

THE ELECTRONIC MILITARY PERSONNEL OFFICE FUNCTIONAL GUIDANCE

Version 4.6.9



Field Services Division

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eMILPO FUNCTIONAL GUIDANCE

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** These are personnel functions, but are not part of the eMILPO menu selection.*

INTRODUCTION AND LATEST CHANGES

eMILPO Functional Guidance **Updated 24 FEB 2011**

Welcome to the eMILPO Functional Guidance. This site provides guidance and procedures for eMILPO processes that correspond to the modules. It lists appropriate references, provides work center actions, and compliments regulations, policy, and the eMILPO User's Manual. Most recent changes to existing procedures are in blue font.

The terms PAS Chief, and Brigade S1 (BDE S1) are interchangeable throughout this document.

At the end of each section are functional phone numbers. However, units and S1s other than BDE S1s should contact their Installation Military Personnel Division PAS, and not call directly. The intent is for MPDs and BDE S1 PAS to call on behalf of their customers. If you discover the phone number listed no longer belongs to the functional, please contact us at [link](#).

The AHRS eMILPO User's Manual is found in the eMILPO application under "System Services" and then "User Documentation". It is a companion to the functional guidance. It walks the user through the screen shots and also gives the procedures for both Workflow and System Services. It may take a few minutes to open, and once it is open we recommend you save it on your hard drive. If you have problems retrieving it, contact the help desk email emilpo.helpdesk@conus.army.mil.

We developed these procedures to be your tool and we solicit your comments. Please contact us at hrc.emilpo.helpdesk@conus.army.mil .

For changes in eMILPO, see the latest eMILPO Release Notes on the AHRS Web Portal Reports.

PERSONNEL SERVICES

Emergency Notification

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- OMPF Records Custodian/IPERMS

References:

- AR 600-8-1, Casualty Notification, Assistance, and Insurance, dated 30 April 2007
- DD Form 93, Record of Emergency Data

General guidance:

- Processing the DD Form 93 (Record of Emergency Data): This module allows the user to input data for creating the DD Form 93 for a new accession or a Soldier needing to make a change to his DD Form 93. This module also allows the DD Form 93 to be digitally signed and automatically uploaded to IPERMS. The DD Form 93, when completed and signed, becomes an official and legal document that designates the beneficiaries of certain benefits in the event the individual is in a missing status or deceased. The DD Form 93 provides the names and addresses of the person(s) to be notified in case of an emergency, sickness or death.
- Both the battalion S1/separate company and the BDE S1/MPD may now update the DD 93. The updating office is responsible for data accuracy and making correct distribution, to include manually uploading completed forms into IPERMS when the auto upload feature is inaccessible. The BDE S1/MPD must grant permissions based on local policy. BDE S1/MPDs doing so are advised to provide training on the complete and accurate data needed for this critical task
- The DD Form 93 is applicable for all Regular Army, Army National Guard and U.S. Army Reserve Soldiers.
- The DD Form 93 is the source document to notify family in case of an emergency, sickness or death.
- All Soldiers must complete a DD Form 93 to indicate whom they want notified should they become a casualty. The data collected includes emergency notification information, beneficiary data for certain benefits (i.e., death gratuity, arrears of pay, and allotments) should the Soldier become missing and disposition of remains (if the Soldier desires).
- Take care to enter correct and complete data when completing the DD Form 93. Use ten digit phone numbers.
- Users can enter the Person Authorized to Direct Disposition (PADD) information in eMILPO under "Additional Emergency Contact Information". After selecting this, the system will display the data related to the Soldier's PADD information. The Soldier can then select the individual authorized to direct disposition of the Soldier's remains and enter the address with the zip and telephone number in the general remarks block.
- The Soldier must provide the necessary information for completing the DD Form 93.
- Input into eMILPO will generate a DD Form 93. The user will digitally sign the DD Form 93 and it will be auto uploaded into IPERMS for placement in the Soldier's OMPF. Print copies for the Soldier and unit.
- Beneficiaries for Death Gratuity Category:

This entry allows the user to designate up to 10 beneficiaries to receive Death Gratuity in 10% increments. If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system should prompt the user if this is not the case.

- If the Soldier selects someone other than their lawful spouse to receive all or a portion of the Death Gratuity the system will require the user to print the Spousal Notification Letter before they can print the DD93. Beneficiaries for Unpaid Pay/Allowances Category

If the Soldier designated two or more beneficiaries, the sum of the beneficiaries' percentage must equal 100 percent. The system should prompt the user if this is not the case.

- Do Not Notify/Notify Instead Category

If the Soldier designated an individual as a "Do Not Notify" in the event of an emergency, then the person designated for notification instead must be a different person.

The system should validate the name of the individual that the Soldier selected as a "Do Not Notify". This is to ensure the individual is defined in the database.

- Emergency notification data cannot be added if the relationship of the individual to the Soldier is "FMLY MEMBER", unless that family member's data exists in the database. Family member data may only be added to the database by updating the Defense Enrollment Eligibility Reporting System (DEERS).
- If a Soldier makes a change to his marital status, family member information or military spouse information, a workflow notification will be sent to the HR Clerk to remind the Soldier to update the Record of Emergency Data (DD93).
- The system will list the DD93 entries in the identical order as they appear on the Emergency Notification Listing screen.

Related system reports are: None

Work center actions:

- BDE S1/MPD or Battalion S1/Company based on local policy. Complete the DD Form 93. Follow instructions contained on the reverse side of the duplicate copies and the supplemental instructions contained in Chapter 11, AR 600-8-1. Ensure that each item is explained and fully understood. Additional instructions are contained in Table 11-2, AR 600-8-1.
- BDE S1/MPD or Battalion S1/Company based on local policy. Prepare a new form when there is a change in any of the items or five years since the Soldier signed the last form.
- BDE S1/MPD or Battalion S1/Company based on local policy. Supervisor. Review and ensure:

All items are completed or marked as shown in the detailed instructions on the form or in the supplemental instructions contained in Table 11-2, AR 600-8-1.

Do not staple, fold, hole-punch or mutilate copies. Secure continuation pages with a paper clip.

All members read and fully understand the instructions.

- Individual. Promptly notify the unit/BN PAC clerk when changes require an update to DD Form 93.
- S1. Expeditiously arrange with the BDE S1/MPD to interview the Soldier and accomplish desired change if local policy precludes them from completing the form.
- BDE S1/MPD or Battalion S1/Company based on local policy. Ensure that members review the DD Form 93:

During out-processing for PCS and pre-separation.

Upon arrival at a new duty station.

In conjunction with a unit wide deployment or pre-mobilization readiness exercise.

- BDE S1/MPD or Battalion S1/separate company based on local policy. Enter date of review in pencil below item 17 of DD Form 93 on the copy filed in individual's MPF.
- Battalion S1/separate company. Send copies to BDE S1/MPD to be filed in the Soldier's MPF.
- BDE S1/MPD. Verify the correctness and completeness of data contained on the DD Form 93. Refer to Table 11-2, AR 600-8-1 for complete disposition instructions.
- BDE S1/MPD or Battalion S1/Company based on local policy. Periodically (at least once annually) during the personal affairs orientation, emphasize the importance of maintaining the DD Form 93

in a current condition. DA Poster 608-10 titled "SOLDIER" may be prominently displayed as a reminder.

- BDE S1/MPD. Upon death, fax or email the most up to date copies of the DD Form 93, SGLI-8286 and SGLI-8285 (if applicable) to the Casualty and Mortuary Affairs Operations Center at 703-325-9058 or cocopns@conus.army.mil.

Functional Proponent: Human Resources Command, Casualty and Memorial Affairs Operations Center, COML: (502) 613-9025 or DSN: 983-9025.


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Personal

Responsible agencies:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- OMPF Records Custodian/IPERMS
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 15-185, Army Board for Correction of Military Records
- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This module allows the user to update data in the following areas:

Address

Name change

Personal data

Phone number

SSN correction

- Data updates for Name change, Personal data, and SSN correction are performed at BDE S1/MPD level. Data updates for Address and Phone number are performed at the S1 or unit level.
- The Enlisted Record Brief (ERB) / Officer Record Brief (ORB) must be audited by the Soldier during initial in-processing to the unit, but NLT 30 days upon arrival.
- A change or correction to a Soldier's address can be done at the S1 level by submitting a DA Form 4187 to the S1. When changing the address, the business rules below must be considered and applied:

The Zip Code can only be entered if the Country is the United States.

The State can only be selected if the Country is the United States.

The Foreign Postal #, Gateway APO/FPO and Gateway Area cannot be entered if the Country is the United States.

The Foreign Postal #, Gateway APO/FPO and Gateway Area must be entered if the Country is a foreign country.

A user can delete all address types except for Home of Record (HOR) and Entered Active Duty. The HOR is as established or recorded on the most current enlistment/reenlistment documents (DD Form 4 or DA Form 1966) only. For officers it is the Entered Active Duty Address in the AD letter/order. If any changes on an erroneous or blank HOR the system, the eMILPO clerk must submit a trouble ticket to the AHRS help desk. Include a copy of the DD Form 4 or DA Form 1966. AHRS Helpdesk email: hrc.emilpo.helpdesk@conus.army.mil

The system will not allow duplicate address types for the Soldier.

The Soldier's address effective date can be edited.

The address effective date for a family member, Servicemember's Group Life Insurance beneficiary or emergency notification point of contact will not be displayed and cannot be edited.

- When changing the personal data, the business rules below must be considered and applied:

If the Country of Birth selected is the United States, then the State of Birth and Country of Birth must not be blank.

The system will ensure the Soldier is between the ages of 17 and 70 by validating the Soldier's Birth Date.

- When changing the phone number, the business rules below must be considered and applied:

Phone numbers must contain numeric characters and must not exceed 10 characters in length. If Soldier is overseas and longer digits are required, use the phone number extension block to extend the phone number length.

Phone number extensions must contain numeric characters.

The system will not allow duplicative phone number types for the Soldier.

- The change and/or correction to the spelling of names on official records may be made upon a Soldier's signed request on a DA Form 4187. The S1 verifies the DA Form 4187 and supporting source documents (marriage certificate, divorce decree, birth certificate, etc.) prior to forwarding request to the BDE S1/MPD.

Ensure approved copy of DA Form 4187 is processed IAW [Table 6-26, AR 600-8-104](#) for inclusion in the Soldier's IPERMS for name changes.

The provisions of AR 15-185 apply for submission of actions to the Army Board for Correction of Military Records (ABCMR). It is not appropriate to request changes of name or birth data by the ABCMR unless the administrative procedures provided in AR 600-8-104 have been followed without obtaining the desired correction.

Note that eMILPO now allows a space to be entered in the name field for such names as St John or St Andrew.

- The correction of the date of birth and other relevant personal data (such as race, country of citizenship, and origin of citizenship, sex and country of birth) may be made upon receipt of a DA Form 4187 with supporting documents from the individual Soldier.
- The update or change of a Soldier's telephone number (s) can be made by the S1 upon request by the individual Soldier on a DA Form 4187.
- The change and/or correction to a Soldier's social security number (SSN) may be made upon receipt of DA Form 4187 with supporting documents (social security card or other applicable document) from the individual Soldier. The S1 will verify the DA Form 4187 and supporting documents prior to forwarding request to the BDE S1/MPD.

Related system reports are:

AAA – 338 Demographic Profile Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II (Management Information System).

Work center actions:

- S1/Unit eMILPO Clerk. Ensure Soldier is arrived in the unit through eMILPO before taking action.
- S1/Unit eMILPO clerk. Produce the ERB or ORB for the Soldier to review.
- Soldier. Request change of Name, SSN or DOB on a DA Form 4187 with required documentation.
- S1/Unit eMILPO Clerk. Approve and make appointment (if necessary) for Soldier to visit BDE S1/MPD for Name, SSN or DOB changes.
- BDE S1/MPD. Review request for accuracy and required documentation (if necessary) and prepare or amend documents, such as ID Cards, DD Form 93, SGLV Form 8286, SGLV Form 8285, SSA Forms, and the W-4 (2003) Form (Department of the Treasury, Internal Revenue

Service) "Employee's Withholding Allowance Certificate". Submit personal transaction to update eMILPO. Distribute approved DA Form 4187 without a copy of substantiating document to:

Cdr, U.S. Army Central Personnel Security Clearance Facility, Fort Meade, MD 20755-5250.

