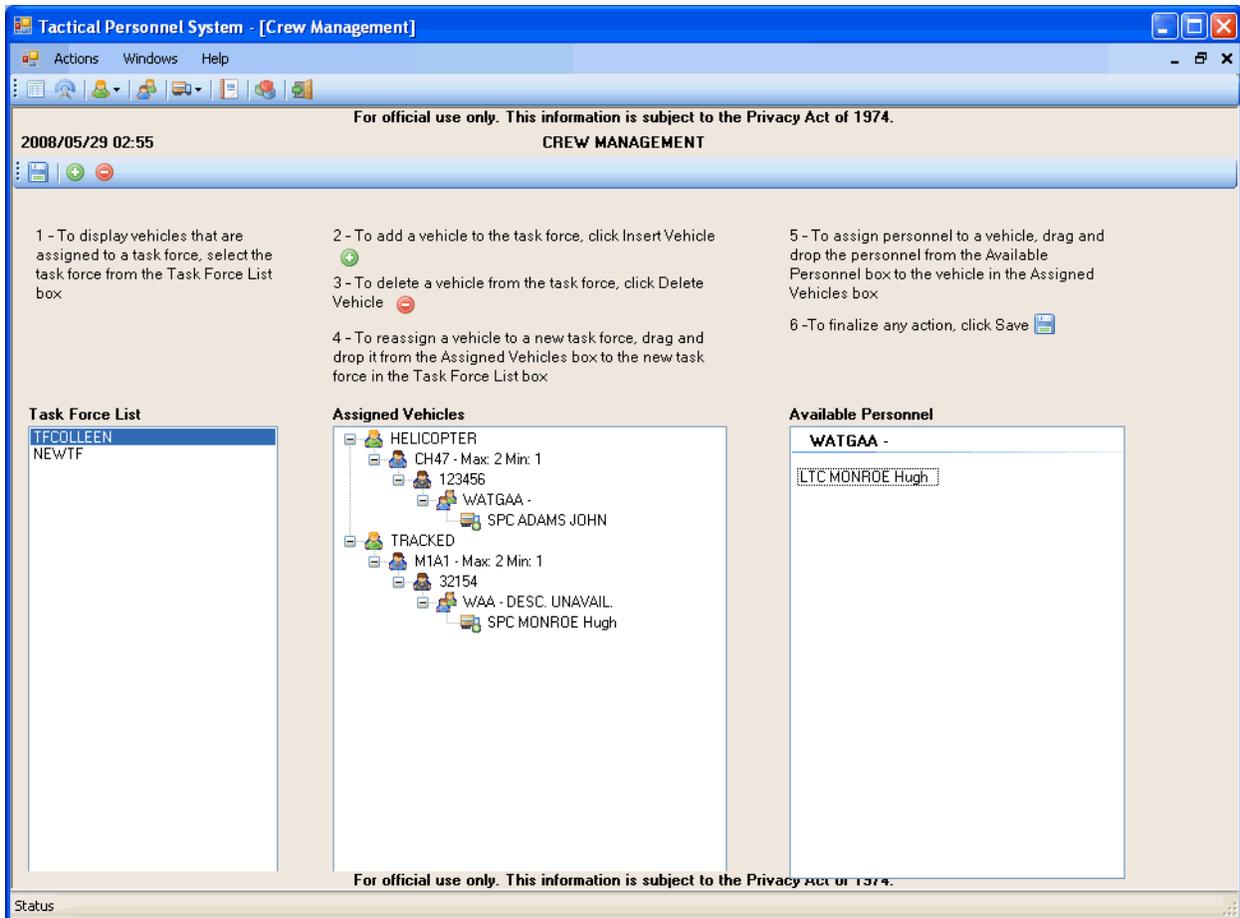


Figure 6–8: Crew Management Window

3. From the Assigned Vehicles list, select the vehicle you want to transfer by highlighting it.
4. Drag and drop the name of the vehicle on the name of the task force to which you want to transfer this vehicle.
5. If you want to transfer both equipment and personnel, check the Move personnel with vehicle checkbox. If you are only transferring equipment, deselect the checkbox.
6. TPS moves the vehicle and any personnel assigned (if selected) to the new task force.

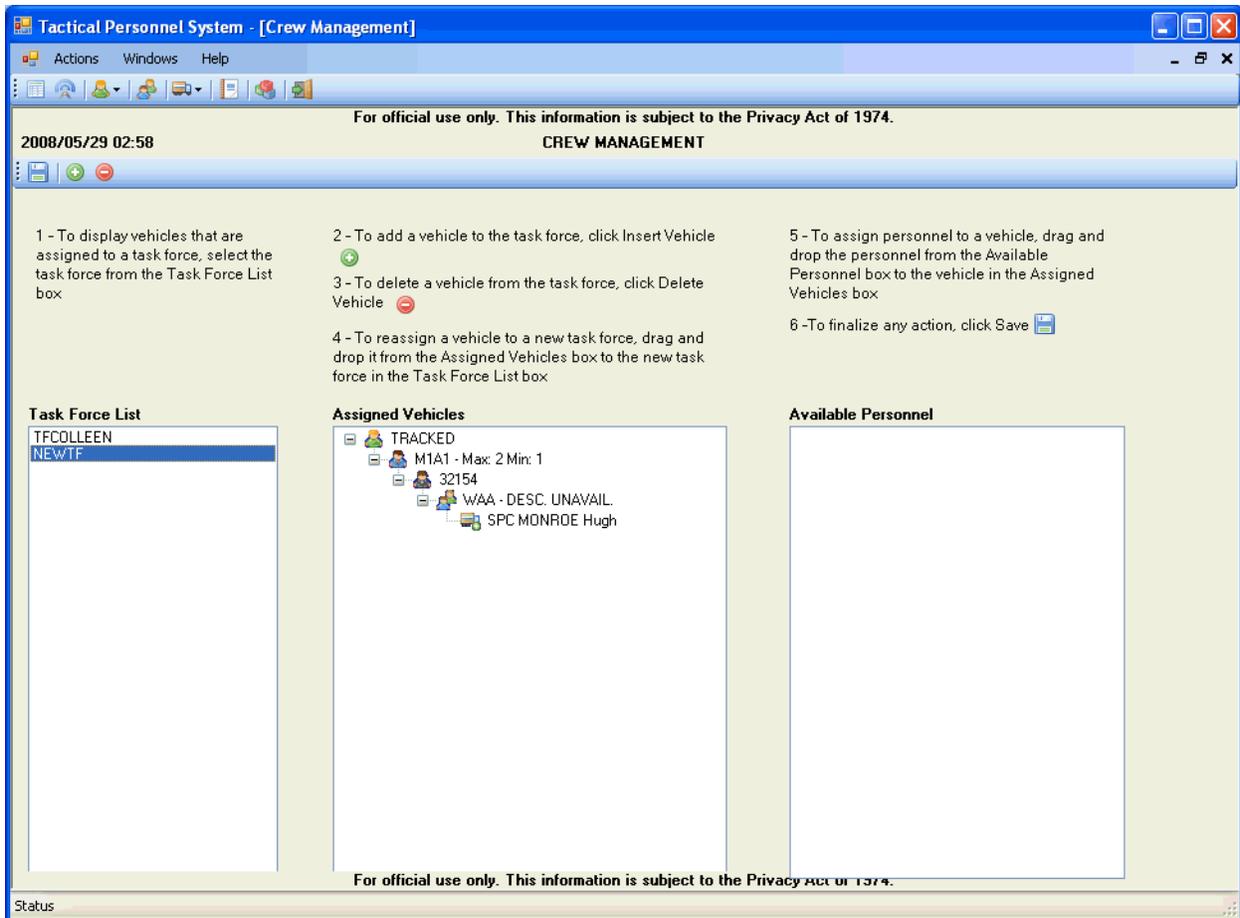


Figure 6–9: Crew Management Window—Vehicle Transferred

7. Click Save to save your changes.
8. Click the X in the upper right-hand corner of the window to close the Crew Management window and return to the TPS Main Menu.

6.3 Vehicle Management Window

6.3.1 Vehicle Management Window

The Vehicle Management window allows you to perform the following actions:

- Insert Vehicle Information
- Update Vehicle Information
- Delete Vehicle Information
- Export Vehicle Information as a TRN File
- Import Vehicle Information from a TRN File

6.3.2 Insert Vehicle Information

To insert vehicle information, perform the following steps:

1. Select Vehicle Management from the TPS Main Menu.
2. TPS displays the Vehicle Management window.

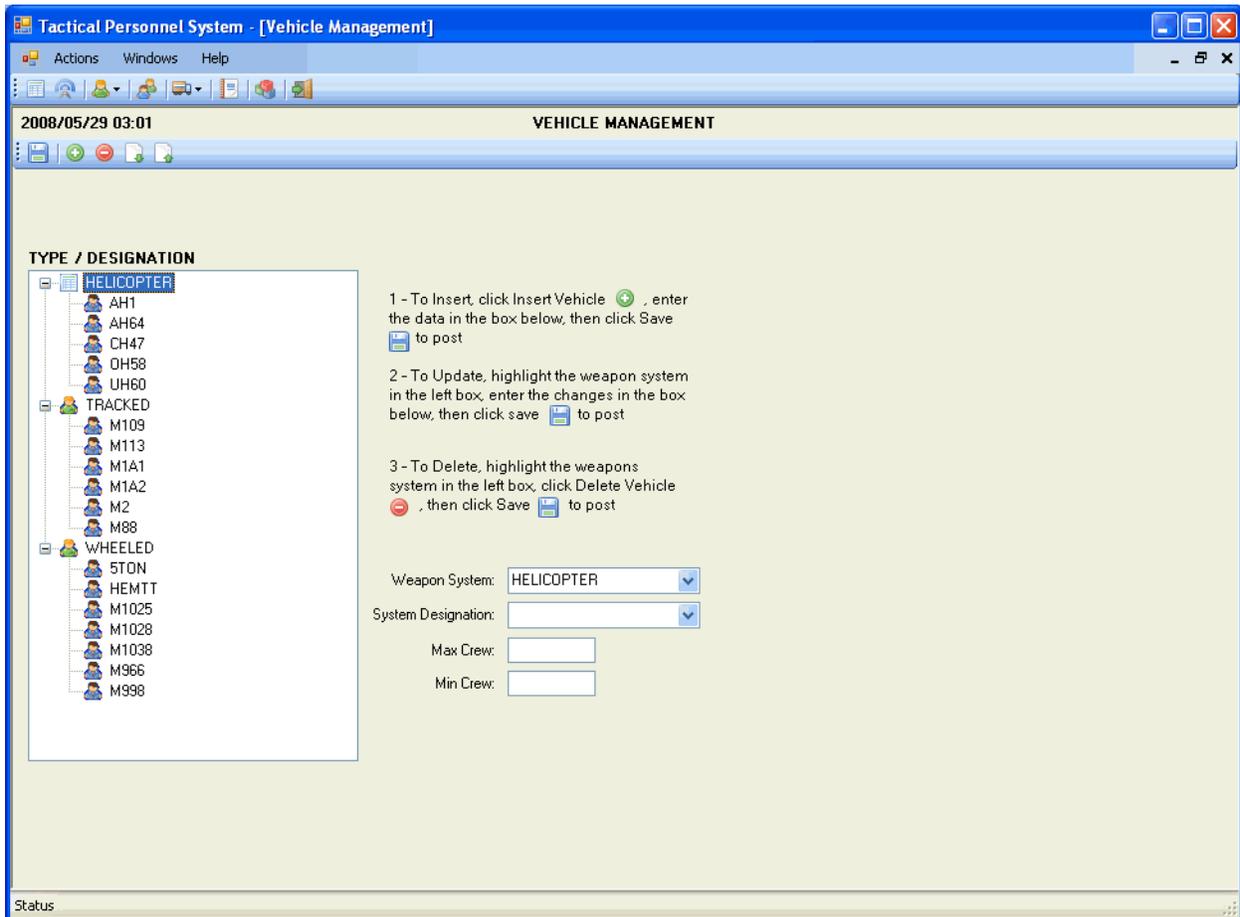


Figure 6–10: Vehicle Management Window

3. Click Insert Vehicle. TPS clears the data fields.
4. Select from the Weapon System picklist or enter a new value for the weapons system.
5. Select from the System Designation picklist or enter a new value for the system designation.
6. Enter a value in the Max Crew field.
7. Enter a value in the Min Crew field.
8. Click Save. TPS displays the new vehicle in the Type/Designation list.

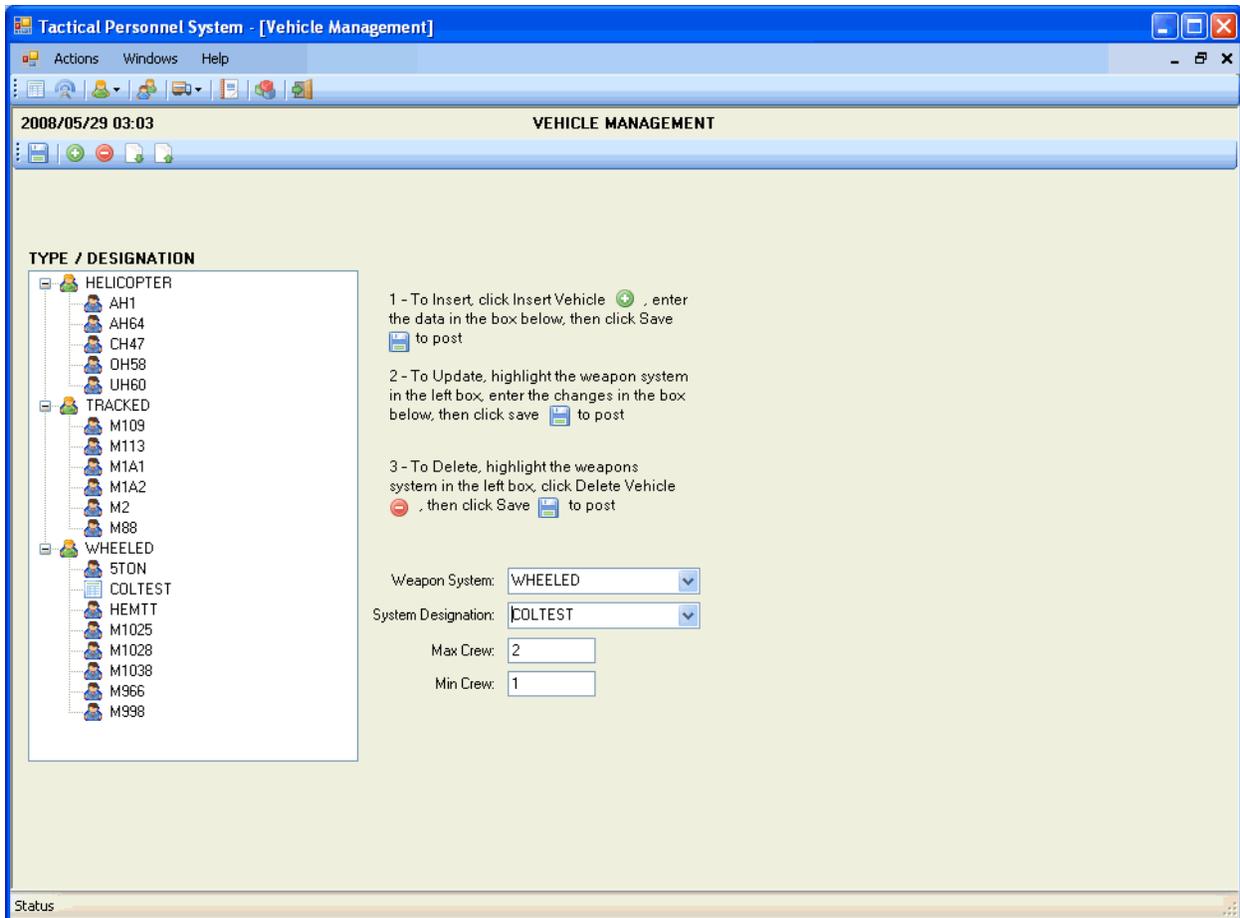


Figure 6–11: Vehicle Management Window Showing New Vehicle

9. Click the X in the upper right-hand corner to return to the TPS Main Menu.

6.3.3 Update Vehicle Information

To update vehicle information, perform the following steps:

1. Select Vehicle Management from the TPS Main Menu.
2. TPS displays the Vehicle Management window.

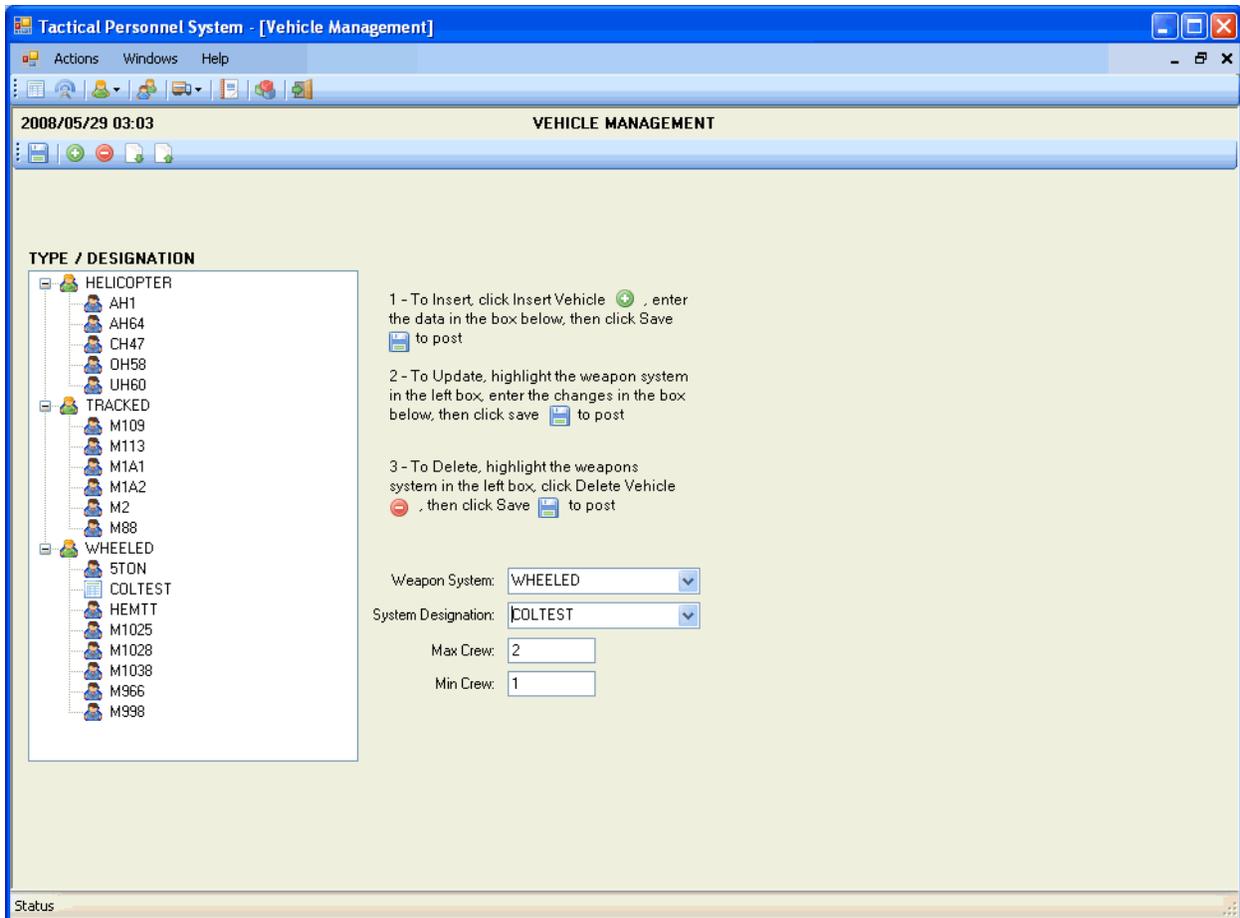


Figure 6–12: Vehicle Management Window

3. Select the vehicle you want to update from the Type/Designation list.
4. Update the fields you want to update.
5. Click Save. TPS updates the information for that vehicle.

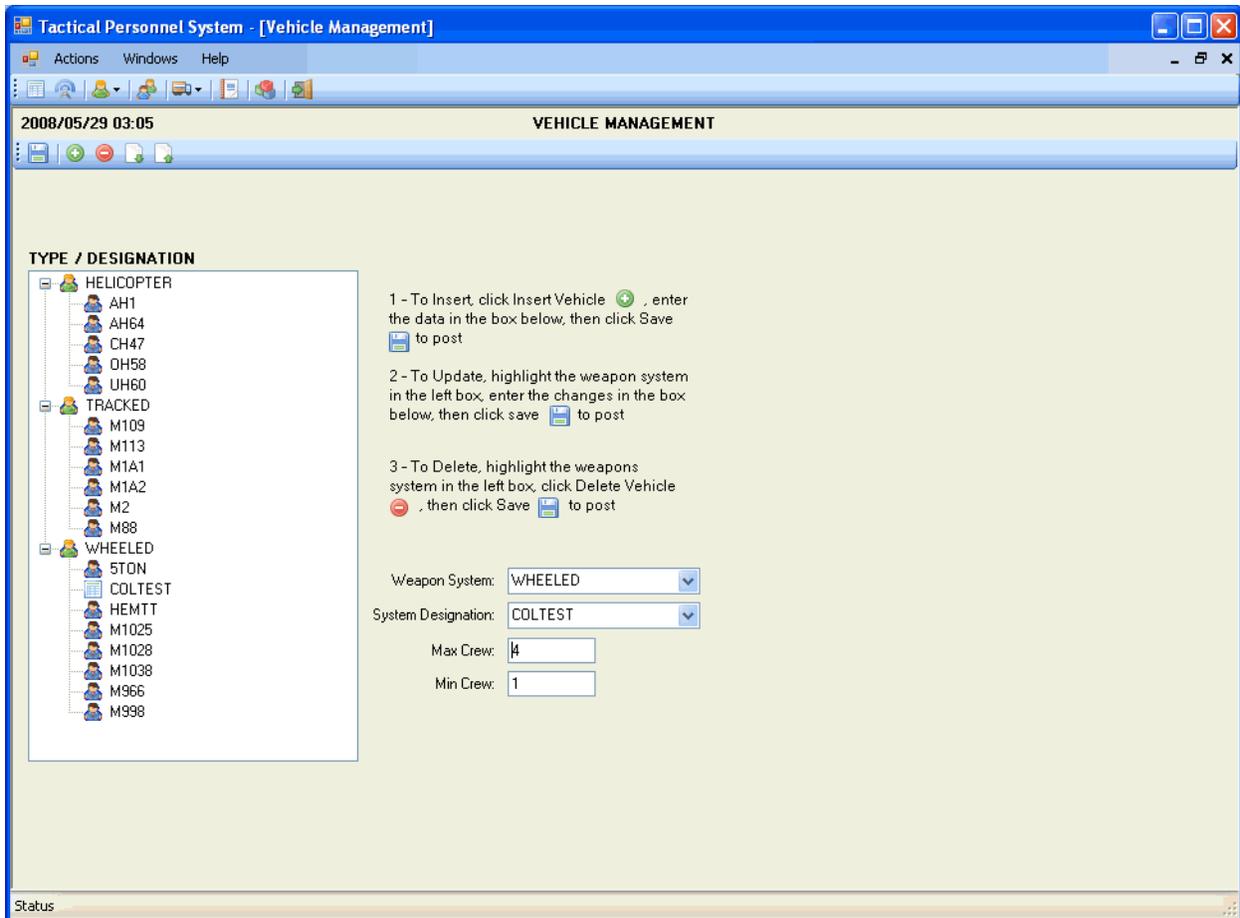


Figure 6–13: Vehicle Management Window—Updated Vehicle Information

6. Click the X in the upper right-hand corner to return to the TPS Main Menu.

6.3.4 Delete Vehicle Information

To update vehicle information, perform the following steps:

1. Select Vehicle Management from the TPS Main Menu.
2. TPS displays the Vehicle Management window.

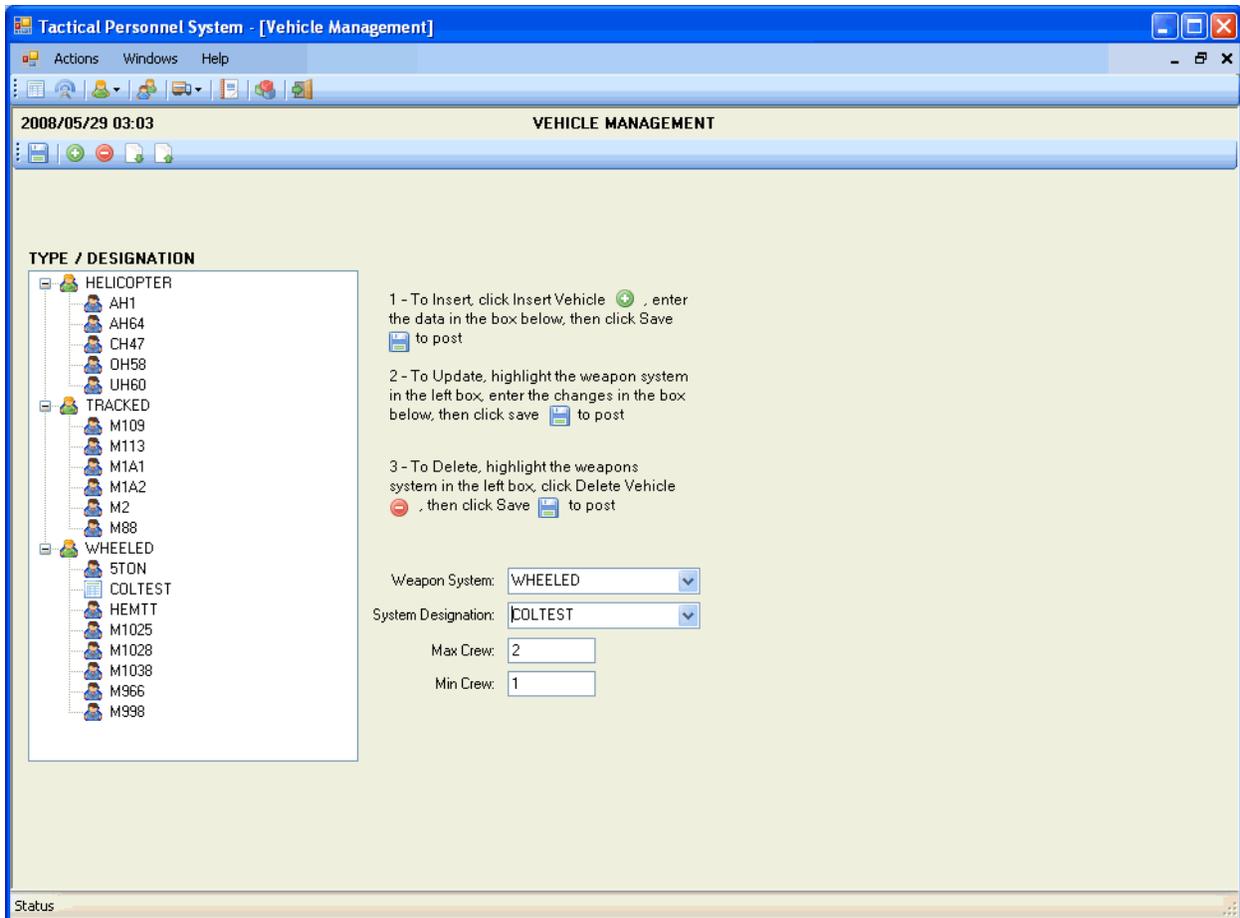


Figure 6–14: Vehicle Management Window

3. Select the vehicle you want to delete from the Type/Designation list.
4. Click Delete Vehicle. TPS displays a deletion confirmation message.
5. Click Yes to delete the vehicle and remove it from the Type/Designation list.
6. Click No to return to the Vehicle Management window without deleting the vehicle.
7. Click Save.
8. Click the X in the upper right-hand corner to return to the TPS Main Menu.

6.3.5 Export Vehicle Information as a TRN File

To export vehicle information as a TRN file, perform the following steps:

1. Select Vehicle Management from the TPS Main Menu.
2. TPS displays the Vehicle Management window.

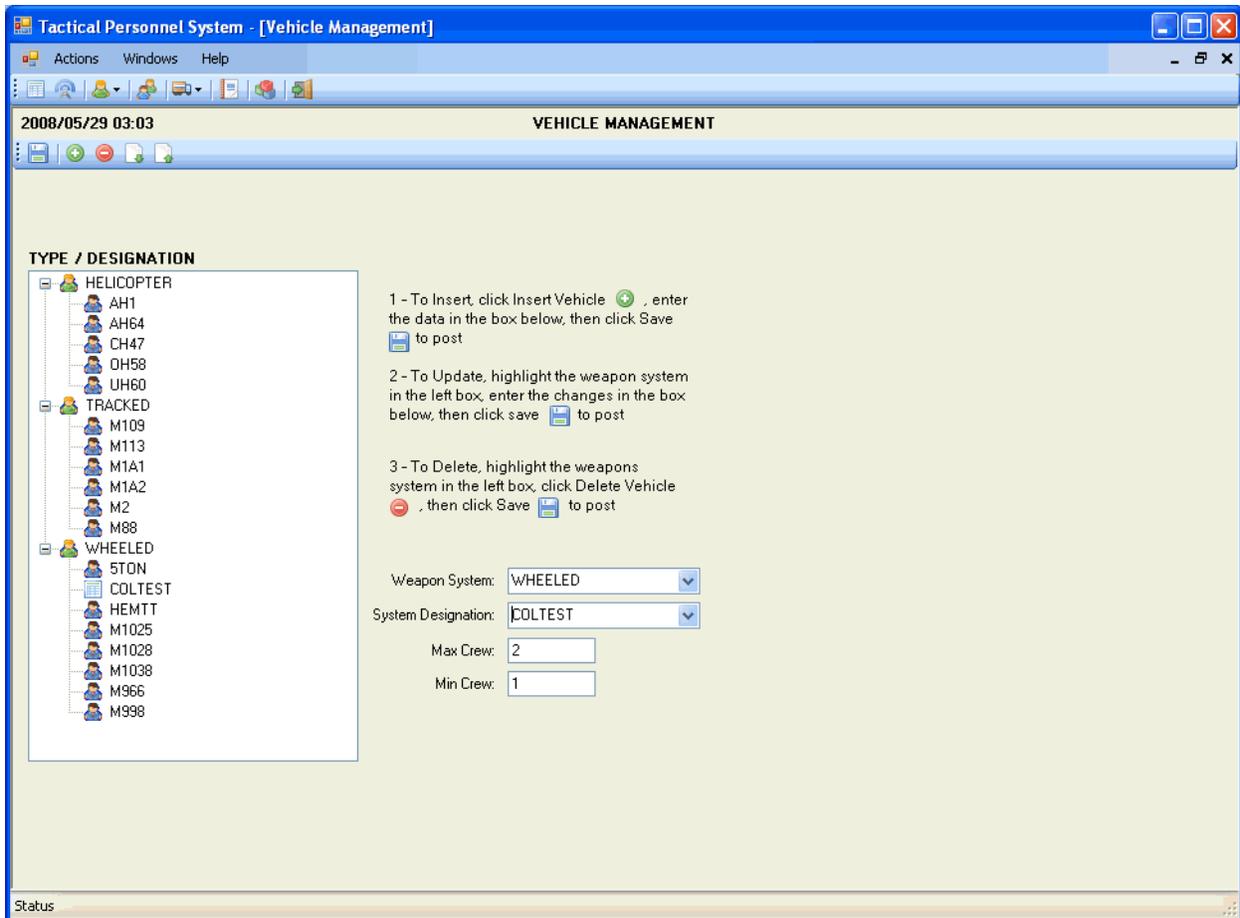


Figure 6–15: Vehicle Management Window

3. Select the vehicle for which you want to export data.
4. Click Export TRN File. TPS displays the Please Enter/Select a file to store the TRN information dialog.

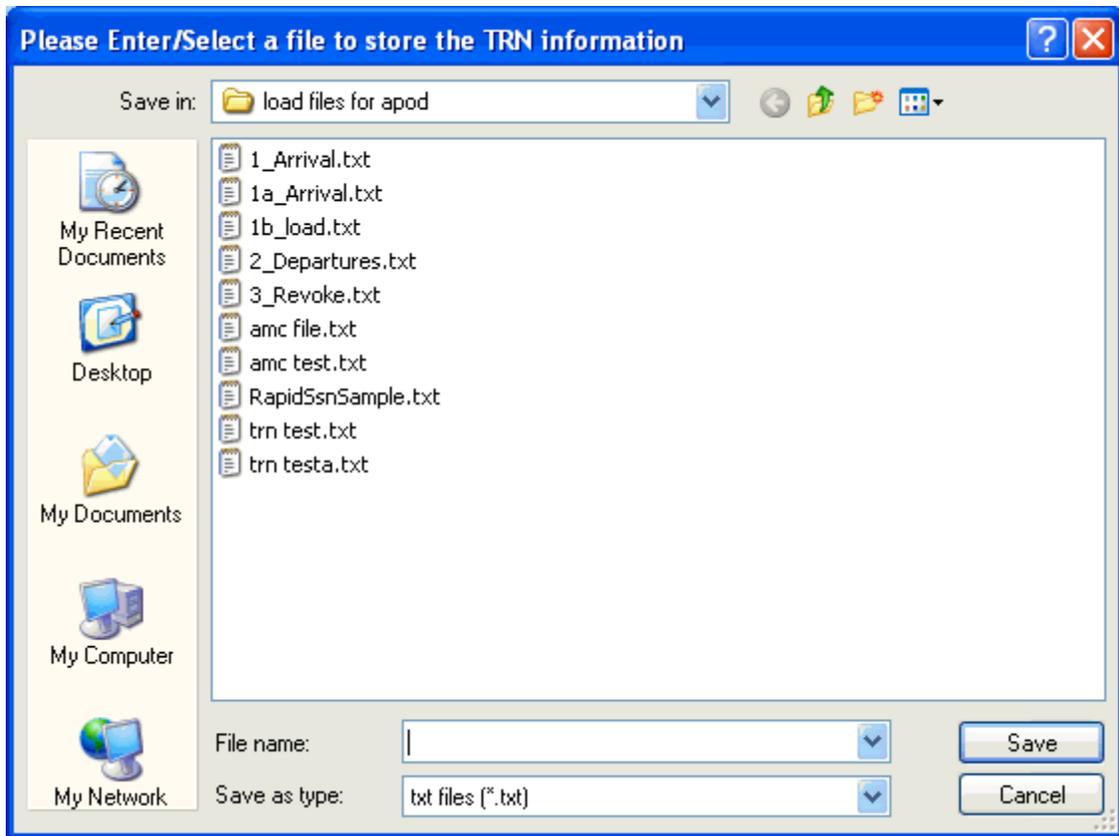


Figure 6–16: Please Enter/Select a File To Store the TRN Information Dialog

5. Browse to the location to which you want to save the file.
6. Enter a file name in the File Name field or select a previously saved TRN file to which you want to append this information.
7. Click Save. TPS saves the TRN file in the designated location.
8. Click Cancel to return to the Vehicle Management window without downloading data.
9. Click the X in the upper right-hand corner to return to the TPS Main Menu.