For all officer and enlisted personnel, upload a copy to Soldier's IPERMS.

For officers, send copy to Cdr, Human Resources Command, ATTN: Officer Personnel Management Directorate: Leader Development Division, Personnel Actions Branch COML: 502-613-6702

For enlisted personnel, send a copy to Cdr, Human Resources Command, ATTN: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045 Return original supporting documents to Soldier (if submitted).

- S1/Unit eMILPO Clerk. Clear action pending file when transaction accepted.

Functional Proponent: Human Resources Command, Field Services Division (eMILPO Branch), hrc.emilpo.helpdesk@conus.army.mil



Service / Miscellaneous Dates

Responsible agencies are:

- Battalion or Separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- IPERMS Custodian
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-280, Army Retention Program
- AR 614-30, Overseas Service
- AR 640-30, Photographs for Military Personnel File

General guidance:

- Data update is performed at BDE S1/MPD level. BDE S1/MPD updates miscellaneous service dates when a change occurs.
- This module displays the following as read only information:

Date Initial Entry Military Service (DIEMS) - Date when the Soldier was first appointed, enlisted or conscripted in the U.S. military service. An example is a Soldier enlisted in the Army in the Delayed Entry Program on 4 June 1986 and entered active duty on 15 July 1986. The DIEMS date is 4 June 1986. The following source documents are examples of acceptable documents to verify DIEMS: appointment letter or order, active duty letter or order or enlistment documents (DD Form 4 and DD Form 1966). The DIEMS date cannot precede the Soldier's birth date plus 17 years. Note: EREC updates eMILPO, as does the Officer/Warrant Officer Pre-Accession Data transaction. The user can follow the following URL to coordinate an update to their DIEMS date. Just click on of the buttons at the bottom of the web page to validate the DIEMS and follow the rest of onscreen instructions.

https://www.erec.army.mil/DIEMS/diems_home.htm.

Basic Active Service Date (BASD)

Pay Entry Base Date (PEBD)

Evaluation Period End Date

Year/Month Last Official Photo

Date of Last PCS

Expiration Term-Service Date (ETS)

- This module allows the user to update the following:

Basic Enlisted Service Date (BESD) - Enter the calendar date marking the beginning of any enlisted service (active or inactive) as a member of the armed forces using the DD Form 4, DD Form 1966 or orders as the source document. The BESD cannot proceed the Soldier's birth date plus 17 years. Users cannot update the BESD for officers through eMILPO.

Individual Personnel Data Verification Date. - Enter date when the Soldier verified his individual personnel data in eMILPO. The Individual Personnel Data Verification Date cannot precede the DIEMS Date.

Date Returned From Overseas (DROS) – Enter the calendar date that the Soldier signed into the gaining installation upon returning from the last overseas tour. DROS update is only available if the Soldier actually had an overseas assignment.

The date entered cannot be more than 30 days greater or more than 30 days less than the Assignment End Date in the Soldier's most recent Overseas Assignment.

Delay in Separation Reason – Enter the appropriate reason given by the unit commander on the memorandum or DA Form 4187 requesting a delay in separation.

Mandatory Medical Review Board Meeting Date – Enter the date the brigade commander establishes in the memorandum (or other appropriate instrument) that announces the convening date of the MMRB board unless the actual date was changed. The MMRB Meeting Date cannot precede the DIEMS Date.

Mandatory Medical Review Board Determination - Enter the applicable determination documented in the memorandum of record from the MMRB Board proceedings (or other appropriate instrument authenticated by the brigade commander).

To correct / update a Soldier's DTLPCS, provide the SSN, name, incorrect DTLPCS, and correct DTLPCS to Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067

- When entering the Service/Miscellaneous Dates, the business rules below must be considered and applied:

Individual Personnel Data Verification Date cannot precede the Date Initial Entry Military Service Date.

MMRB Meeting Date cannot precede the Date Initial Entry Military Service Date.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action. Forward source documents not previously distributed to the BDE S1/MPD.
- BDE S1/MPD. Upon receipt of documents, verify data entry. Review appropriate personal data with Soldier and verify information accuracy. After transactions process, upload required documentation to Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Field Services Division, (eMILPO Branch)
hrc.emilpo.helpdesk@conus.army.mil



Military Spouse (MACP)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 55-46, Travel Overseas
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The Married Army Couples Program (MACP) provides consideration for Army married couples to establish a Joint Domicile (JD) while fulfilling the Army mission. This module allows the user to enroll Soldiers in MACP through eMILPO.
- Data update is performed at BDE S1/MPD level.
- Married Army couples desiring Joint Domicile (JD) assignment to establish a common household must first enroll in the MACP. Applications based on intended marriage will not be considered, even as an exception to policy.
- Qualified couples who request enrollment (with adequate documentation) will be approved. Enrollment in the MACP guarantees JD consideration; however, it does not guarantee the couple will be assigned together at the same location, or at the same time.
- If both Soldiers are serviced by the same BDE S1/MPD, only one spouse needs to enroll. However, if they are serviced by separate BDE S1/MPDs, both must enroll. Certified or notarized copies of the original marriage certificate are acceptable.
- It is important to Note that enrollment in the MACP is a "local" action only. Do not forward to DA for approval or filing. However, a Joint Domicile request must be sent to DA to the appropriate career branch. It is important that a request for enrollment in MACP be submitted first and confirmed locally before sending a JD request (DA 4187) to DA.

A JD assignment is when Soldiers are assigned within a 50-mile radius of each other, or within a one-hour driving distance of each other.

Couples who enroll into MACP after receiving HQDA assignment instructions are not guaranteed JD consideration until after the requirements of those assignment instructions are met.

- Enrollment in the MACP for automatic JD consideration is open to active-duty Army couples only. Army Soldiers married to members of other service components are not authorized to enroll in MACP but may participate in the program (See AR 614-200, 5-21d for procedures). The capability exists to update the TAPDB and EDAS to reflect a Soldier is married to a member of another service component. This is called the Department of Defense Component of Military Spouse (DODSPS). If this data element is correctly annotated along with the spouse's SSN, it will clearly show the couple is not in the MACP but will allow the Human Resources Command managers to coordinate with the other service components.
- Enrollment in the MACP is continuous until termination. Soldiers may terminate enrollment at any time; however, signatures of both Soldiers are required (submit exceptions to policy to the Human Resources Command, Enlisted Personnel Management Directorate: KNOX-HRC-EPO-P COML (502) 613-5058/5027 or Officer Personnel Management Directorate: Leader Development Division, Personnel Actions Branch COML: 502-613-6702, unless they are legally separated or divorced.

Future JD consideration for legally separated couples will continue until they terminate enrollment.

If the Soldier's marital status changes to Divorced or Widowed, and the Soldier are enrolled in MACP, the system will automatically disenroll the Soldier(s) from the program.

If the Soldier's marital status changes to "Divorced", "Widowed", "Annulled", "Interlocutory Decree", or "Legally Separated", the system will automatically disenroll the Soldier(s) from the program.

- The BDE S1/MPD must verify the enrollment action was successful. In order to verify, the BDE S1/MPD must access the EDAS Personnel SSN Query Function (PS Screen). Once verification is complete, the Soldier(s) must be notified by the BDE S1/MPD. *Note:* When checking EDAS, the data element "JTDOMC" does not refer to whether the couple is properly enrolled in MACP. This data element only confirms whether the couple is currently serving a joint domicile; Yes (Y) or No (N).
- When entering MACP data, the business rules below must be considered and applied:

The Soldier must have a spouse in the regular Army to enroll in the MACP.

A Soldier cannot enroll in the MACP if the Soldier is already in the program.

A Soldier cannot disenroll in MACP unless the Soldier is enrolled.

A user cannot add or update Military Spouse information unless the Soldier has a marital status of "Married" and the Soldier's spouse's SSN exists in the database.

If the spouse's SSN indicates that the spouse is in the Regular Army, the system will ensure that the spouse's branch of service is "Department of the Army" and that the spouse's service component is "Regular Army".

The spouse's enrollment date in the MACP does not have to match the Soldier's enrollment date in the MACP.

The system will automatically disenroll a Soldier in the MACP if the Soldier's marital status changes to "Divorced" or "Widowed". If the Soldier's marital status is "Legally Separated", the Soldier will remain enrolled in the MACP.

The system will automatically disenroll a Soldier in the MACP if the Soldier's marital status changes to "Divorced", "Widowed", "Annulled", "Interlocutory Decree", or "Legally Separated".

Related system reports are: None.

Work center actions:

- Soldier. Informs unit of desire to enroll into MACP. Provides proof of marriage (marriage certificate) to S1.
- S1/Unit eMILPO clerk. Generates a 4187, Request for Personnel Action, requesting enrollment in the MACP.
- S1/Unit eMILPO clerk. Sends DA Form 4187 with appropriate enclosures to BDE S1/MPD.
- BDE S1/MPD. Reviews request for adequacy. If proper documents are included, update the Soldier's marital status in the Family Member Module and identify the Soldier's spouse as a family member.
- BDE S1/MPD. Once the Soldier's marital status is updated, enroll the couple into the Married Army Couple's Program using the MACP Module.
- BDE S1/MPD. Verify that the Soldier is enrolled into the MACP by viewing the Military Spouse (MACP) - Summary screen. Place a copy of the approval in the Soldier's reassignment file. Inform unit of enrollment or advise if the action did not process.
- BDE S1/MPD/Unit. Inform Soldier of enrollment. This is a regulatory requirement.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate: KNOX-HRC-EPO-P COML (502) 613-5058/5027 or Officer Personnel Management Directorate: Leader Development Division, Personnel Actions Branch COML: 502-613-6702

Family Member

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference:

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This module allows the user to add, update, or remove marital status and dependents data for one or more Soldiers. The Family Member module also allows the user to update or remove an existing family member data. The user also has the option to process military spouse data, emergency notification data, as well as SGLI data for the selected Soldier.
- Data update is performed at S1 or unit level.
- Ensure that changes are processed to update the record of emergency data, emergency notification/life insurance and family member care plan when required.
- There is no view mode for this module. To view a record, select update or delete. Then, select cancel when view is complete.
- Soldiers can update their dependent address information themselves on the DEERS webpage: <https://www.dmdc.osd.mil/swg/owa/webguard.login?appl=9012&rule=02>.
 - Example: eMILPO: John Doe (NON AUTHORIZED)
 - DEERS: John S. Doe (AUTHORIZED)
- The system of record for authorized dependents is DEERS, therefore, the user is unable to add, remove, or update an authorized dependent. All changes to authorized dependents must be accomplished through DEERS.
- Use the refresh button on the Family Member screen when not all family members appear. If the family is in DEERS, it should add the member to the screen.
- When entering the Family Member data, the business rules below must be considered and applied:

The system will not permit the addition or removal of Authorized Dependent (AUTH DEPN) family member data. This data is provided by DEERS. Only non-dependent (NOT AUTH DEPN) family members can be removed.

eMILPO will not permit the removal of any family member who is a beneficiary associated with Emergency Notification or a family member who is a Servicemember's Group Life Insurance Beneficiary.

The system will not permit the removal of any family member who is designated as "Do Not Notify" in the event of an Emergency Notification.

The system will not permit a user to change the marital status back to Single, if their current marital status is something other than Single (such as Divorced, Widowed, etc.) If a Soldier is erroneously reported as Married, change the status to Unknown. Afterwards, change the status from Unknown to Single.

A Soldier cannot remove a spouse as a Family Member if they are designated as a military spouse. The user must use the Military Spouse (MACP) screen to remove the military spouse designation before removing the family member.

A user cannot add more than one spouse.

A user cannot add a spouse if their marital status is Single.