6.3.6 Import Vehicle Information From a TRN File

To import vehicle information from a TRN file, perform the following steps:

1. Select Vehicle Management from the TPS Main Menu.
2. TPS displays the Vehicle Management window.

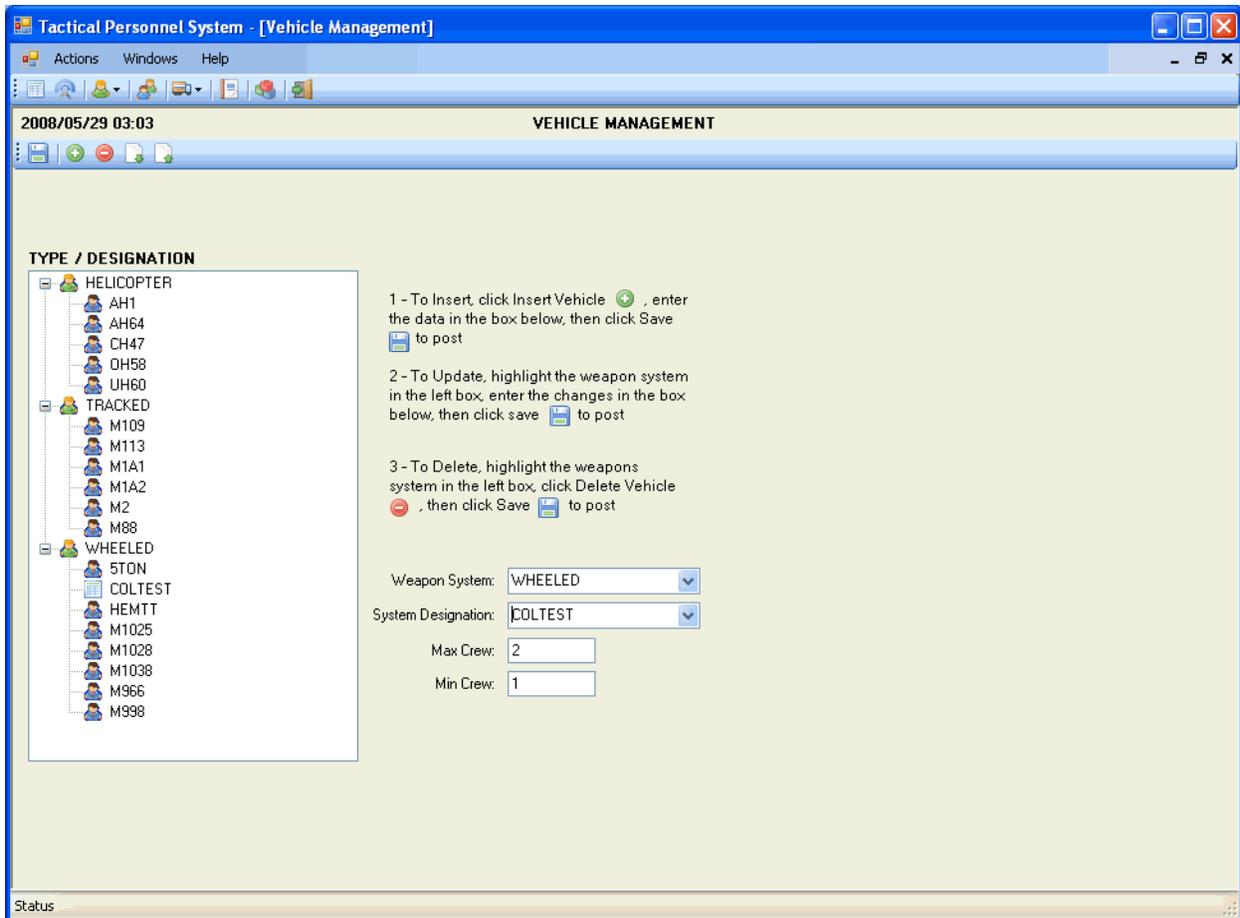


Figure 6–17: Vehicle Management Window

3. Click Import TRN File. TPS displays the Please select a EQP data File dialog.

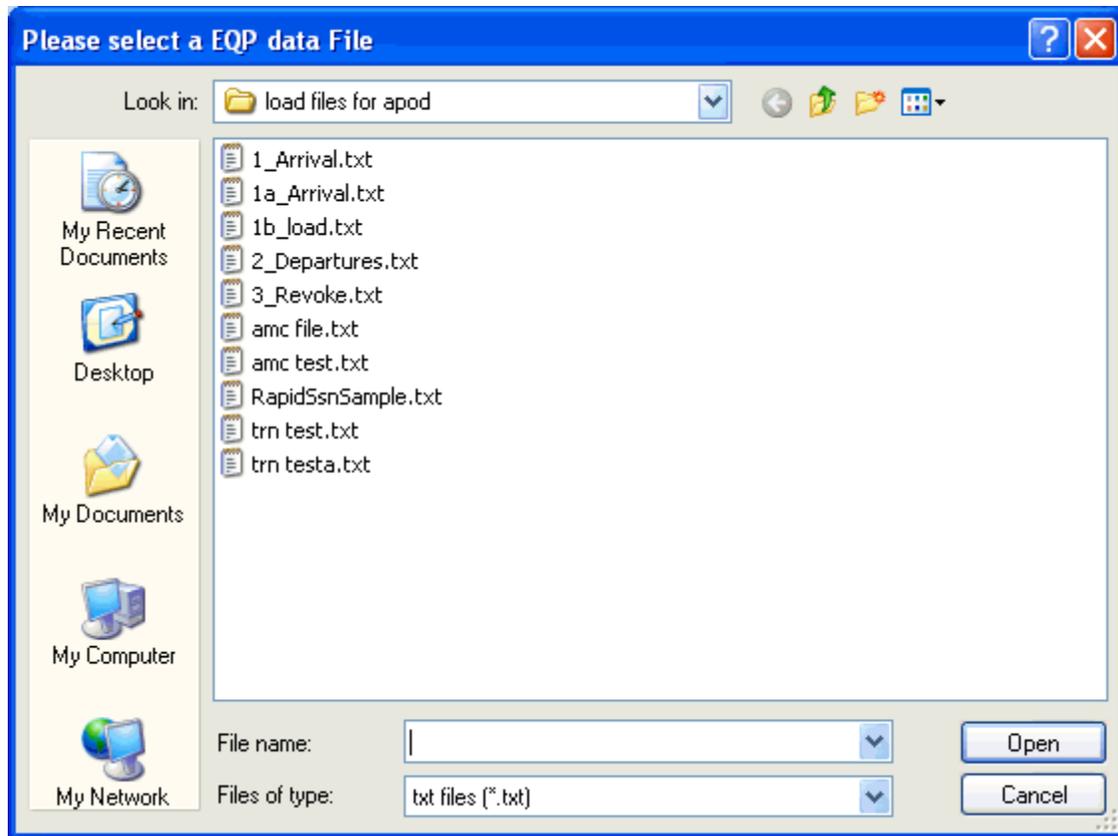


Figure 6–18: Please Select a EQP Data File Dialog

4. Browse to the file that you want to upload.
5. Click Open to upload the file. Note: TPS displays an error message if the file was unable to be uploaded correctly. Click OK to return to the Vehicle Management window.
6. Click Cancel to return to the Vehicle Management window without uploading data.
7. Click Save.
8. Click the X in the upper right-hand corner to return to the TPS Main Menu.

7. REPORTING

7.1 TPS Reports Overview

TPS has six preformatted, predefined reports, making data compilation quick and easy. These reports can further break down the data by Task Force, UIC, or Location giving you more versatility you need without going through the lengthy, complex steps required to develop these reports manually.

The following reports are available:

- Army Personnel Summary Report
- Personnel Requirements
- Deployed Civilian Personnel
- Deployed Personnel Roster
- Deployed Foreign Nationals
- Joint Personnel Summary

7.2 Saving Reports

To save a report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

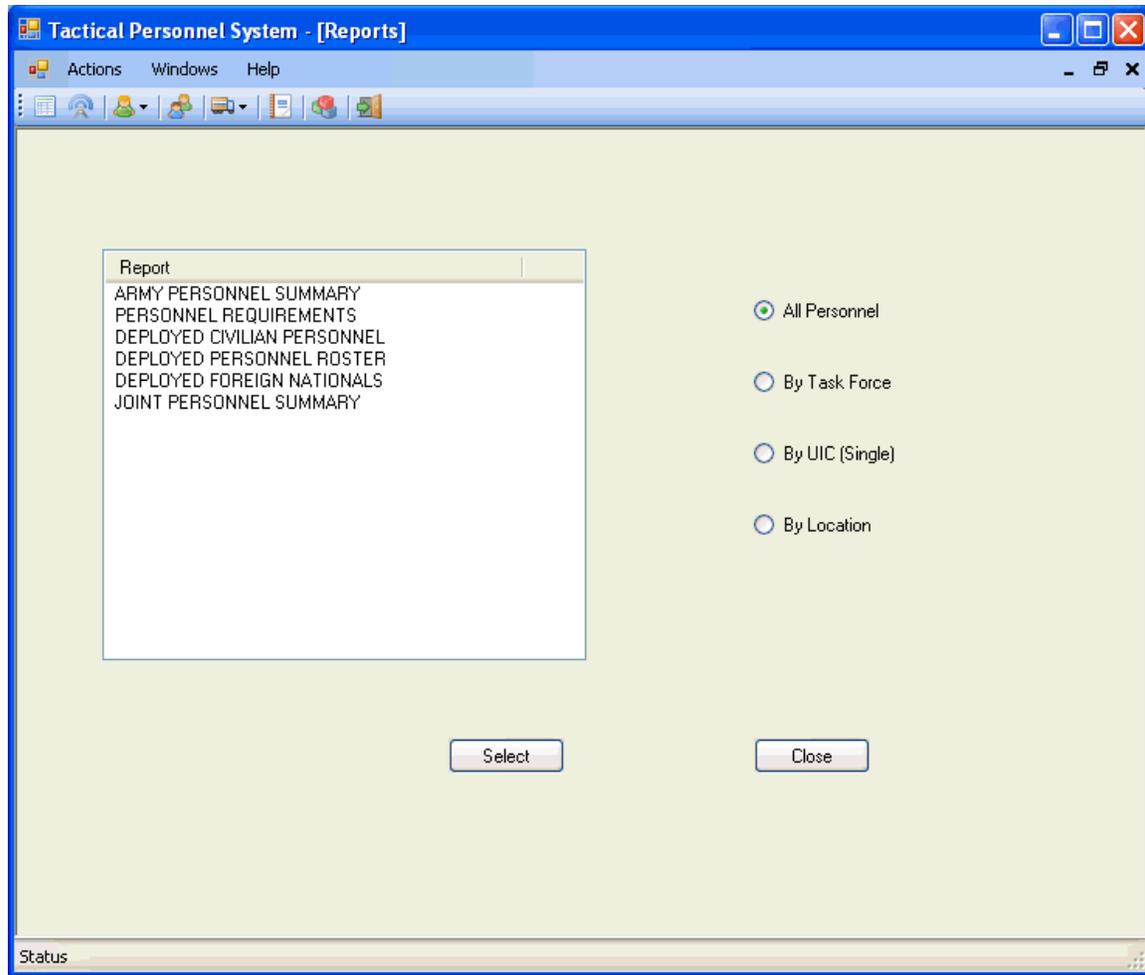


Figure 7–1: Reports Window

2. Select the report you want to print from the Report field and select the criterion by which you want to filter the report by selecting the appropriate radio button.
3. Click Select. TPS opens the report in Microsoft Excel.
4. To save a report, click the Save icon or select Save As from the File menu. Excel displays the Save As dialog.
5. Browse to the location to which you want to save the report. The file name defaults to a pre-populated name. You can change the file name by entering a new name in the File name field.

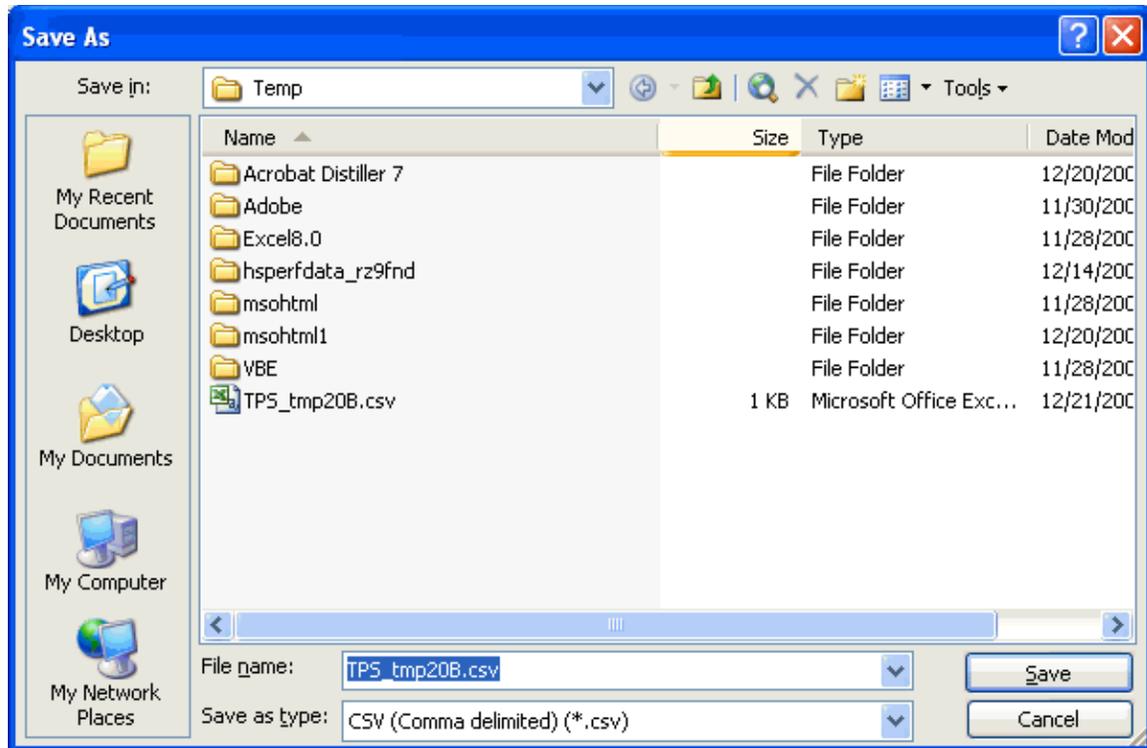


Figure 7–2: Save As Dialog

6. Select the file type that you would like to save the report as by selecting the appropriate value from the Save as type picklist. The default value is CSC (Comma delimited) (*.csv). Reports can be saved in all the formats available in Excel.
7. Click Save to save the file. Excel returns you to the report display.

7.3 Army Personnel Summary Report

To view and print the Army Personnel Summary Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

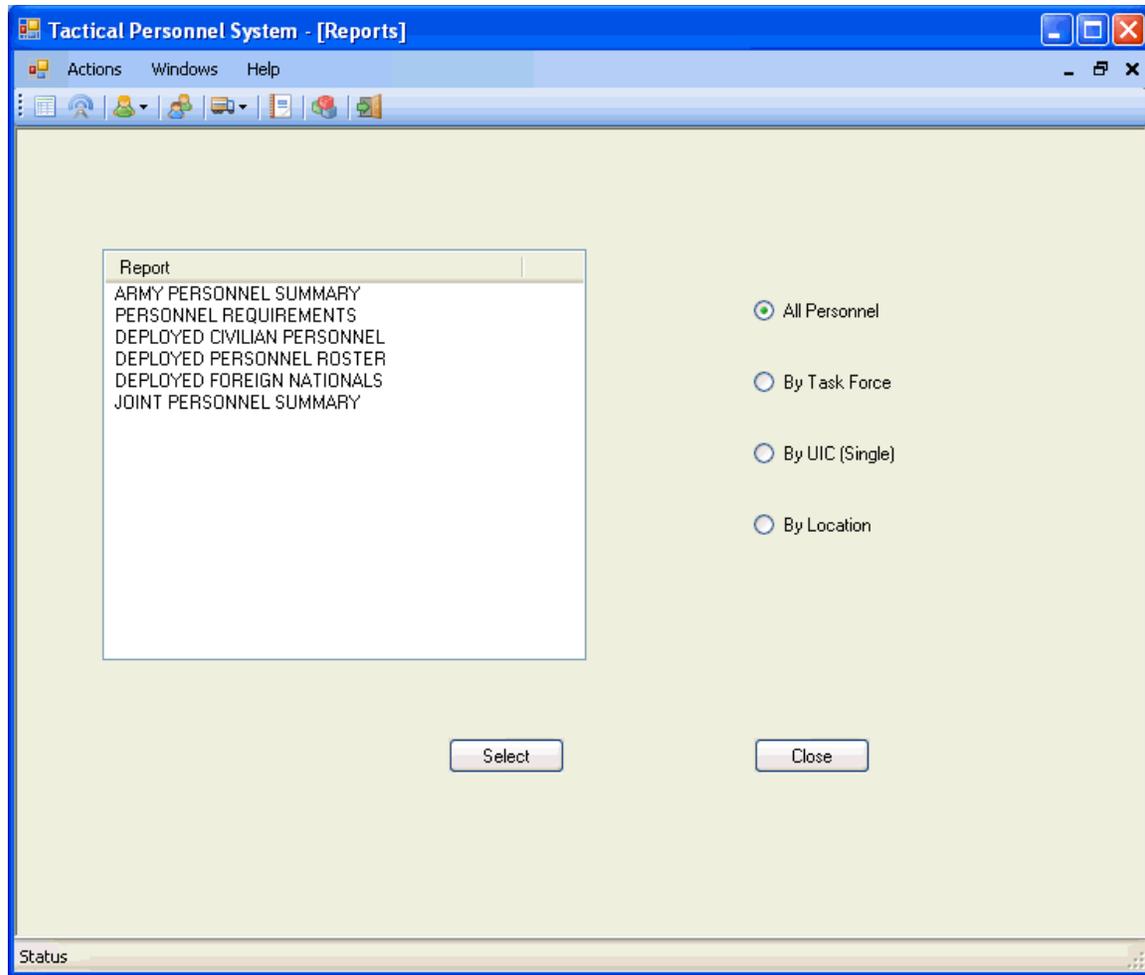


Figure 7–3: Reports Window

2. Select the Army Personnel Summary from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel and By UIC (Single).
4. Click Select. TPS opens the report in Microsoft Excel.

For official use only. This information is subject to the Privacy Act of 1974

PERSONNEL SUMMARY REPORT - ARMY
For All

MPC	Required	Authorized	Assigned	Op Str	Op Str %	Replmt	Attached	KIA	MIA	WIA	HBI	RTD	TDY	Others
E	4	4	0	0	0.0%	0	0	0	0	0	0	0	0	0
O	1	1	0	0	0.0%	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0.0%	0	0	0	0	0	0	0	0	0
TOTALS:	5	5	0	0		0								

Figure 7–4: Personnel Summary Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

7.4 Personnel Requirements Report

To view and print the Personnel Requirements Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

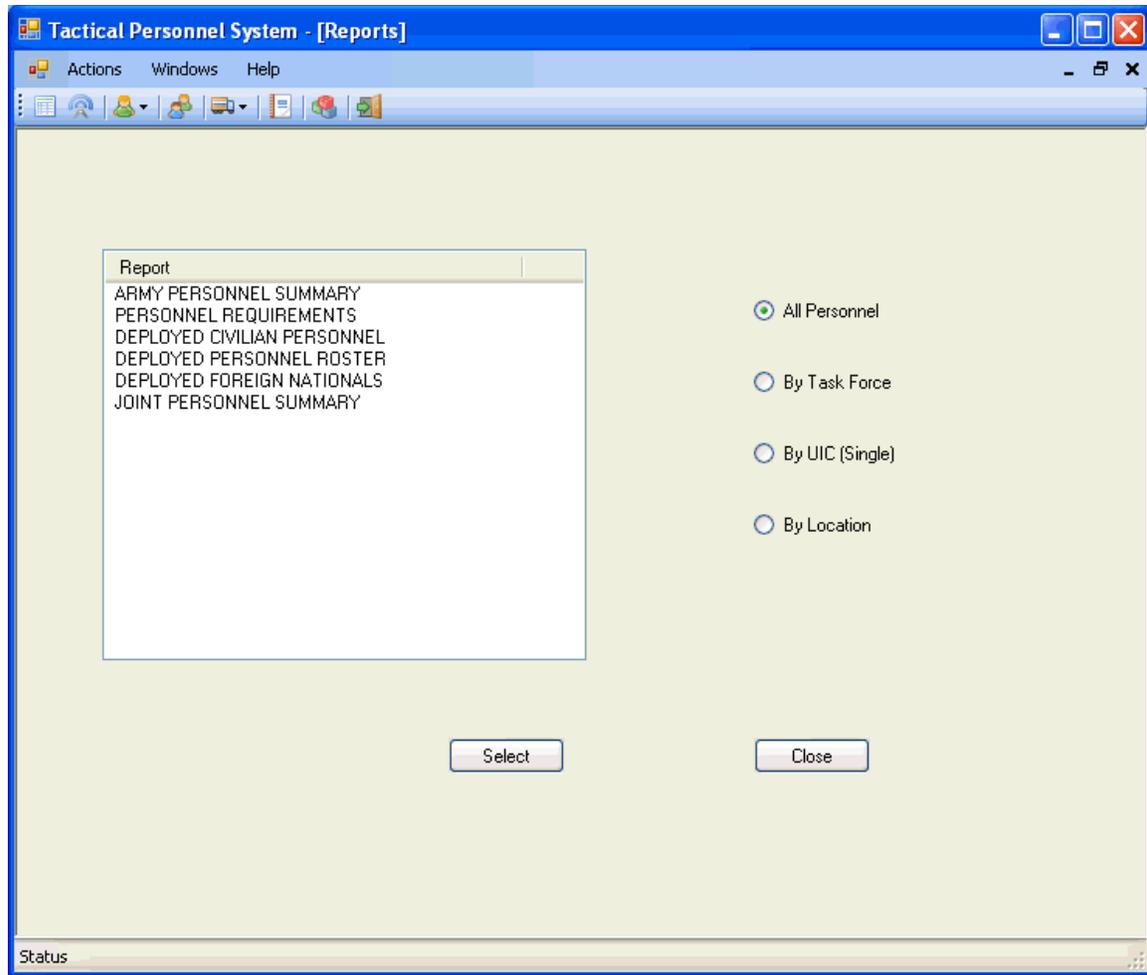


Figure 7–5: Reports Window

2. Select the Personnel Requirements from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel and By UIC (Single).
4. Click Select. TPS opens the report in Microsoft Excel.

For official use only. This information is subject to the Privacy Act of 1974.

Army Personnel Requirement Report
For All

MOS	OFFICER AUTHORIZED							OFFICER ASSIGNED							%	
	LT	CPT	MAJ	LTC	COL	GO	TOTAL	LT	CPT	MAJ	LTC	COL	GO	TOTAL		
21A	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0.0%
Totals:	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	

Figure 7–6: Army Personnel Requirement Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

7.5 Deployed Civilian Personnel Report

To view and print the Deployed Civilian Personnel Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

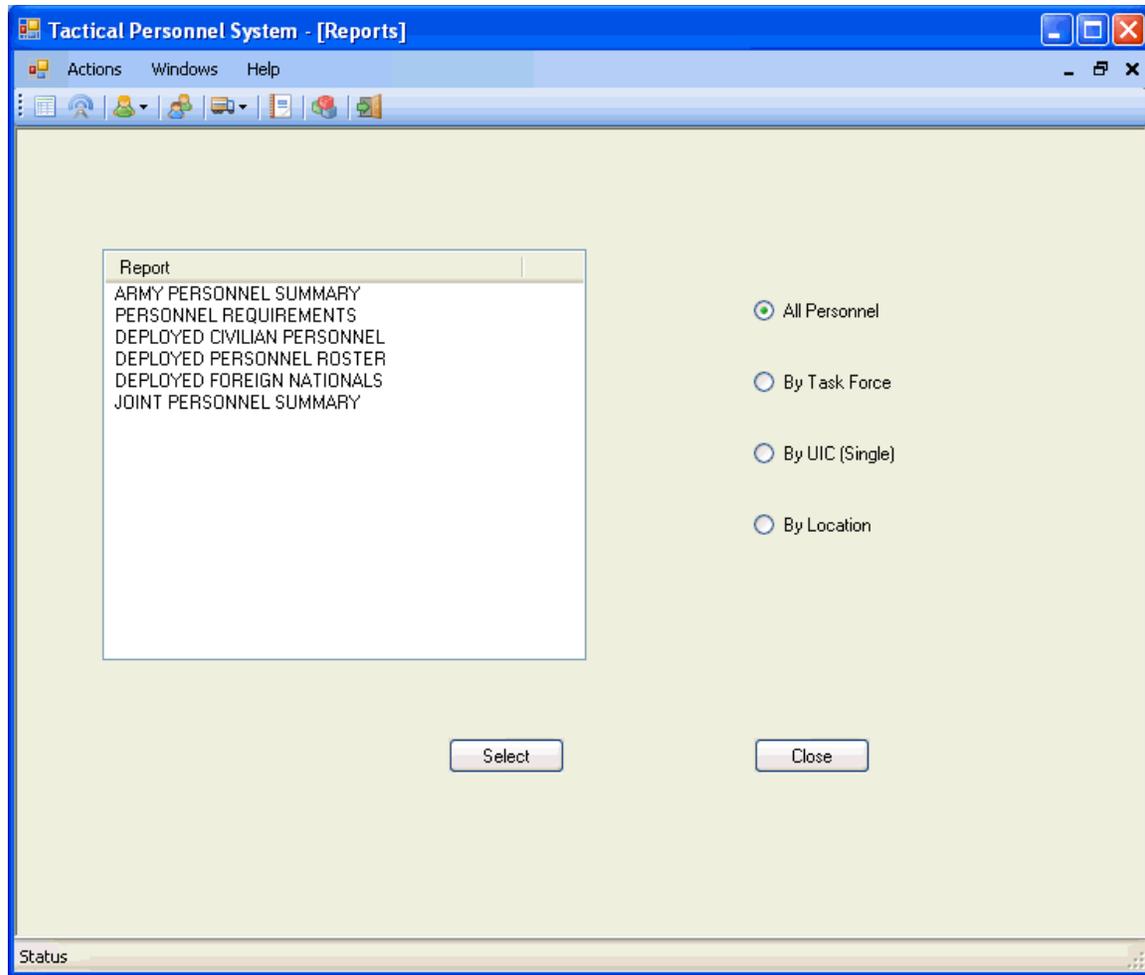


Figure 7–7: Reports Window

2. Select the Deployed Civilian Personnel from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel, By Task Force, By UIC (Single), and by Location.
4. Click Select. TPS opens the report in Microsoft Excel.

For official use only. This information is subject to the Privacy Act of 1974.

DEPLOYED CIVILIAN REPORT
for AI

Name	SSN	Pay Plan	Pay Grade	Series	Sex	DOD CMP	UIC	Organization (Employer)	Duty Status
------	-----	----------	-----------	--------	-----	---------	-----	-------------------------	-------------

Figure 7–8: Deployed Civilian Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

7.6 Deployed Personnel Roster Report

To view and print the Deployed Personnel Roster Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

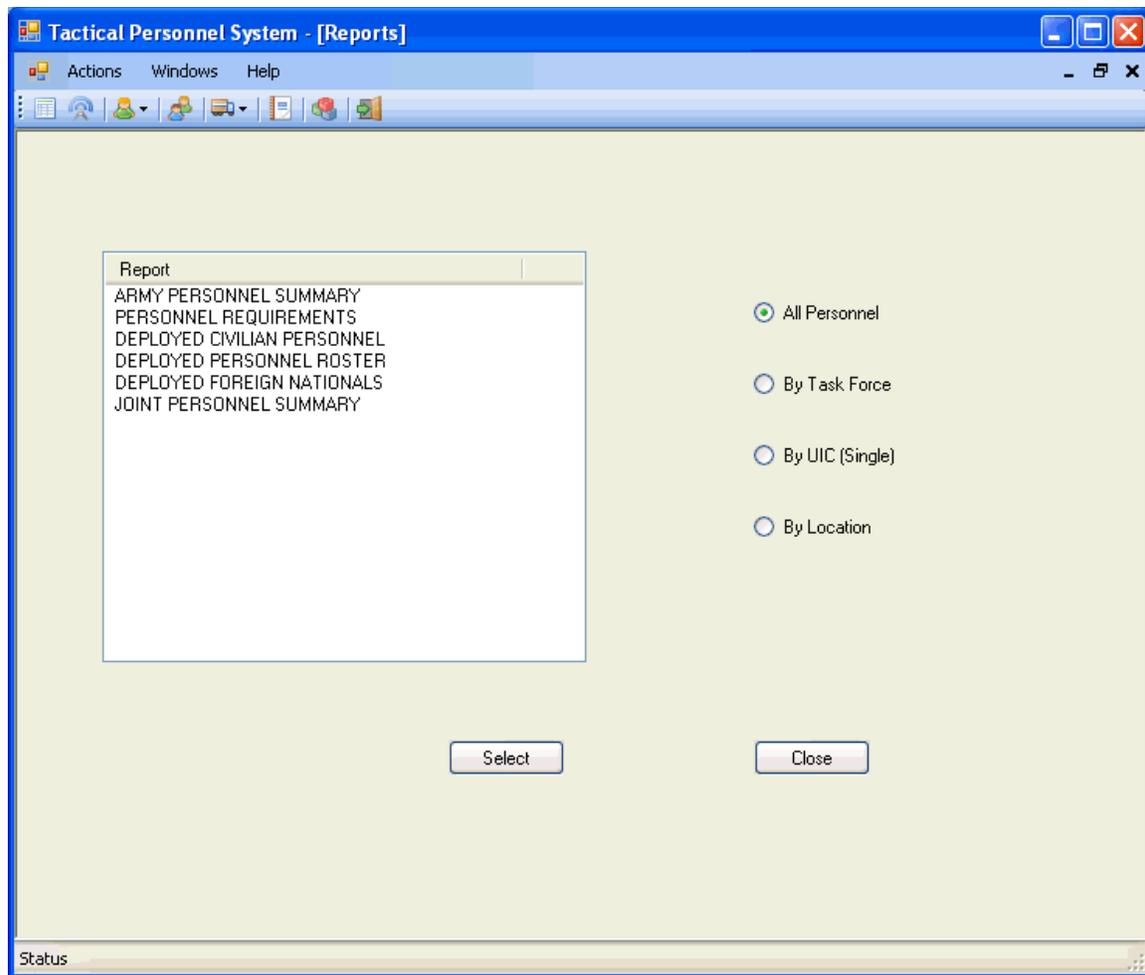


Figure 7–9: Reports Window

2. Select the Deployed Personnel Roster from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel, By Task Force, By UIC (Single), and by Location.
4. Click Select. TPS opens the report in Microsoft Excel.

12/21/2007 1:19

For official use only. This information is subject to the Privacy Act of 1974.
DEPLOYED PERSONNEL ROSTER REPORT
 for All

Name	SSN	MPC	DOD		SVC		Duty Status			Primary AOC/MOS	Sex	Current	Deployed	Location
			Comp	Comp	Grade	Mil	Ext	UIC	UIC					
MONROE Hugh		O	A	R	LTC	ARR	PDY	21A	M	WATGAA	TFSPA2			
MONROE Hugh		E	A	R	SPC	ARR	PDY	92G	M	WAA	TFSPA2			
WASHINGTON GEORGE		O	A	R	LTC	ARR	PDY	21A	M	WATGAA	TFSPA2			
ADAMS JOHN		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPA2			
JEFFERSON THOMAS		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPA2			
MADISON JAMES		E	A	R	SPC	ARR	PDY	92G	M	WATGAA	TFSPA2			
MONROE JAMES		E	A	R	SPC	ARR	PDY	92G	M	CJTF76	TFSPA2			

For official use only. This information is subject to the Privacy Act of 1974.

Figure 7–10: Deployed Personnel Roster Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

7.7 Deployed Foreign Nationals Report

To view and print the Deployed Foreign Nationals Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

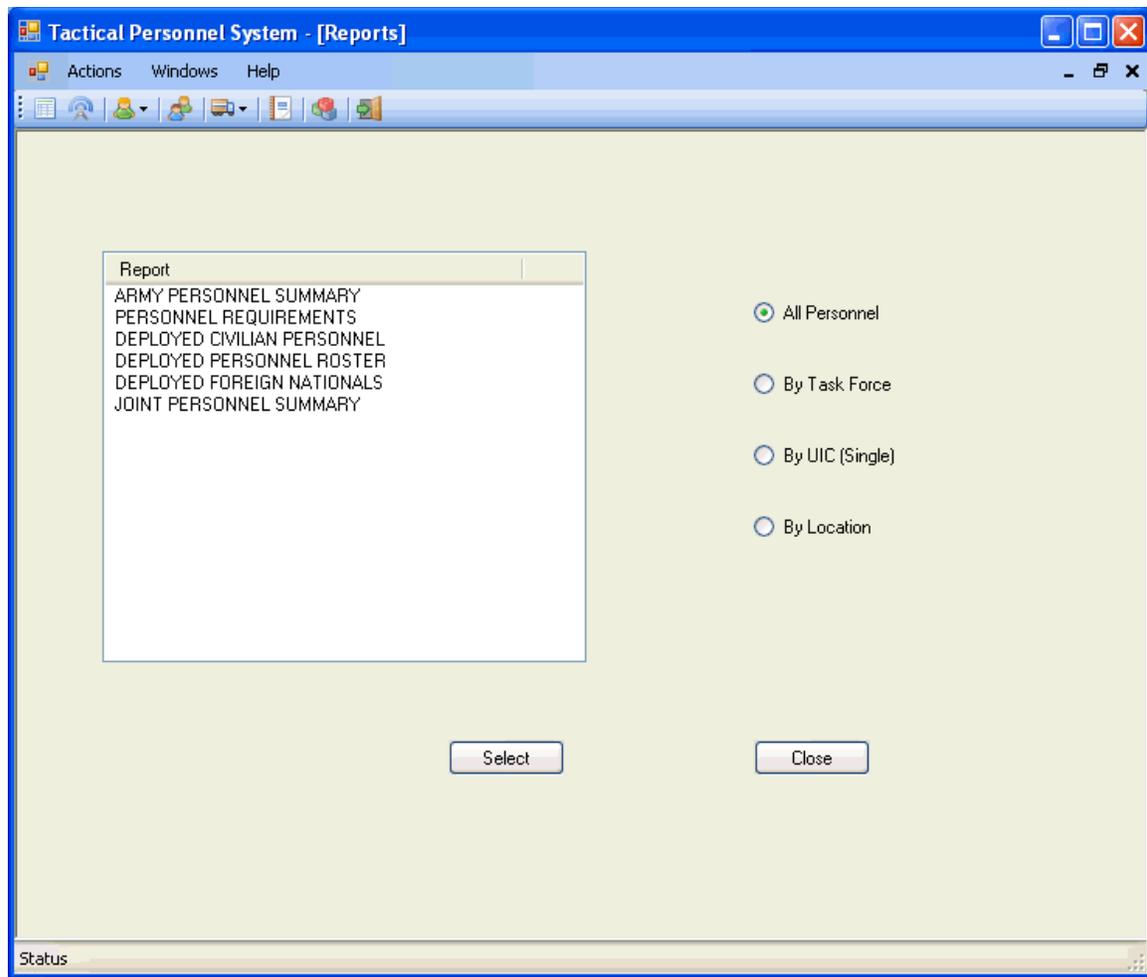


Figure 7–11: Reports Window

2. Select the Deployed Foreign Nationals from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel, By Task Force, By UIC (Single), and by Location.
4. Click Select. TPS opens the report in Microsoft Excel.

For official use only. This information is subject to the Privacy Act of 1974

DEPLOYED FOREIGN NATIONAL REPORT
for All

Name	ID	Sex	Mil or Civ	Title	Country
-------------	-----------	------------	-------------------	--------------	----------------

Figure 7–12: Deployed Foreign National Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

7.8 Joint Personnel Summary Report

To view and print the Joint Personnel Summary Report, perform the following steps:

1. Click TPS Reports in the TPS Main Menu. The Reports window is displayed.

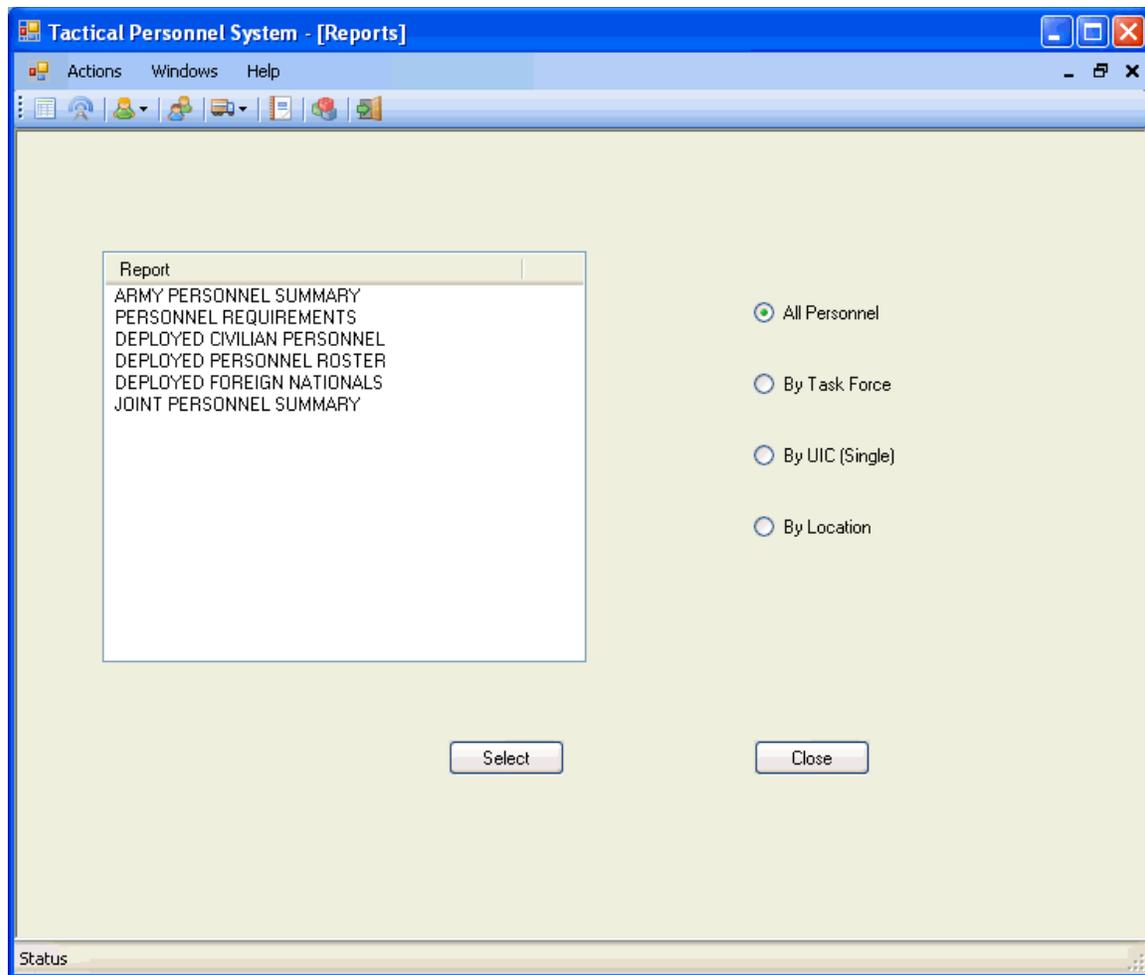


Figure 7–13: Reports Window

2. Select the Joint Personnel Summary from the Report field
3. The available filter criteria are displayed. Select the criterion by which you want to filter the report by selecting the appropriate radio button. The criteria available for this report are: All Personnel and By UIC (Single).
4. Click Select. TPS opens the report in Microsoft Excel.

For official use only. This information is subject to the Privacy Act of 1974

JOINT PERSONNEL SUMMARY REPORT
For All

MPC	Required	Authorized	Assigned	Opstr	Opstr%	Replmt	Attached	KIA	MIA	WIA	NBI	RTD	TDY	Others
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 7–14: Joint Personnel Summary Report Sample

5. In Excel, you can print the report by clicking the Print icon. Alternatively, you can print the report by selecting Print from the File menu.
6. Excel displays the Print dialog. You can change the printing parameters (such as the number of copies) from this dialog.
7. Click OK to print the report. Excel prints the report and returns you to the report display. Click Cancel to return to the report display without printing the report.

8. SYSTEM ADMINISTRATION

8.1 System Administration Overview

The System Administration module allows you to perform quickly and easily numerous tasks that could otherwise take a significant amount of time. By having TPS update a block of records in the local database instead of manually updating each individual record, you not only save time, but also lessen the possibility of making errors. This updating of records using data files also allows for the easy exchange of information between systems using TPS as well as other personnel systems that can interface with TPS. This helps you to quickly populate your local database with the most current information available.

Through the upload process, you can update your local TPS database with current data easily, which can then be used throughout the TPS application. Each type of data is contained in its own file and is uploaded individually using the icons in the System Administration window. Any of the following types of information can be uploaded from files stored either locally or on a floppy, to the local database:

- Personnel
- Organizational Unit
- Equipment
- Rapid UIC
- Duty Status (either Military or Exercise)
- Rapid SSN

The System Administration module also allows you to quickly delete old personnel data from the local TPS database as well as insert and update UICs. In addition, during military exercises, you can quickly and easily reset the military duty status, exercise duty status and deployment date for all deployed personnel, saving you the time and trouble of changing this information for each individual record at the end of the deployment.

The module also provides two important tools: Valid TPS Users and Update JPD. The Valid TPS Users allows you to select from a list of users and designate to which users to grant access to TPS. The Update JPD function allows you to update the JPD database when necessary.

8.2 The System Administration Main Window

The System Administration Main Window is accessed by clicking TPS System Administration in the TPS Main Menu. This module allows you upload data, delete personnel files, and change duty statuses and deployment dates. This window is divided into two sections, the Upload section and the Miscellaneous section. In the Upload section you will find various tools to help you upload data from files into your local TPS database. The Miscellaneous section is where you can find tools that delete multiple personnel records, insert new UICs as well as update existing ones, and reset duty statuses and deployment dates.

Upload

The following functions are available in the Upload section.

Button	Action
	Personnel
	Organizational Unit
	Equipment
	Rapid UIC
	Duty Status
	Rapid SSN

Table 8–1: System Administration: Upload Buttons

Miscellaneous

The following buttons are available in the Miscellaneous section.

Button	Action
	Database Management
	Insert/Update UIC
	Reset Status
	Unit Authorization
	Valid TPS Users
	Update JPD

Table 8–2: System Administration: Upload Buttons

8.3 System Administration Data Definitions—Upload

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the System Administration–Upload functions.

8.3.1 Upload Personnel

Table 8–3 lists the fields used in the Upload Personnel function as well as their data definitions.

Field Name	Data Definition
SSN	This field lists the SSN of the individual.
Name	This field lists the name of the individual.
Sex	This field displays the gender of the individual.
DOD Comp	This field lists the individual's branch of service.
Svc Comp	This field indicates the individual's service component, such as Regular.
Pay Grade	This field displays the individual's pay grade.
Rank	This displays the individual's rank.
PMOS	This field displays the individual's primary Military Occupational Specialty.
ASI	This displays the ASI for the individual.
SQI	This field lists the SQI for the individual.
Home UIC	This field displays the unit to which an individual will return upon completion of a temporary change of station in support of deployment or other requirements.
Current UIC	This field lists the UIC to which the individual is currently assigned.
DOB	This field lists the date of birth for the individual.

Table 8–3: Upload Personnel Data Definitions

8.3.2 Upload Equipment

Table 8–4 lists the fields available in the Upload Equipment function as well as their data definitions.

Field Name	Data Definition
Weapon System	This field displays the type of weapon system (helicopter, tracked, or wheeled).
System Designation	This field displays the name of system (for example M1A1 tank).
Max Crew	This field displays the maximum number of crew members for the vehicle.
Min Crew	This field displays the minimum number of crew members for the vehicle.

Table 8–4: Upload Equipment Data Definitions

8.3.3 Upload Duty Status—Exercise Duty Status

Table 8–5 lists the fields available in the Upload Duty Status—Exercise Duty Status function as well as their data definitions.

Field Name	Data Definition
SSN	This lists the individual's Social Security number.
Exercise Duty Status	This field displays the code for the individual's duty status (for example, PDY for Present for Duty).

Table 8–5: Upload Duty Status—Exercise Duty Status Data Definitions

8.3.4 Upload Duty Status—Military Duty Status

Table 8–6 lists the fields available in the Upload Duty Status—Military Duty Status function as well as their data definitions.

Field Name	Data Definition
SSN	This lists the individual's Social Security number.
Military Duty Status	This field displays the code for the individual's duty status (for example, PDY for Present for Duty).

Table 8–6: Upload Duty Status—Military Duty Status Data Definitions

8.3.5 Upload Rapid SSN

Table 8–7 lists the fields available in the Upload Rapid SSN function as well as their data definitions.

Field Name	Data Definition
SSN	This lists the individual's Social Security number.
Current UIC	This field lists the UIC to which the individual is currently assigned.

Table 8–7: Upload Rapid SSN Data Definitions

8.4 System Administration Data Definitions—Miscellaneous

The tables in the subsequent sections list the data definitions for the fields displayed on screens within the System Administration–Miscellaneous functions.

8.4.1 Database Management

Table 8–8 lists the fields available in the Database Management function as well as their data definitions.

Field Name	Data Definition
DOD Radio Button Selected	
SSN	This field lists the SSN of the individual.
Name	This field lists the name of the individual.
Foreign National Radio Button Selected	
Name	This field lists the name of the foreign national.
FORGN_MIL_PED_ID	This field contains the identification number associated with the foreign national.
PN_DSG_TYP_CD	This field contains a code for the type of personnel the foreign national is, such a whether the person is a civilian or foreign military personnel.
CTZSHP_CNTRY_CD	This field displays a code for the foreign national's country of citizenship.

Table 8–8: Database Management Data Definitions

8.4.2 Insert/Update UIC

Table 8–9 lists the fields available in the Insert/Update UIC function as well as their data definitions.

Field Name	Data Definition
UIC	This displays the unit identification code for the unit being inserted or updated.
DODCMP	This field displays the DOD Component for the UIC, such as Department of the Army
Unit Command of Assignment	This field lists to which Army Command the unit belongs. Note: This field is only enabled if the Army radio button is selected as the filter criterion.
Unit No.	This field contains the unit identification code. The field is alphanumeric and consists of five to eight characters.
U.S. Army Regimental System No.	This is the U.S. Army Regimental System (USARS) number for the UIC. Note: This field is only enabled if the Army radio button is selected as the filter criterion.
Unit Branch	This field lists a code and description for the branch of the Army under which the UIC falls.
Personnel Info System Process Activity	The field displays a code and description of the Army organization under which the UIC files.
Unit Description	The field contains a brief description of the UIC.
Unit Designation (Table of Distribution and Equipment Allowances)	This value is a short, descriptive name of a table of distribution and allowances (TDA) unit.
Unit Designation (Table of Organization and Equipment)	This value is a short, descriptive name of a table of organization and equipment (TOE) unit.

Field Name	Data Definition
LOC Type	This lists the type of geographic location for the UIC location: for example, H – Home Geographic Location.
Gateway PO	This field lists the Gateway PO, which is a military post office that is a gateway for mail from USPS to military post offices throughout the world.
Geo Loc	This field displays the geographic location for the UIC, if applicable.
State Loc	This field lists the state in which the UIC is located, if applicable.
Home Army Loc	This field displays the home location of the Army unit.
Country Loc	This field lists the country for the UIC.
Zip Code	The field displays the ZIP Code fore the UIC.
Gateway PO Area	The field displays a code and description for the world region the Gateway PO serves.

Table 8–9: Insert/Update UIC Data Definitions

8.4.3 Unit Authorization

Table 8–10 lists the fields available in the Unit Authorization function as well as their data definitions.

Field Name	Data Definition
Personnel Category	This field displays either the Branch of Service or the type of civilian unit.
UIC	This field lists the UIC for which you are managing unit strength.
MPC	The field displays a Military Personnel Classification for the unit—that is whether it is Enlisted, Commissioned Officer, or Warrant Officer.
Grade	This field lists a code and description for the pay grade: for example, E4 – SPC.
MOS	This lists a Military Occupational Specialty authorized for the unit.
Auth Str	This field displays number of authorized personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Reg Str	This field displays number of required personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Assign Str	The field displays the number of assigned personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Oper Str	The field displays the minimum number of personnel (strength) needed in order to consider the unit at operational capability, by Military Personnel Class, Grade, and Occupational Specialty.
Freeze	This checkbox fixes the Authorized and Required Strengths at their current levels.

Table 8–10: Unit Authorization Data Definitions

8.5 Upload

8.5.1 Upload Personnel

To upload personnel to the TPS database from a file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

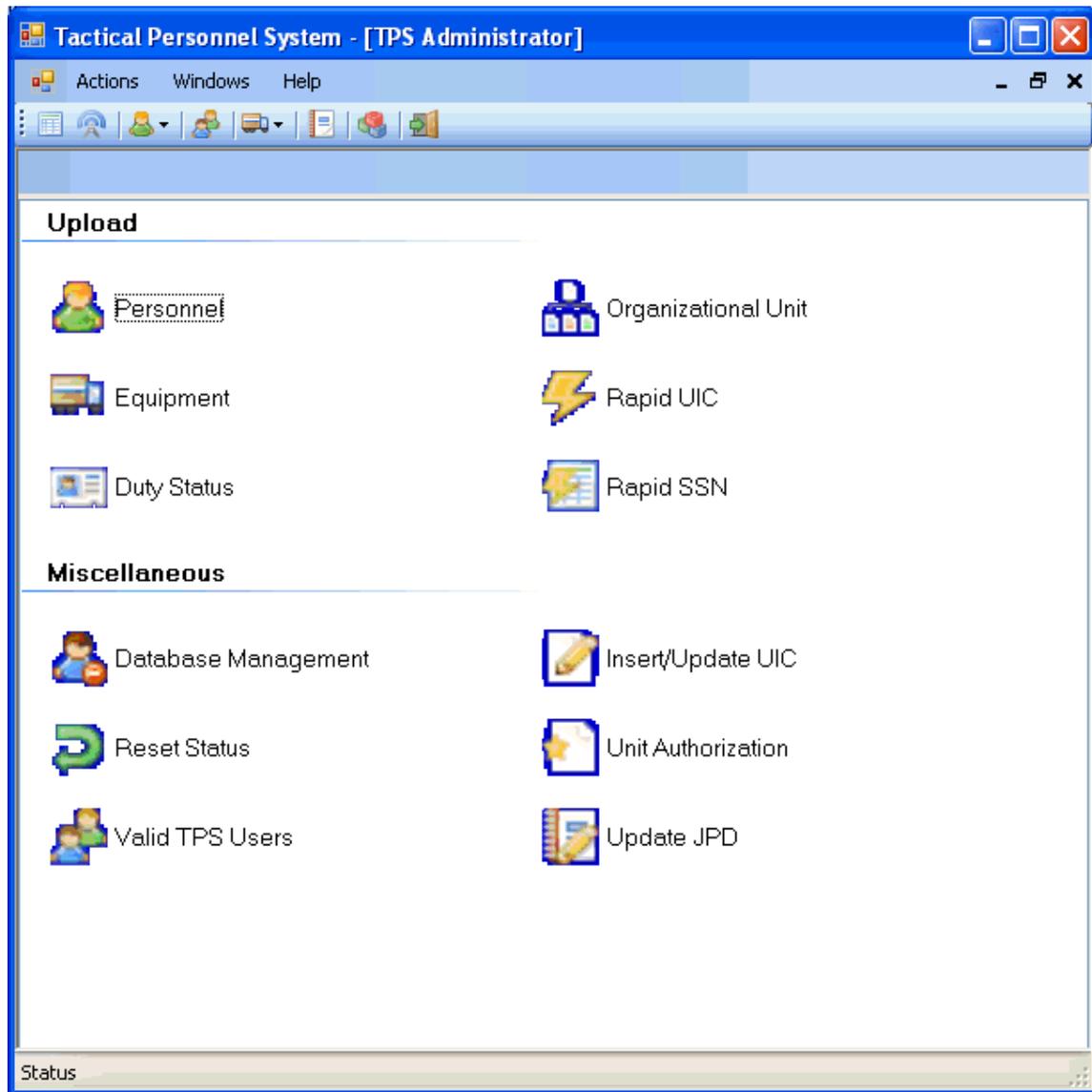


Figure 8–1: TPS Administrator Window

2. Click on Personnel. TPS displays the Upload Personnel window and launches the Please select personnel data file dialog, which is displayed on top. Alternatively, you can click the on Upload Personnel button on the toolbar to upload personnel.

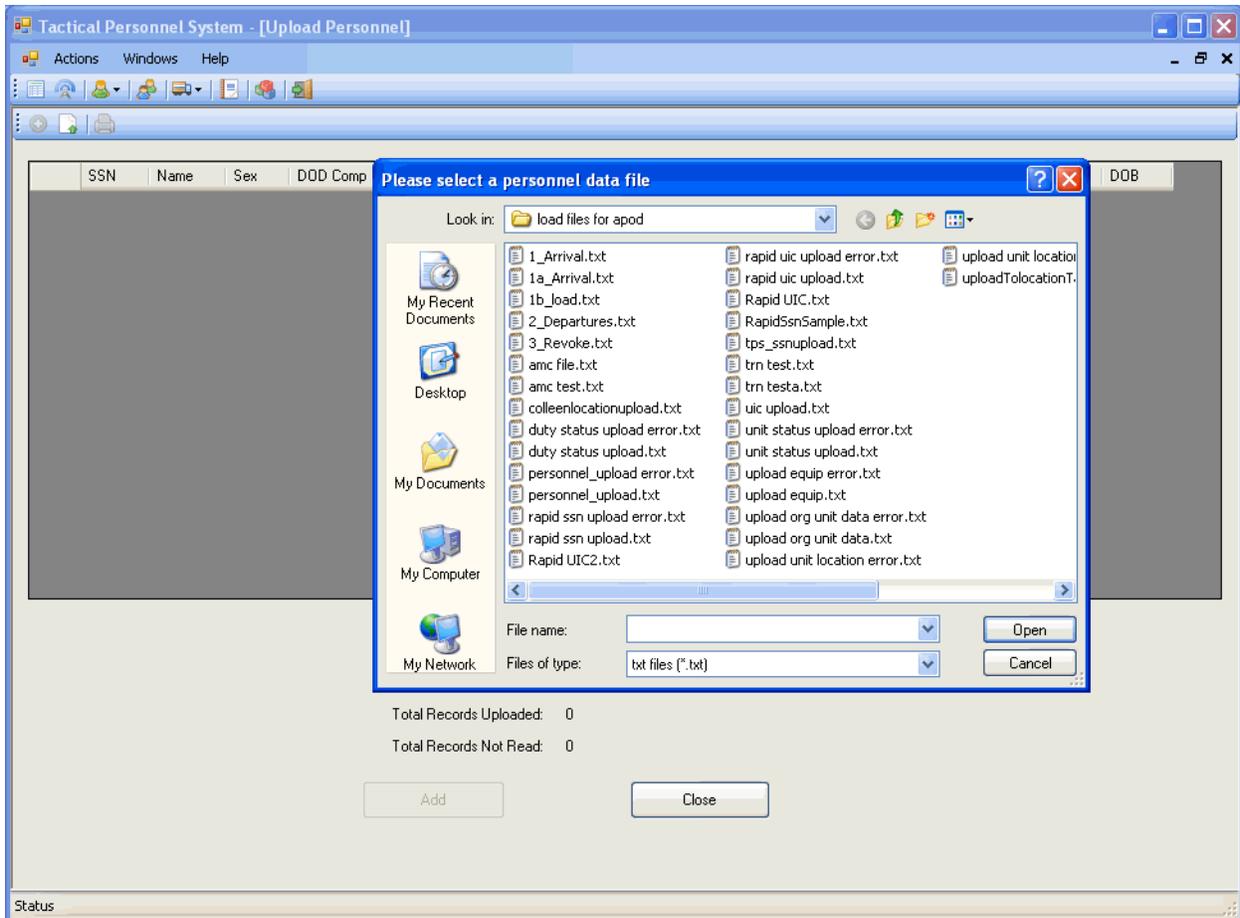


Figure 8–2: Upload Personnel Window

3. Browse to the location of the file that you want to upload and select the file by highlighting it.
4. Click Open (or alternately, double click the file name in the list).
5. TPS reads the data and displays a message confirming the file was read successfully.

Note: If errors occurred during the upload process, TPS displays a message informing you of the error and providing you with the option to view the errors. Click Yes to view the errors. Click No to return to the Upload Personnel without viewing the errors.

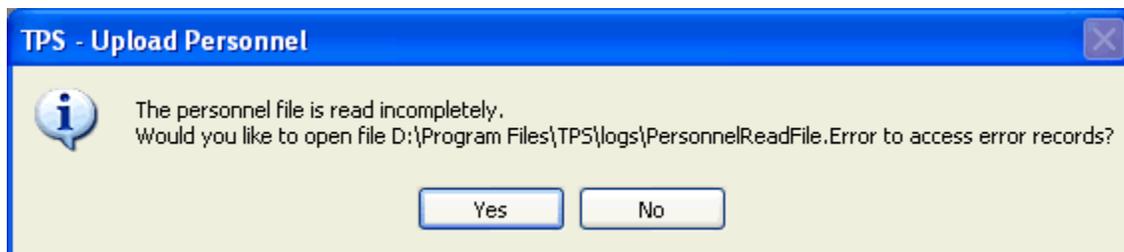


Figure 8–3: Incomplete Read Error Message

- Click OK. TPS returns to the Upload Personnel window and displays the valid data contained in the personnel data file.

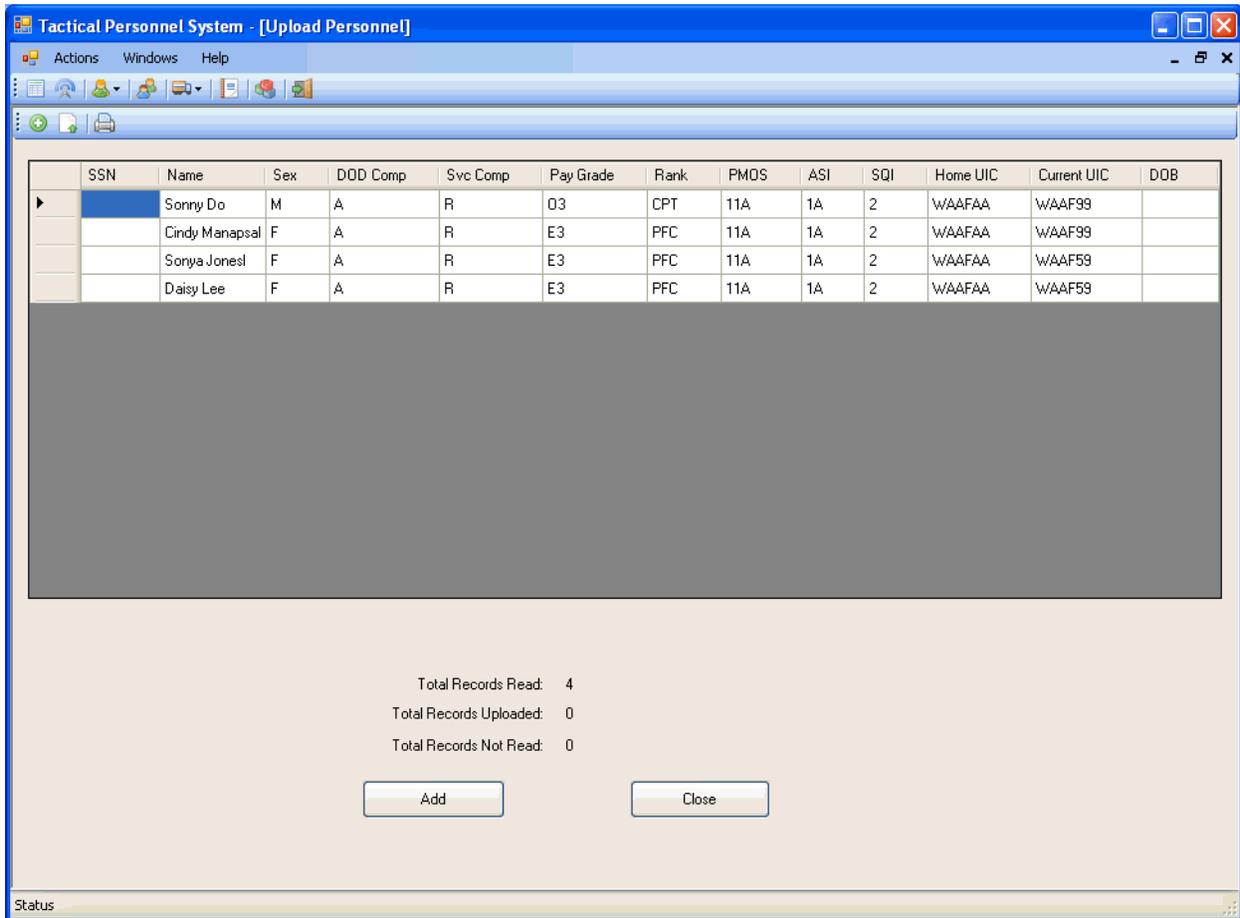


Figure 8–4: Upload Personnel Window With Results

- Click Add to add the files to the database. TPS displays a message confirming that the data was uploaded successfully. Click OK.
- TPS returns to the Upload Personnel window and updates the Total Records Uploaded counter.



- Click Close to return to the System Administration Main window.

8.5.2 Upload Organizational Unit

The Upload organizational unit function allows you to upload organizational unit, location, or unit status information.

8.5.2.1 UPLOAD ORGANIZATION UNIT DATA

To upload organizational unit data, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

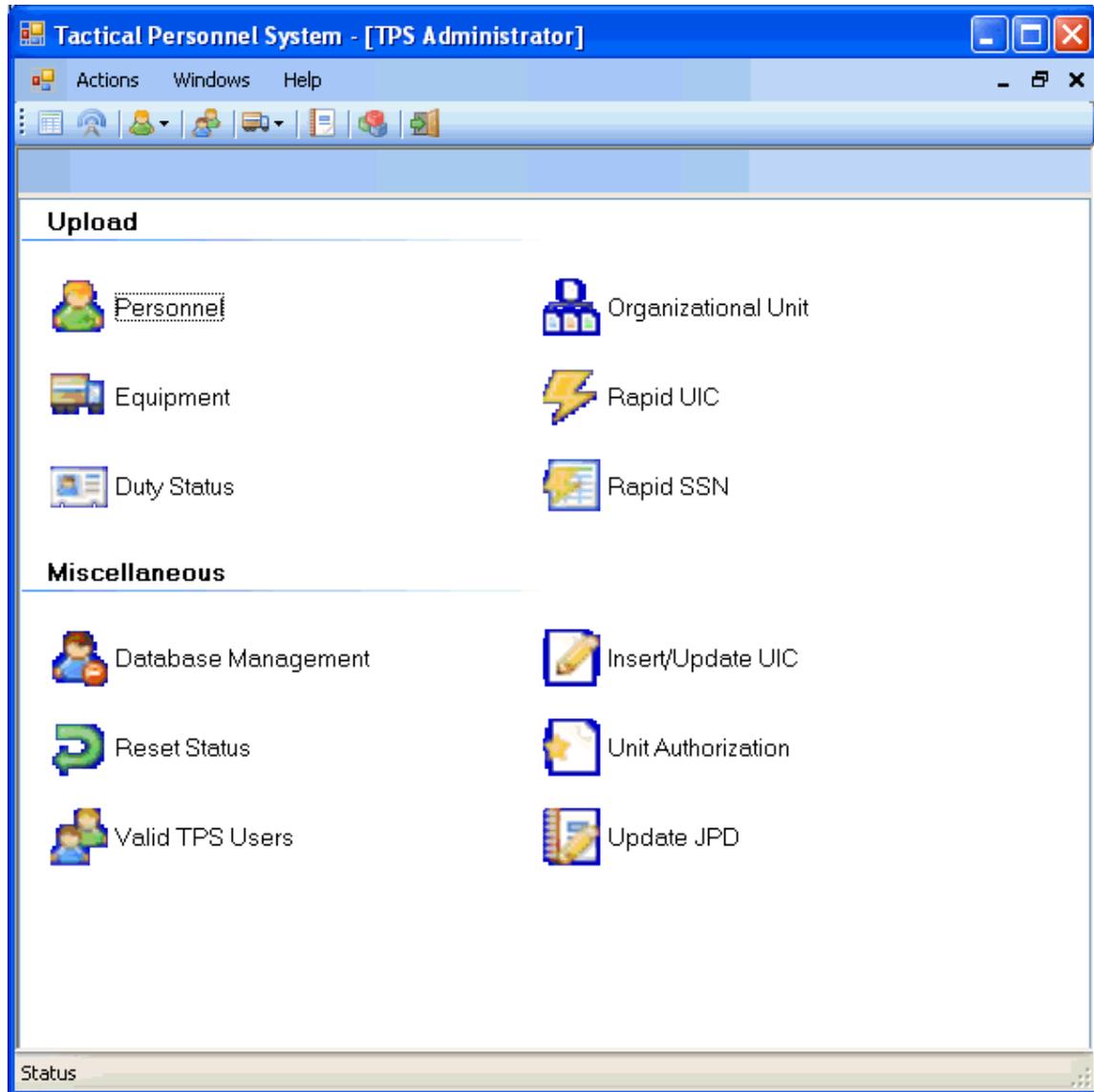


Figure 8–5: TPS Administrator Window

2. Click on Organization Unit. TPS displays the Upload Organization Unit window.

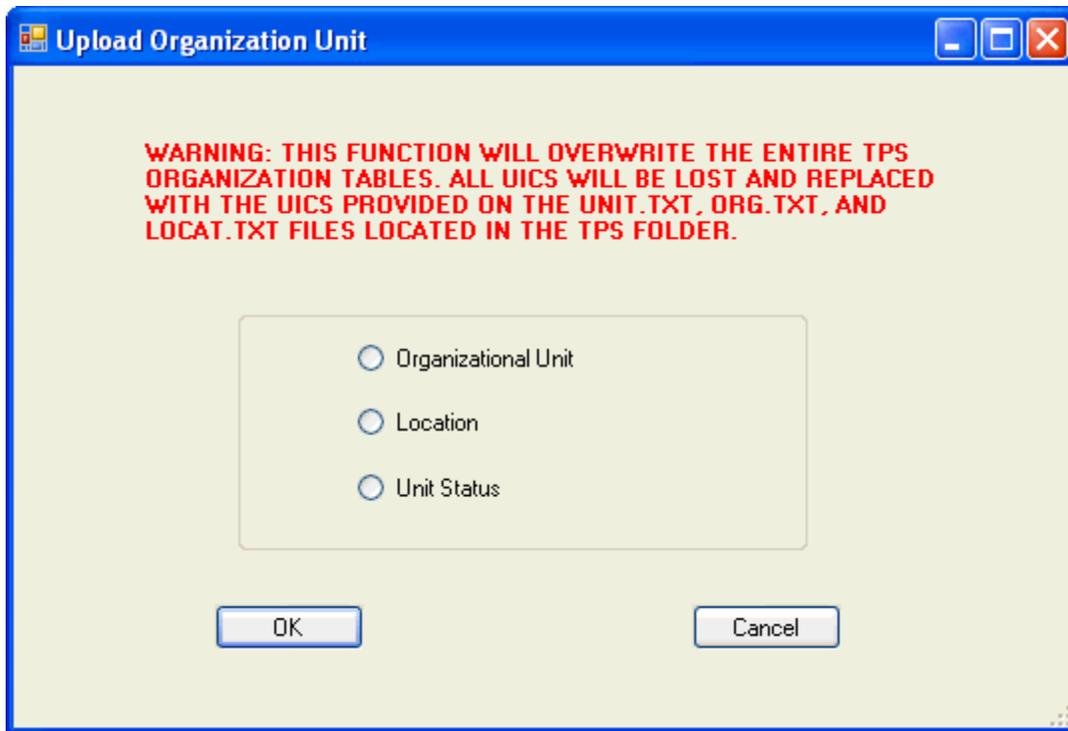


Figure 8–6: Upload Organization Unit Window

3. Select the Organizational Unit radio button.
4. Click OK. TPS displays the Please select a UIC file dialog. Click Cancel to return to TPS Administrator window without uploading data.

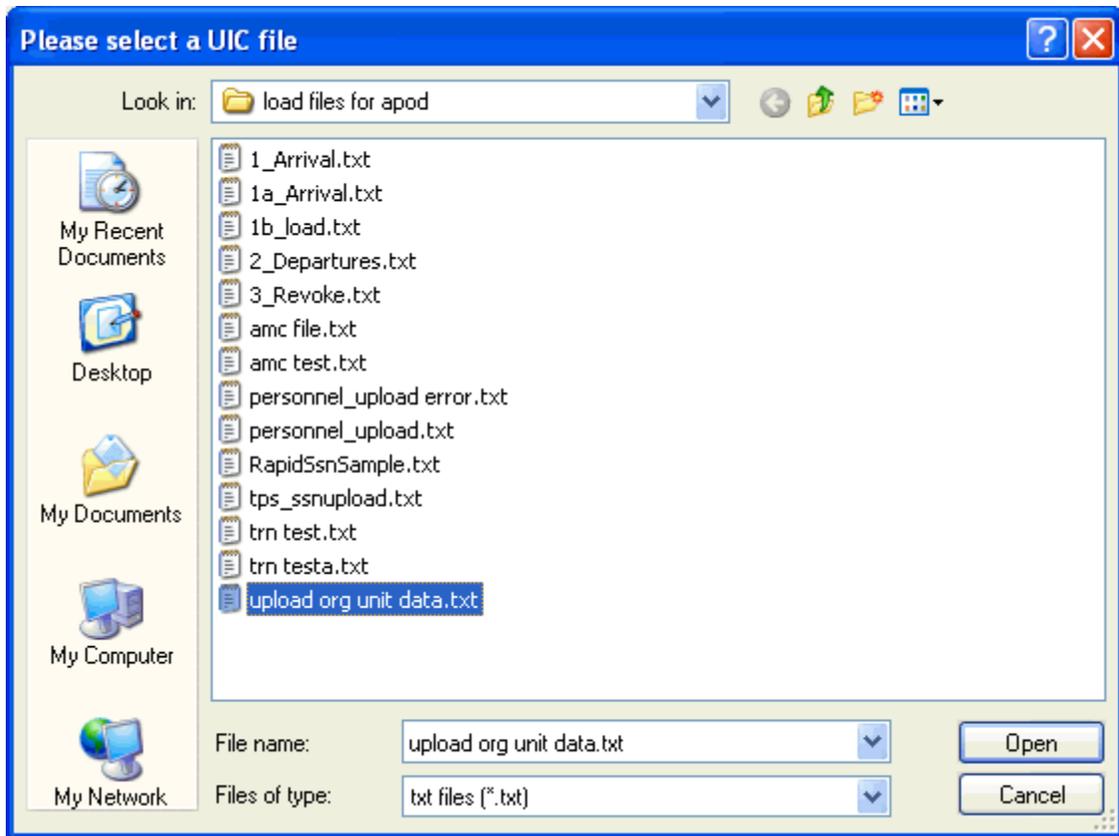


Figure 8–7: Please Select a UIC File Dialog

5. Browse to the location of the file you want to upload and select the file by highlighting it. Click Open or alternately, double click on the file name. Click Cancel to return to TPS Administrator window without uploading data.
6. TPS reads the file and displays a message confirming the file was read successfully.
7. Click OK. TPS displays a message asking whether you want to continue importing UICs and warns existing UIC will be overwritten if you do so. Click No to return to the TPS System Administrator window without adding the unit data.

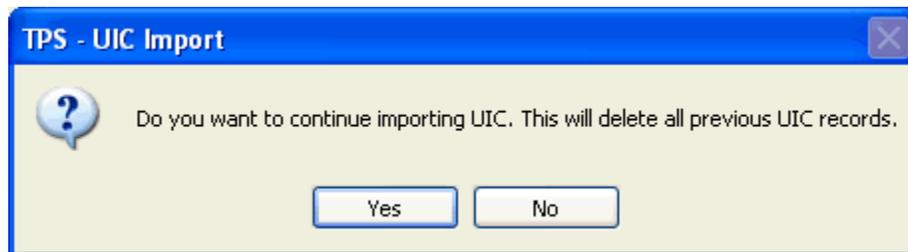


Figure 8–8: Continue Import Message

8. Click Yes to continue importing UIC information and overwrite existing data. TPS displays a message confirming the data were loaded successfully.