New authorized dependent data must be added to DEERS, and the initial interface will populate the authorized dependent data and the related address information in eMILPO. However, eMILPO allows the user to update an address for an existing authorized dependent. This address update does not update DEERS. Additionally, an update to an existing authorized dependent's address via DEERS will not update eMILPO. The Soldier's data must be updated in both systems separately.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed via the reports link on the AHRIS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit in eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- Soldier must take prompt action to update family information in DEERS first. Then, Soldier can take action to update casualty documents and the eMILPO database. Authorized dependent information can only be updated through DEERS. Update, addition and deletion of family member information can be made upon receipt of a DA Form 4187 from the Soldier.
- S1/SENIOR HUMAN RESOURCES SERGEANT. Review appropriate personal data with Soldier and verify information accuracy. If information differs from current data, Soldier should provide verification documentation. Initiate DA 4187 and allied documentation (marriage certificate, birth certificate, etc.) for review by BDE S1/MPD for processing. Schedule Soldier for appointment with BDE S1/MPD as soon as possible. Prompt actions must be taken to update family information on emergency documents. Maintain a copy of action in action pending file pending update of system.
- BDE S1/MPD. BDE S1/MPD verifies documentation and enters data into eMILPO as appropriate. Source documentation is filed IAW AR 600-8-104.

Functional Proponent: Human Resources Command, Field Services Division (eMILPO Branch), hrc.emilpo.helpdesk@conus.army.mil.


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Suspension of Favorable Personnel Actions (SFPA)

Responsible agencies are:

- Unit commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- U.S. Army Human Resources Command, Ft. Knox (HRC)

Reference:

- AR 600-8-2, Suspension of Favorable Personnel Actions (SFPA)

General guidance:

- The Suspension of Favorable Personnel Actions module in eMILPO allows the user to do several things. The Soldier selection builds a listing of Soldiers. This listing shows all flags that exist in eMILPO for each Soldier. The add mode allows the eMILPO clerk to generate a new flag on a Soldier, and Remove/Finalize is used to remove a flag.
- Data update is performed at S1 level.
- Army Regulation 600-8-2, Suspension of Favorable Personnel Actions, commonly referred to as flags, prescribes Army policy, criteria, and administrative instructions concerning the suspension of favorable personnel actions. All procedures associated with eMILPO refer directly to this regulation as our baseline procedural guidance.
- The Promotions Branch, U.S. Army Human Resources Command, Ft. Knox (HRC), is the functional proponent for AR 600-8-2.
- A flag seriously affects morale and possibly Soldiers' careers. Everyone involved in the flagging process must clearly understand the rules and procedures. If necessary, commanders will establish additional internal controls to ensure only those with a "need to know" are informed of flags. Commanders must also ensure SFPA actions do not contradict AR 600-8-2, and that the DA Form 268, Report to Suspend Favorable Personnel Actions, is prepared to reflect suspension status/removal with the correct effective date IAW AR 600-8-2.
- The BDE S1/MPD, supporting personnel office, or authorized custodian of records for the Soldier will use appropriate reports to guard against accidental execution of favorable personnel actions for Soldiers who are flagged.
- Only the commander, (or general officer, commandant, or head of a staff agency) can direct a SFPA be updated.
- The S1/Unit eMILPO clerk should check different sources such as the training NCO, legal clerk/section, 1SG, etc. to advise commander of SFPAs needing updates that he may not know.
- The S1/Unit eMILPO clerk should also screen for Soldiers not in compliance with AR 600-9, screen the eMILPO SFPA Report, and consult with commander. The report should be viewed and checked for accuracy as needed, but at least monthly. This should be incorporated into local written procedures.
- When a flag is generated or updated, the S1/Unit eMILPO clerk should notify the supporting security manager, BDE S1/MPD reassignments, promotion, and records sections.
- Only the unit commander (general officer, commandant, or head of a staff agency) can direct removal of a flag in accordance with AR 600-8-2, paragraph 2-7, unless otherwise directed by Headquarters, Department of the Army.
- Unless otherwise stated in AR 600-8-2, the battalion commander or separate unit commander, battalion executive officer, battalion adjutant, the unit commander, or school commandant is the only person authorized to authenticate the DA Form 268. All authenticators, with the exception of school commandants, must be officers. First Sergeants will not authenticate the DA Form 268.

- The removal of a flag for Soldiers separating while in a flagged status will be authenticated by the officer in charge of the in and out processing work center; for USAR personnel the final flag will be authenticated by the personnel officer of the headquarters issuing the separation order. A DA Form 268 will be used to finalize/remove a Soldier's SFPA.
- While the commander directs lifting of flags, the S1/Unit eMILPO clerk should consult with available sources such as the training NCO, legal clerk/section, and 1SG, when advising the commander of SFPAs that need finalizing/removing. Also, consult with the Reenlistment NCO concerning eligibility for reenlistment.
- AR 600-8-2, paragraph 2-7, lists rules for removing flags while paragraph 2-8 lists required actions.
- Once finalized/removed, S1/Unit eMILPO clerk will notify the security manager (usually battalion S2) concerning access to classified information and either submit to withdraw or reinstate security clearance.
- S1/Unit eMILPO clerk will forward a copy of the finalized DA Form 268 to the servicing BDE S1/MPD records work center. If the Soldier is on a Centralized or Semi-Centralized Promotion List, forward a copy IAW AR 600-8-2. If pending reassignment, forward a copy to the BDE S1/MPD reassignment work center.
- S1/Unit eMILPO clerk will also forward a copy to the servicing Finance and Accounting Center on the next transmittal letter.
- Commander will furnish the Soldier with a copy of the final flag (DA Form 268).
- S1/Unit eMILPO clerk will file final DA Form 268 and retain for 1 year.
- When entering the SFPA data, the business rule below must be considered and applied:

The SFPA Expiration Date must not precede the Soldier's Pay Entry Basic Date.

The system shall physically delete from the database all finalized/removed SFPA Flags except those for report type "E" (FINAL-OTHER REPORT) and reason code "K" (ENTRY INTO WEIGHT-CONTROL-PROGRAM). The SFPA Flags shall be updated with the finalized information and stored in the database for three years from the date the flag was finalized.

Flag Reason Codes:

- A : Adverse Action
- B : Elimination Field Initiated
- C : Removal from Selection List-Field Initiated
- D : Referred OER
- E : Security Violation
- F : Elimination or Removal From Selection List – HQDA Initiated
- G : Adverse Action – HQDA Directed Reassignment
- H : Adverse Action – Punishment Phase
- J : APFT Failure
- K : Weight Control Program
- P : Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC
- X : Other

FLAG TYPE CODES:

- A : Initial Report
- C : Final Favorable Report
- D : Final Unfavorable Report
- E : Final Other Report (must use this code to finalize K-Weight Control Program and P – Cdr Decision to block Automatic Promotion to PV2, PFC, SPC)
- Z : Delete Erroneous Report

Related system reports are:

AAA – 095 Suspension of Favorable Personnel Action Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 101 Suspense of Favorable Personnel Actions Service Expiration Suspense Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- To initiate a flag:

Rules for initiating a flag begin in paragraph 2-1, AR 600-8-2. Also read the general guidance provided above.

S1/Unit eMILPO clerk. S1 views existing DA Form 268 to check for accuracy based on local procedure or as directed by commander.

S1/Unit eMILPO clerk. Consult available sources such as the training NCO, legal clerk/section, and 1SG when advising commander of needed flagging actions. Also, consult with the reenlistment NCO concerning eligibility for reenlistment.

S1/Unit eMILPO clerk. Screen for Soldiers not in compliance with AR 600-9, the SFPA Report, and consult with the commander concerning flagging actions.

S1/Unit eMILPO clerk. When a flag is initiated, the S1/Unit eMILPO clerk should consult with the supporting security manager, usually the battalion S2 officer, to consider suspending access to classified information.

Commander. Counsel and inform the Soldier in writing of any SFPA action.

Unit. Forward all flags and supporting documentation to the S1.

S1/Unit eMILPO clerk. Forward a copy of the DA Form 268 to the supporting Finance and Accounting Office on the next transmittal (Non-transferable flags only).

S1/Unit eMILPO clerk. Ensure a completed copy of the DA Form 268 is maintained on file at battalion level. Forward a copy to the BDE S1/MPD promotions or reassignment work centers for any Soldiers currently on a Centralized or Semi-Centralized promotion list or pending reassignment.

S1/Unit eMILPO clerk. Notify the commander if the Soldier's ETS, ESA, or MRD is within 45 days of initiating a Flag Action so as to act promptly. If the commander states that the case will extend beyond scheduled transition from active duty, initiate action for authority to retain Soldier beyond scheduled transition date. Make sure a copy of DA Form 268 is attached to the request.

Note: An established term of services is a legal contract with the U.S. Government that no one in the field may authorize extending except the General Courts-martial Convening Authority. Retention beyond the Expiration of Term of Service, Expiration of Service Agreement, or Mandatory Retirement Date (ETS/ESA/MRD) for elimination or dismissal from active duty is not authorized. In all other cases, the Soldier must agree to the retention, which only HQDA can approve. Only exceptional cases will be approved, IAW AR 600-8-2, paragraph 2-10. It is critical that the S1/Unit and BDE S1/MPD Soldier understand the rules for retaining Soldiers past their ETS/ESA/MRD.

Retention NCOs are also a good source for understanding the legal dos, don'ts, options, and resulting ramification in this critical area.

BDE S1/MPD/S1. As stated earlier, the report can be run on demand, but it should be reviewed at least monthly. This should be incorporated into local procedures. There should be a separate SFPA entry for each incident, investigation, or action in the report.

- To remove a flag:

AR 600-8-2, paragraph 2-7, lists rules for removing SFPAs while paragraph 2-8 lists required actions.

S1/Unit eMILPO clerk. Once finalized/removed, S1/Unit eMILPO clerk will notify the security manager (usually Battalion S2) concerning access to classified information and either submit to withdraw or reinstate security clearance.

S1/Unit eMILPO clerk. Provide a copy of the completed finalized DA Form 268 to the Battalion level S1 section to keep on file. If the Soldier is on a Centralized or Semi-Centralized Promotion List, forward a copy IAW AR 600-8-2. If pending reassignment, forward a copy to the BDE S1/MPD reassignment work center.

S1/Unit eMILPO clerk. Forward a copy to the servicing Finance and Accounting Center on the next transmittal letter.

Commander. Furnish the Soldier with a copy of the final flag, DA Form 268.

S1/Unit eMILPO clerk. File the completed DA Form 268 and retain it for one year.

Functional Proponent: Human Resources Command, Promotions Branch; hrc.tagd.opsa@conus.army.mil



Individual Awards

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS Custodian
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 600-8-22, Military Awards

- AR 600-8-104, Military Personnel Information Management/Records
- ALARACT 193/2005, Subject: Wartime Awards to Members of Other U.S. Armed Forces, DTG 232051Z SEP 05
- ALARACT 229/2205, Subject: Delegation of Wartime Approval Authority - United States Special Operations Command (USSOCOM)
- ALARACT 023/2006, Subject: Delegation of Wartime Approval Authority – (CFSOCC) – Change 1 Awards Branch, <https://www.hrc.army.mil/site/active/TAGD/awards>
- MILPER Message 06-145, Clarification to Increase Award Promotion Points for Recruiters Badge

General guidance:

- The Individual Awards module lists the military decorations that the Soldier(s) has received in his or her Army career. These may include awards and decorations associated with battles and expeditionary campaigns in which the Soldier(s) participated. The user has the option to add new awards, or update and/or remove existing awards.
- Data update is performed at S1/BDE S1/MPD level.
- The S1/BDE S1/MPD verifies source documents and updates data, which is reflected in the Enlisted Record Brief (ERB) or the Officer Record Brief (ORB). This procedure further allows update of the award eligibility date for the Army Good Conduct Medal (AGCM) or the Armed Forces Reserve Medal (AFRM).
- This update for military decorations, campaign service awards, non-military decorations/awards, identification badges, unit awards, combat/special skill badges, and battle campaign participation must be entered only upon receipt of orders, DA Form 638 (Series), Recommendation for Award, or award certificate which contains the permanent order number.
- If the validity of the award(s) listed on the ERB/ORB is/are questioned or challenged, the only acceptable proof of award(s) will be the order(s) or DA Form 638 (Series).
- This procedure further allows the user to enter future dates a Soldier is eligible for the AGCM or AFRM.
- The AFRM is only for enlisted personnel and USAR and ARNG officers. Regular Army officers are not authorized the award of the AFRM.
- The processing of the award will be IAW AR 600-8-22.
- The system applies the following business rule to Individual Awards: The system will automatically calculate a Soldier's eligibility date to receive an individual award, as three years from the Last Good Conduct Medal Award Date.

Related system reports are:

AAA – 347 Enlisted Record Brief. the ERB may be accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. TOPMIS II produces this report.

Work center actions:

- S1/BDE S1/MPD. Ensure that the Soldier is arrived prior to taking action.
- S1/BDE S1//MPD. Upon receipt of order(s) or DA Form 638 (Series), update data through eMILPO.
- S1/BDE S1//MPD. If award(s) currently posted to ERB/ORB is/are questioned or challenged, take the following action:

Have Soldier produce permanent order(s) or DA Form 638 (Series).

If Soldier cannot produce source document(s), request review of Soldier's OMPF to validate award(s).

If reviewing Soldier's OMPF cannot validate award(s), coordinate with orders issuing headquarters to obtain copy of required source document.

If the Soldier is still unable to provide a source document, remove the award from the Soldier's record.

- S1/BDE S1//MPD. The update of awards eligibility will be accomplished:

Upon receipt of order(s) awarding AGCM or AFRM.

Upon receipt of disqualification statement for award of the AGCM, adjust eligibility date accordingly. (See AR 600-8-22)

- S1/BDE S1//MPD. Forward award orders and DA Form 638 (Series) to OMPF custodian, if not already posted. (See Table 2-3, AR 600-8-104)
- S1/BDE S1//MPD Clear action pending file once transaction has processed successfully.

Functional Proponent: Human Resources Command, Awards Branch; hrc.tagd.awards@conus.army.mil

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Servicemember's Group Life Insurance

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-1, Army Casualty Program, dated 30 April 2007
- SGLI-8286, Servicemember's Group Life Insurance Election and Certificate Form
- SGLI-8285, Request for Insurance Form
- The Spousal notification letter

General guidance:

- The Servicemember's Group Life Insurance (SGLI) module allows the user to process SGLI coverage and election. The SGLI is in effect throughout the period of full-time active duty or active duty for training and coverage continues for 120 days following the Soldier's separation or release from the Army.
- Servicemember's Group Life Insurance (SGLI) has increased to \$400,000. All Soldiers' coverage was automatically increased to the maximum coverage of \$400,000 on 1 Sep 05 unless an election reduced or declined coverage on or after 1 Sep 05. Increments are now in amounts of \$50,000. Soldiers can reduce, decline or increase coverage at any time in EMILPO.
- In addition, law dictates that Spousal Notification will occur if the Soldier declines SGLI, reduces the maximum amount of SGLI coverage to a lesser amount, and/or a beneficiary other than current lawful spouse or child is elected.
- Soldiers may decline SGLI or reduce the amount of SGLI to less than \$400,000 only by election. If a Soldier elects to reduce their SGLI-8286, the dollar amount must be filled in or the insurance will be automatically increased to the maximum amount. Elections are effective the first date of the following month. Reduction of SGLI must be made in \$50,000 increments, i.e., \$350,000, \$300,000, etc.
- Soldiers who do not want any amount of SGLI must write in their own handwriting "I do not want insurance at this time." They must then date and initial the statement.
- If a member who is married and eligible for insurance makes an election not to be insured, the Battalion S1/BDE S1/MPD shall notify the member's spouse, in writing, of that election.
- If a member is married, insured and whose spouse is designated as a beneficiary, whenever the member makes an election for an amount that is less than the maximum amount, the Battalion S1/BDE S1/MPD shall also notify the member's spouse.
- If a member is married and makes a designation of any person other than the spouse or a child of the member as the beneficiary for any amount of insurance, the Battalion S1/BDE S1/MPD shall notify the member's spouse in writing.
- Beneficiary designation notification is not required if the spouse has previously received notification and if immediately before the new designation by the member, the spouse is not a designated beneficiary for any amount of insurance.
- A notification is satisfied by a good faith effort to provide the required information to the spouse at the last address of the spouse in the records of the unit personnel center/BDE S1/MPD. Failure to provide a notification in a timely manner does not affect the validity of any election or beneficiary designation.

- SGLI premium rates are:

Coverage Amount	Monthly premium rate	TSGLI Premium	Total Monthly Premium Deduction
\$50,000	\$3.25	\$1.00	\$4.25
\$100,000	\$6.50	\$1.00	\$7.50
\$150,000	\$9.75	\$1.00	\$10.75
\$200,000	\$13.00	\$1.00	\$14.00
\$250,000	\$16.25	\$1.00	\$17.25
\$300,000	\$19.50	\$1.00	\$20.50
\$350,000	\$22.75	\$1.00	\$23.75
\$400,000	\$26.00	\$1.00	\$27.00

- Commanders are encouraged to review and to have their Soldiers review their LES to ensure they are receiving the desired amount of SGLI coverage and that the appropriate deductions are made.
- More detailed information is provided by the Veterans and Benefit Services Life Insurance Program found at <http://www.insurance.va.gov/SGLISite/forms/forms.htm>. On the left hand side bar is a link "Service Member's Life Insurance program" which has "Frequently Asked Questions". There is also a link for the SGLI/VGLI handbook.
- Both the battalion/separate company S1 or the BDE S1/MPD may now produce the SGLI.
- All Soldiers must complete a SGLI-8286 to indicate their election in the Servicemember's Group Life Insurance (SGLI) program. Soldiers must designate principal beneficiary (ies) on the SGLI-8286. The Soldier must complete a new SGLI-8286 to change a beneficiary (ies). A designation of change of beneficiary will not be effective until the Form SGLI-8286 is printed, signed by the service member, and placed in the service members' personnel file. Give a copy of the original form SGLI 8286 to the service member.
- Processing the SGLI-8286: The purpose of this procedure is to input data for creating the SGLI-8286 for a new accession or a Soldier needing to make a change to his SGLI-8286. The SGLI-8286, when completed, becomes an official and legal document that designates the amount of insurance coverage and the beneficiary (ies) designated by the Soldier.
- Input into eMILPO will generate a SGLI-8286. This form is electronically signed and uploaded to IPERMS.
- When entering the SGLI data, the business rules below must be considered and applied: There must be at least one primary beneficiary when SGLI coverage is elected.

Primary and contingent beneficiaries cannot be the same.

The sum of the shares to each beneficiary (primary and contingent) must equal the SGLI coverage amount to ensure that 100 percent of the total amount designated.

The allocation method selected must be identical (percentage, dollar amount or fraction) for all beneficiaries when designating the allocation of the Soldier's insurance coverage.

If the allocation method selected is a percentage, the sum of the beneficiaries' coverage must equal 100 percent.

If the allocation method selected is a percentage, the percentage amount must be a numeric value between 1 and 100.

If the allocation method selected is a dollar amount, the sum of the beneficiaries' coverage must equal the coverage amount that the Soldier selected.

If the allocation method selected is a fraction, the sum of the beneficiaries' coverage must equal one.

If the allocation method selected is a fraction, the fraction amount must be a numeric value containing a fraction between 0 – 1.

The SGLI coverage amount data input field will be eight characters in length, will contain only numeric characters, and must not exceed \$400,000 for dollar amount, 100 percent for percentage or one for fraction.

The SGLI coverage amount pick list will contain values in increments of \$50,000. Values for SGLI coverage amount must be between \$50,000 and \$400,000.

If a Soldier elects not to enroll in SGLI coverage, the system will ensure that no beneficiaries are entered.

If a family member already exists in the database as a beneficiary, and the Soldier designates the same family member, a duplicate entry is not allowed. The family member data may be updated or removed only.

If a Soldier, who is likely to be survived by dependents, parents or other next of kin, selects an unusual beneficiary, the system will prompt the Soldier for counseling. The SGLI counseling date will be a required entry in this event.

The counseling date must not precede the SGLI Election Date.

Only family members that currently exist in the database can be selected as beneficiaries. If the family member is not in the database, they must be initially added to DEERs before they can go into eMILPO.

The system will validate the combination of entries selected for family member name and associated relationship, with the information in the database, before SGLI coverage information can be added.

If the status of "sole survivor" already exists in the database, a duplicate entry containing the same data will not be allowed.

- There has been some confusion when attempting to designate and add the required language for a trustee or custodian as a beneficiary under the Uniformed Gifts to Minors Act and the Uniformed Transfer to Minors Act - such as for the trustee of an established trust for children, or trustee of a credit shelter trust establish in a will, etc.
- Ensure the printed form contains the appropriate language within the beneficiary box as well as the "Trustee" or "Custodian" in the "relationship" box on the SGLI once it is printed for signature, use the following steps:

Go into the SLGI menu.

On the first screen, select the box to "add Beneficiary" and then click submit.

This brings up the beneficiary add page. It is important for the user to skip both "Family Member" and "Designation by relationship".

Instead, elect "Relation" and then select "Trustee or "Custodian"

Skip the name and address.

Choose Type/Share/Amount Option.

Go to the text box and type the language for Trust or UGMA/UTMA as applicable.

- An eMILPO message will display when an attempt to delete a family member from the Family Member Screen (who is identified on DD Form 93 as the Individual Authorized to Direct Deposition of Soldier's Remains or Alternate Point of Contact) which will state that the individual must be removed from DD Form 93 before deletion can occur.

Related system reports are: None.

Work center actions:

- BN S1/BDE S1/MPD. Prepare a new form when there is a change in any of the items or five years have elapsed since the latest form was submitted.

- BN S1/BDE S1/MPD. If the Soldier elects to reduce or decline coverage, mail the Spousal Notification letter to the last known address of the spouse.
- Individual. Promptly notify the S1 when changes require an update to the SGLI.
- BN S1/BDE S1/MPD Supervisor. Review and ensure:

All items are completed or marked as shown in the detailed instructions on the form or in the supplemental instructions contained in AR 600-8-1.

All members read and fully understand the instructions.

The Soldier and the updating HR clerk electronically sign the form, print it for the Soldier's record and submit the form to IPERMS.

- BN S1/BDE S1/MPD. Ensure that members review the SGLI:

During out-processing for PCS and pre-separation.

Upon arrival at a new duty station.

In conjunction with a unit wide deployment or pre-mobilization readiness exercise.

Upon the Soldier's request.

- BN S1/BDE S1/MPD. Periodically (at least once annually) during the personal affairs orientation, SRPs, etc., emphasize the importance of maintaining the SGLI in a current condition.
- BN S1/BDE S1/MPD. Upon death, fax or email the most up to date copies of the DD Form 93, SGLI-8286 and SGLI-8285 (if applicable) to the Casualty and Mortuary Affairs Operations Center at 703-325-9058 or cocopns@conus.army.mil

Functional Proponent: Human Resources Command, Casualty and Memorial Affairs Operations Center, COML: (502) 613-9025 or DSN: 983-9025



Education – Civilian Degree

Responsible agencies:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements
- Accredited Institutions of Post Secondary Education (published annually by the American Council on Education)

General guidance:

- This module allows the user to input or update a Soldier's civilian education level.
- Data update is performed at BDE S1/MPD level.
- The college or university must be listed in the Accredited Institutions of Post Secondary Education guide. Both the following source documents are required for validation: Official transcripts that show degree completion (official college transcripts with registrar's signature and school seal visible), and Degree Diploma Certificate
- Evaluated foreign colleges" or universities" credentials per AR 601-210 before accepting.
- Only career managers can enter degrees above the level of a bachelor degree for officers.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier. Request update of civilian education level through S1 with official transcripts (official college transcripts with registrar's signature and school seal visible) and Degree Diploma Certificate.
- S1/Unit eMILPO clerk. Validate source documents and make appointment (if necessary) for Soldier to visit BDE S1/MPD for records update.
- S1/BDE S1/MPD. Review and validate required documentation.
- S1/BDE S1/MPD. Update Soldier's civilian education level through eMILPO.
- S1/BDE S1/MPD. Upload source documents into IPERMS.