9. Click OK. TPS returns to the TPS Administrator window.

8.5.2.2 UPLOAD LOCATION

To upload unit location data, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

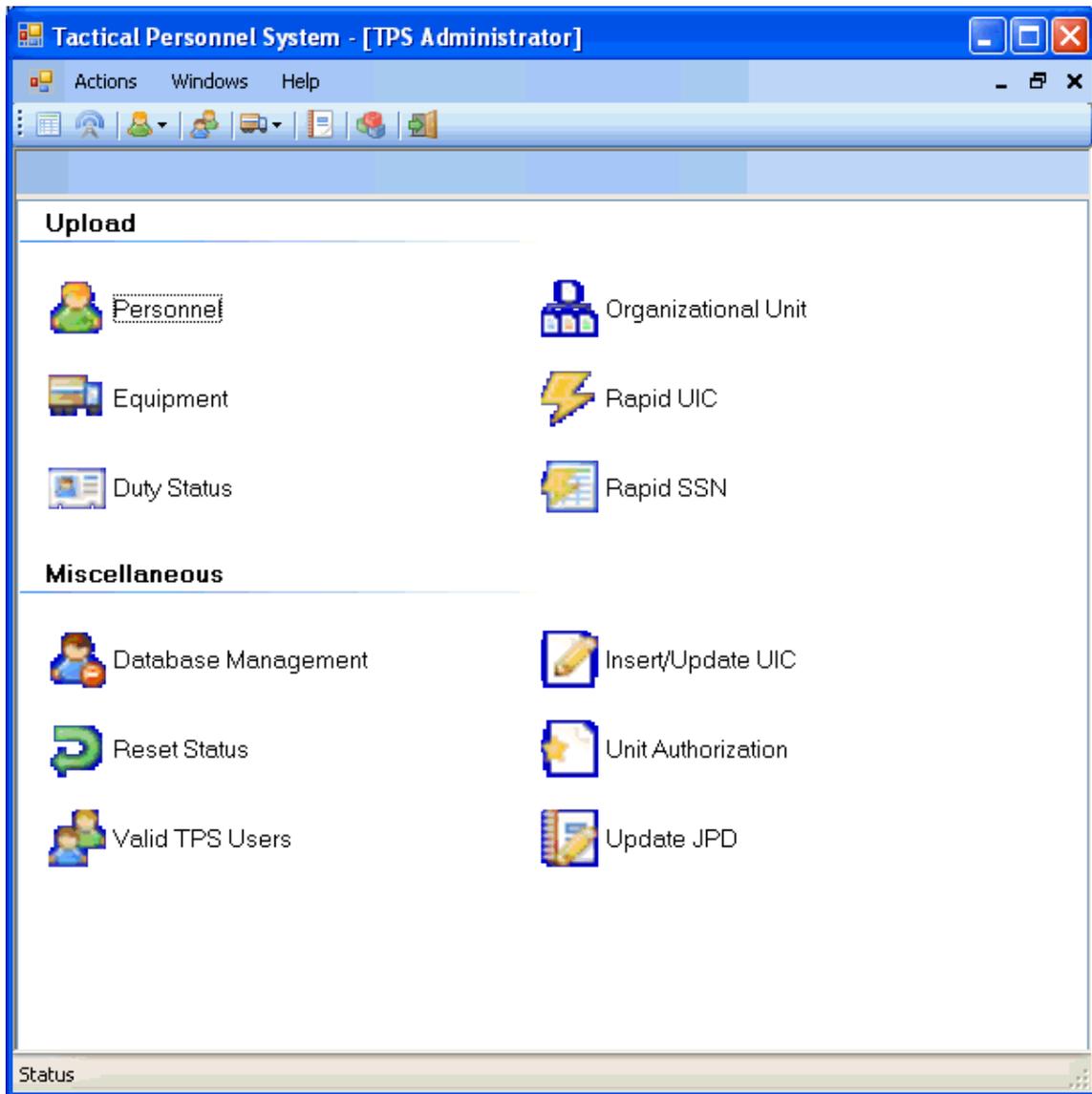


Figure 8–9: TPS Administrator Window

2. Click on Organization Unit. TPS displays the Upload Organization Unit window.

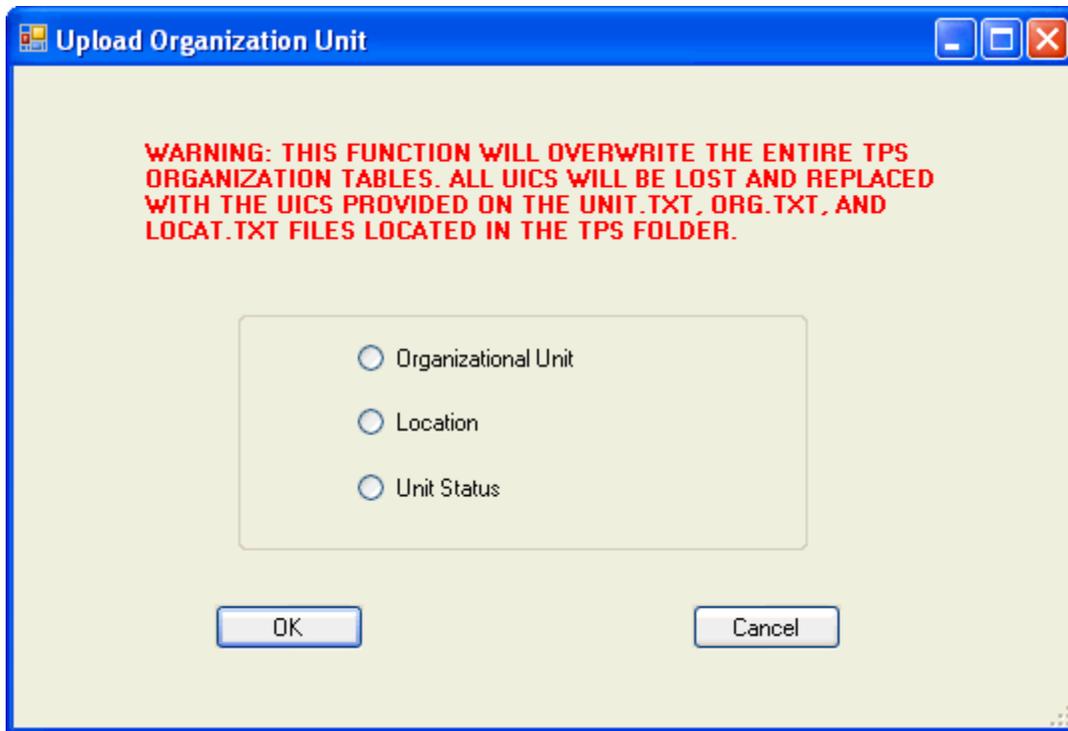


Figure 8–10: Upload Organization Unit Window

3. Select the Location radio button.
4. Click OK. TPS displays the Please select a UIC location file dialog. Click Cancel to return to TPS Administrator window without uploading data.

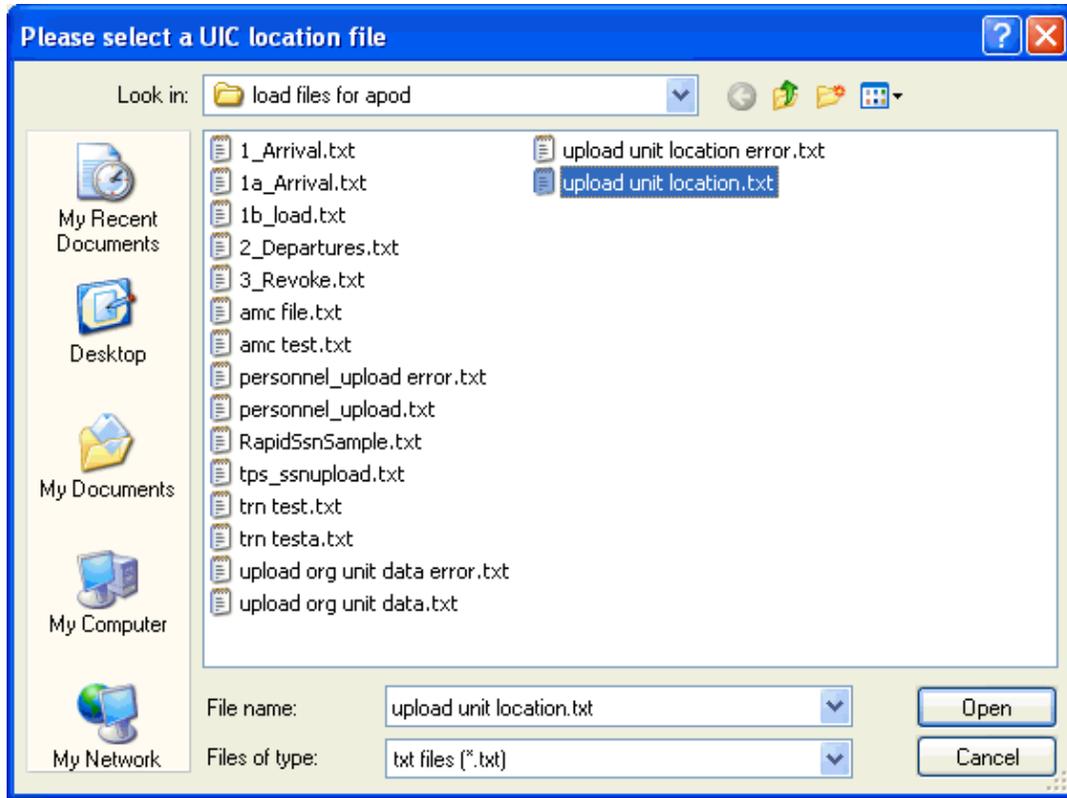


Figure 8–11: Please Select a UIC Location File Dialog

5. Browse to the location of the file you want to upload and select the file by highlighting it. Click Open or alternately, double click on the file name. Click Cancel to return to TPS Administrator window without uploading data.
6. TPS reads the file and displays a message confirming the file was read successfully.
7. Click OK. TPS displays a message asking whether you want to continue importing location data and warns existing records will be overwritten if you do so. Click No to return to the TPS System Administrator window without adding the unit data.

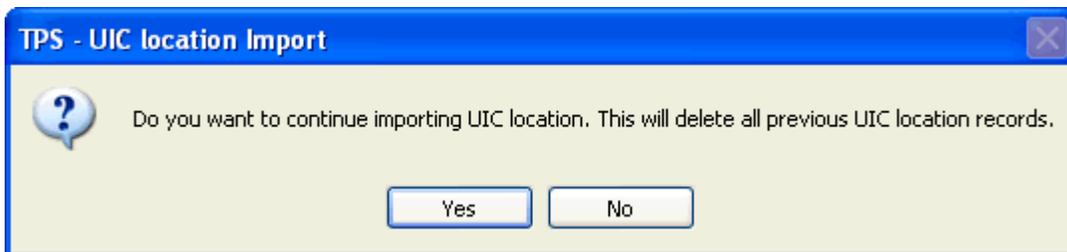


Figure 8–12: Continue Import Message

8. Click Yes to continue importing UIC information and overwrite existing data. TPS displays a message confirming the data were loaded successfully.
9. Click OK. TPS returns to the TPS Administrator window.

8.5.2.3 UPLOAD UNIT STATUS

To upload unit status data, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

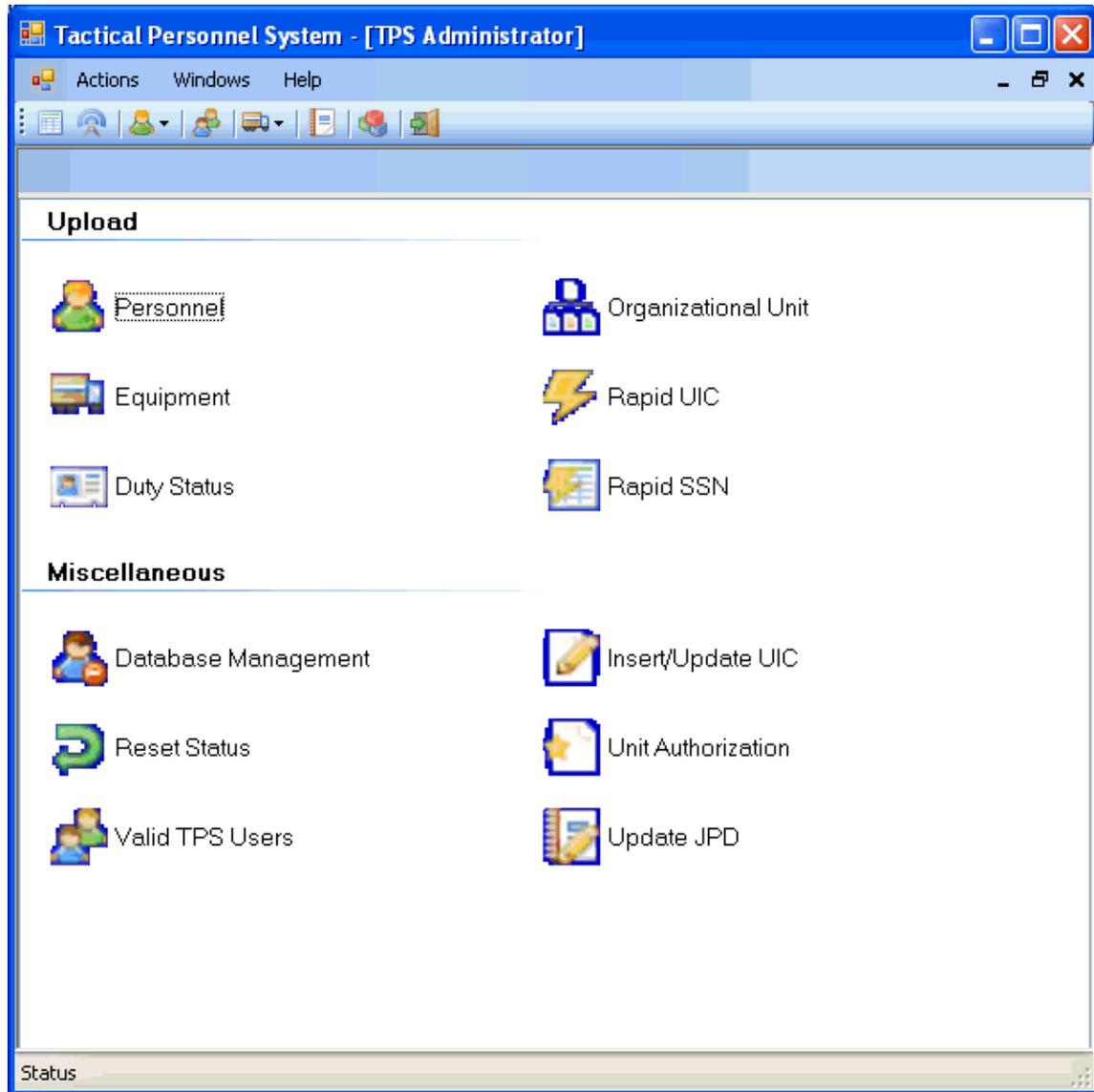


Figure 8–13: TPS Administrator Window

2. Click on Organization Unit. TPS displays the Upload Organization Unit window.

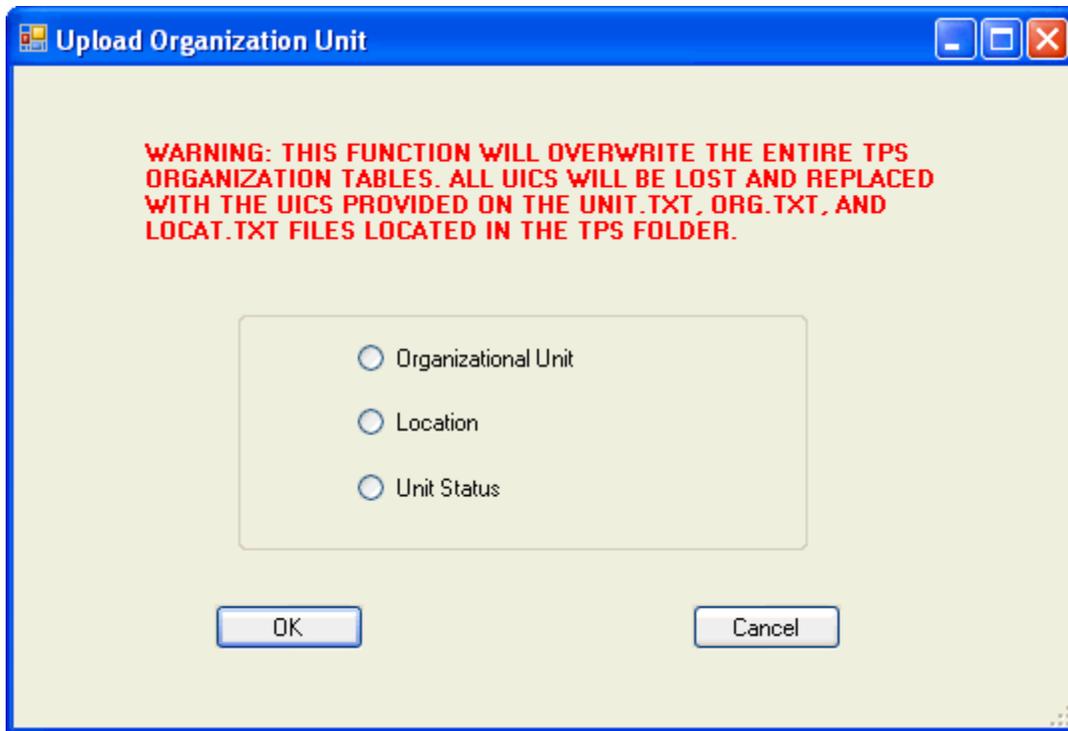


Figure 8–14: Upload Organization Unit Window

3. Select the Unit Status radio button.
4. Click OK. TPS displays the Please select a UIC location file dialog. Click Cancel to return to TPS Administrator window without uploading data.

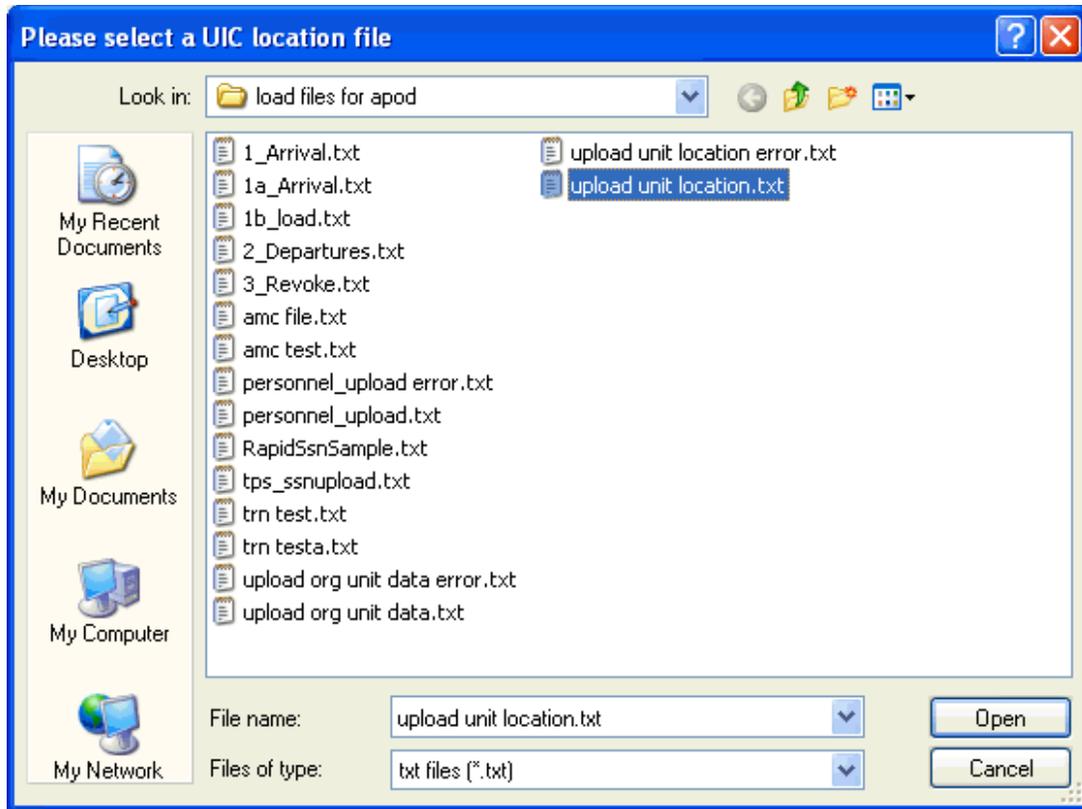


Figure 8–15: Please Select a UIC Location File Dialog

5. Browse to the location of the file you want to upload and select the file by highlighting it. Click Open or alternately, double click on the file name. Click Cancel to return to TPS Administrator window without uploading data.
6. TPS reads the file and displays a message confirming the file was read successfully.
7. Click OK. TPS displays a message asking whether you want to continue importing location data and warns existing records will be overwritten if you do so. Click No to return to the TPS System Administrator window without adding the unit data.

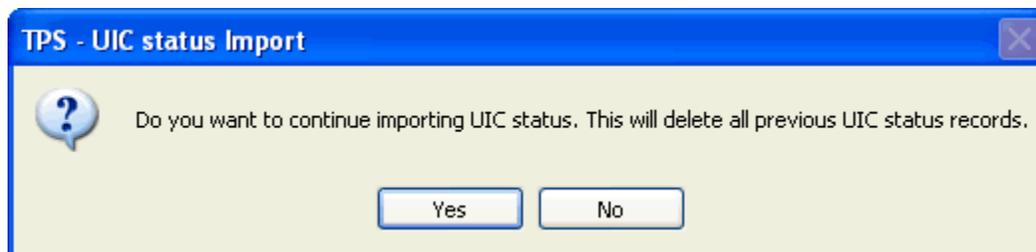


Figure 8–16: Continue Import Message

8. Click Yes to continue importing UIC information and overwrite existing data. TPS displays a message confirming the data were loaded successfully.
9. Click OK. TPS returns to the TPS Administrator window.

8.5.3 Upload Equipment

To upload equipment information from a data file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

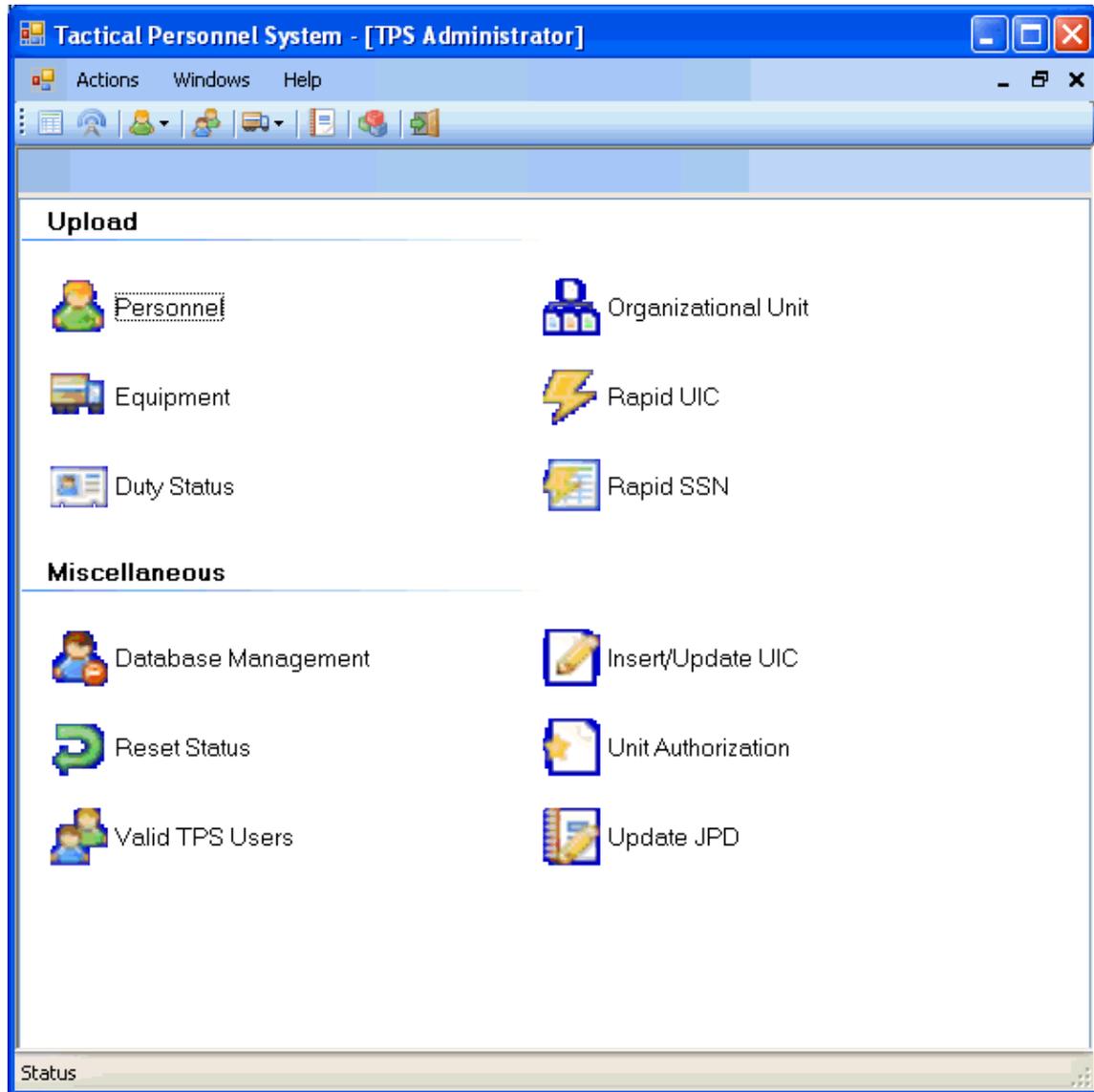


Figure 8–17: TPS Administrator Window

2. Click on Equipment. TPS displays the Upload Equipment window and launches the Please Select A Equipment Data File dialog, which is displayed on top. Alternatively, you can click the on Upload Personnel button on the toolbar to upload personnel.

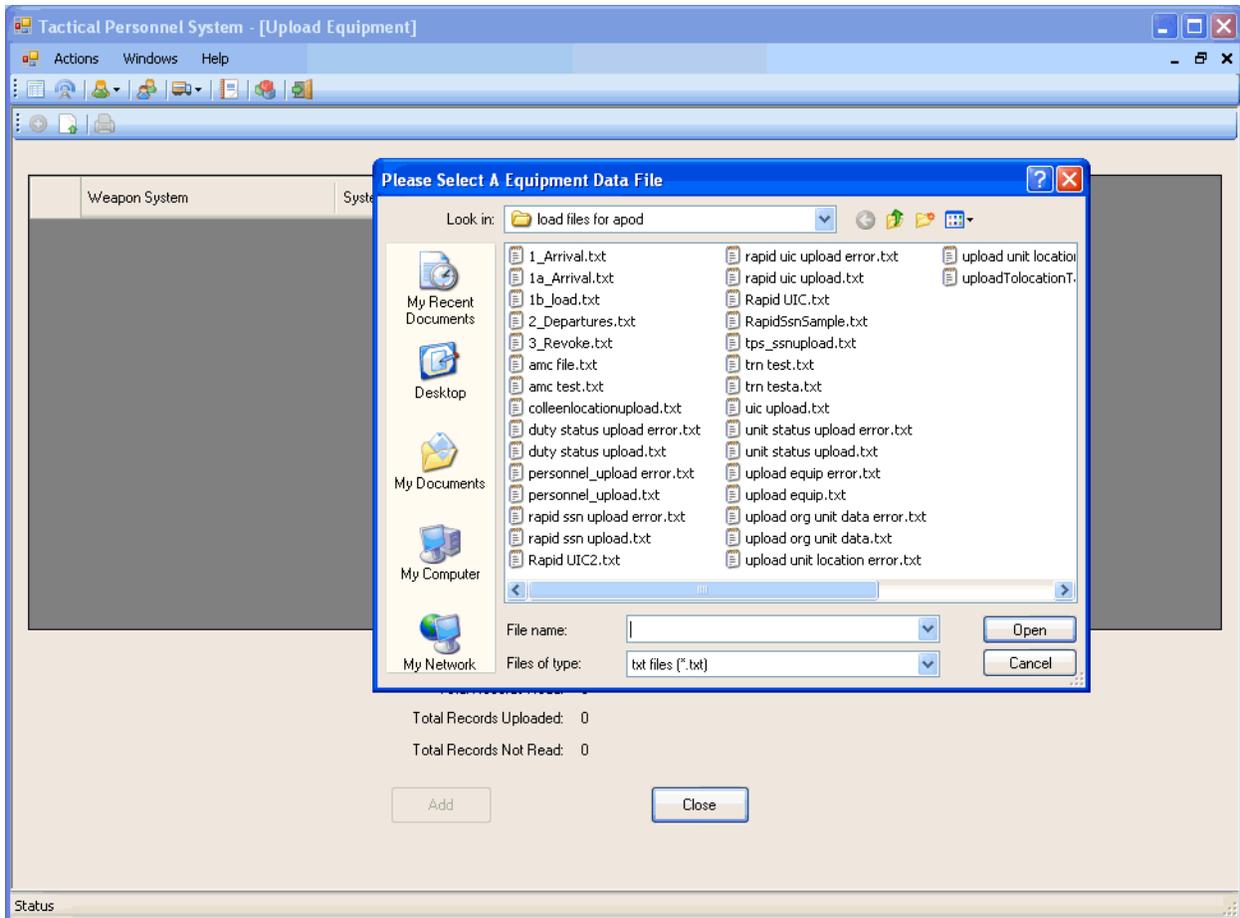


Figure 8–18: Upload Equipment Window

3. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
4. TPS reads the data and displays a message confirming the file was read successfully.
5. Click OK. TPS returns to the Upload Equipment window and displays the valid data contained in the equipment data file.

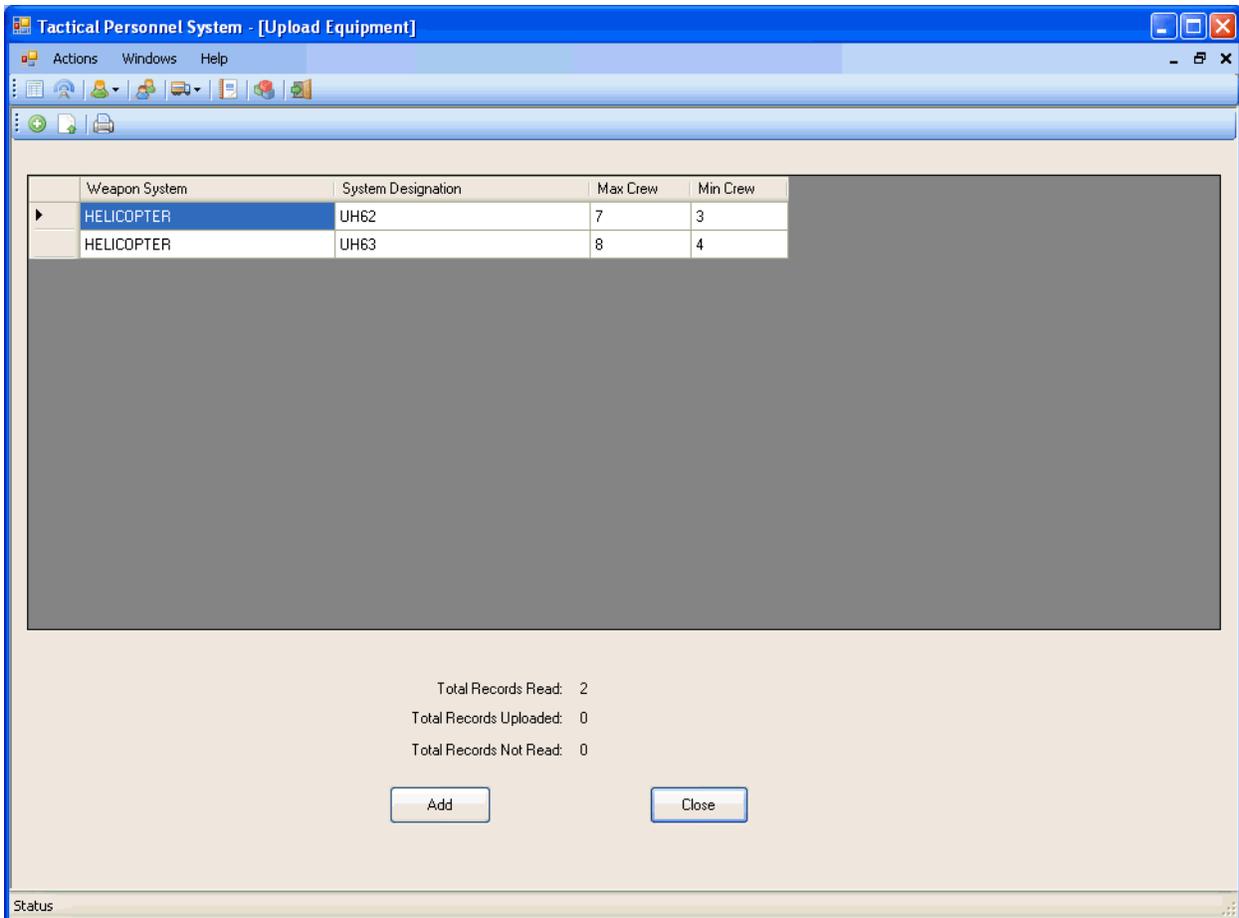


Figure 8–19: Upload Equipment Window With Data Displayed

- Click Add to add the files to the database. TPS displays a message confirming that the data was uploaded successfully. Click OK.

Note: If errors occurred during the upload process, TPS displays a message informing you of the error and providing you with the option to view the errors. Click Yes to view the errors. Click No to return to the Upload Equipment without viewing the errors.

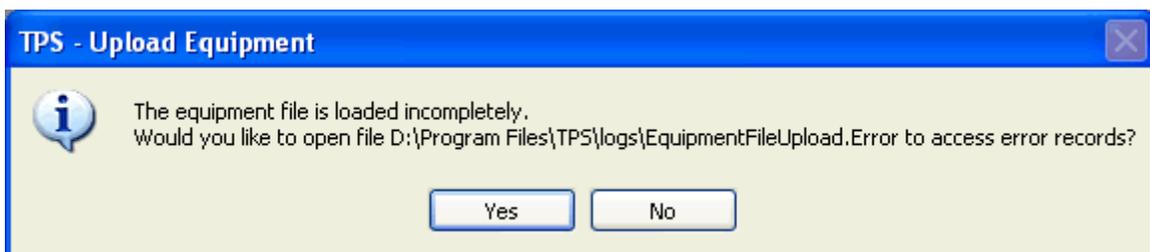


Figure 8–20: Incomplete Load Message

- TPS returns to the Upload Equipment window and updates the Total Records Uploaded counter.