Functional Proponent: Human Resources Command, Army Continuing Education Branch;
hrc.tagd.aces@conus.army.mil


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Education – Civilian Education

Responsible agencies are:

- Battalion and separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System (ACES)
- AR 621-202, Army Education Incentives and Entitlements
- AR 600-8-19, Enlisted Promotions and Reductions
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-201, Regular Army and Army Reserve Enlistment Program
- AR 621-108, Military Requirements for Civilian Education

General guidance:

- This module allows the user to maintain and update data on an enlisted Soldier's civilian education. This functionality can only be performed on enlisted Soldiers. A search for warrant officers and commissioned officers will return no data.
- Data update is performed at S1/BDE S1/MPD level.
- Data are entered based on verification of official credentials from a U.S. Department of Education recognized regionally or nationally accredited institution. Accreditation status is published in The American Council on Education Publication, titled Accredited Institutions of Postsecondary Education. The publication is the primary source for validation of accreditation, however, U.S. Department of Education web sites and the local Army Education Center personnel may assist.
- This task is performed in wartime unless further guidance is given at that time.

Related system reports are:

AAA – 338 Demographic Profile Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/BDE S1/MPD. Ensure Soldier provides official documents, i.e. transcripts showing award of credential, prior to taking action.
- S1/BDE S1/MPD. Updates the civilian education in eMILPO.
- S1/BDE S1/MPD. Upon receipt of documents, verify accreditation; see General Guidance. Review official transcript with Soldier and verify credential. After transactions process, upload source documents into IPERMS.

Functional Proponent: US Army Human Resources Command, Army Continuing Education Branch;
hrc.tagd.aces@conus.army.mil


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Education – Military Education

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 95-1, Flight Regulations
- AR 135-7, Army National Guard and Army Reserve Incentive Program
- AR 350-41, Training In Units
- AR 351-1, Individual Military Education and Training
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-1, Training of Military Personnel at Civilian Institutions
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements

General guidance:

- This module allows the user to update and maintain a Soldier's military education.
- The S1/BDE S1/MPD input information based on verification of source documents. This updates data maintained on the Soldier's ERB/ORB on eMILPO and feeds TAPDB (Total Army Personnel Database).
- Military education level is top fed from TAPDB.
- The DA Form 87, Certificate of Training, is the source document for military training. However, locally designed certificates of training may be used provided the certificate meets the criteria specified in AR 600-8-19.
- Military Education Course Codes may be viewed here: <https://www.ask.army.mil/dbhelper/searchdetail.aspx?sname=MCRDCC>, or accessed through the Functional Guidance/FAQs link on the AHRS Web Portal Reports.
- The system applies the following business rules:

The system ensures that the Course Code entered is a valid value.

The System ensures that the Course Code and Course Number entered is a valid combination.

The system ensures that Completion Date is completed if the Course Status selected is "GRADUATED", "CONSTRUCTIVE CREDIT", "NON-GRAD", or "WITHDRAWN".

The system allows the user to input academic achievements of "Commandant's List", "Distinguished Honor Graduate", and "Distinguished Leadership Graduate".

The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry Military Service (DIEMS) (not the Basic Active Service Date (BASD)).

The system ensures that Course Length is completed for enlisted Soldiers.

The user can now enter up to a three character code for the course length in terms of the number of weeks.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation prior to entering data into eMILPO. If required, upload source documents to the Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Field Services Division (eMILPO Branch),
hrc.emilpo.helpdesk@conus.army.mil.

Education – ACCP/DL/eLEARNING

Responsible agencies are:

- ATRRS via a transaction to eMILPO current courses completed after 22 Dec 11 all others manual input by BN S1, BDE S1/MPD
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 350-41, Training In Units
- AR 351-1, Individual Military Education and Training
- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Regular Army and Army Reserve Enlistment Program
- AR 621-5, Army Continuing Education System
- AR 621-202, Army Education Incentives and Entitlements

General guidance:

- This module allows the user to update and maintain a Soldier's Army Correspondence Course Program, Distance Learning, and eLearning data not received from ATRRS.
- The S1/BDE S1/MPD input information based on verification of source documents. This updates data maintained in eMILPO and displays the total hours on the Soldier's ERB
- The source documentation to receive correspondence course credit, Distance Learning, and eLearning is the course completion notice.
- The system applies the following business rules:

The system ensures that the Course Code entered is a valid value.

The system ensures that Completion Date and Course Length are completed.

The system ensures that Completion Date is not a future date and that it does not precede the Soldier's Date of Initial Entry Military Service (DIEMS).

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- Soldier. Provide documentation of military training to the S1.
- S1/BDE S1/MPD. Verify documentation prior to entering data into eMILPO. If required, upload source documents to the Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Active and Reserve Enlisted Selections and Promotions Branch, hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil



Lost Time

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS

References:

- AR 37-104-4, Military Pay and Allowances Policy and Procedures – Active Component
- AR 600-8-104, Military Personnel Information Management/Records
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- Title 10 USC 972

General guidance:

- This module allows the user to record lost time data for one or more Soldiers. Lost time is an unexcused absence, such as AWOL, in accordance with AR 630-10, paragraph 4-4b.
- Data update is performed at the S1/MPD level.
- When a Soldier has lost time, his ETS and Date of Rank must both be adjusted, IAW with AR 37-104-4, para 4-3 and AR 600-8-104, Table 5-2, Step 18, para 1b (5) respectively. However, it is critical to Note that eMILPO does not update ETS. RETAIN is the only authorized source for adjusting ETS dates. The commander determines the number of lost time days. The commander can adjust for leave, etc as the individual situation allows. Once the commander determines the number of days for Lost Time, **the unit must hand carry the paperwork to their servicing Career Counselor for input.**
- The S1/Unit eMILPO clerk must ensure this transaction is done in conjunction with a duty status change.
- This transaction only updates ERB and feeds TAPDB (Total Army Personnel Database) for enlisted personnel.
- When entering the Lost Time data, the business rules below must be considered and applied:

The Lost Time Start Date must precede the Lost Time End Date.

If the Lost Time data entered for the Soldier already exists in the database, the user cannot submit a duplicate entry.

If there are multiple periods of Lost Time, there should be no entries of overlapping from and through dates.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier has been arrived in unit through eMILPO prior to taking action.
- S1/Unit eMILPO clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Unit eMILPO clerk. Review appropriate time lost data upon arrival.
- S1/Unit eMILPO clerk. If update is required, changes will be entered on a DA Form 4197-E and supporting documentation is furnished to the BDE S1/MPD to input into eMILPO, and to servicing Career Counselor for adjustment of the ETS.

- BDE S1/MPD. Review documentation and input time lost transaction for update of eMILPO. Ensure source documents are forwarded to IPERMS.
- S1/Unit eMILPO clerk. Clear action pending file when not only the adjusted BASD and DOR appear on eMILPO, but also the adjusted ETS.

Functional Proponent: Human Resources Command, Retention Management Branch;
knox.hrc.epmdreup@conus.army.mil


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Field Determined Security Status

Responsible agencies are:

- Unit Commander
- Personnel Reliability Program (PRP) certifying official
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- OMPF Records Custodian

References:

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

General guidance:

- This module allows the user to update two separate areas. One is the Field Determined Security Status. This applies to all Soldiers. The other area is to update information on Soldiers in, or ever considered for the Personnel Reliability Program.
- Data update for Field Determined Security Status is performed at S1 level. Data update for the Personnel Reliability Program is done at BDE S1/MPD level.
- Field Determined Security Status:

Users need to understand that field determined security status refers to the level of access allowed. Only the commander/agency head can make this decision. He determines access based on the security clearance listed on the original computer-generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the Central Clearance Facility (CCF), his judgment on a Soldier's trustworthiness / reliability, and the Soldier's need to know.

Only those authorities listed in Appendix F, AR 380-67 can grant an actual clearance. For the Army, the Secretary of the Army has appointed CCF as his designee. At the commander's discretion, an interim clearance may be requested depending on the need as addressed in AR 680-67, paragraph 1-309.

Clearances are top fed from the Central Clearance Facility.

Field determined security status (access) is input by the unit. This is the tool for commanders to maintain information based on installation or command unique requirements.

This data is inputted into the first two fields on the screen.

- Personnel Reliability Program Data. Detailed information and guidance on the PRP program can be found in Chapter 2, AR 50-5, Nuclear Surety Program, and in Chapter 2, AR 50-6, Chemical Surety. The PRP program is an extremely critical area, and all field users should have a strong working knowledge of the intent and correct steps needed before inputting any data. If there is any doubt, contact your security manager for more guidance. Some of the key points are:

DOD policy states that only DOD military or civilian personnel who are U.S. citizens will be assigned to nuclear/chemical duty positions.

No one will be assigned to a PRP position until the certifying official screens and certifies the individuals as suitable for the PRP.

Any changes in the PRP assignment status of military personnel will be reported per AR 600-8-104 and AR 600-8-11.

Unlike personnel security access, all PRP eMILPO entries must be done at the BDE S1/MPD.

- Field Determined Security Status codes:

A: TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION

B: TOP SECRET WITH INTERIM ACCESS TO SENSITIVE COMPARTMENT INFORMATION

C: INTERIM TOP SECRET WITH INTERIM ACCESS TO SENSITIVE COMPARTMENTED INFORMATION

D: TOP SECRET

E: INTERIM TOP SECRET

F: SECRET

G: INTERIM SECRET

H: CONFIDENTIAL

J: INTERIM CONFIDENTIAL

K: REVIEW OF DOSSIER BY DEPARTMENT LEVEL CENTRAL CLEARANCE FACILITY (CCF) REQUIRED

L: CLASSIFIED DATA ACCESS NOT GRANTED TO DATE BY FIELD COMMANDER

M: CLASSIFIED DATA ACCESS SUSPENDED

N: CLASSIFIED DATA ELIGIBILITY DENIED BY DEPARTMENT LEVEL CCF

P: INELIGIBILITY FOR PERSONNEL SECURITY CLEARANCE

Y: NONE

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Field Determined Security Status.

Commander. Decide who needs access to secure information.

S1/Unit eMILPO clerk. Enter the field determine security status based on the commander's recommendation.

- Personnel Reliability Program Data.

PRP Certifying official. Provide the DA Form 3180, Personnel Screening and Evaluation Record (Nuclear/Chemical Personnel Reliability Program) to the BDE S1/MPD.

S1/Unit eMILPO Clerk. Ensure Soldier is arrived.

The BDE S1/MPD eMILPO records clerk. Verify the clearance on the Soldier's Enlisted Record Brief (ERB) or Officer Record Brief (ORB). Using the DA Form 3180 as a source document, enter the data. Forward DA Form 3180 for inclusion in Soldiers' IPERMS.

Functional Proponent: There is no functional proponent at the Human Resources Command for this procedure. Use your normal security channels.

Citizenship – Naturalization

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program

General guidance:

- This module allows the user to update citizenship status for Soldiers who become United States citizens through the naturalization process. *(For updating citizenship data other than becoming Naturalized or for Non-U.S. Citizen, go to the “Personnel Services” menu, select “Personal”, and input the data.)*
- Data update is performed at BDE S1/MPD level.
- The BDE S1/MPD verifies source documents, updates citizenship data and forwards documentation for inclusion in Soldier's IPERMS.
- The Soldier must provide the S1 with verification documentation, naturalization certificate (See AR 601-210) prior initiating an appointment, complete the DA Form 4187 and schedule an appointment at BDE S1/MPD.
- When entering data, the business rules below must be considered and applied:

The system will automatically remove assignment consideration restriction for a Soldier when the Soldier is granted citizenship.

The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a US citizen.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy.

If information differs from current data, verification documentation will be provided by the Soldier. See AR 601-210, paragraph 2-4, for documentation to verify citizenship.

Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing.

Schedule Soldier for an appointment with BDE S1/MPD.

Maintain copy of action in action pending file pending update of system.

- BDE S1/MPD. Verify source documentation and submit citizen transaction to update eMILPO. Ensure that a copy of the naturalization certificate is uploaded into the Soldier's IPERMS record.

- S1/Unit eMILPO Clerk. Clear action pending file if transaction processed on eMILPO. Notify unit S2 of citizenship change.

Functional Proponent: Human Resources Command, SPSD (Soldier Programs Branch);
Michael.Klemowski@conus.army.mil


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Citizenship – Non-U.S. Citizen

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program

General guidance:

- This module allows the user to update citizenship status for Soldiers who are not United States citizens but who qualify as legal aliens. *(For updating citizenship data other than becoming Naturalized or for Non-U.S. Citizen, go to the “Personnel Services” menu, select “Personal”, and input the data.)*
- Data update is performed at BDE S1/MPD level.
- The BDE S1/MPD verifies source documents, updates citizenship data and uploads documentation into the Soldier’s IPERMS record.
- The Soldier must provide the S1 with verification documentation prior initiating an appointment, completing DA Form 4187 and acquiring appointment at BDE S1. Soldier must present their INS I-551 issued by the Immigration and Naturalization Service (INS) showing he/she has been admitted to the United States for permanent residence. I-551 cards are valid for only 10 years and must be renewed. The I-151 card has been replaced by the I-551 card. I-151 cards are no longer valid and must be replaced by the I-551 card. No resident Alien card that does not contain the picture of the applicant is valid for any reason.
- The system will automatically remove the assignment consideration restriction for a Soldier when the Soldier is granted citizenship.
- The system will automatically apply an assignment consideration restriction for a Soldier if the Soldier is not a US citizen.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit in eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy. If information differs from current data, the Soldier will provide verification documentation. See AR 601-210, paragraph 2-4, for documentation to verify citizenship.

Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing.

Schedule Soldier for appointment with BDE S1/MPD.

Maintain copy of action in action pending file pending update of system.

- BDE S1/MPD. Verify source documentation and submit citizenship transaction to update eMILPO. Ensure Statement of Citizenship is uploaded into the Soldier's IPERMS record.
- S1/Unit eMILPO Clerk. Clear action pending file if transaction is processed on eMILPO.

Functional Proponent: Human Resources Command, SPSD (Soldier Programs Branch);
Michael.Klemowski@conus.army.mil



Professional Certification Status

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Human Resources Command, Applicable Branch Manager

Reference:

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This module allows the user to update data on officer's professional certifications.
- While the system allows input at the BDE S1/MPD level, most branches only allow input at the top of the system level. The Soldier officer contacts his branch manager first. For example, the engineer branch reserves the authority to enter any data on both Certified Professional Engineers, and Engineers in Training for engineer officers. However, that does not rule out the possibility of an officer, who is not an engineer, also getting certified in this area. He would contact his branch for guidance if he wants it entered into his military record.
- Professional certifications apply only to the following:

Certified Professional Engineer

Engineer in Training

Certified Publish Accountant

Certified Lawyer

Certified Teacher

Certified Medical Professional

Certified Architect

Certified Telecommunications Officer

Certified American College of Healthcare Executives

Certified Project Manager

Certified Facility Manager

Geologist in Training

Professional Geologist

Certified Government Financial Manger

Certified Defense Financial Manager

Certified Management Accountant

- The above certifications are not based on solely completing degree programs. They are based on board examinations. Transcripts are not acceptable documentation. Only the actual board issued license/certification is considered a valid source document.
- Professional certifications will always be entered at the top of the system for those being assessed into a branch based on the certification.

Related system reports are:

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier. Once issued a board certification/license, contact your branch manager to determine who can input it. If they allow the BDE S1/MPD to input it, make arrangements through your S1 to visit the records section.
- BDE S1/MPD. Enter data. If in any doubt whether or not you are authorized to make the entry, contact the branch manager.
- BDE S1/MPD. Uploads the certificate into the Soldier's IPERMS record.

Functional Proponent. Human Resources Command, Applicable Branch Manager.


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Technical Certification

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Human Resources Command, Applicable Branch Manager

Reference:

- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This module lists all technical certification data currently in the database for the selected Soldier. Technical Certifications allows the user to update data on enlisted technical certifications.
- Technical Certifications for Enlisted Personnel are input at the BDE S1/MPD level for all Soldiers who receive a TRADOC approved Technical Certificate.
- The certificate must be compatible with the Soldier's MOS.
- The system will only allow enlisted Soldiers to be selected.
- The system will validate that a Technical Certification is applicable to PMOS when the user requests Soldier's record.
- The system will not display the Soldier in the Build Soldier List (BSL) function if there are no authorized certificates for that Soldier's PMOS.
- The system will provide a pick list for Course Name (Technical Certification) which is compatible with PMOS.
- The system will REMOVE Technical Certifications automatically if the Technical Certificate no longer applies or becomes incompatible with a PMOS.
- The system will allow users to UPDATE Technical Certifications data for Date Certified and Date Expires. Expired certification data will remain in the database so the user has the opportunity to update the date(s) in cases where the Soldier recertifies. If the expired certificate no longer applies, the user must REMOVE the certification data.
- The system will populate or provide a list of Certifying Agency of Technical Certification upon entry of Technical Certification - Course Name. The system will not allow duplicate certifications.
- NO outgoing transaction will be generated to update TAPDB.
- The system will require users to enter mandatory fields when action is ADD and/or UPDATE:
 - Date Certified (past or current)
 - Certifying Agency of Technical Certification (U.S. Army Training and Doctrine Command)
 - Course Name (Technical Certification)
 - Date Expires (Expiration date will not exceed 10 years from Date Certified)
 - The system will validate that Technical Certifications are compatible with PMOS when users ADD and/or UPDATE.

Related system reports are:

AAA – 347 (Enlisted Record Brief). This report is accessed through the reports link on the AHRS Web Portal Reports. NOTE: Soldiers are allowed multiple certificates in eMILPO, but the ERB will display ONLY the most current Technical Certificate (one certification only).

Work center actions:

- Soldier. Once issued a board certification/license, contact your unit S1.
- S1/Unit eMILPO clerk. Make appointment for Soldier to have their records updated.
- BDE S1/MPD. Check the Technical Certification Matrix <https://www.hrc.army.mil/site/active/select/TechCert.htm> to ensure Soldier can add the certificate. Once you have verified the certificate is valid, enter the data into eMILPO using

- Personnel Services
- Certification
- Technical Certification
- BDE S1/MPD. Print ERB for Soldier.
- BDE S1/MPD. Upload source documentation into the Soldier's IPERMS record.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, Coml.: (502) 613-9013 or DSN: 983-9013 or hrc.tagd.jr.enlistedpromotions@conus.army.mil.


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GI Bill

Responsible agencies are:

- Reception Battalion
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 135-7, Incentive Programs
- AR 621-202, Army Educational Incentives and Entitlements

General guidance:

- This module allows the user to record and maintain GI Bill eligibility and enrollment data on Soldiers. It allows the user to enter GI Bill enrollment and eligibility data, including Vietnam Era eligibility status for eligible Soldiers.
- Only the Reception Battalion can enter Initial data. Only the Education Branch, Human Resources Command can authorize and input subsequent changes.
- All incoming Soldiers must receive a briefing at the reception battalion within 14 days from entering active duty. At that time they make an irrevocable decision as to whether or not to participate in the Montgomery GI Bill program. Unless they fill out a DD Form 2366, Montgomery GI Bill Act of 1984 (Election Form) stating they do not desire to participate, "called disenrollment", they are automatically enrolled. Participants will then have \$100 a month automatically deducted from their pay for the first 12 months they are on active duty. After their first 14 days of active duty, they cannot be refunded, suspended, or stopped (disenrolled) from the program.
- The election form becomes a permanent part of the individual's OMPF.
- If at any time the Soldier thinks there has been an error and wishes changes made, he must contact the Education Branch at the Human Resources Command directly.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier (new Soldiers only). Makes MGIB election at reception battalion.
- Reception Battalion. Enter data into eMILPO. *Note*; it is critical that entries be correct. Forward DD Form 2366 to the OMPF.

Functional Proponent: US Army Human Resources Command, Army Continuing Education Branch;
hrc.tagd.aces@conus.army.mil


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Assignment Considerations

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

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

General guidance:

- The Assignment Considerations module allows the user to record and maintain the Assignment Data Considerations during the reassignment processing for one or more Soldiers. This module also maintains both CONUS and OCONUS assignment preferences and restrictions for enlisted Soldiers.
- The user will update data at the BDE S1/MPD level.
- This transaction contains information pertaining to a Soldier's assignment restrictions and considerations. Guidance for these assignment considerations is in AR 614-200. The assigned user role in eMILPO determines what Assignment Considerations any user can input. Some eMILPO transactions, such as Duty Status or Flagging, can generate an Assignment Consideration. Some Assignment Considerations are fed into eMILPO from TAPDB.
- Assignment considerations and restrictions will be processed IAW AR 614-200.
- The BDE S1/MPD/HRC inputs information based on verification of source documents and updates the data maintained on Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- When entering data, the business rule below must be considered and applied:
- In eMILPO, assignment considerations and military spouse data must be compatible.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO Clerk. Produce Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- S1/Human Resources Sergeant. Review appropriate personal data with Soldier and verify information accuracy.

If information differs from current data, the Soldier will provide verification documentation.

Initiate DA 4187 and allied documentation for review by BDE S1/MPD for processing.

Forward DA 4187 and allied source documentation to the BDE S1/MPD.

Maintain copy of action in action pending file pending update of system.

- BDE S1/MPD. Verify source documentation and submit assignment consideration transaction to update eMILPO based on change in assignment status.
- BDE S1/MPD. Verify request changes with source documents with the Soldier through the S1 when required.
- BDE S1/MPD. Forward documentation to be filed in Career Management Individual File IAW AR 614-200 for SGT (P) and above.
- S1/Unit eMILPO Clerk. Clear action pending file if transaction is processed on eMILPO.

■

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



Assignment Eligibility and Availability

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- U.S. Army Human Resources Command, Ft. Knox (HRC)

Reference:

- AR 614-200, Enlisted Assignments and Utilization Management.

General guidance:

- This module allows the user to update the Assignment Eligibility and Availability (AEA) data for enlisted Soldiers, except for the AEA codes of F and Z, which also apply to officers.
- BDE S1/MPD, PAS, and HRC can update data.
- AEA codes are a management tool used to identify the Soldier's eligibility and availability for reassignment. This task is applicable during peacetime/wartime. See Table 3-1, AR 614-200 to determine the proper AEA codes.
- When two or more AEA codes apply, report the AEA code with the longest period of stabilization. Process AEA codes immediately upon change of a Soldier's eligibility status. AEA codes are based on the type of stabilization and the Soldier's circumstances. Some AEA codes require a termination date, which will be the date the Soldier becomes eligible for an assignment.
- Note that an AEA code cannot be re-entered to extend the stabilization time period once processed at TAPDB. While the second entry will appear to take on eMILPO, it will fail to process at the top of the system. For valid cases, the BDE S1/BDE S1 must contact the HRC Enlisted Personnel Management Division Stabilization Section.
- Stabilization actions approved by HRC and processed AEA codes will have precedence over field processed AEA codes.
- When a PCS arrival transaction processes, TAPDB will automatically set the AEA code to "L" except in situation where AEA codes "F", "Q", "S", "1", "3" or "8" apply.
- AEA codes of „F" and „Z" are based directly on the Assignment Incentive Pay (AIP) for assignment to Korea. These are the only AEA codes available to officers. The code of „F" is only available for Soldiers on assignment to Korea, while „Z" is available only for Soldiers currently assigned to Korea.
- When overlaying the AEA Code of „W", Organization Stabilization, the term date must be earlier than the existing date in eMILPO.
- AR 614-200, paragraph 3-8g, lists AEA codes that are input at Field level and at HRC level.

■
Related system reports are: AAA-347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

■
Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action, except for the code of „F" in which the Soldier need only be on assignment instructions to Korea.
- BDE S1/MPD. Verify requirement to update AEA code.
- BDE S1/MPD. Identify appropriate AEA code (See Table 3-1, AR 614-200).
- BDE S1/MPD. Determine if AEA code is field exclusive (See AR 614-200, para 3-8[jj].) If AEA code is HRC exclusive, forward request to update AEA code to HRC.

- BDE S1/MPD. Correct all reported errors IAW established local procedures.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division (AHRC-EPC-O), COML: (502) 613-5045 or DSN 983-5045.