Total Records Read: 2
Total Records Uploaded: 2
Total Records Not Read: 0

8. Click Close to return to the System Administration Main window.

8.5.4 Upload Rapid UIC

To upload UIC information from a data file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

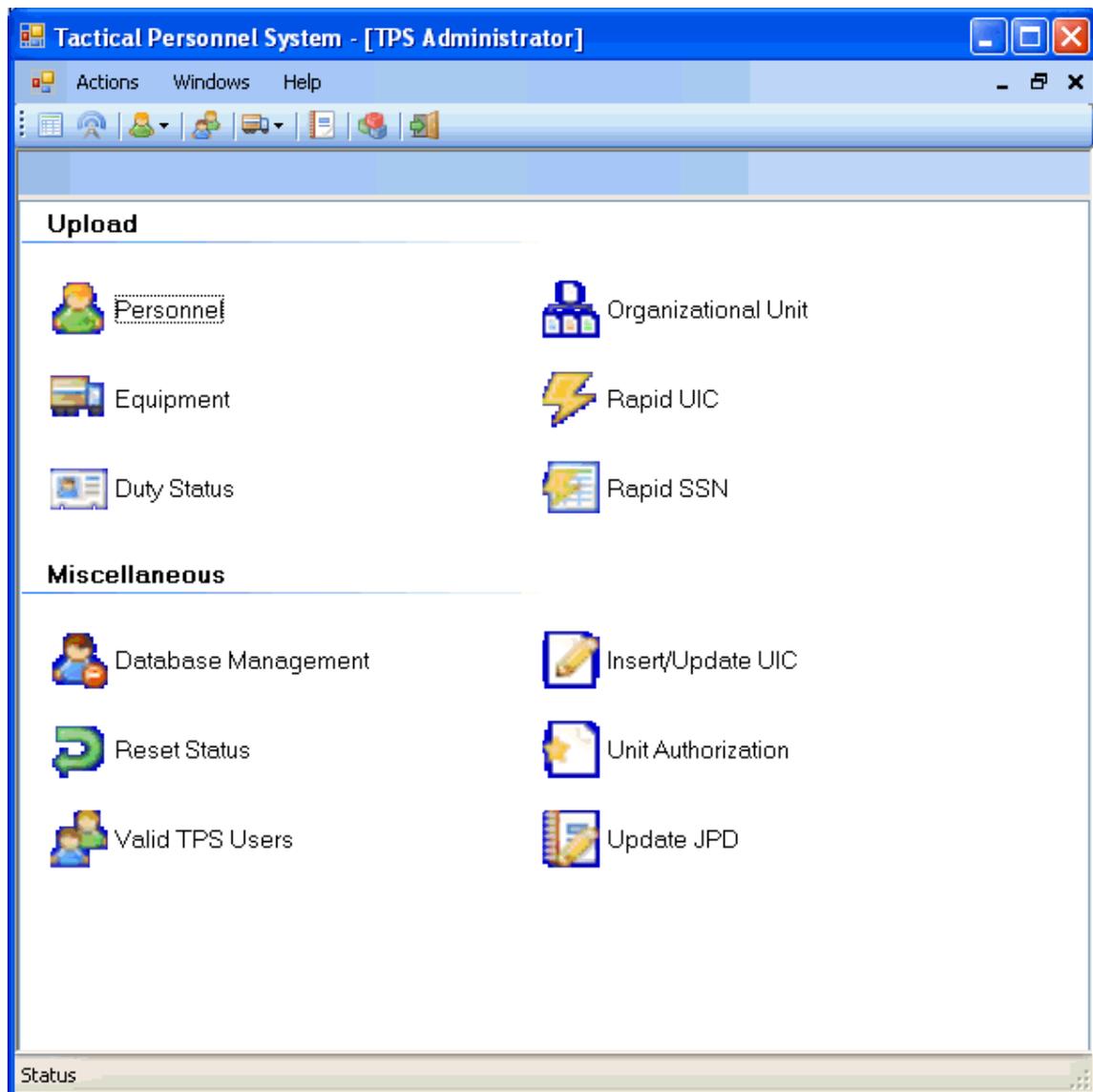


Figure 8–21: TPS Administrator Window

- Click on Rapid UIC. TPS displays the RapidUICForm window.

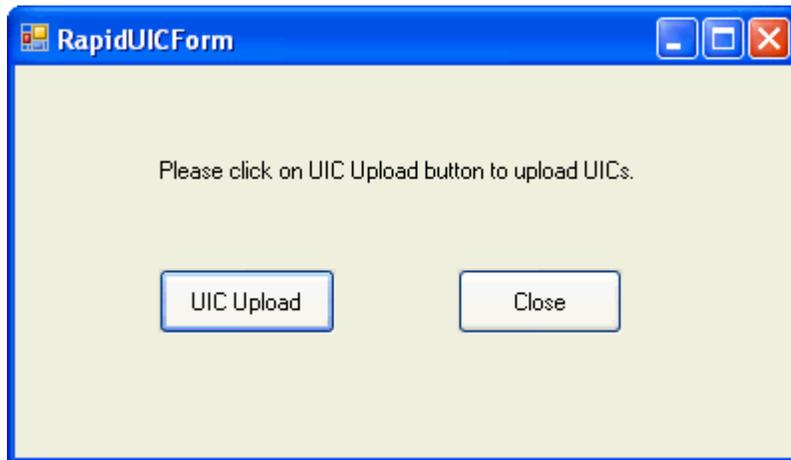


Figure 8–22: RapidUICForm Window

- Click on UIC Upload. Click Close to return to the TPS Administrator window without making changes.
- TPS displays the Please select a Rapid UIC data File dialog.

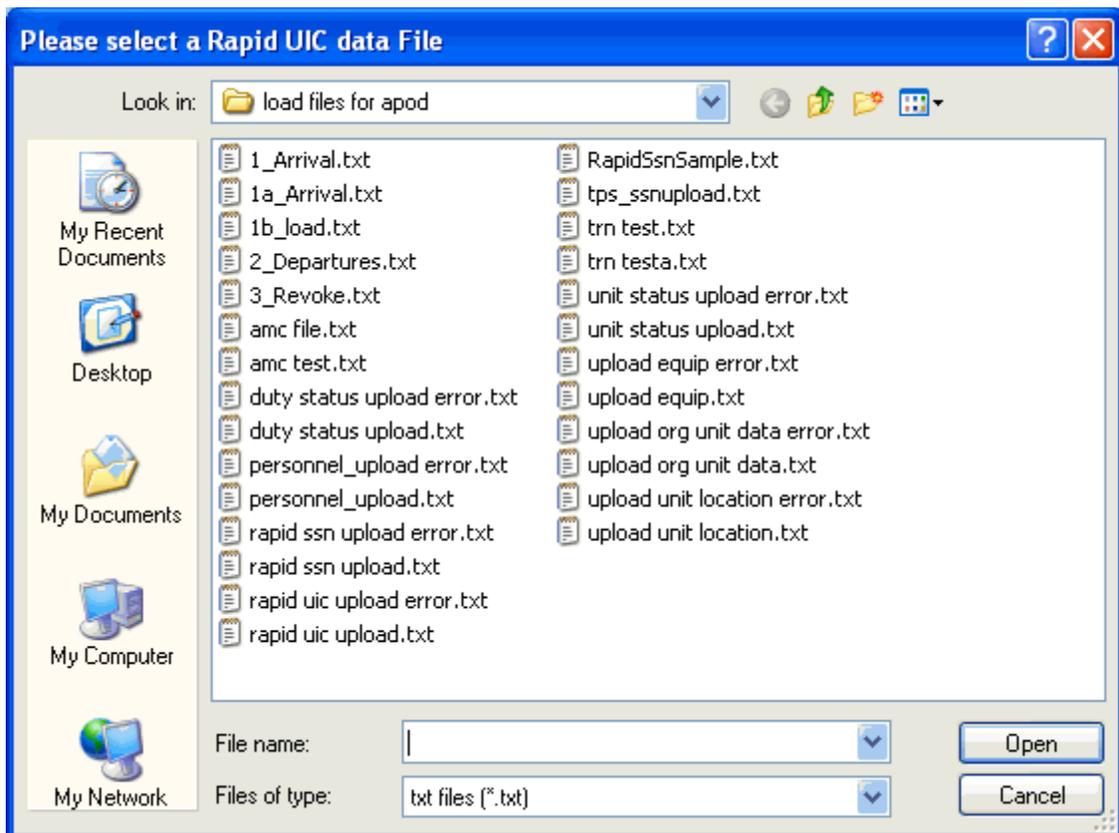


Figure 8–23: Please Select a Rapid UIC Data File Dialog

5. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
6. TPS loads the records and displays a message confirming that the records were loaded successfully.
7. Click OK. TPS returns you to the RapidUICForm window.
8. Click Close to return to the TPS Administrator window.

8.5.5 Upload Duty Status

The Upload Duty Status function allows you to upload either exercise or military duty status information.

8.5.5.1 UPLOAD EXERCISE DUTY STATUS

To upload exercise duty status information from a data file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

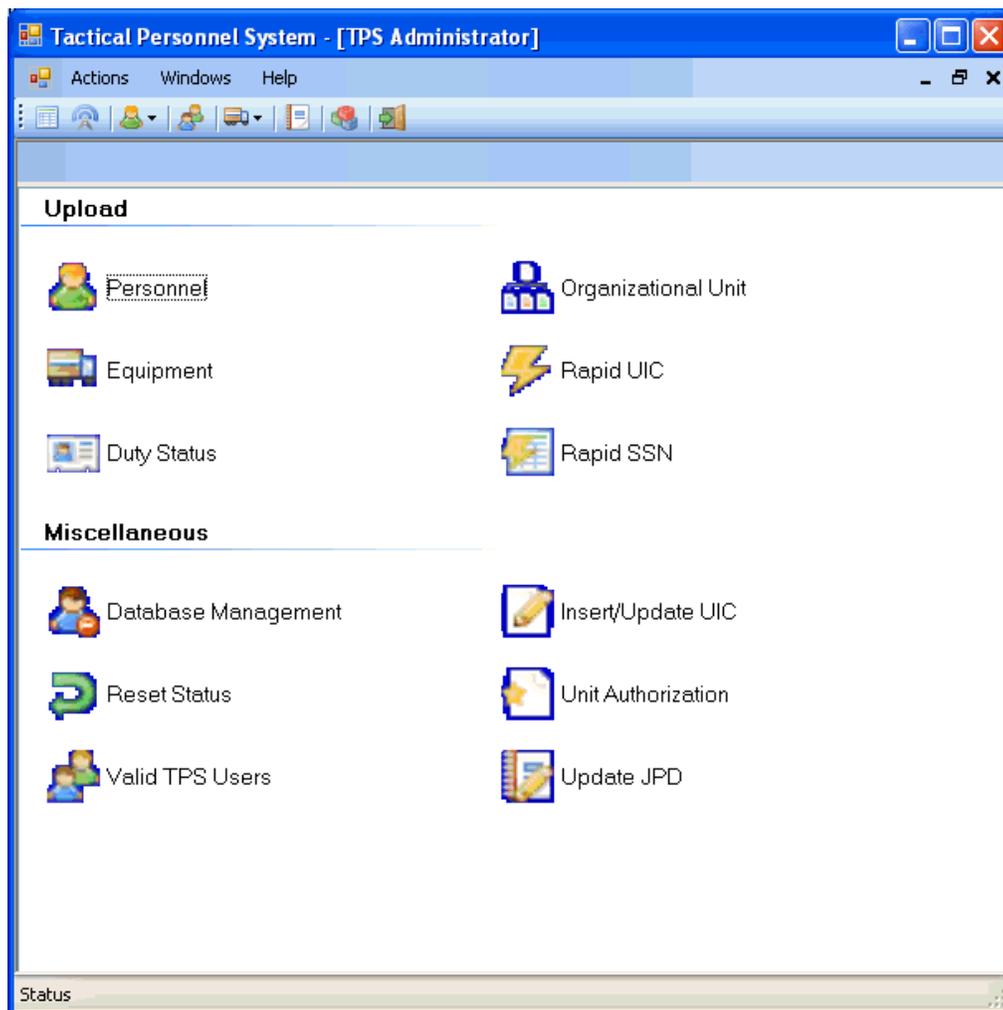


Figure 8–24: TPS Administrator Window

- Click on Duty Status. TPS displays the SelectDutyStatusToUpdateForm window.

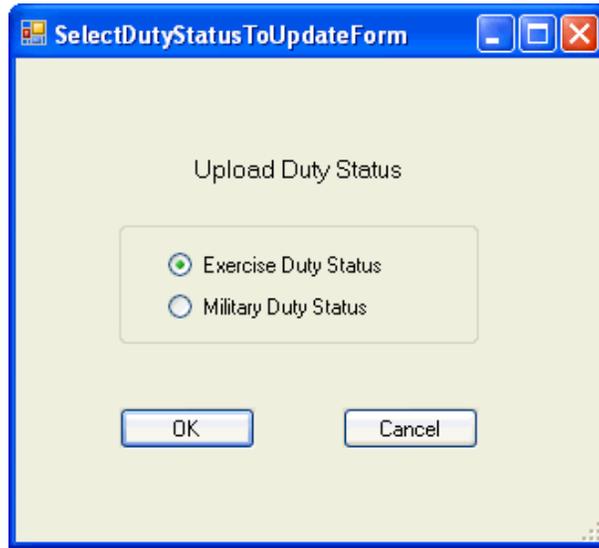


Figure 8–25: SelectDutyStatusToUpdateForm Window

- Select the Exercise Duty Status radio button.
- Click OK. TPS displays the Please select a duty status file dialog.

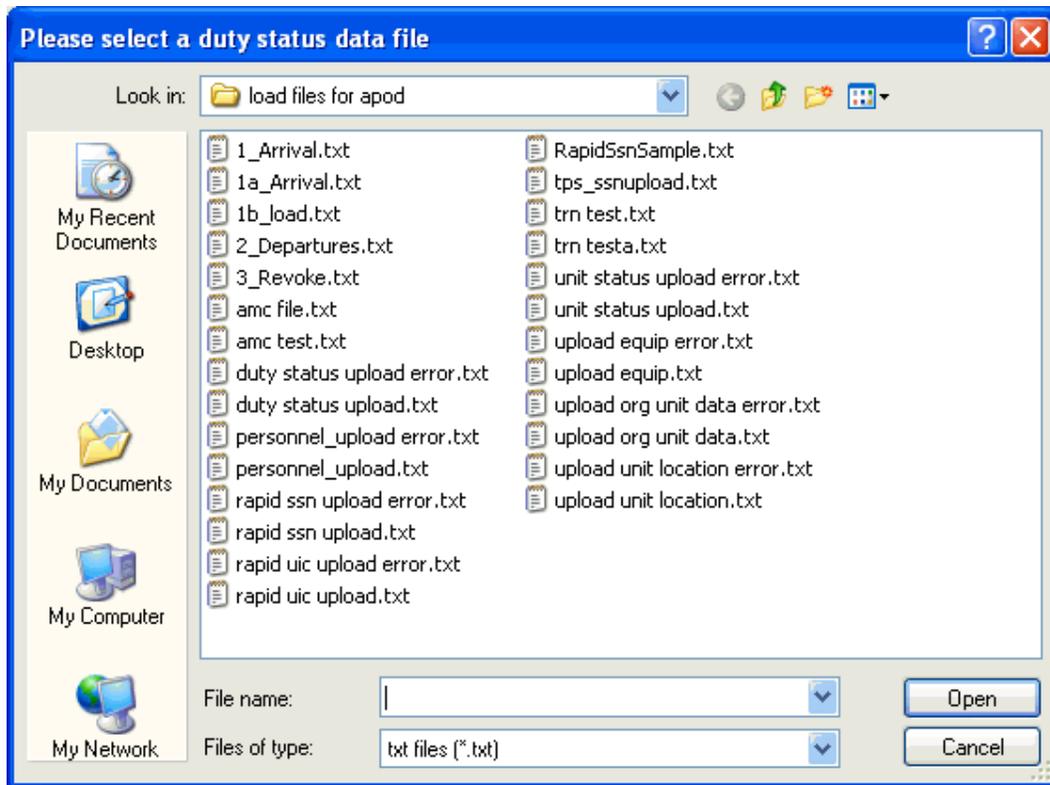


Figure 8–26: Please Select a Duty Status Data File Dialog

5. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
6. TPS reads the data and displays a message confirming the file was read successfully.
7. Click OK. TPS returns to the Upload Exercise Duty Status window and displays the valid data contained in the duty status data file.

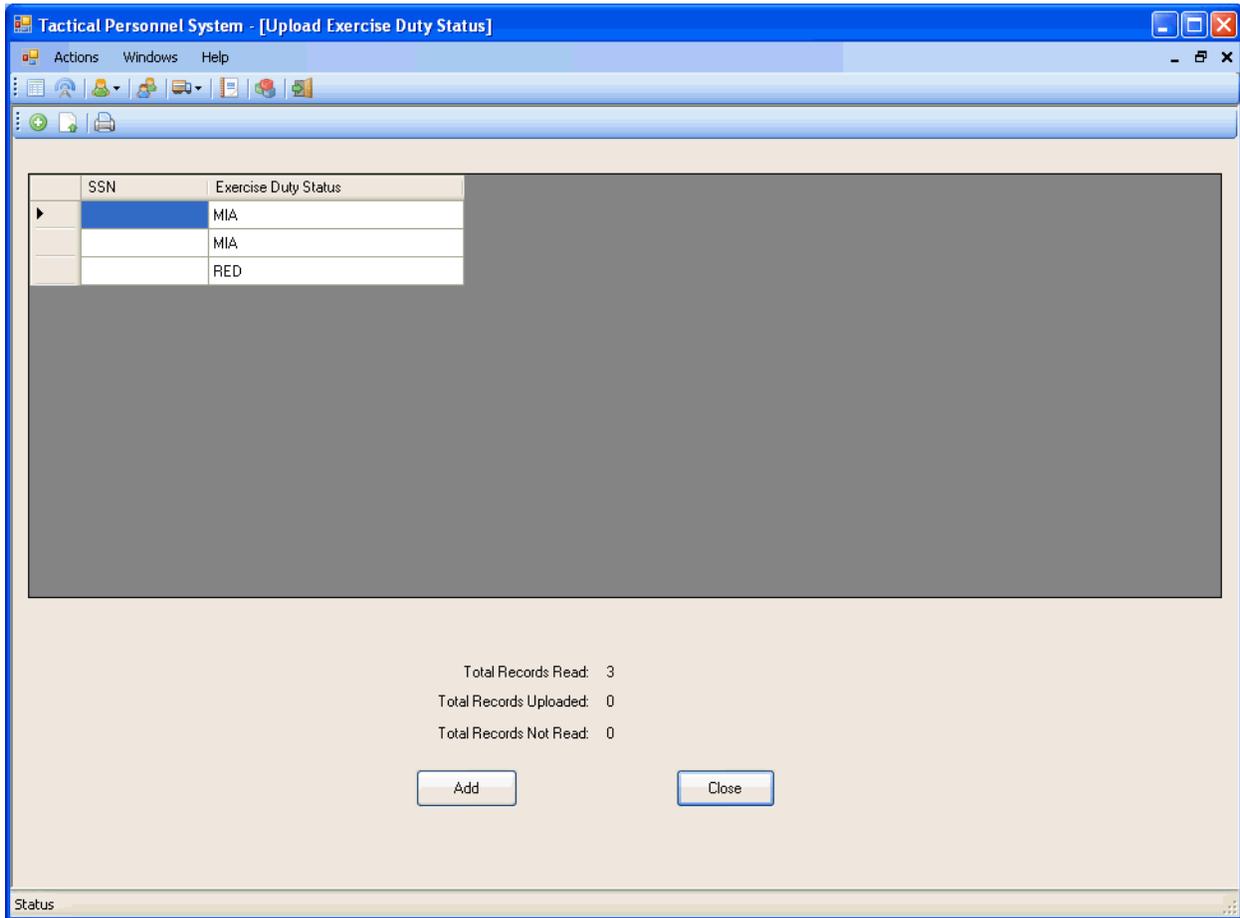


Figure 8–27: Upload Exercise Duty Status Window

8. Click Add to add the files to the database. TPS displays a message confirming that the data was uploaded successfully. Click OK.
9. TPS returns to the Upload Exercise Duty Status window and updates the Total Records Uploaded counter.

Total Records Read:	3
Total Records Uploaded:	3
Total Records Not Read:	0

10. Click Close to return to the System Administration Main window.

8.5.5.2 UPLOAD MILITARY DUTY STATUS

To upload military duty status information from a data file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

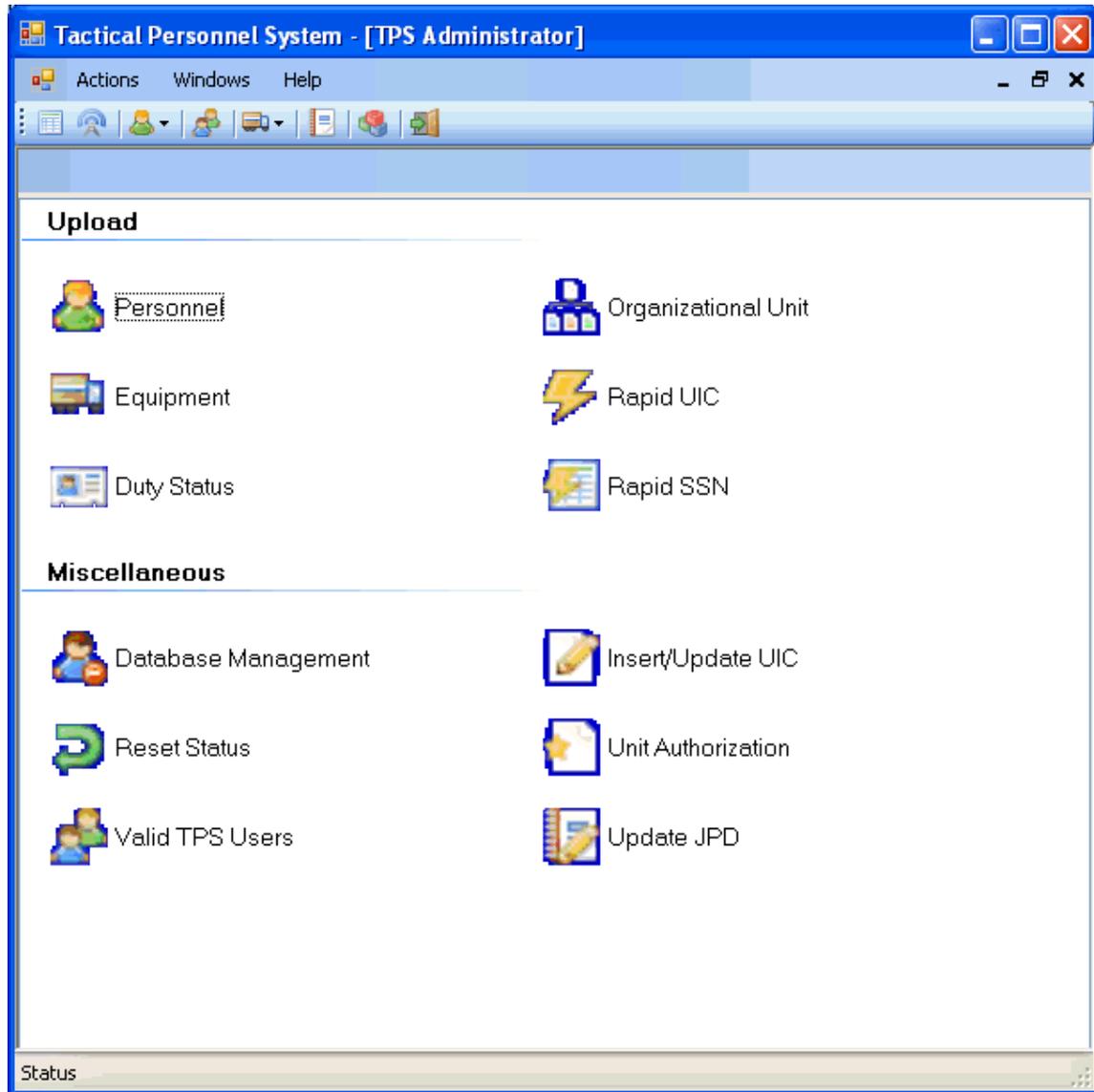


Figure 8–28: TPS Administrator Window

2. Click on Duty Status. TPS displays the SelectDutyStatusToUpdateForm window.

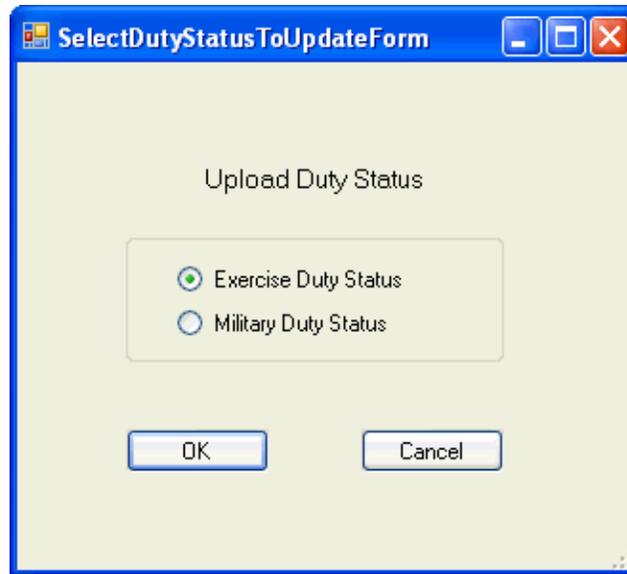


Figure 8–29: SelectDutyStatusToUpdateForm Window

3. Select the Military Duty Status radio button.
4. Click OK. TPS displays the Please select a duty status file dialog.

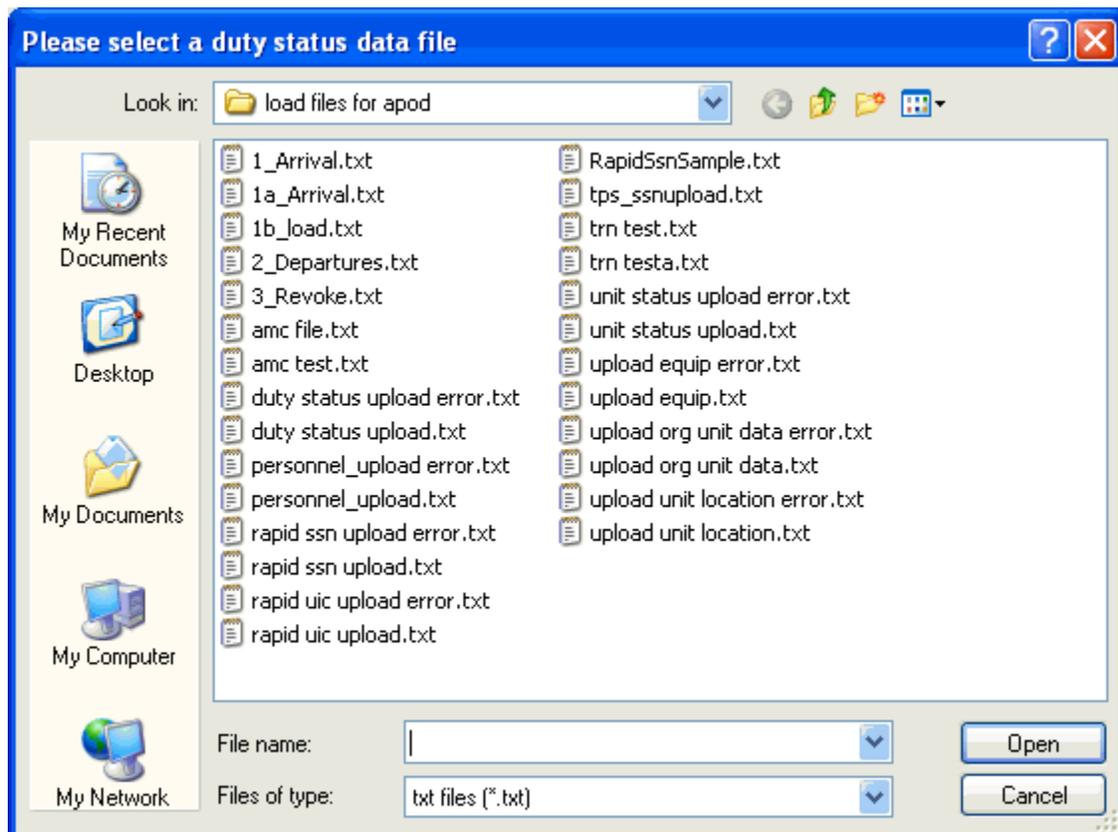


Figure 8–30: Please Select a Duty Status Data File Dialog

5. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
6. TPS reads the data and displays a message confirming the file was read successfully.
7. Click OK. TPS returns to the Upload Military Duty Status window and displays the valid data contained in the duty status data file.

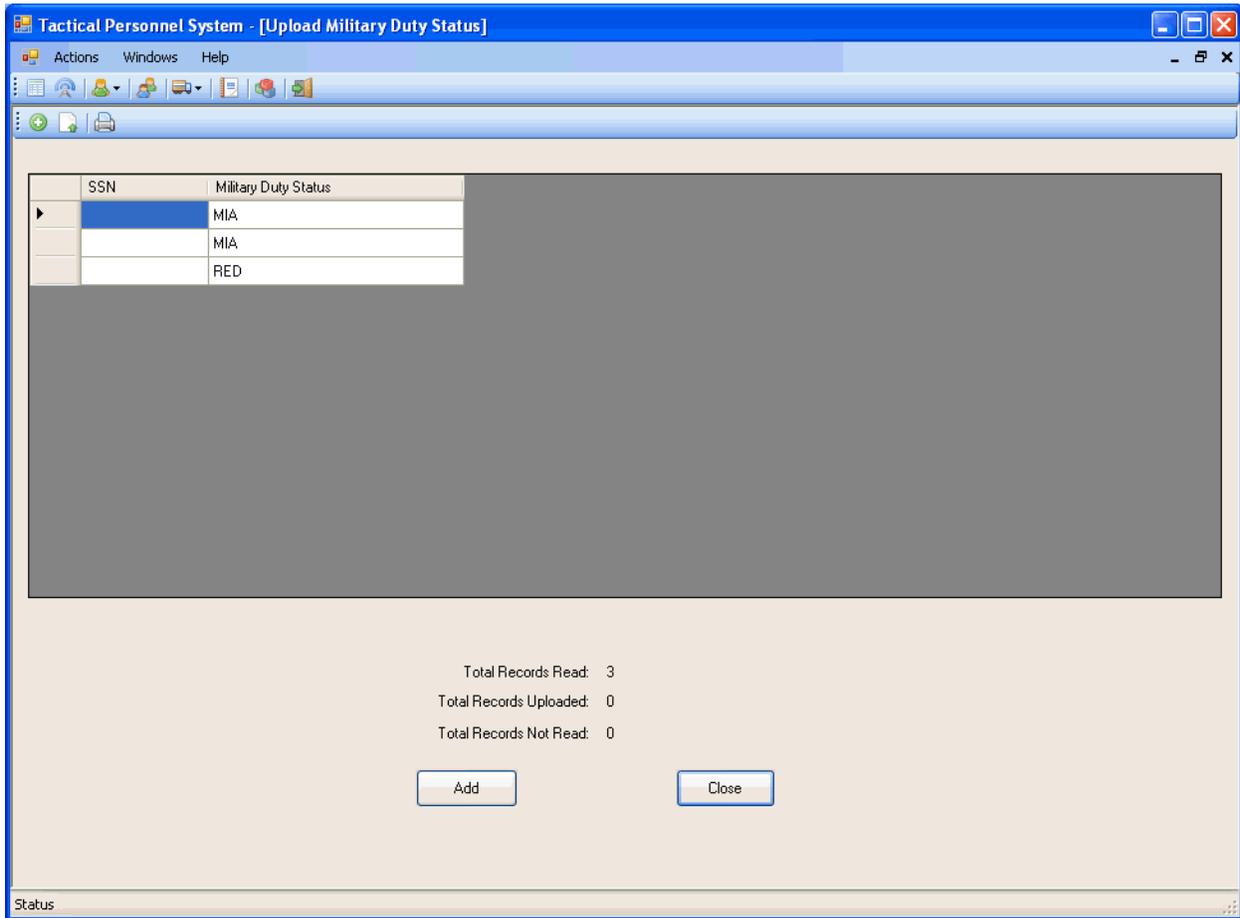


Figure 8–31: Upload Military Duty Status Window

8. Click Add to add the files to the database. TPS displays a message confirming that the data was uploaded successfully. Click OK.
9. TPS returns to the Upload Exercise Duty Status window and updates the Total Records Uploaded counter.

Total Records Read:	3
Total Records Uploaded:	3
Total Records Not Read:	0

10. Click Close to return to the System Administration Main window.

8.5.6 Upload Rapid SSN

To upload SSN information from a data file, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

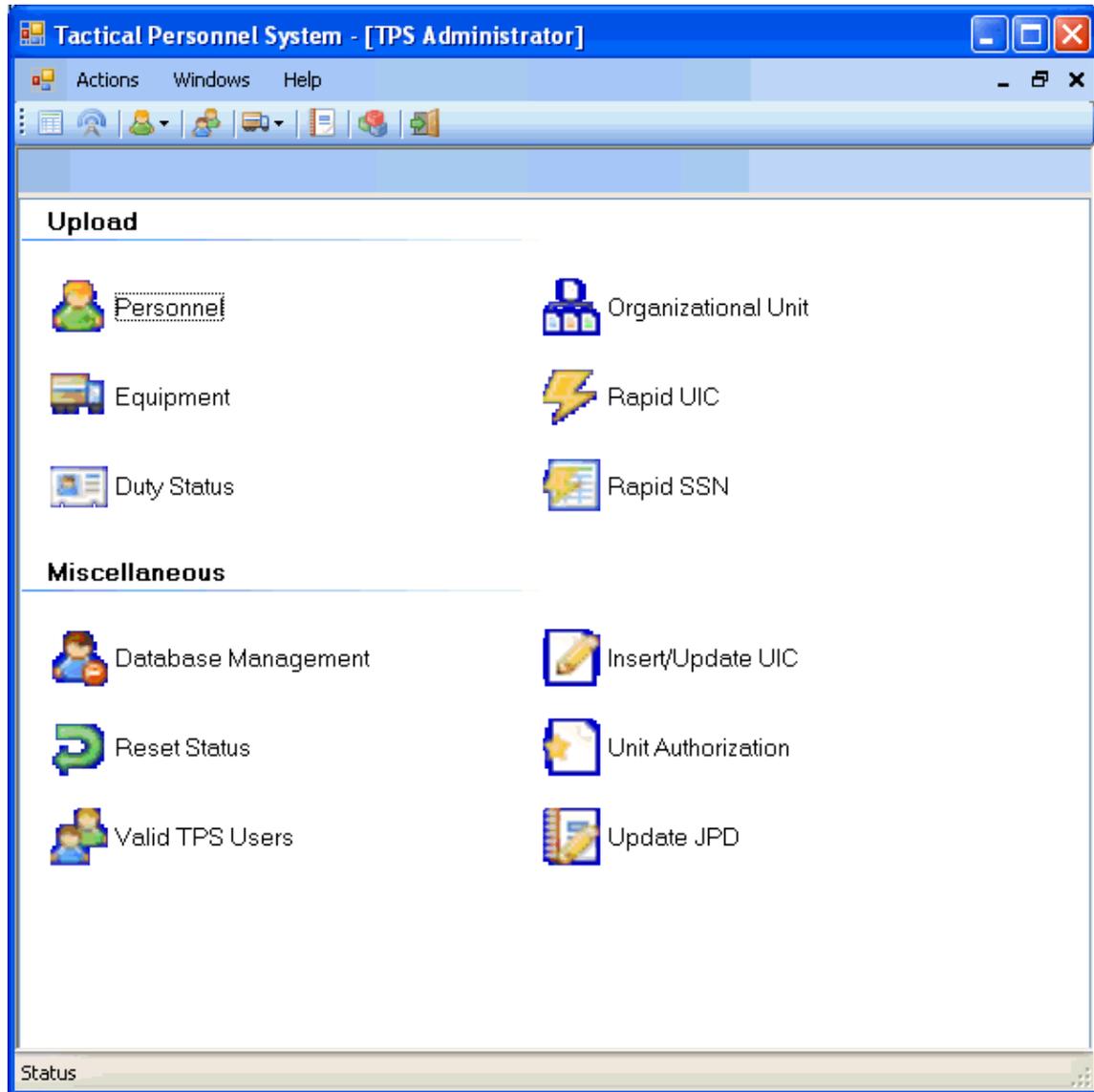


Figure 8–32: TPS Administrator Window

2. Click on Rapid SSN. TPS displays the Upload Rapid SSN window and launches the Please Select A Rapid SSN Data File dialog, which is displayed on top. Alternatively, you can click the on Open SSN File button on the toolbar to upload SSNs.