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Tests – Army Physical Fitness Test

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 40-501, Standard of Medical Fitness
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
- AR 600-9, The Army Weight Control Program
- FM 21-20, Physical Fitness Training

General guidance:

- This module allows the unit commanders to maintain individual results of the APFT.
- Data update is performed at the S1 level.
- 1SG/unit clerk verifies source documents and updates current records.
- If Soldier does not meet weight standards, unit must take appropriate actions under the referenced publications.
- If an individual Soldier is exempt from weight standards, maintain the supporting documentation in the local files and forward to the appropriate CMIF manager IAW Table 3-1, AR 600-8-104. The Office of the Surgeon General at Department of the Army level grants these exceptions. The need to forward documentation does not apply to temporary conditions such as pregnancy. Guidance for weight standard exceptions can be found in AR 600-9.
- When entering data, the business rules below must be considered and applied:

The height input field will be two characters in length and will contain only numeric characters. Values for height must be between 58 and 85 inches.

The weight input field will be three characters in length and will contain only numeric characters. Values for weight must be between 90 and 400 pounds.

The system does not automatically flag the Soldier upon an APFT failure. The user must submit the flag update manually.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Unit 1SG or designated representative. Verify information on Army Physical Fitness Test (APFT) card, and when applicable, body content worksheet for accuracy. Validate required signatures and forward APFT and weight verification document (s) for each individual Soldier to the S1. If the Soldier fails the APFT and/or the weight requirements, take prompt actions as outlined in the references above.
- S1/Unit eMILPO Clerk. Input data to update eMILPO.
- S1/Unit eMILPO Clerk. Clear action pending file once transaction is accepted.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpo.helpdesk@conus.army.mil.

Tests – Personnel Management Test (Army Personnel Test)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Personnel Test Control Officers/Education Center (TCO)

Reference:

- AR 601-222, Armed Services Military Personnel Accession Testing Programs
- AR 611-5, Personnel Classification Testing
- DA Pam 25-33, para 2.5, User's Guide For Army Publications and Forms

General guidance:

- This module allows the user to record personnel management tests that are taken throughout the Soldier's army career and allows the user to correct or revise the Test Scores.
- Data update is performed at the BDE S1/MPD level.
- Available Personnel Management Test Types may currently be found at <https://www.ask.army.mil/dbhelper/searchdetail.aspx>. On the search page, input the search string PERS_TEST_TYP_CD in order to list the available test types. This web site is subject to change.
- Note that for the first four tests listed, the AAAT, the AFAST, the AP, and the TYPE DICT, entering data into eMILPO updates the top of the system and allows the user to query the information when needed. These four tests are not intended to be posted on the ERB.
- For the Defense Language Proficiency Test (DLPT), BDE S1s can enter Test Date and overall Test Score information for the only. IAW AR 611-6, only DA can enter the date for "Language", "Read", "Listen", and "Speak" on the ERB. Enlisted Soldiers should contact Enlisted Personnel Management Division (EPMD) at DSN: 983-5160, COML: (502) 613-5160. EPMD will accept copies from the Soldier, BDE S1, or TCO as long as they have the TCO's signature. Officers should contact their branch manager.
- BDE S1/MPDs can enter the Test Date and Score for the Defense Language Aptitude Test (DLAB) directly into eMILPO for display on the ERB.
- Soldiers may not be administered any Personnel Management Test without first coordinating with S1 for eligibility determinations.
- Only the TCO can administer tests. The TCO will provide an original signature copy of the results directly to the Soldier's servicing BDE S1/MPD. The Soldiers will also be given a copy of the test results.
- Soldiers may retest after six months from the date of the initial test. The number of test possible will vary with the specific test. Consult TCO for sufficient rules. Soldiers may retest within six months with an exception to policy from HQDA, Education Division.
- Test scores will be updated by BDE S1/MPD upon receiving authorized documentation from the TCO.
- When entering data, the business rules below must be considered and applied:

The test date input is six characters in length, YYYYMM. Values for YYYY are undetermined and values for MM must be between 01 and 12.

The test score input field will contain a maximum of three characters in length and will contain only numeric characters.

Users cannot enter duplicate test data for a Soldier.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier. Request to take test through S1.
- TCO. Forward test results to BDE S1/MPD. Note: Test results cannot be hand-carried by the Soldier. The BDE S1/MPD may only accept test results directly from the TCO.
- BTC S1/MPD. Enter the test results into eMILPO. Forward the test results to the Soldier and advise the Soldier to keep a copy of his results.

Functional Proponent: US Army Human Resources Command, Army Continuing Education System:
tapcpde@conus.army.mil


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Tests – Armed Services Vocational Aptitude Battery / Armed Forces Classification Test (ASVAB/AFCT)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Personnel Test Control Officer (TCO) Education Center

References:

- AR 600-9-104, Military Personnel Information Management/Records
- AR 601-210, Active and Reserve Component Enlistment Program
- AR 611-5, Personnel Classification Testing

General guidance:

- This module allows the user to record the details of the specialized Armed Services Vocational Aptitude Battery and Armed Forces Classification Test data. These aptitude examinations are administered by the Armed Forces for determining an individual's potential to perform skills in certain job classifications.
- Data update is performed at the BDE S1/MPD level.
- Initial ASVAB is completed during enlistment into the military.
- The BDE S1/MPD will update test scores upon receiving authorized documentation from TCO.
- After a Soldier has been on active duty for six months, he or she can request to take the Armed Forces Certification Test (AFCT), i.e. in service ASVAB, authorized by Army G1 through the S1 to the Education Center.
- Soldiers' request to take the AFCT in service ASVAB must be for career development such as advancement, specialized training and retention in the service IAW AR 611-5.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Soldier. Request to take test through S1.
- TCO. Forward AFCT results to BDE S1/MPD. The BDE S1/MPD cannot accept AFCT results hand-carried by a Soldier. The AFCT results must come directly from the TCO.
- BDE S1/MPD. Enter the test results into eMILPO and advise the Soldier to keep a copy of his results.

Functional Proponent: US Army Human Resources Command, Army Continuing Education System:
tapcpde@conus.army.mil


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Tests – Weapons Qualification

Responsible agencies are:

- Unit Training NCO
- Battalion S3
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-104, Military Personnel Information Management/Records
- DA Pam 350-38, Standards in Training Commission

General guidance:

- This is the tool for commanders to maintain information for specific weapons for which the Soldier is qualified, number of hits scored, qualification badge earned, and the date of the qualification.
- Data update is performed at the S1 level.
- eMILPO allows entries from the following qualification forms:

AA – DA FORM 3595-R (M16)

BB – DA FORM 5790-R (M16)

CC – DA FORM 88(PISTOL)

EE – DA FORM 7304-R (M249 AR)

FF – CID FORM 85(PRACTICAL PISTOL)

II – FLVA FORM 1910(MP FIREARM QL CRS)

JJ – DA FORM 5704-R (ALT PISTOL) – NEW

KK – DA FORM 85-R M249/M60/M240B

- eMILPO allows entries for the following badges:

Marksman

Sharpshooter

Expert

- When accepting data, eMILPO applies the following business rules:

The system ensures that a duplicate Weapon Type is not entered for the selected Soldier.

The system ensures that the Qualification Date is prior to the current date.

The system ensures the Qualification Date does not precede the Soldier's Basic Active Service Date (BASD).

The system ensures that the Total # of Hits is not greater than 300.

The system ensures that the Total # of Hits is not less than 0.

Work center actions:

- Unit Training NCO/Battalion S3. Verify source documentation. Source documentation may be one of the following:

DA Form 3595-R, Record Fire Scorecard

DA Form 5790, Record Firing Scorecard *Scaled Target Alternate Course

DA Form 88, Combat Pistol Qualification Course Scorecard

DA Form 5704-R, Alternate Pistol Qualification Course Scorecard

DA Form 5705-R, Alternate Revolver Qualification Course

DA Form 7304-R, Scorecard for M249 AR

CID Form 85, Practical Pistol

DA Form 85-R, Scorecard for M249, M60/M240B Machine Guns

- Unit Training NCO/Battalion S3. Forward a copy of source documentation to S1.
- S1/Unit eMILPO Clerk. Verify source documentation and update eMILPO.
- S1/Unit eMILPO Clerk. Clear the action pending file once transaction is submitted.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpo.helpdesk@conus.army.mil.


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Military Occupational Specialty

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- U.S. Army Human Resources Command, Ft. Knox (HRC)

References:

- AR 614-200, Enlisted Assignments and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure
- Smart book(web-based DA Pam 611-21) <https://smartbook.army1.pentagon.mil/default.aspx>

General guidance:

- The purpose of this module is to provide information on viewing and maintaining data on a Soldier's Primary Military Occupational Specialty (PMOS), Area of Concentration (AOC), Secondary MOS (SMOS), Additional MOS, Skill Qualification Indicator (SQI), Additional Skill Indicator (ASI), Language (LANG), Career Progression MOS, and Projected MOS.
- Data update for this procedure is performed at the BDE S1/MPD level.
- eMILPO allows modifications of MOS, ASI, and SQI for all enlisted grades, now including the SQI of "P", Parachutist. As of June 2005, eMILPO edits will no longer allow the user to add, change/update or delete the SQI code of "V", Ranger-parachutist.
- The award date and effective date cannot be a future date.
- A Soldier will only have one Primary MOS, Secondary MOS, Career Progression MOS, or Project MOS.
- Users update a Primary MOS but cannot deleted one. If the user chooses to update the Primary MOS, the system will provide the user with the option to change the Primary MOS to a Secondary MOS, Additional MOS, or eliminate the MOS.
- A user cannot withdraw a Secondary or Additional MOS without also withdrawing the related ASI and SQI. AR 614-200 paragraph 3-14 lists specific information regarding ASI and SQI
- If the MOS, ASI, or SQI entered for the Soldier already exists in the database, the user cannot enter a duplicate entry containing the same MOS, ASI, or SQI.
- The user will not be able to enter a MOS, ASI, or SQI that is inactive.
- The system will not display a MOS, ASI, or SQI for the user to select unless the Soldier's grade is eligible for that MOS, ASI, or SQI.
- The user will not be able to place a female Soldier into an AOC, MOS, or SQI closed to female Soldiers.
- The system will ensure the SQI or ASI selected corresponds to the Soldier's MOS. The „Award Date“ of the SQI or ASI will default to the current system date if it is left blank.
- The system will prevent updates to a Soldier's record that will result in a MOS value of „91W“ and an ASI value of „Y2“.
- AR 614-200, para 3-18f addresses reclassification of primary military occupational specialty and secondary military occupational specialty.

Related system reports are:

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

AAA – 163 Enlisted MOS Inventory – By Name. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- Soldier. IAW local processing procedures, submit supporting documentation to the S1.
- S1. Forward source documents to the BDE S1/MPD.
- BDE S1/MPD. Verify documentation and enter data into eMILPO as appropriate.

Functional Proponent. Human Resources Command, Operations Management Division,
COML: (502) 613-5045 or DSN 983-5045.


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View Soldier Information

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- IPERMS Records Custodian

References:

- AR 40-501, Standards of Medical Fitness
- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- This is a view only tool, showing Record Status, MPC, Component, Duty Status and some medical and readiness data.

Related system reports are:

Work center actions: N/A

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpo.helpdesk@conus.army.mil.


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Overseas Assignment Data

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 614-30, Overseas Service
- AR 55-46, Travel Overseas
- AR 600-8-14, Military Personnel Information Management/Records

General guidance:

- The Overseas Assignment Data module allows the user to update the overseas assignment data for officers, warrant officers, and enlisted Soldiers currently stationed overseas. Use this module update data that has changed after the Soldier has gone through the overseas arrival process. The following data elements are available for update under this module:

Dependent Travel Status

Dependent Arrival Date

Command Sponsored Dependent Quantity

Non Sponsored Dependent Quantity

Tour Duration

Date Eligible to Return from Overseas (DEROS)

- Data update is performed at the BDE S1/MPD level.
- An expired DEROS will produce a discrepancy notice on the AAA-165, Unit Personnel Accountability Notices Report.
- The system does not allow the user to submit a DEROS date earlier than the Soldier's assignment date.
- See the following links for additional related guidance:

Deletion / Deferment Processing

Process a Request for Curtailment

Assignment Adjustment – Process a Foreign Service Tour Extension (FSTE) Curtailment

Process an Overseas Tour Election

- eMILPO captures Soldiers' dwell time, which is the time a Soldier spends at home station between combat or operational deployments or dependent restricted overseas assignments.
- Dwell time is displayed on the ERB (located in Section 1 – Assignment Information). Dwell time is also displayed in the Overseas Tour Credits module of eMILPO (view only).