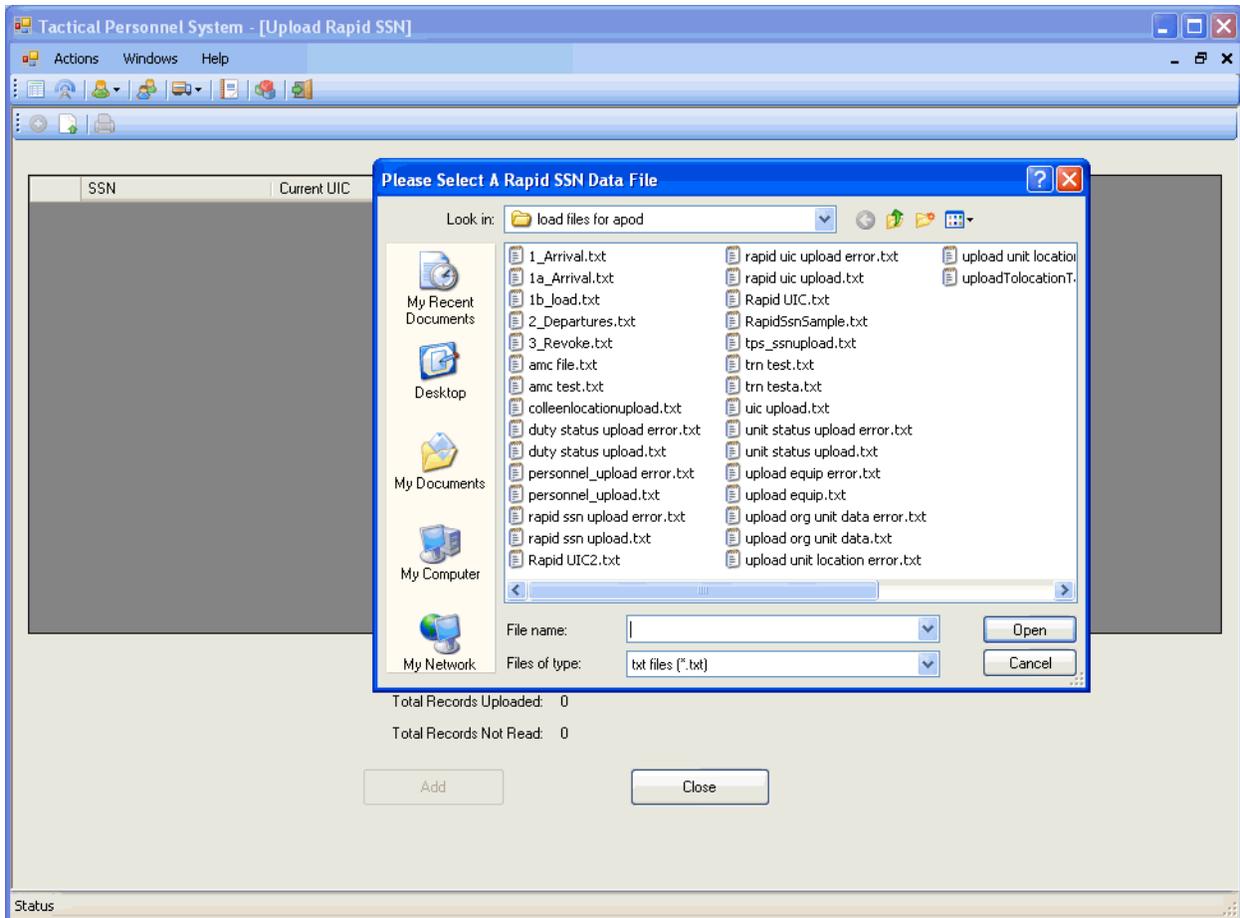


Figure 8–33: Upload Rapid SSN Window

3. Browse to the location of the file that you want to upload and select the file by highlighting it. Click Open (or alternately, double click the file name in the list).
4. TPS reads the data and displays a message confirming the file was read successfully.

Note: If errors occurred during the upload process, TPS displays a message informing you of the error and providing you with the option to view the errors. Click Yes to view the errors. Click No to return to the Upload Rapid SSN without viewing the errors.

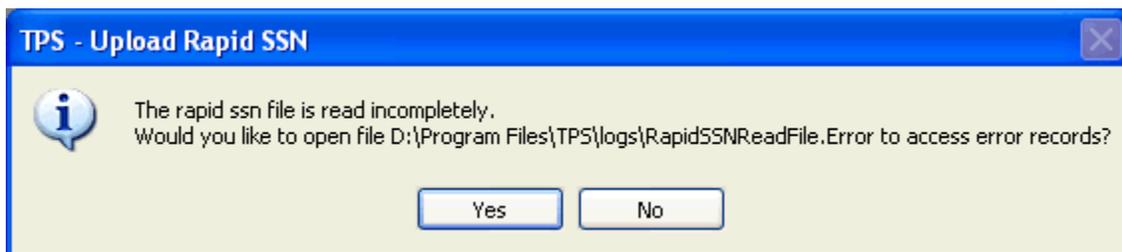


Figure 8–34: Incomplete File Read Message

5. Click OK. TPS returns to the Upload Rapid SSN window and displays the valid data contained in the data file.

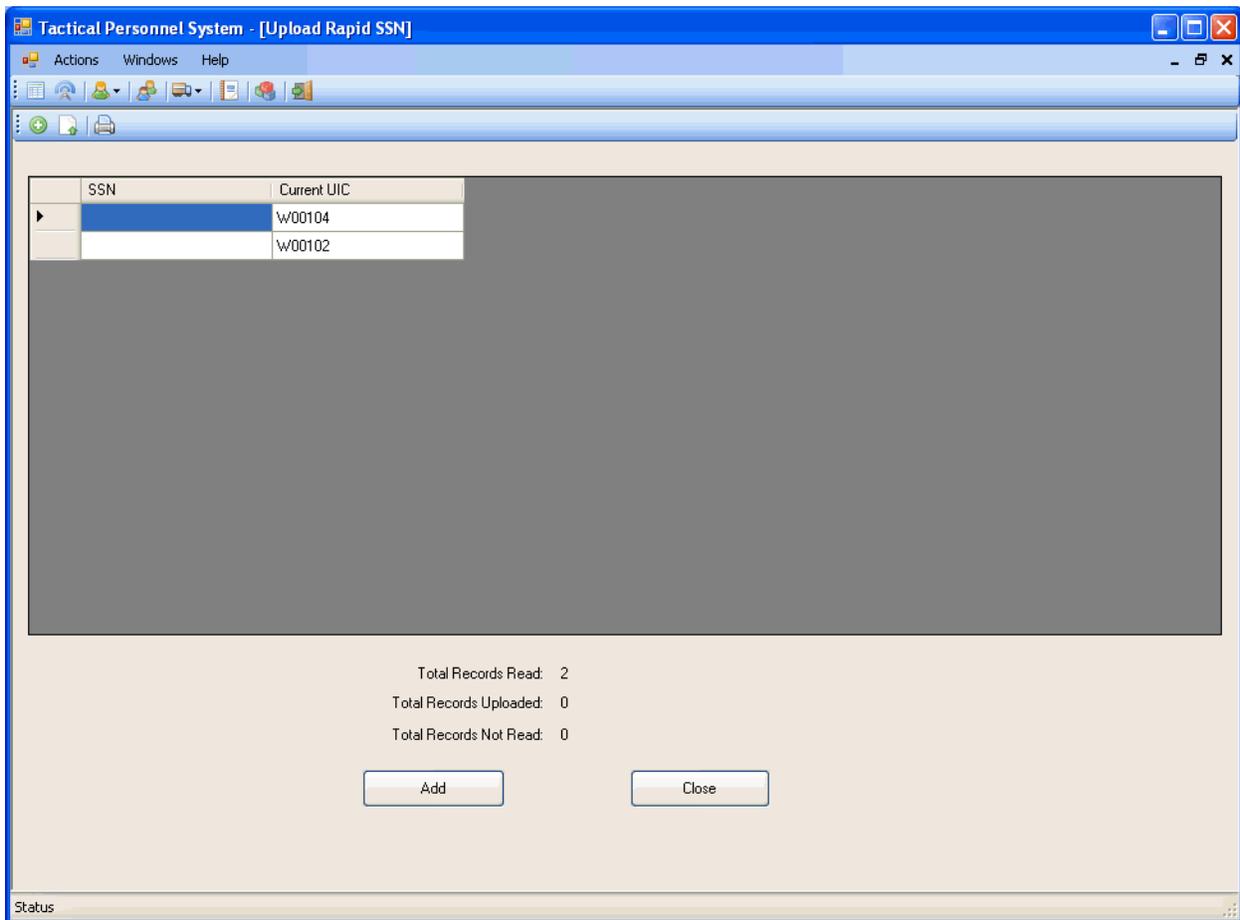


Figure 8–35: Upload Rapid SSN Window

6. TPS displays the Choose a Manifest dialog. Select the manifest to which you want to add the personnel uploaded by highlighting the manifest number.

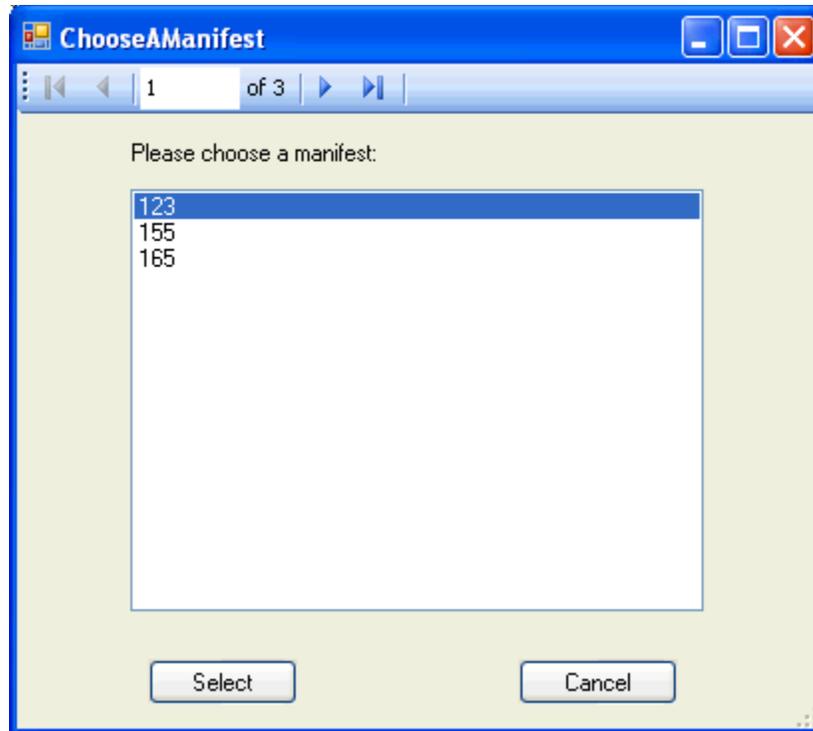


Figure 8–36: Choose Manifest Dialog

7. Click Select. **Note:** If a person you are adding already exists on the selected manifest, TPS displays a message informing you of the duplication. Click OK to return the Upload Rapid SSN window. (If there is more than one duplicate, clicking OK will advance you to the next message window.)



Figure 8–37: Person Exists in Selected Manifest Message

8. TPS adds the personnel to the manifest and displays a message confirming the data was uploaded successfully.
9. TPS returns to the Upload Rapid SSN window and updates the Total Records Uploaded counter.

Total Records Read:	2
Total Records Uploaded:	2
Total Records Not Read:	0

10. Click Close to return to the System Administration Main window. Note: If you click Add after you have clicked Select on the ChooseAManifest dialog, you receive a message informing you that the records have already been added.



Figure 8–38: Files Already Added to Database Message

8.6 Miscellaneous

The subsequent sections provide detailed information on the functions found under Miscellaneous.

8.6.1 Database Management

The Database Management function allows you to delete records from your local TPS database. Please note that the records are deleted permanently.

To delete a record from the database, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

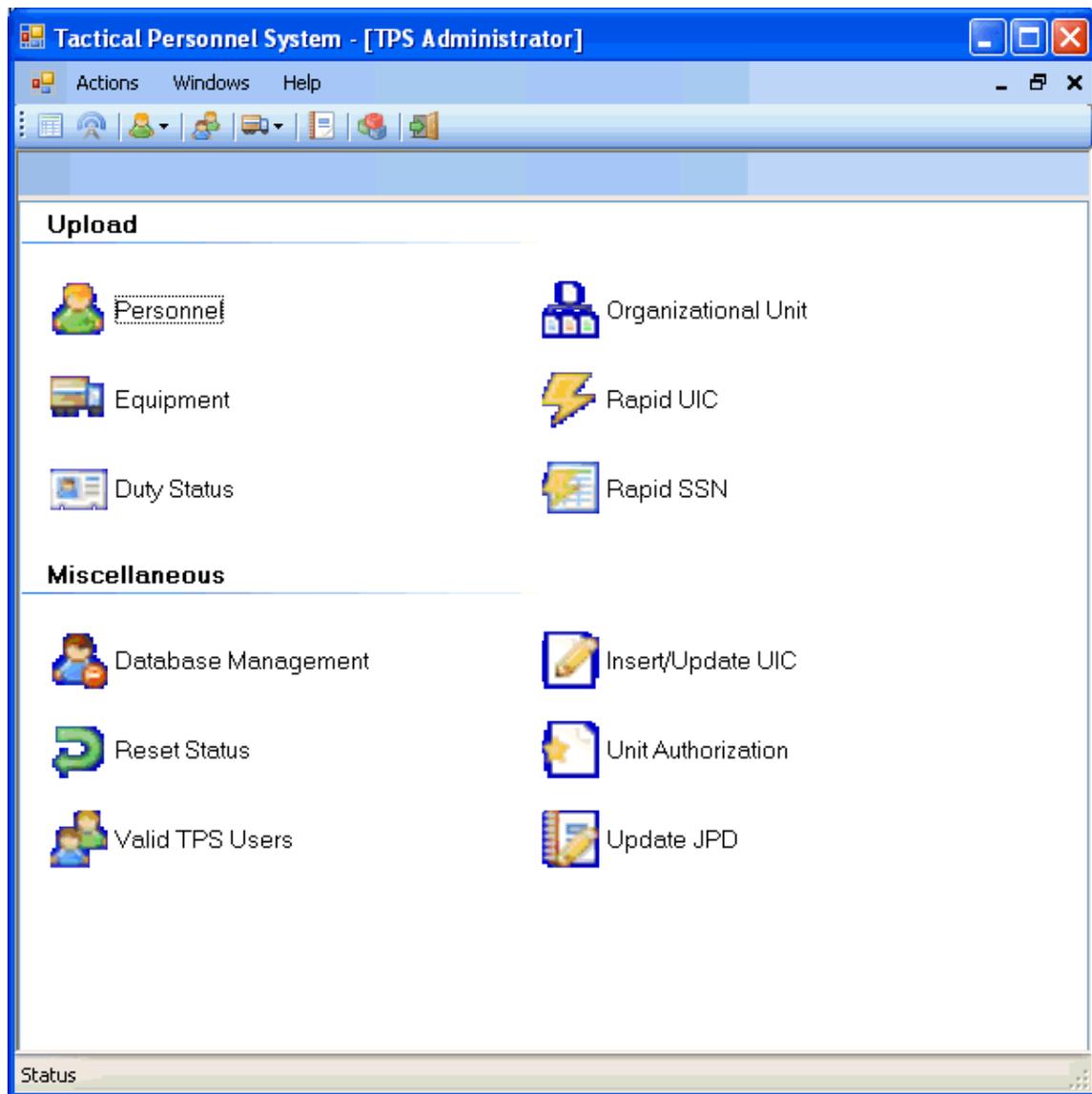


Figure 8–39: TPS Administrator Window

2. Click on Database Management. TPS displays the Database Management window.

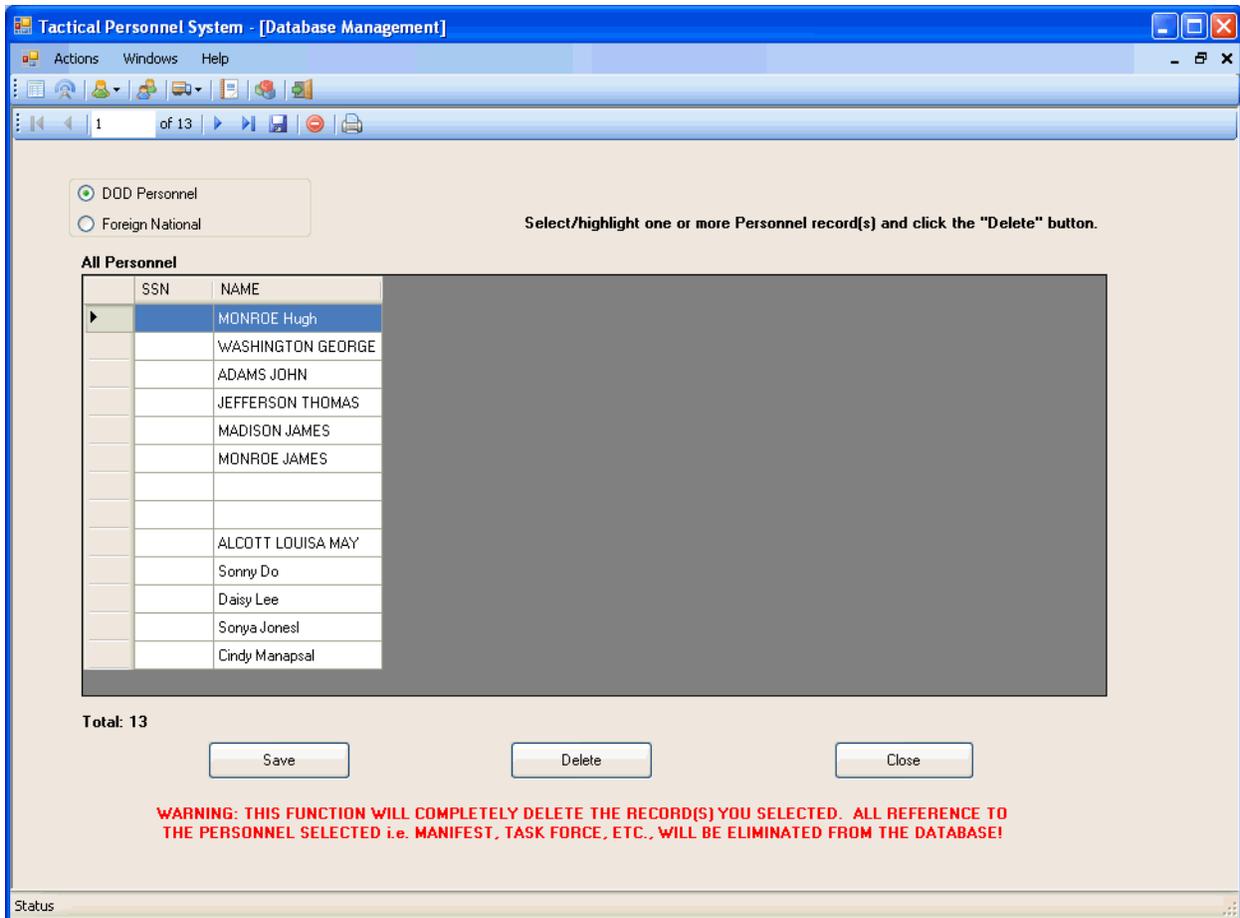


Figure 8–40: Database Management Window

3. Select either the DOD Personnel or Foreign National radio buttons to filter the data displayed in the Database Management window.
4. Select a person to delete from database using one of the following methods:

If	Then
You want to delete one person from the task force	Scroll through the list if necessary and select the name of the person to be deleted.
You want to delete a continuous block of names from the task force	Scroll through the list if necessary, select the first name in the block and, while holding down the Shift key, select the last name in the block.
You want to delete multiple names that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each name that you wish to delete.

Table 8–11: Select Person Methods

5. Click Delete to delete the personnel selected. Note: This permanently removes the records from the database. TPS displays a confirmation message.

6. Click Yes to delete the record. Click No to the Database Management window without making any changes.
7. Click Save to save your changes. TPS displays a message confirming the changes were made successfully.
8. Click Close to return to the TPS Administrator window.

8.6.2 Insert/Update UIC

This function allows you to enter a new unit identification code (UIC) or edit details for a UIC already in the database.

8.6.2.1 INSERT UIC

To update UIC information, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

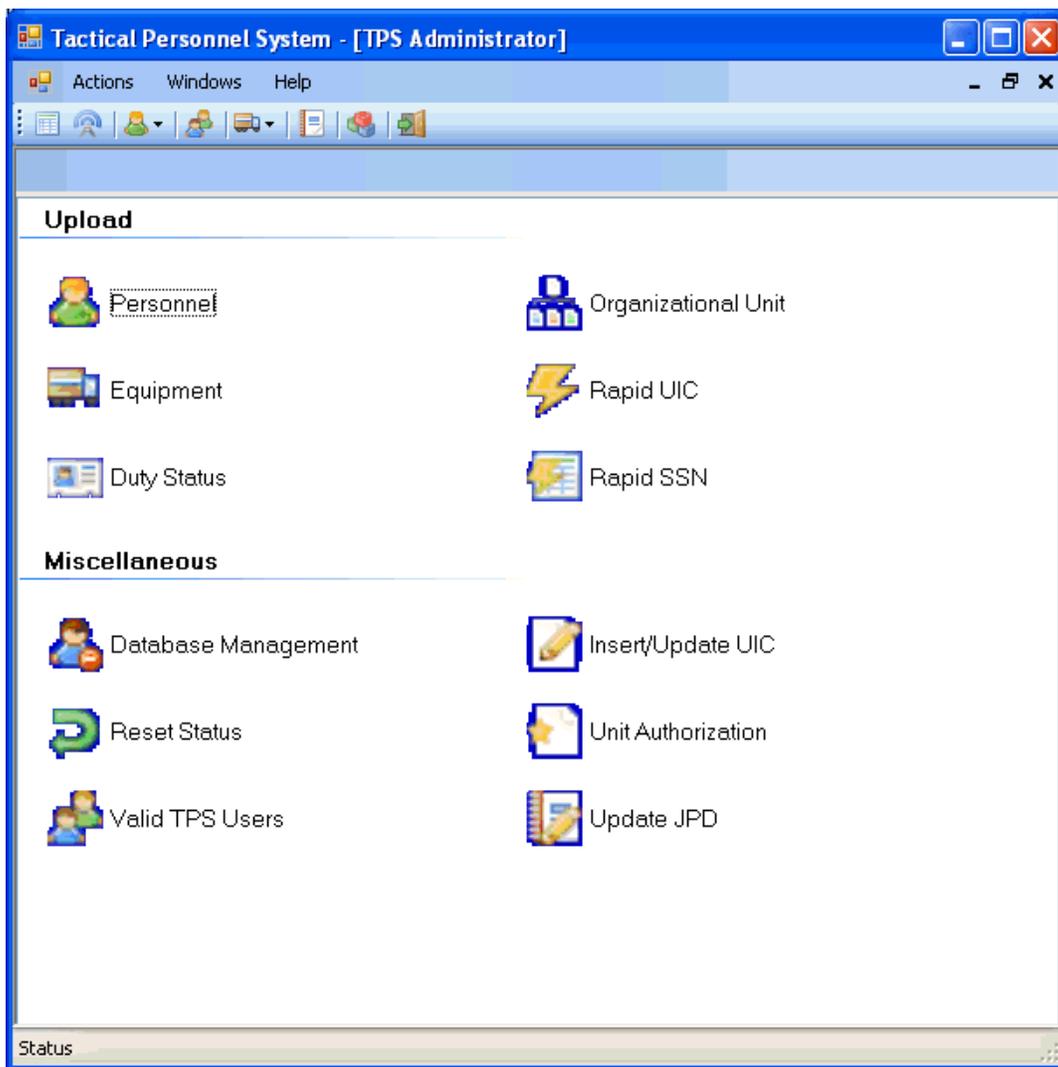


Figure 8–41: TPS Administrator Window

- Click on Insert/Update UIC. TPS displays the Insert/Update UIC window.

Figure 8–42: Insert/Update UIC Window

- In the Filter area of the window, select the radio button of the Branch of Service to which you want to add the UIC.
- The UIC field must be completed for all new records. The UIC must be between five and eight characters in length.
- Enter appropriate information in all required fields. **Note:** The required fields vary by the Branch of Service selected.
- Unless otherwise changed, the DODCMP field will display the value corresponding to the Branch of Service that you selected in Step 3.
- For optional fields, it is recommended that you fill in these fields as completely as possible. Type or select the appropriate value for each field.
- Click Save. TPS displays a message confirming that the UIC was successfully inserted.
- Click OK to return to the Insert/Update UIC window.
- Click the X in the upper right-hand corner of the window to close the Insert/Update window and return to the TPS Administrator window.

8.6.2.2 UPDATE UIC

To update UIC information, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

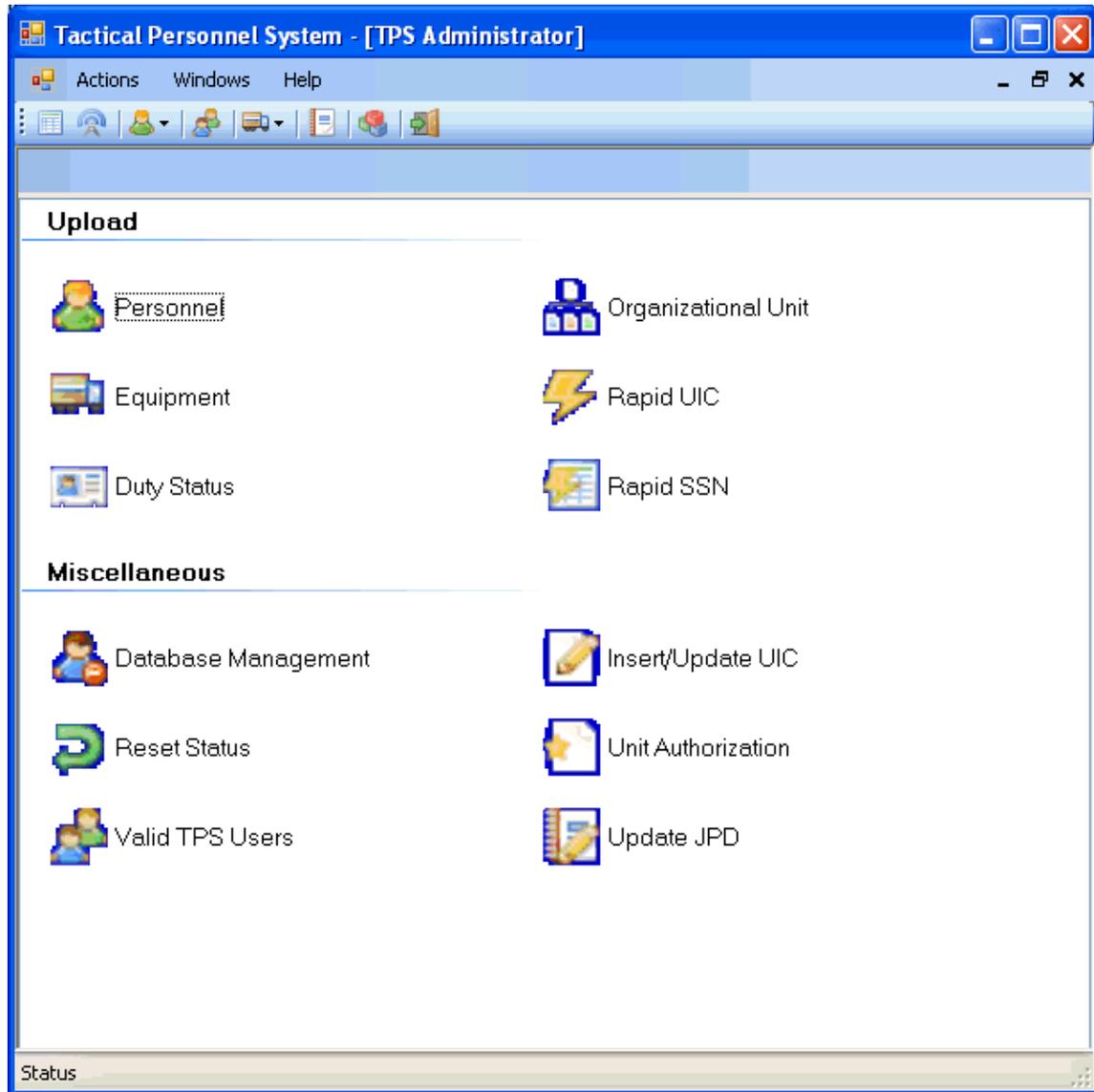


Figure 8–43: TPS Administrator Window

2. Click on Insert/Update UIC. TPS displays the Insert/Update UIC window.

Tactical Personnel System - [Insert/Update UIC]

Filter

ARMY AIR FORCE MARINE NAVY COAST GUARD

UIC: *
Double click on UIC field for search

DODCMP: A - DEPARTMENT OF THE ARMY *

Unit Command of Assignment: * Unit No.:

U.S. Army Regimental System No.: Unit Branch: *

Personnel Info System Processing Activity: *

Unit Description:

Unit Designation (Table of Distribution and Equipment Allowance):

Unit Designation (Table of Organization and Equipment):

Loc Type: Gateway PO:

Geo Loc: State Loc:

Home Army Loc: Country Loc:

Zip Code: Gateway PO Area:

[*] Denotes required field

Status

Figure 8–44: Insert/Update UIC Window

3. Select the radio button of the Branch of Service by which you want to filter the UICs.
4. Double click in the UIC field to search for the UIC you want to update. TPS displays the UIC Selection window.

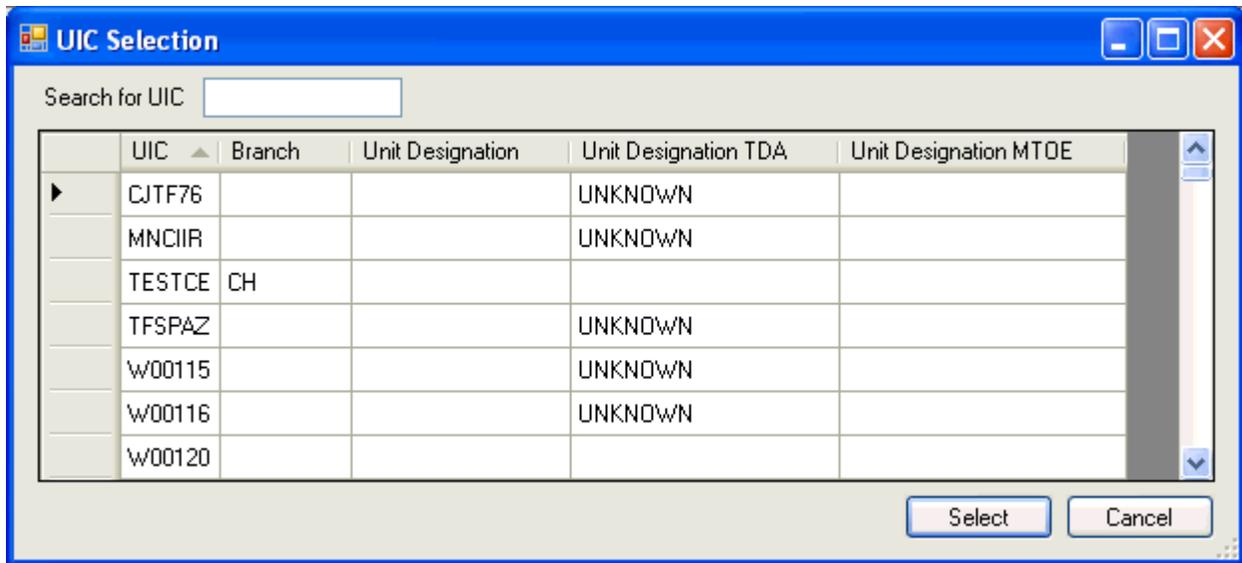


Figure 8–45: UIC Selection Window

5. Select the UIC by highlighting its row and clicking Select. Select Cancel to return to the Insert/Update UIC window without selecting a UIC.
6. TPS returns to the Insert/Update UIC window and displays the data values contained in the database for the UIC selected.

Tactical Personnel System - [Insert/Update UIC]

Filter

ARMY AIR FORCE MARINE NAVY COAST GUARD

UIC: W00103 *
 Double click on UIC field for search

DODCMP: A - DEPARTMENT OF THE ARMY *

Unit Command of Assignment: AS - US ARMY INTELLIGENCE AND SEC * Unit No.:

U.S. Army Regimental System No.: Unit Branch:

Personnel Info System Processing Activity: KD - FT MEADE, MD *

Unit Description:

Unit Designation (Table of Distribution and Equipment Allowance): 704 MI BDE MACDILL AFB

Unit Designation (Table of Organization and Equipment):

Loc Type: Gateway PO:

Geo Loc: State Loc:

Home Army Loc: Country Loc:

Zip Code: Gateway PO Area:

[*] Denotes required field

Status

Figure 8–46: Insert/Update UIC Window With Values Displayed

7. The UIC field is not editable. The values of all other fields may be changed. Enter appropriate values in the available fields.
8. Click Save to save the changes. TPS displays a message confirming the update was successful.
9. Click OK to return to the Insert/Update window.
10. Click the X in the upper right-hand corner of the window to close the Insert/Update window and return to the TPS Administrator window.

8.6.3 Reset Status

This function sets the military and exercise status to PDY and resets the deployment date.

To reset military or exercise duty status and deployment date, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

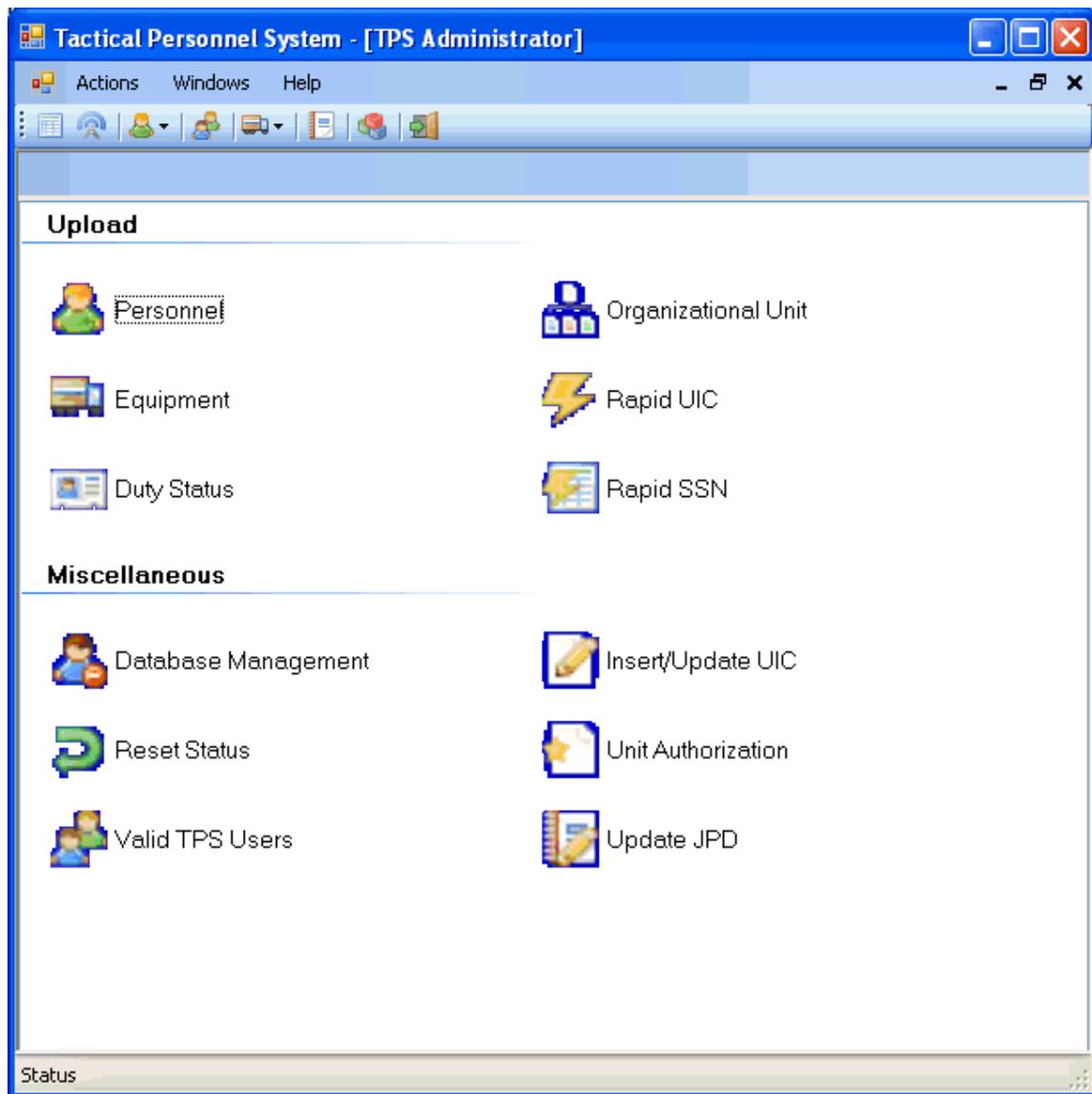


Figure 8–47: TPS Administrator Window

2. Click on Reset Status. TPS displays the Reset Duty Status/Deployment Date window.

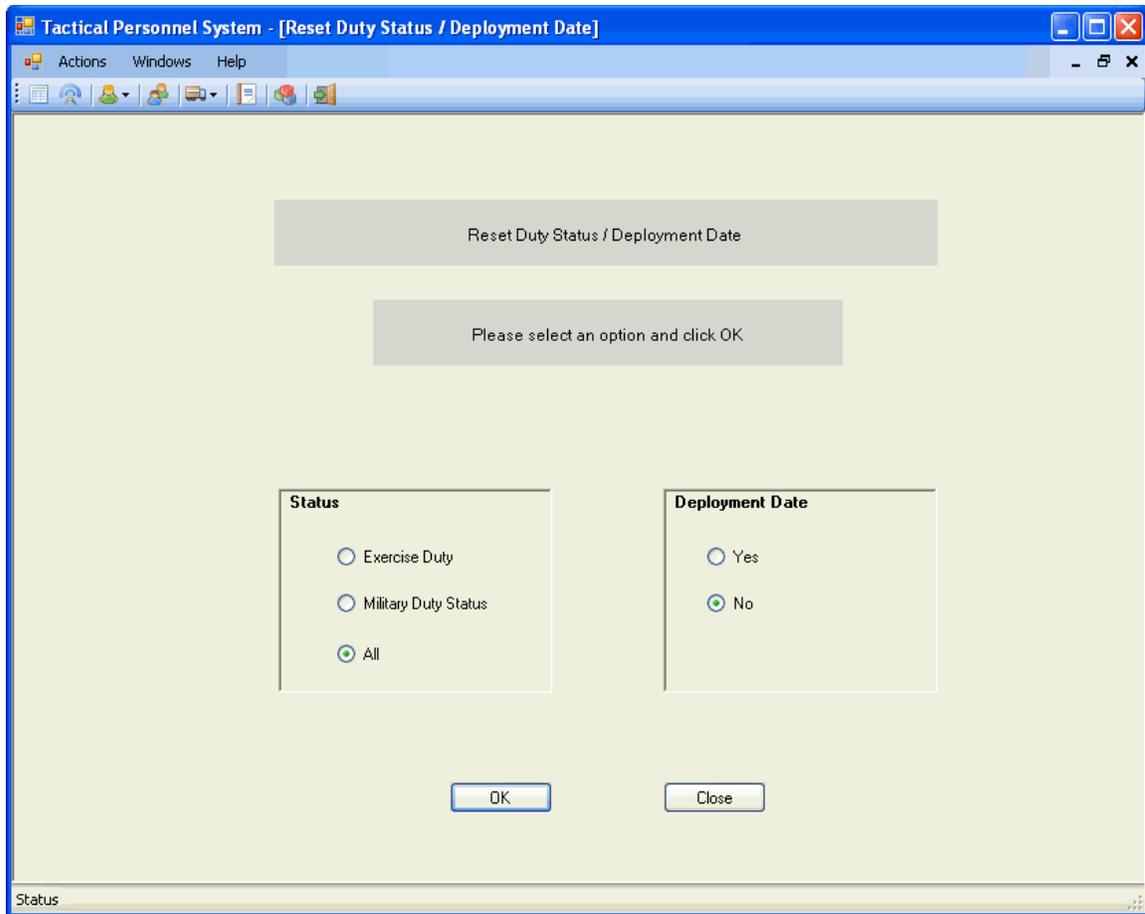


Figure 8–48: Reset Duty Status/Deployment Date Window

3. Select the type of duty status that you want to update using one of the following methods:

If	Then
You want to reset all Exercise Duty Statuses to PDY	Select Exercise Duty Status.
You want to reset all Military Duty Statuses to PDY	Select Military Duty Status.
You want to reset all duty statuses to PDY	Select All.

Table 8–12: Select Duty Status Type Methods

Click OK. TPS displays a message informing you that the duty status has been reset to Present for Duty (PDY) for the duty status selected.

4. Click OK to return to the Reset Duty Status/Deployment Date window.
5. Select the Yes radio button in the Deployment Date area if you want to reset the deployment date. Select the No radio button if you do not want to reset the deployment date.

6. Click OK. TPS displays a message informing you that the duty status has been reset to PDY and the deployment date have been reset if Yes was selected. If you selected No, TPS displays a message informing you the duty status selected is reset.
7. Click OK to return to the Reset Duty Status/Deployment Date window.
8. Click Close to return to the TPS Administrator window.

8.6.4 Unit Authorization

The Unit Authorization function allows you to tabulate the authorized, required, assigned and operating strengths for each personnel category. The function helps you manage staffing requirements. The function allows you to add, edit, or delete a unit authorization.

The buttons listed below are available on the toolbar when using this function.

Button	Action
	Move First
	Move Previous
<input type="text" value="1"/>	Current Position
of 4	Total Number of Items
	Move Next
	Move Last
	Save
	Add New
	Delete
	Print

Table 8–13: Unit Authorization Buttons

8.6.4.1 UNIT AUTHORIZATION: ADD

To add unit authorization information, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

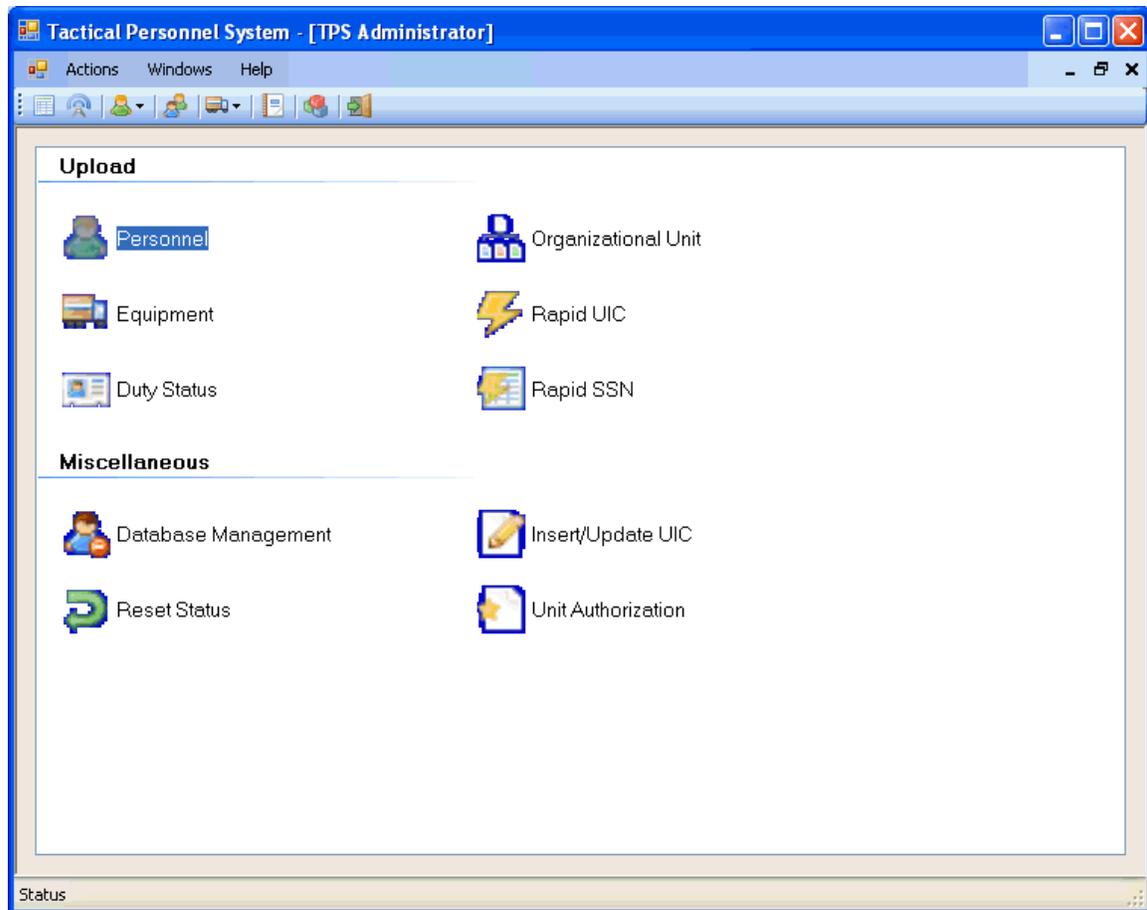


Figure 8–49: TPS Administrator Window

2. Click on Unit Authorization. TPS displays the Unit Authorization window.

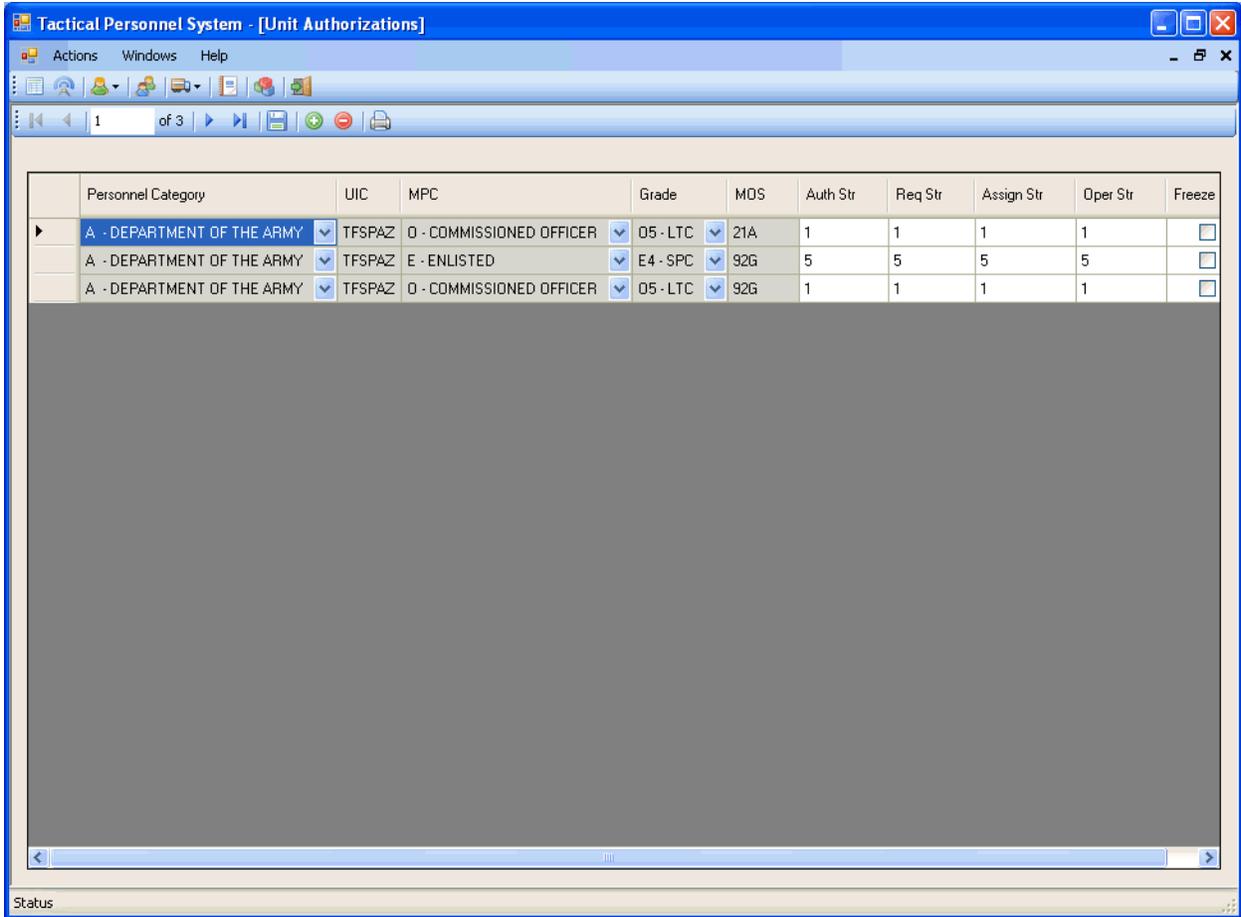


Figure 8–50: Unit Authorization Window

3. Click the Add new button to add a new authorization. TPS adds a row for data entry to the table.

Personnel Category	UIC	MPC	Grade	MOS	Auth Str	Req Str	Assign Str	Oper Str	Freeze
A - DEPARTMENT OF THE ARMY	TFSPAZ	O - COMMISSIONED OFFICER	O5 - LTC	21A	1	1	1	1	<input type="checkbox"/>
A - DEPARTMENT OF THE ARMY	TFSPAZ	E - ENLISTED	E4 - SPC	92G	5	5	5	5	<input type="checkbox"/>
A - DEPARTMENT OF THE ARMY	TFSPAZ	O - COMMISSIONED OFFICER	O5 - LTC	92G	1	1	1	1	<input type="checkbox"/>

Figure 8–51: Unit Authorization Window With New Row

4. The following fields are required for all personnel. Select an appropriate value from the picklist.
 - Personnel Category
 - UIC
5. For service members, the following fields are required. Select an appropriate value from the picklist.
 - Military Personnel Class
 - Pay Grade
 - Military Occupational Specialty
6. The following fields are optional. However, it is recommend that you enter values for the fields.
 - Authorized Strength (Auth Str)
 - Required Strength (Req Str)
 - Assigned Strength (Assign Str)

- Operating Strength (Oper Str)
- Freeze

Note: If you check the Freeze checkbox, the values for Authorized and Required Strength are frozen. TPS disables data entry for the fields, and the fields are shaded gray.

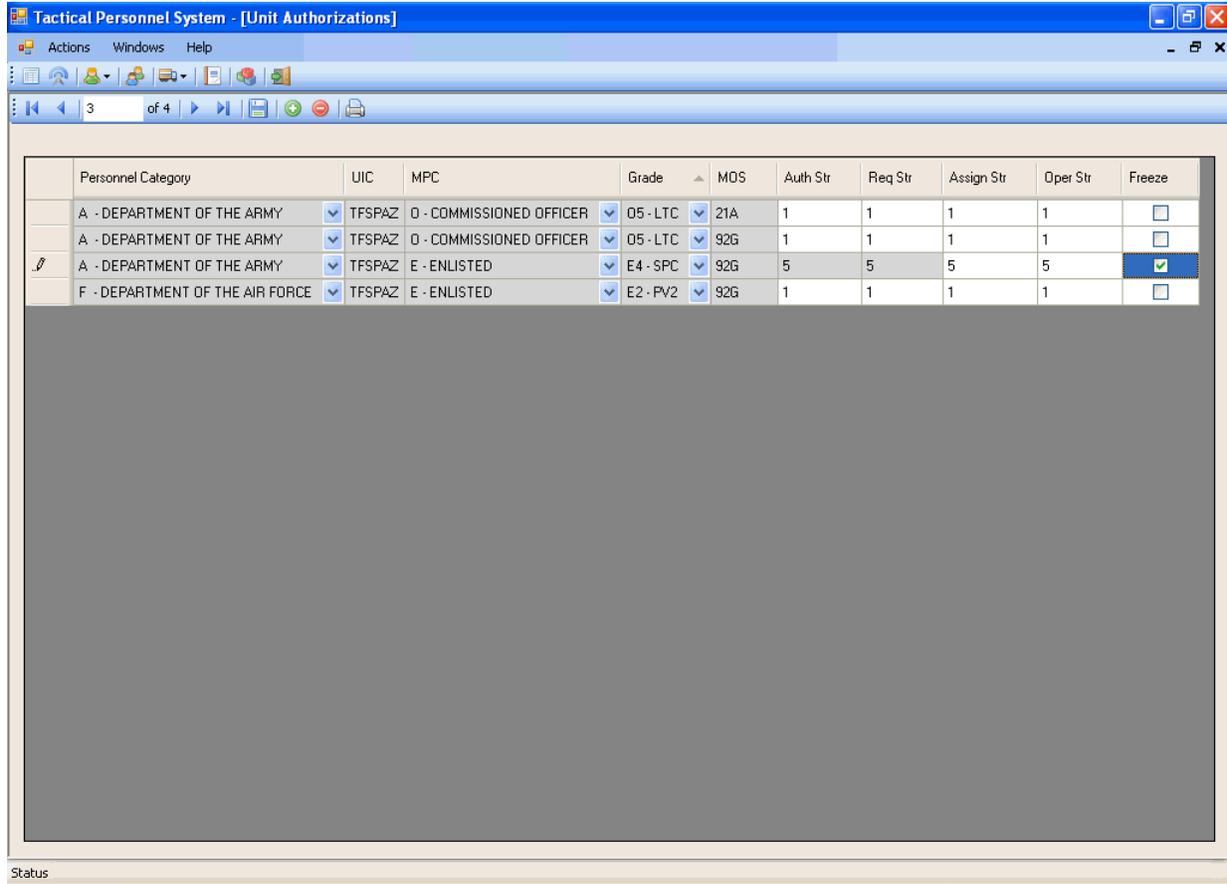


Figure 8–52: Unit Authorization Window—Frozen Fields

7. Click Save. TPS saves the record and returns to the Unit Authorization window.
8. Click the X in the upper right-hand corner of the window to close the Unit Authorization window and return to the TPS Administrator window.

8.6.4.2 UNIT AUTHORIZATION: EDIT

To edit unit authorization information, perform the following steps:

1. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

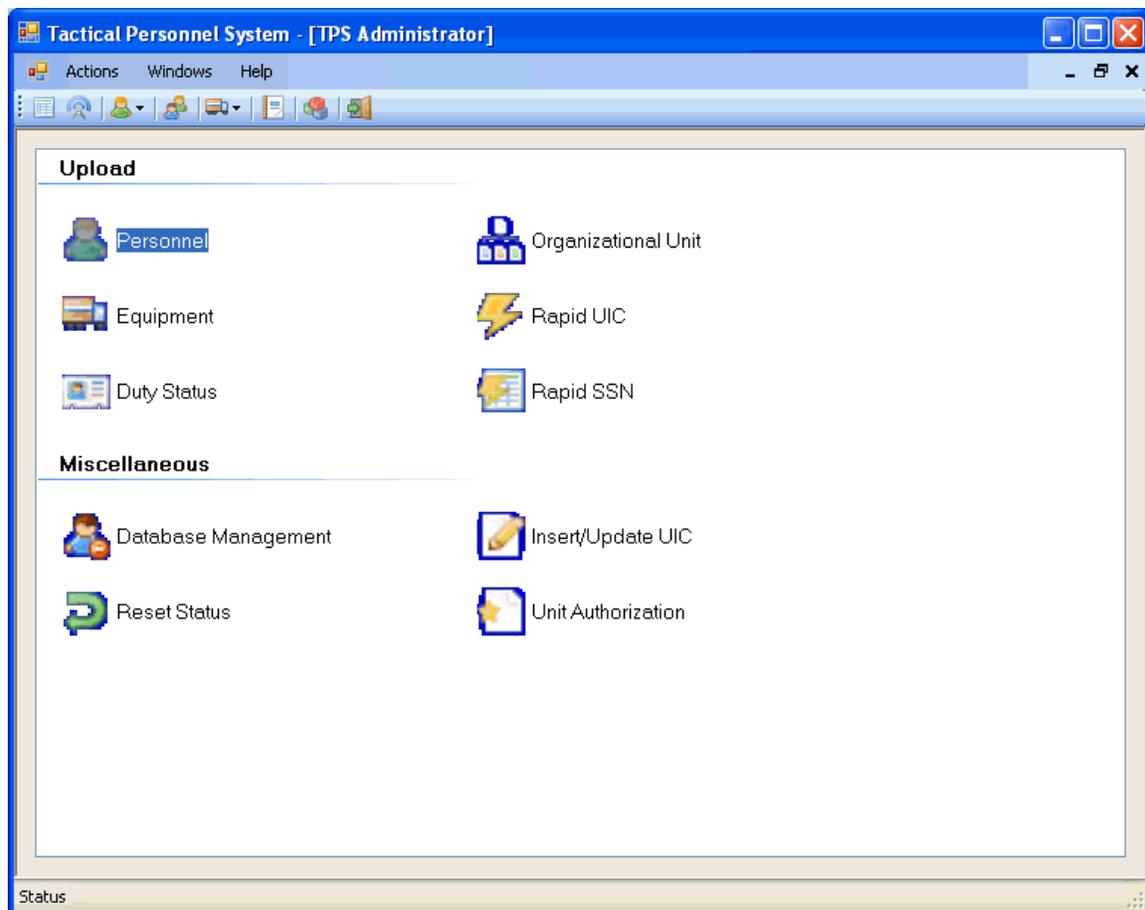


Figure 8–53: TPS Administrator Window

2. Click on Unit Authorization. TPS displays the Unit Authorization window.

Personnel Category	UIC	MPC	Grade	MOS	Auth Str	Req Str	Assign Str	Oper Str	Freeze
A - DEPARTMENT OF THE ARMY	TFSPAZ	O - COMMISSIONED OFFICER	O5 - LTC	21A	1	1	1	1	<input type="checkbox"/>
A - DEPARTMENT OF THE ARMY	TFSPAZ	E - ENLISTED	E4 - SPC	92G	5	5	5	5	<input type="checkbox"/>
A - DEPARTMENT OF THE ARMY	TFSPAZ	O - COMMISSIONED OFFICER	O5 - LTC	92G	1	1	1	1	<input type="checkbox"/>

Figure 8–54: Unit Authorization Window

- The Personnel Category, UIC, MPC, Grade, and MOS fields are read-only cannot be edited. **Note:** If authorized and required strength levels are frozen for a unit, those fields will be disabled for editing as well.
- Change the fields you want to edit by typing the data in the field.
- Click Save. TPS saves the record and returns to the Unit Authorization window.

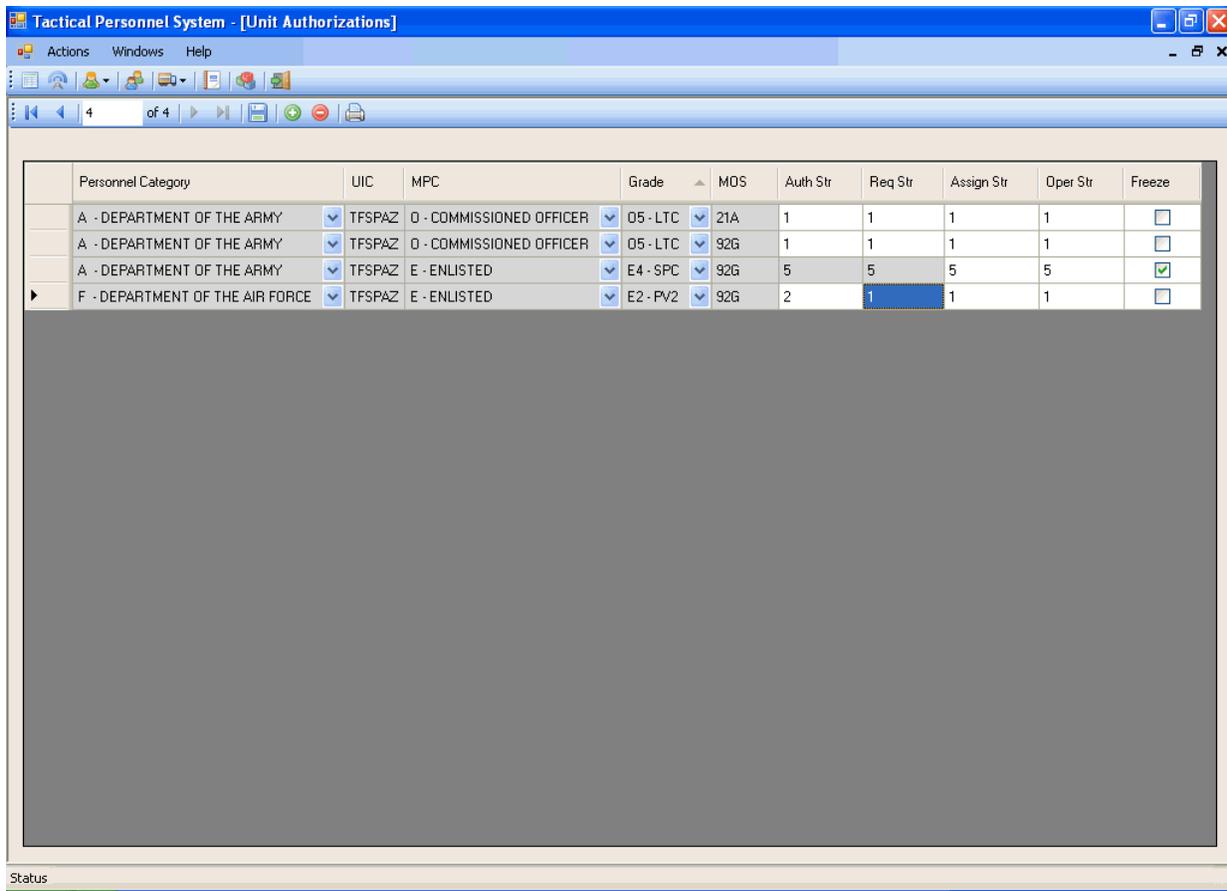


Figure 8–55: Unit Authorization Window With Changes

- Click the X in the upper right-hand corner of the window to close the Unit Authorization window and return to the TPS Administrator window.

8.6.4.3 UNIT AUTHORIZATION: DELETE

To delete a unit authorization, perform the following steps:

- Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

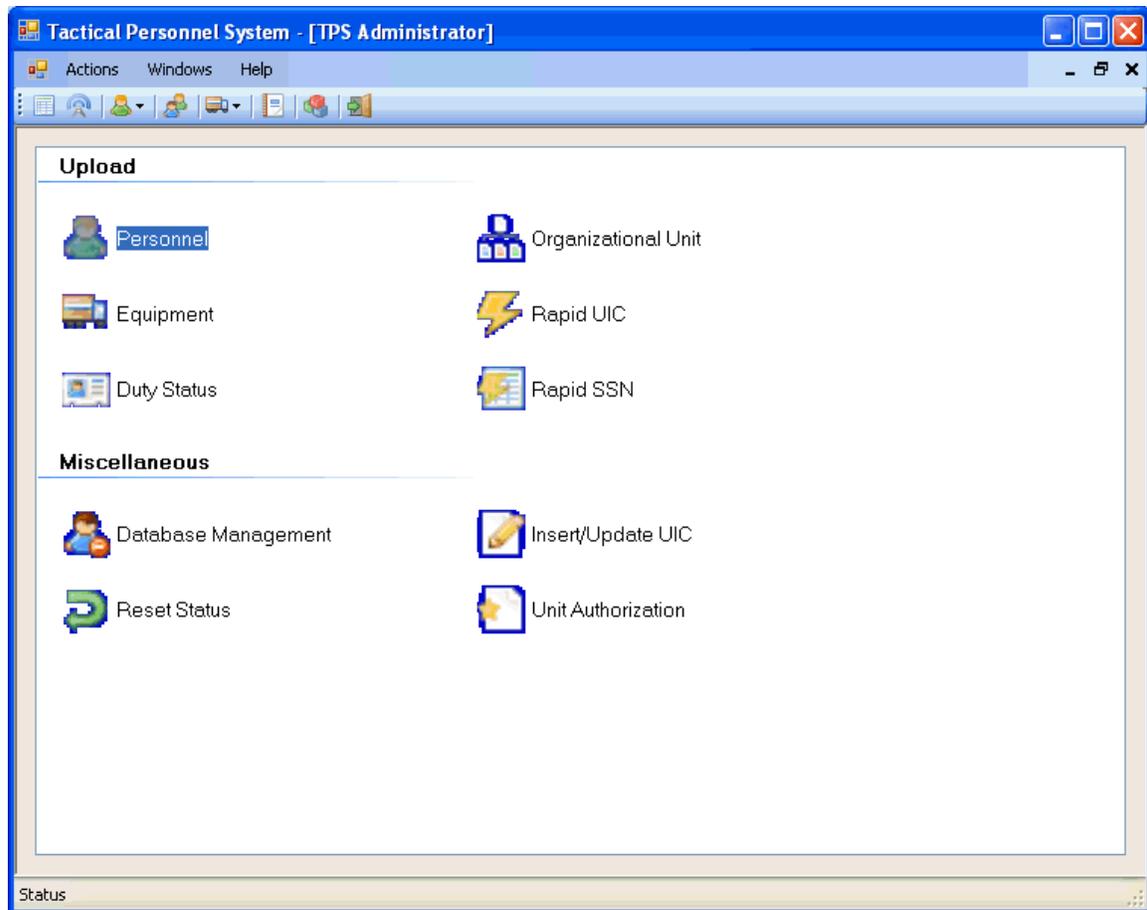


Figure 8–56: TPS Administrator Window

2. Click on Unit Authorization. TPS displays the Unit Authorization window.

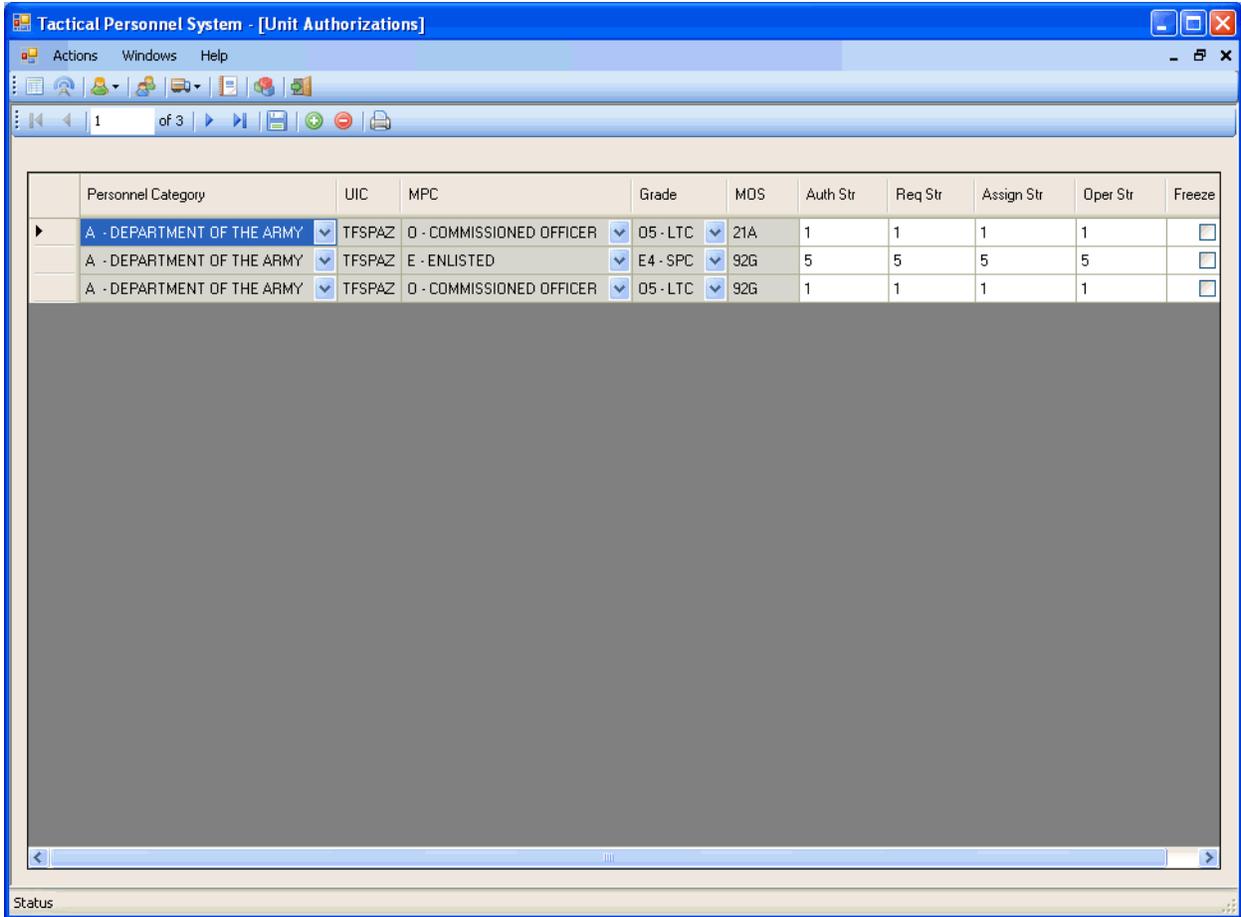


Figure 8–57: Unit Authorization Window

3. Select a unit authorization for deletion using one of the following methods:

If	Then
You want to delete one unit authorization	Scroll through the list if necessary and select the unit authorization to be deleted.
You want to delete a continuous block of unit authorizations from the list	Scroll through the list if necessary, select the first unit authorization in the block and, while holding down the Shift key, select the last unit authorization in the block.
You want to delete multiple unit authorizations that are not in a continuous block	Scroll through the list if necessary and, while holding down the Ctrl key, select each unit authorization that you wish to delete.

Table 8–14: Select Unit Authorization Methods

4. Click Delete. The Delete Confirmation message is displayed.
5. If you want to delete the chosen unit authorization, click Yes. If you do not want to delete the chosen unit authorization, click No. TPS returns to the Unit Authorization window.
6. Click Save. TPS saves the changes.

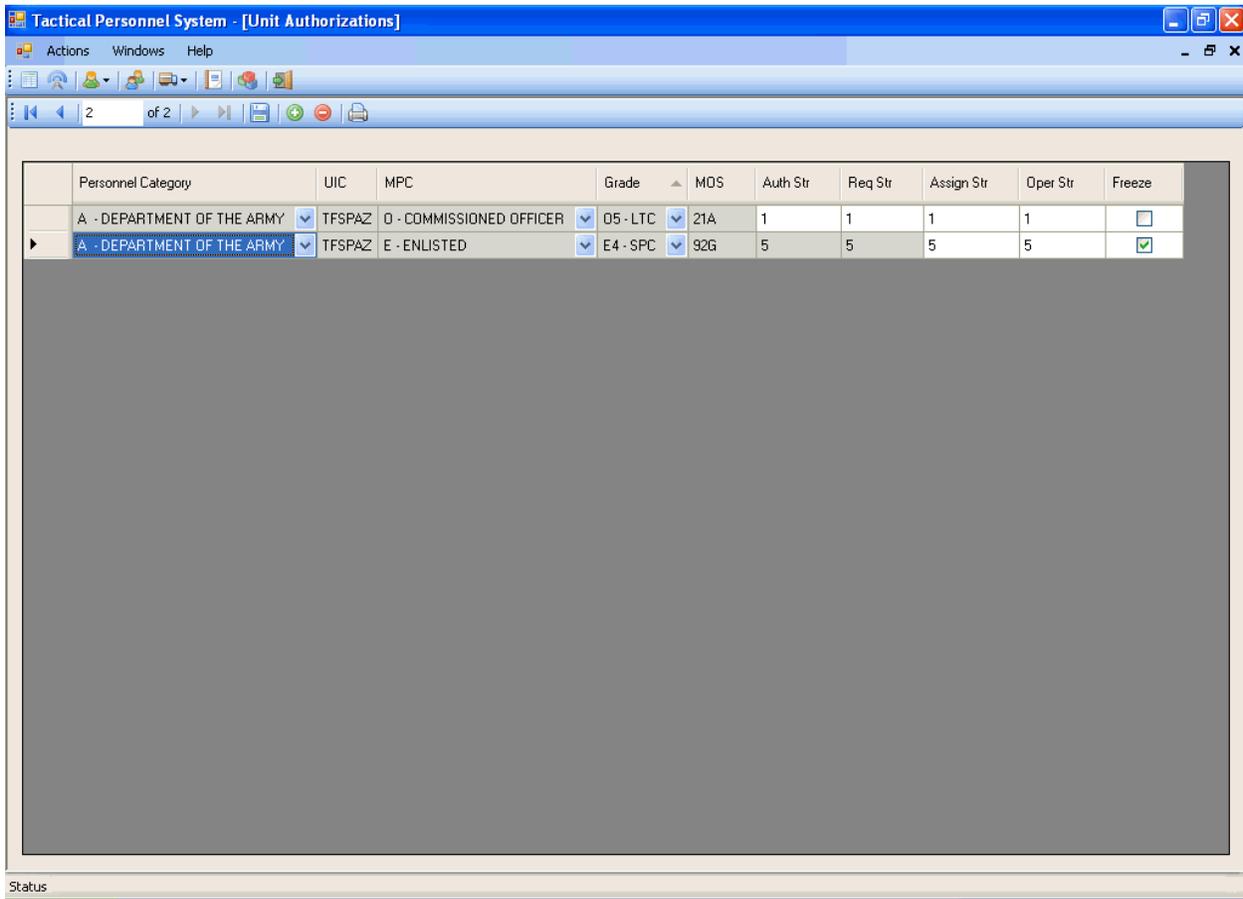


Figure 8–58: Unit Authorization Window Showing Deletion

- Click the X in the upper right-hand corner of the window to close the Unit Authorization window and return to the TPS Administrator window.

8.6.5 Valid TPS Users

The Valid TPS Users allows you to select from a list of users and designate to which users to grant access to TPS. To select and designate a valid TPS user, perform the following steps:

- Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

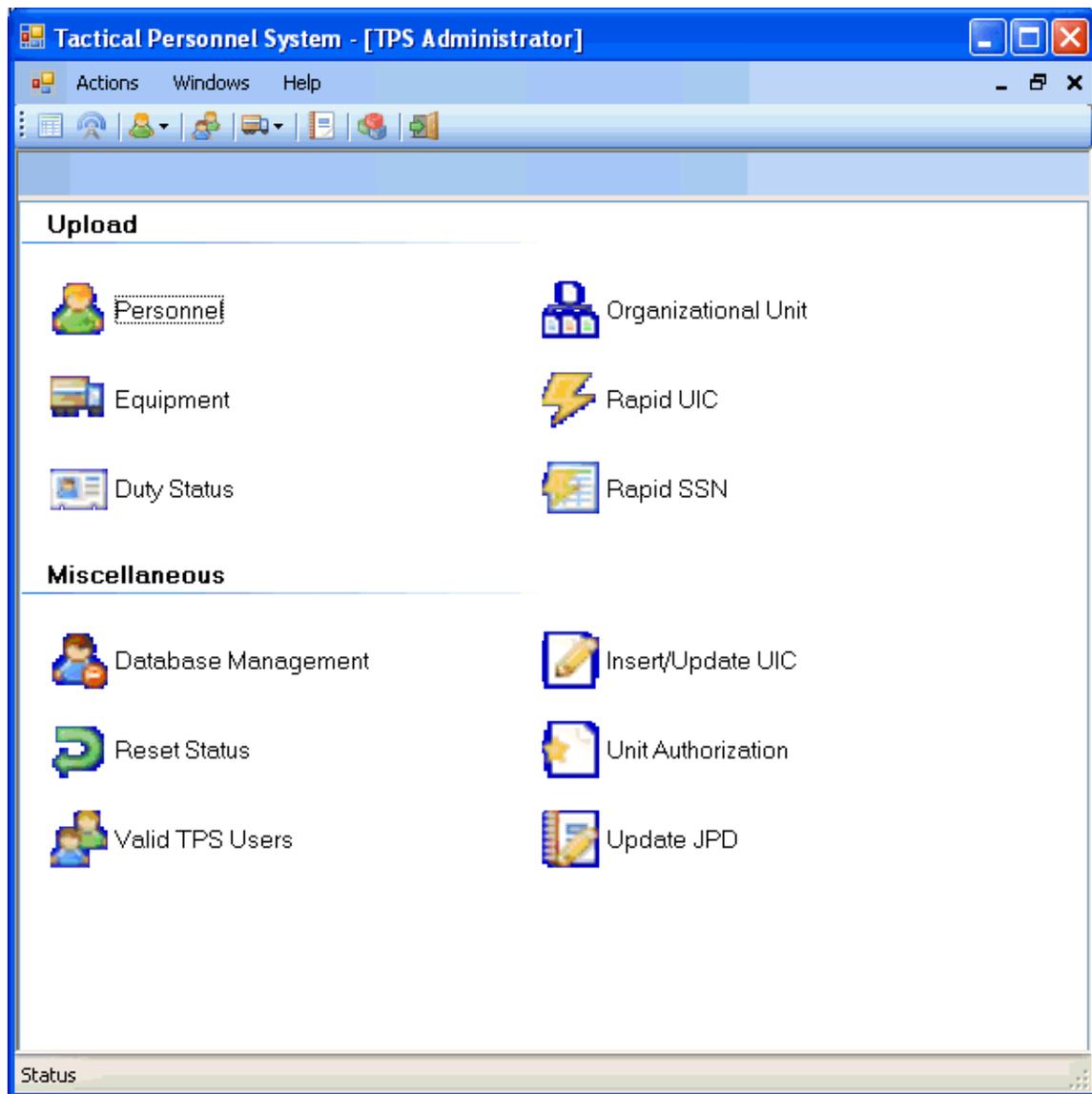


Figure 8–59: TPS Administrator Window

2. Click on Valid TPS Users. TPS retrieves a list of valid user accounts and displays a message asking you to wait while the accounts are collected.

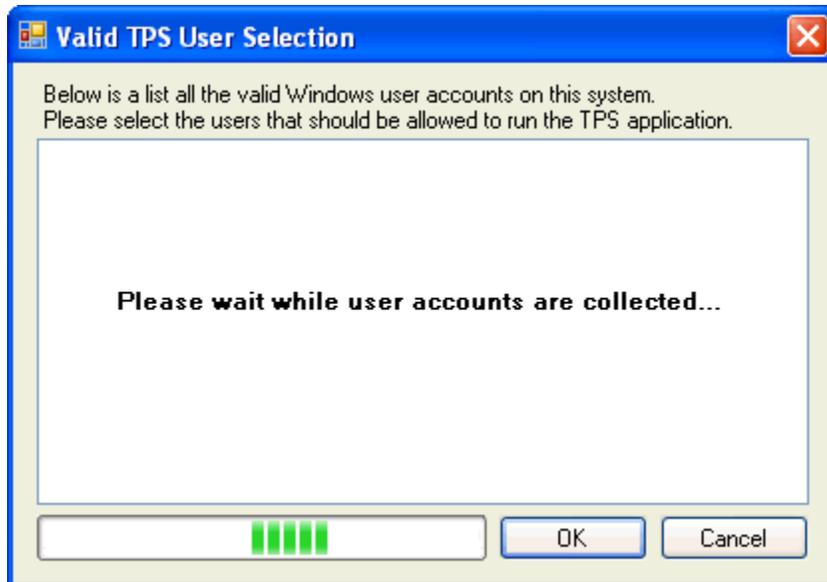


Figure 8–60: Valid TPS User Selection Window—Collecting User Accounts Status

3. Once the accounts are collected, TPS displays the Valid TPS User Selection window.

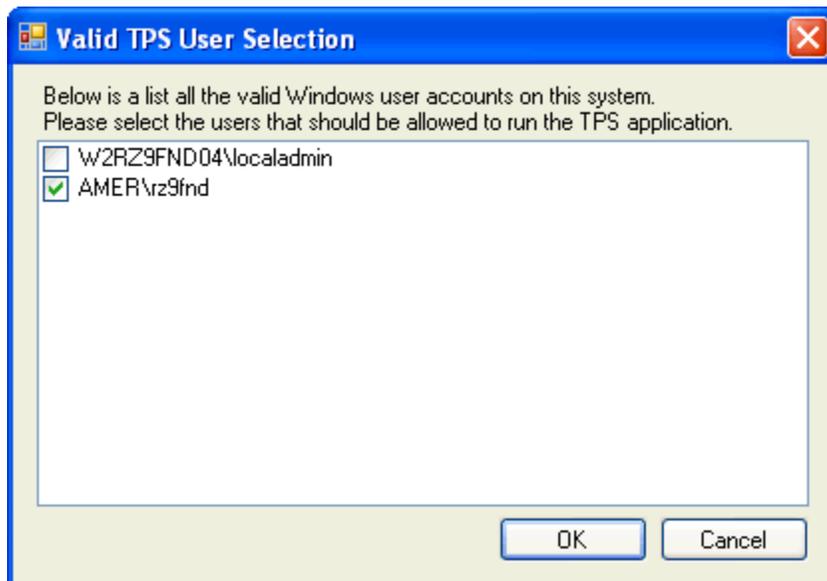


Figure 8–61: Valid TPS User Selection Window

4. Select the checkbox next to the user name for the user to which you want to grant access.
5. Click OK to save your change and return to the TPS Administrator window.
6. Click Cancel to return to the TPS Administrator window without making any changes.

8.6.6 Update JPD

The Update JPD function allows you to update the JPD database when necessary. **Note:** This function will overwrite the existing JPD database, so it should only be done when you have obtained a new JPD_YYYYMMDD.zip file.

There are three phases to updating the JPD in TPS v3.0: Setup, Update, and Cleanup. For the proper function and security of the personnel data contained in the JPD, these instructions must be followed to completion for each of the phases, as detailed below.

SETUP

In order to update the JPD, you will need to acquire three files and two passphrases from SPSD. Following is a table that lists these items:

Item	Source
JPD Update Data File (file name: JPD_YYYYMMDD.zip)*	Extracted from multipart .ZIP file acquired from AKO** (https://www.us.army.mil/suite/folder/15024198)
Master Key (file name: jpd_master_key_YYYYMMDD)*	Encrypted email from SPSD
Service Master Key (file name: jpd_service_master_key_YYYYMMDD)*	Encrypted email from SPSD
Passphrases 1 and 2	Encrypted email from SPSD

- * - YYYYMMDD will be the Year, Month and Day that the given JPD Update files were created.
- ** - The multipart .ZIP files are named "jpdSplitv2" and will be discussed in more detail below.

JPD UPDATE DATA FILE DOWNLOAD

As mentioned above, the JPD Update Data File is available for secure download from Army Knowledge Online. AKO has a download file size limit of about 100 MB – so, at over 800 MB, the JPD Update Data File must be broken up into smaller pieces. The Data File is broken into smaller pieces using what is called a multi-part .ZIP file, which is created using WinZip, and must be extracted using WinZip (as opposed to the Windows Extraction Wizard).

When you go to the "TPS 3.0 Lookup File" AKO folder (linked above) you will see a listing like the following:

<input type="checkbox"/>	Name	Type	Creator	Size	
<input type="checkbox"/>	jpdSplitv2	Z01 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z02 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z03 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z04 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z05 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z06 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z07 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Z08 File	daniel.addison	98078 KB	€
<input type="checkbox"/>	jpdSplitv2	Zip Archive	daniel.addison	29179 KB	€

Figure 8–62: JPD Update Data Files in an AKO Folder

Even though AKO gives you the ability to download all of the files at once, we recommend that you download one file at a time. There are several benefits to downloading one at a time, chief among them is that if the download gets interrupted or a file gets corrupted you will only need to re-download one ~100 MB file instead of the entire 800+ MB bundle.

As you download all of the jpdSplitv2 files, you will need to make sure that you save them with the correct file extension. Note above in the "Type" column, it says "Zip Archive", "Z01 File", "Z02 File", etc. – the "Zip Archive" file needs to be saved as "jpdSplitv2.zip", the "Z01 File" needs to be saved as "jpdSplitv2.Z01", the "Z02 File" needs to be saved as "jpdSplitv2.Z02", etc, until you have all of the files downloaded.

JPD UPDATE DATA FILE EXTRACTION

After downloading all of the files, make sure that you have them all in the same folder together – this should be a folder you have read and write permissions to, like your Desktop or your Documents folder. Once this has been accomplished, right-click on jpdSplitv2.zip and choose "Open With > WinZip". (NOTE: You *must* use WinZip to open the multi-part .ZIP; the Windows Extraction Wizard will not work for this task). When the file opens in WinZip, you should see that it contains a single file named "JPD_YYYYMMDD.zip", the JPD Update Data file as mentioned in the table above. Select the "JPD_YYYYMMDD.zip" file and click the Extract toolbar button. When WinZip prompts you to select a directory to save the file to, choose the same directory where the multi-part .ZIP files are located.

Once the "JPD_YYYYMMDD.zip" file has been extracted you won't need the multi-part .ZIP files anymore, but if you have enough free disk space you should keep them around until you have successfully updated your JPD data in TPS.

JPD UPDATE DATA FILE PLACEMENT

The final thing that must be done with the "JPD_YYYYMMDD.zip" file is to place it in a directory where the TPS database has read and write privileges. The best directory for this is the database's own Backup directory.

The typical location for the TPS Backup directory is "C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup"; however, depending on what other software is installed on your machine, you might have many different "C:\Program Files\Microsoft SQL Server\MSSQL.x" directories (where "x" could be any number). If you do have more than one of these directories, you can determine which one is the correct one by looking in its Data directory: "C:\Program Files\Microsoft SQL Server\MSSQL.x\MSSQL\Data" (again, where the "x" is any number). When you find the Data directory that contains – among other things – the "TPS.mdf" and "TPS_log.LDF" files, you've got the right one. Place the "JPD_YYYYMMDD.zip" file in the corresponding Backup directory.

NOTE: In some instances local security policy prevents regular system users from accessing the "C:\Program Files\Microsoft SQL Server\MSSQL.x\MSSQL" directory or the "C:\Program Files\Microsoft SQL Server\MSSQL.x\MSSQL\Backup" directory. If you find this to be the case, please request read/write access to those directories from your system administrator.

KEY FILE AND PASSPHRASE ACQUISITION AND PLACEMENT

Every time an updated version of the JPD Data is released, registered TPS users should receive an encrypted email from SPSD containing two files – a master key file (jpd_master_key_YYYYMMDD) and a service master key file (jpd_service_master_key_YYYYMMDD) – and two 25-character passphrases.

NOTE: If you requested access to TPS v3.0 and the JPD Update Data file but have not received such an email, contact SPSD and request it.

These key files and passphrases are used to "unlock" the personnel data in the JPD Update Data file so that TPS can use it; they must not be changed in any way or they may be rendered useless and will not be able to unlock the JPD for TPS.

Once you have received the encrypted email from SPSD, the key files need to be placed in the same database Backup directory that the "JPD_YYYYMMDD.zip" file was placed. The passphrases will be either in the body of the email or in a text attachment; either way, they need to remain in the email message until used.

IMPORTANT SECURITY WARNING

These files should never be stored anywhere for longer than it takes to update the JPD data in your TPS workstations. If these files are stored anywhere for any period of time, it's conceivable that an attacker could get a hold of the pieces and gain access to all of the up-to-date PII data that the JPD contains, leaving a lot of personnel – including you – open to identity theft.

See the "JPD Update File Cleanup" section below for instructions on ensuring these files are removed from your system after using.

UPDATING THE JPD DATABASE

7. Select TPS System Administration from the TPS Main Menu. TPS displays the TPS Administrator window.

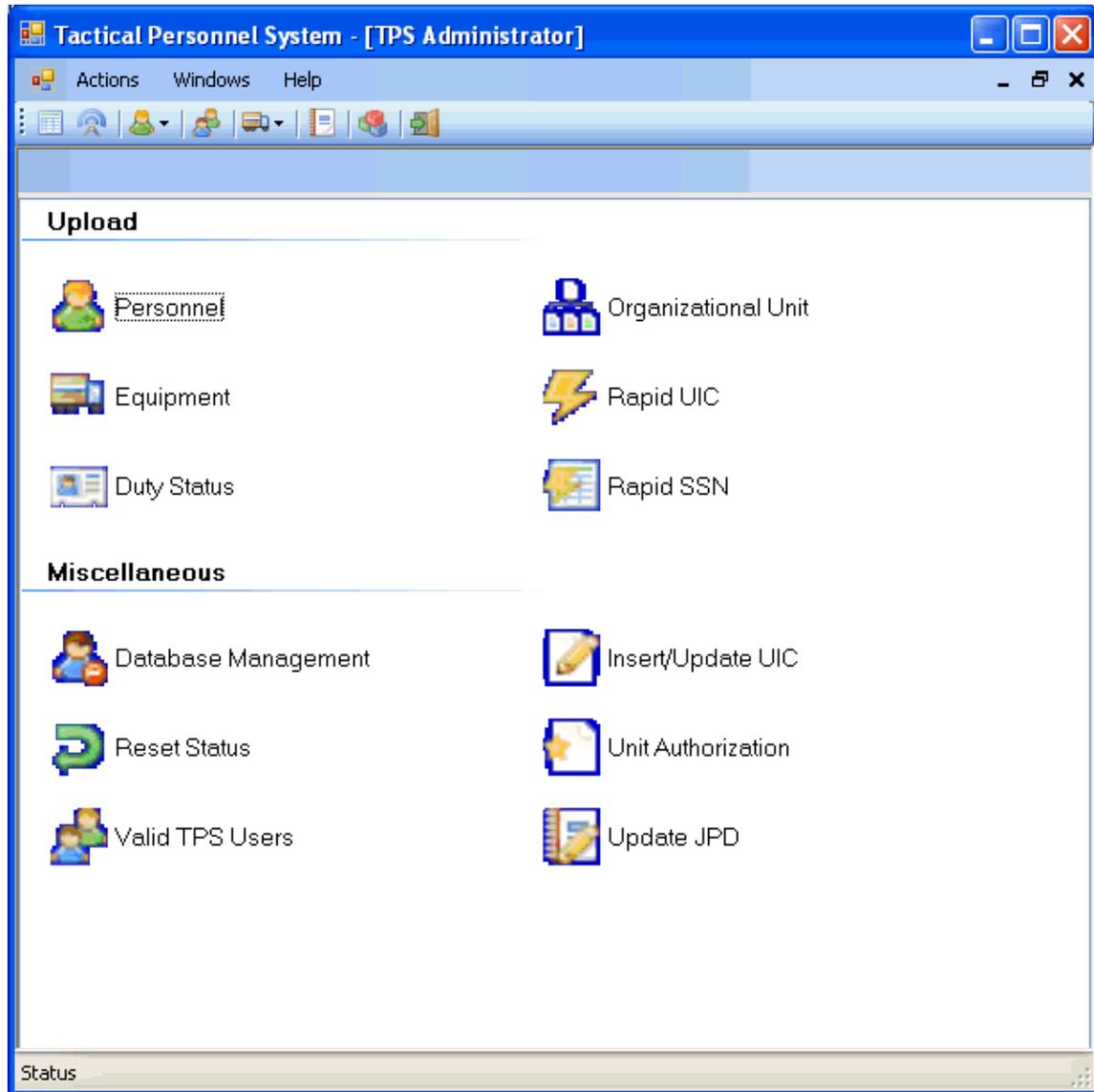


Figure 8–62: TPS Administrator Window

8. Double click on Update JPD. TPS displays the Update JPD window.

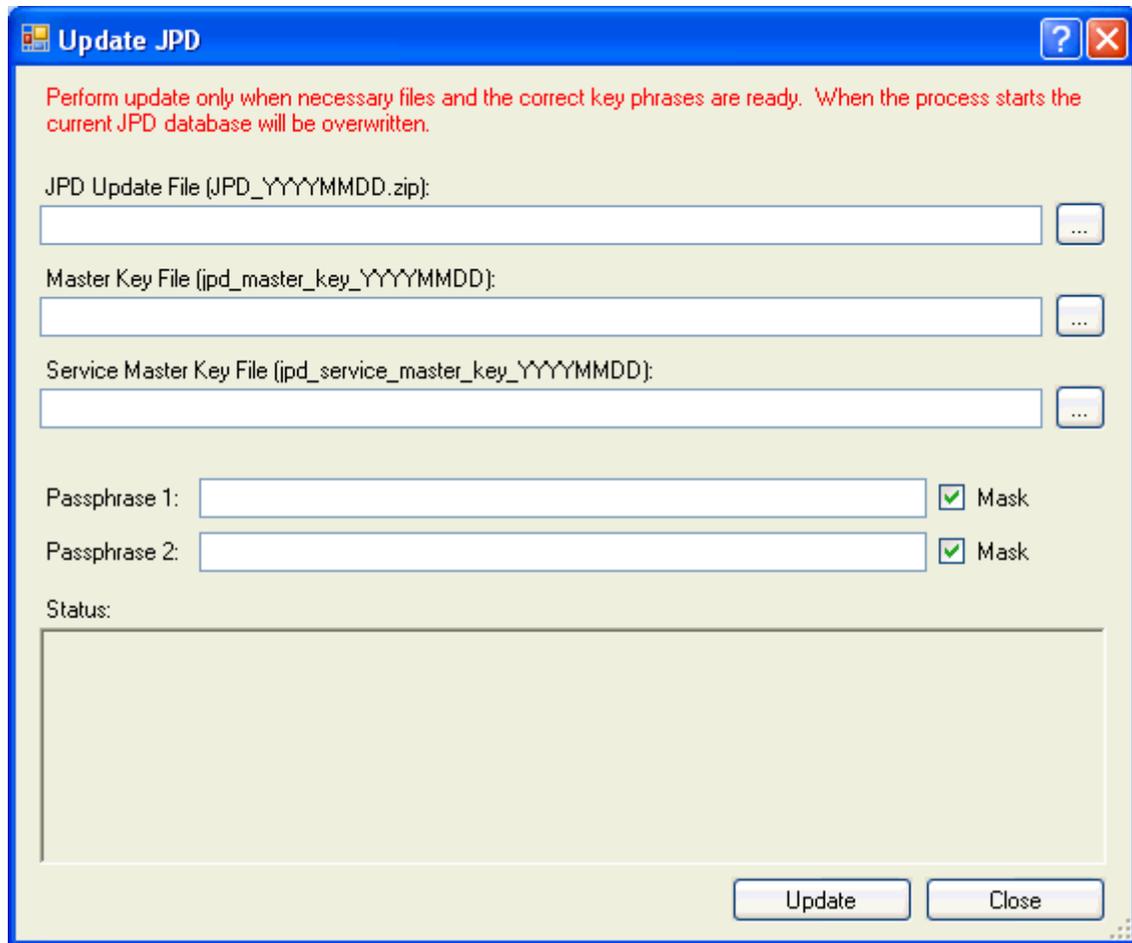


Figure 8–63: Update JPD Window

9. Enter the location of the JPD_YYYYMMDD.zip file by either typing in the path or select the browse button to navigate to the file's location.
10. Enter the location of the JPD master key file by either typing in the path or select the browse button to navigate to the file's location.
11. Enter the location of the JPD service master key file by either typing in the path or select the browse button to navigate to the file's location.
12. Enter the first passphrase in the Passphrase 1 field. Make sure that Mask checkbox is checked if you do not want the phrase displayed. If the Mask box is checked, asterisks will be displayed instead of the characters entered.
13. Enter the second passphrase in the Passphrase 2 field. Make sure that Mask checkbox is checked if you do not want the phrase displayed. If the Mask box is checked, asterisks will be displayed instead of the characters entered.

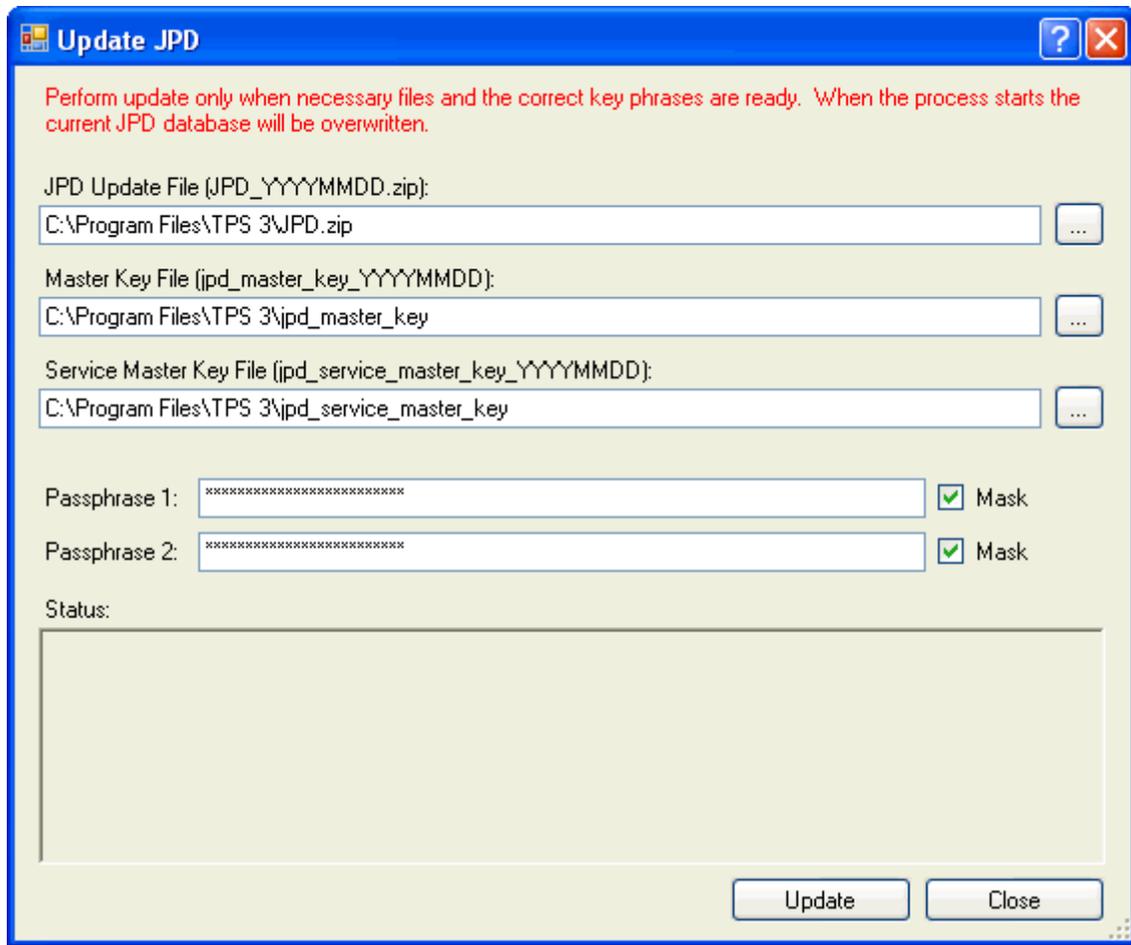


Figure 8–64: Update JPD Window—Fields Completed

14. Click Update to update the JPD database. TPS displays the status of the update process in the Status field. If there were errors in the file locations or passphrases entered, TPS displays information about the error in the Status field. In addition, TPS displays an error message informing you to call the help desk.
15. When the update has been completed successfully, TPS displays a message in the Status window informing you that the update was completed successfully.



Figure 8–65: Update JPD Window—Update Successful

16. Click Close to return to the TPS Administrator window.

JPD UPDATE CLEANUP

As mentioned above, the JPD Update files, if not handled properly, could potentially expose the PII data of millions of personnel. For this reason, these files should be considered to be of a "Burn After Reading" nature, and should be disposed of after each successful JPD update.

TPS, after successfully updating its JPD database, will attempt to delete the JPD_YYYYMMDD.zip, jpd_master_key_YYYYMMDD, and jpd_service_master_key_YYYYMMDD files from the database Backup directory (as detailed above); if it is unsuccessful in this attempt, it will warn the user that they need to be manually removed. Any and all copies of these files need to be *completely* deleted after use, not just put in the Recycle Bin!

Also, as mentioned above, the passphrases should be kept in the encrypted email you receive from SPSD only – not copied to a file on your hard drive where they could be forgotten and found by someone that should not have access. Once the JPD has been updated on all of your TPS workstations the passphrases are no longer needed; the email should then be deleted from all of your email folders and removed from your email client's Trash folder as well.

SUMMARY OF ITEMS TO BE PERMANENTLY DELETED

Following is a checklist of actions that should be taken to permanently delete the JPD Update Data Files from your system after every successful JPD Update. Make this checklist part of your regular JPD Update routine.

- In the directory to which you downloaded the "jpdSplitv2" files, delete all of the "jpdSplitv2" files. Places could include:
 - your Desktop folder
 - your My Documents folder
 - your Downloads folder
 - the root folder of your C: drive or other applicable drives
- In the directory in which you placed the JPD Update files, delete the JPD_YYYYMMDD.zip, jpd_master_key_YYYYMMDD, and jpd_service_master_key_YYYYMMDD files. Places could include:
 - the "C:\Program Files\Microsoft SQL Server\MSSQL.x\MSSQL\Backup" folder, where x could be any number, as described in the "JPD Update Data File Placement" section above.
 - any other folder to which you may have saved or copied the JPD Update Data files (though placing these files anywhere but the Backup directory is *strongly* discouraged).
- **Empty – or delete the above items specifically from – your Recycle Bin.**
- In your email client: delete the encrypted email – and any copies of that email, including replies and forwards – you received from SPSD that contains the key files and passphrases.
- **Empty – or delete the above items specifically from – your email client's Recycle Bin, Trash, or Deleted Items folder.**

APPENDIX A—GLOSSARY

Abbreviations

Abbreviation	Definition
ASI	Additional Skills Identifier
AAFES	Army and Air Force Exchange Service
AKO	Army Knowledge Online
CDM	Combined Driver Model
CAC	Common Access Card
CD-ROM	Compact Disk-Read-Only Memory
FTDI	Future Technology Devices International
HRCCD	Human Resources Contact Center Division
ID	Identification
JPD	Joint Personnel Database
LOC	Location
NAF	Nonappropriated Fund
POC	Point of Contact
PDY	Present for Duty
SQI	Skill Qualification Indicator
TDA	Table of Distribution and Allowances
TOE	Table of Organization and Equipment
TPS	Tactical Personnel System
USARS	U.S. Army Regimental System
UIC	Unit Identification Code
URL	Universal Resource Locator
USB	Universal Serial Bus

Terms

Term	Definition
Actual Arrival Date	This is the actual arrival date of the mission.
Actual Departure Date	This is the actual departure date of the mission.
Add New	<ul style="list-style-type: none"> Adds empty fields so that further information can be added to the local TPS database. Allows you to add a new Service Member, Civilian, or Foreign National depending on the processing function selected.
Arrival Port	This is the port at which the mission arrives.
Assigned Strength	The number of assigned personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Authorized Strength	The number of authorized personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Change Current UIC for Selected	Changes the UIC to a selected UIC in one or more personnel

Term	Definition
Individuals	records.
Combine	Merge personnel from multiple Task Forces into one Task Force.
Crews	Add or modify weapons systems as well as the maximum and minimum crews assigned to them. Add or remove personnel assigned to a particular vehicle. Add crews to task forces.
Current Position	Displays the position of the selected item in the list.
Database Management	Delete personnel records from the local TPS database.
Delete	Removes marked data from the TPS database.
Delete Current	Allows you to delete the current Service Member, Civilian, or Foreign National depending on the processing function selected.
Delete Unit	Removes personnel from a task force by unit.
Delete Vehicle	Allows you to delete a vehicle that you have added to TPS.
Departure Port	This is the departure port for a mission.
Display Task Force Details	Displays details of the selected task force as well as performs functions connected with the highlighted item.
Duty Status	Upload new duty status information, both military and exercise, for specified personnel from a file to the local TPS database.
Edit Jump Manifest Data	Allows you to edit data on the selected jump manifest.
Edit Location	This function allows you to upload, add, edit, or delete location information on the Manifest Detail and Jump Manifest Main windows.
Edit Manifest Data	Opens the Edit Manifest Detail Data dialog from which you can enter or change the following: Deployed UIC, Location, and Duty Status.
Edit Personnel Data	Launches the Process Service Member window from which you can edit information for the person selected, such as DOD Component.
Equipment	Upload equipment information, including weapon systems, designations, crew minimums and crew maximums from a file to the local TPS database.
Export to AMC	Saves the personnel list as an AMC file. This file can be directly provided to the Air Force or TRANSCOM allowing for the tracking of deploying personnel.
Export to File	Allows you to export the manifest data as either a TRN, AMC, or PAS file.
Export TRN File	This allows you to save vehicle information in a TRN file.
Freeze	Fixes the Authorized and Required Strengths at their current levels.
Import TRN File	Allows you to upload data from a TRN file.
Insert	Inserts a new record.
Insert Vehicle	Allows you to insert a vehicle to assign to a task force. Also allows you to enter the bumper number for the vehicle.
Insert/Update UIC	Insert new Unit Identification Code (UIC) information manually and update UIC data already saved to the local TPS database.
Manifesting	Add, modify or delete a manifest as well as the personnel

Term	Definition
	information of those attached to a manifest. Add, edit or delete a Jump Manifest as well as assign personnel to, replace personnel in and remove personnel from a Jump Manifest. Allows you to save a Jump Manifest as an AMC file for distribution and print the jump manifest as a DA FORM 1306-E report.
Move First	Advances to the first item listed in the window.
Move Last	Advances to the last item listed in the window.
Move Next	Advances to the next item listed in the window.
Move Previous	Moves to the previous item listed in the window.
Operating Strength	The minimum number of personnel (strength) needed in order to consider the unit at operational capability, by Military Personnel Class, Grade, and Occupational Specialty.
Organizational Unit	Upload organizational unit, location, and unit status information from a file to the local TPS database.
Personnel	<ul style="list-style-type: none"> • Add or edit personnel data in the local TPS database. Use this information to track Army personnel, other U.S. military service personnel, Department of Defense civilians, non-government employees, and foreign nationals. • This function allows you to upload personnel to your TPS database from a data file.
Print	Allows you to print your selection (for example, a manifest).
Rapid SSN	Upload the Social Security numbers and UIC information for military and civilian personnel from a file to the local TPS database.
Rapid UIC	Upload Unit Identification Code (UIC), Unit Description and Unit Designation information from a file to the local TPS database.
Reporting	Execute and print preformatted and predefined reports.
Required Strength	The number of required personnel (strength) within a unit, by Military Personnel Class, Grade, and Occupational Specialty.
Reset Status	Resets both the military and exercise duty statuses for personnel.
Save	Records current information in the local TPS database so that this information can be retrieved later.
Scheduled Arrival Date	This is the scheduled arrival date of the mission.
Scheduled Departure Date	This is the scheduled departure date of the mission.
Search	Allows you to search for a Service Member, Civilian, or Foreign National depending on the processing screen you selected.
Select	Displays details and/or reports as well as performs functions connected with the highlighted item.
System Administration	Upload personnel, organizational unit, equipment and duty statuses. Delete personnel records from the local database. Insert and update Unit Identification Codes (UICs). Reset both military and exercise duty statuses. Insert and update UIC Authorizations.

Term	Definition
Task Forcing	Add or modify a task force, assign personnel to a particular task force and combine task forces into a current task force.
Terminal Destination ID	Consists of the Personnel Information System Processing Activity, Country Location of Unit and Terminal ID.
Total Number of Items	Displays the count for the number of items listed in the window.
Transportation Number	This is the flight number, train number, or ship number of the transportation used.
Transportation Type	This is the mode of transportation used for the mission. The available options for this field are air, ship, or train.
Unit Authorization	Tabulates the authorized, required, assigned, and operating strengths for each personnel category and helps maintain staffing requirements.
Update JPD	The Update JPD function allows you to update the JPD database when necessary.
Valid TPS Users	The Valid TPS Users allows you to select from a list of users and designate to which users to grant access to TPS.
View the Selected Individual's Details	Allows you to view detailed information for the person selected.