The dwell time counter will set to zero when a Soldier is serving an Overseas assignment to a dependent restricted area. This is accomplished during the OS Arrival process.

- NOTE: The dwell time counter will not reset to zero automatically after updating eMILPO. The counter will reset to zero and display the next day, triggered by a nightly system process.

Related system reports are:

AAA-165 Unit Personnel Accountability Notices Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA-347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- S1/Unit eMILPO clerk. If update is required, furnish supporting documentation to the BDE S1/MPD to input into eMILPO.
- BDE S1/MPD. Review documentation and update overseas assignment data.
- S1/Unit eMILPO clerk. Clear action pending file when overseas assignment data reflects correctly in eMILPO.

Functional Proponent: Human Resources Command, Enlisted Personnel Management Division,
COML: (502) 613-5045 or DSN 983-5045.


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PERSONNEL ACCOUNTING

Personnel Accounting is the first step in caring for our Soldiers. It affects readiness, replacements, recruiting models, funding decisions, and impacts Soldiers' careers. The electronic Military Personnel Office (eMILPO) is the system of record to account for all Soldiers serving on active duty.

Commanders at all levels are directly responsible for the correct accountability of their Soldiers in eMILPO. This includes commanders of active duty, mobilized/federalized guard, and reserve units.

Supporting PAS Chiefs and BDE S1s are directly responsible for the accountability and maintenance of all UICs registered to their PPA / BDE to include mobilized RC UICs.

Users should seek guidance when unclear on how and when to enter data rather than "giving it a try". While the spirit and intent of such actions is commendable, entering data erroneously can have negative second and third hand effects on the Soldier's record, and thus the Soldier. Furthermore, "giving it a try" could lead to subsequent UCMJ action. Contact your supporting PAS Chief if you have any questions. PAS Chiefs will contact the AHRS Help Desk at hrc.emilpo.helpdesk@ahrs.army.mil.

(Note to PAS Chiefs and BDE S1s. PASS-R updates TAPDB, not eMILPO. Please don't use PASS-R simply to bypass eMILPO.)

Arrival

Responsible agencies are:

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

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- This module allows the user to perform the following types of Arrivals through eMILPO: Soldier Arrival, OCONUS (Outside Continental United States), Mass Arrival, and Revoke Arrival. . The Arrival Date Correction function allows the user to change the date of arrival without having to input an entire revocation of arrival. The guidance for this new application is at the end of this general guidance.
- Data update for all five actions is performed at the S1 level.
- eMILPO supports the sign-of-life concept in that if a Soldier arrives on site, the system arrives the Soldier without requiring the Soldier to be properly departed from the losing unit. In the Mass Arrival process, the system will notify the user that Soldiers must be properly departed in the system prior to processing a mass arrival.
- **Do not arrive a Soldier who comes to the unit in a TCS status.** Rules for arriving versus attaching TCS (Temporary Change of Stations) Soldiers have changed. Under eMILPO TCS Soldiers are no longer arrived, but attached at the gaining installation. See attachments, general guidance.
- **Do not arrive a Soldier who has an open attachment.** Contact either your servicing PAS or the previous attached unit to release the attachment using the date he departed the attached unit.
- **Do not arrive a Soldier without proper authority**, i.e. PCS orders or DA Form 4187(Local Moves)
- Submit an arrival for all Soldiers who report to a new unit for permanent duty. Submit an arrival for all Soldiers undergoing Initial Entry for Training (IET) when they report to a reception station and each new training unit (UIC). Units must follow the proper arrival then departure sequence for IET Soldiers until the end of the IET period. IET ends when the Soldier is arrived at his/her first permanent duty station (UIC).
- Upon arrival at gaining unit, Soldier must sign-in on DA Form 647, Personnel Register or DA Form 647-1, Personnel Register, and the unit clerk, Staff Duty Officer, or Charge of Quarters must retain a copy of reporting Soldiers orders and leave form.
- Submit an attachment on Soldiers who fail to report to the gaining unit on a specified report date. First, ensure that the report date is not contradicted by available data. If the gaining unit and the report date have not changed, attach the Soldier effective the day prior to the prescribed report date. Use the Attachment Reason Code of Administration. Do not put an end date on the attachment. While the Soldier is attached, conduct the actions required by AR 630-10 (para 2-3 In Transit) to determine the Soldier's whereabouts:

If the Soldier is not AWOL and reports to the gaining unit, release the Soldier from attachment with the ending date the same as the start date and subsequently arrive the Soldier as normal.

If the Soldier is not AWOL and the Soldier is not reporting to the gaining unit, release the Soldier from attachment with the ending date the same as the start date.

If the Soldier is AWOL, release the Soldier from attachment with the ending date the same as the start date and conduct the following actions:

Once whereabouts are determined and Soldier is determined to be AWOL, take the following steps:

1. Arrive the Soldier with an effective date based on the orders. (See the end of this guidance for entering an arrival date correction.)
2. After the Soldier is arrived, process a Duty Status of AWOL with an effective date based on the orders.
 3. Submit the DFR action on the Soldier using the 31st day of AWOL as the date of DFR. Note that the commander must provide the servicing finance unit a copy of the DA Form 4187-R dropping the Soldier from rolls and an updated AAA-160 reflecting the Soldier on the AWOL report, within 48 hours of entering the Soldier's AWOL status into eMILPO.

NOTE: All eMILPO users should take note of the default dates on entry screens. Arrival and departure dates initially default to the system date. Users must change these dates to the correct date prior to ending the transaction with "Save." **Supervisors and personnel leaders need to establish internal controls to ensure correct dates are input.**

Reserve component (RC)/Army National Guard (ARNG) Soldiers. RC and ARNG Soldiers ordered to active duty in support of a contingency or mobilization operation are brought on to active duty in their mobilizing unit's UIC or as individuals. *The mobilization path is used, NOT the arrival module.* However, if the Soldier is later reassigned to another unit, depart RC/ARNG Soldiers from the losing unit and arrive them to the new unit UIC using the arrival path.

There are now five arrival input paths from the main menu. The user finds the heading "Personnel Accounting" and clicks once on the '+' at the right of "Arrival." This opens a box with the four choices:

Soldier arrival (an individual).

OCONUS arrival.

Arrival date correction

Mass arrival. Revoke arrival.

- Use the **basic Soldier arrival** to input Soldiers one-by-one. If a Soldier reports to a new unit, but the losing unit did not depart him, the user's arrival input screen will display the departure date. Both the arrival and departure dates are first displayed equal to the system date and the user must edit these dates to agree with the correct arrival date from DA Form 647 and obtain the departure date from the Soldier's leave form or by personal interview. eMILPO will not allow a Soldier to be arrived to an inactive UIC. An error message will appear for that occurrence.
- **Mass arrival** is used to submit an eMILPO arrival transaction on a group of Soldiers that are assigned to the same UIC on the same date. Departures on these Soldiers must process before mass arrival is possible. The user must use the Soldier Arrival path when no departure was input.
- Use an **OCONUS arrival** to arrive a Soldier to an OCONUS unit. Note that there are additional OCONUS assignment data to enter for these arrivals. They include:

Dependent Travel Status

Note: The Dwell time counter will be set to Zero when a Soldier's Dependent Travel Status of "Dependent Restricted Tour" has been selected for the Overseas Assignment.

Note: The Dwell Time counter will be reset to Zero and display the next day after a nightly system processing job in eMILPO has run.

Dependent Arrival Date

CS (Command Sponsored) Dependent Quantity

Tour Duration – This is currently limited to three selections: short (12 Months), long (24 months), and long (36 months). If this doesn't meet the length requirements for input, manually adjust the DEROS (Date Eligible to Return from Overseas) to match the correct projected departure.

NS (Non-Sponsored) Dependent Quantity

NOTE: "Revoke" Transactions are reserved exclusively for the instances listed in the Revoke Departure section of the Functional Guidance. Arrival/Departure processing time from eMILPO to TAPDB can reach or exceed 24 hours. Do not use "revoke" transactions as a means of fixing TAPDB.

DEROS

- **Revoke arrival** is used to revoke the last arrival transaction that processed. eMILPO will not allow users to submit Revoke Arrival transactions that are greater than three months old.
- The **arrival date correction** allows users to correct the date and time of the arrival without having to do a revocation of arrival transaction. This applies only to arrivals and not attachments. Please do **not** use the revocation of arrival when only the date or time of an arrival is in error as a revocation requires more data input. Not only is a revocation more time consuming, but the more information entered when not truly needed, the greater the chance for unintentional errors which can cause it to either fail or over lay good information with bad.
- eMILPO has a Load function that allows the user to import a list of SSNs from a text file. To do this, the user must select Load and follow the on-screen instructions. The following format rules must be followed:

The file must be in ASCII text format.

The file must be created using the Notepad application under the Windows operating system.

The SSNs in the file must be listed one per line with no dashes separating the numbers.

- There must be no blank lines at the end of the file.

Arrival Rules:

- The arrival date cannot be a future date. It must not precede the Soldier's departure date from previous assignments (PCS and overseas only). It also must not precede the Soldier's arrival date from previous assignments.
- The arrival date must not precede the Soldier's Pay Entry Basic Date.
- A Soldier cannot be arrived if an open attachment exists.
- The departure date cannot be a future date, and must be prior to or the same as the reporting date. It cannot be prior to the last assignment date.
- The gaining unit cannot be the same as the previous unit of assignment, nor can it be the same as the unit of attachment.
- The dependent arrival date must not be prior to the arrival date and must not be after the calculated Date Eligible to Return from Overseas (DEROS) date.
- The system will validate the departure data entered with the assignment type and selected to ensure the combination of data entry is valid.
- The user must enter a Requisition Serial Number if the Assignment type selected is CONUS or OCONUS.
- The system will ensure that a "TRA", Transient, duty status is created for a Soldier before a "PDY", Present for Duty, duty status is created.
- Soldiers need to be properly departed from their losing unit or have assignment instructions before mass arriving.
- When the current assignment is revoked, the Home UIC will be updated with the last current assignment.
- For the arrival date correction:

This screen can only update the date and time of the arrival to the existing UIC, not a past assignment history UIC. The user must use the same UIC and departure date.

The date is a mandatory entry. The time is optional.

The date must be after the previous arrival date and cannot be a future date. The previous arrival date will show on the screen as a read only field.

The date cannot be before the Soldier's departure date from the most current previous assignment.

For officers, the new date must be 30 days greater than the 1st previous (historical) arrival date.

The date cannot precede the Soldier's Pay Entry Basic Date.

Do not enter a date before the dependent arrival date.

The date must be the same or after the departure date.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.

AAA – 227 EDAS Gaining Assignment Report. This report is produced through AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- Replacement detachment clerk or staff duty NCO. Obtain copy of orders from Soldier. Have Soldier sign in on DA Form 647 or DA Form 647-1. Obtain a copy of the Soldier's leave form.
- Replacement detachment eMILPO clerk. Submit arrival transaction after review of documents provided by replacement detachment clerk or staff duty NCO.
- Brigade Strength manager/Brigade S1 NCOIC. Determine unit of assignment. Publish order or DA Form 4187 assigning the Soldier within the brigade. Distribute these assignment orders.
- Battalion S1/Unit eMILPO clerk. Obtain copy of orders from Soldier, verify unit of assignment and have Soldier sign in on DA Form 647 or DA Form 647-1.
- Battalion S1/Unit eMILPO clerk. Enter the arrival into eMILPO. [Note. Check to ensure the Soldier is not in a TCS status or is still in an attached status. If Soldier has arrived as a TCS Soldier, Soldier should be attached, not arrival. If the Soldier is still in an attached status, release Soldier from the previous attachment first.]
- Battalion S1/Unit eMILPO clerk. Annotate or print Human Resource Authorization Report (HRAR). Annotate or print Unit Personnel Accountability Report.
- Battalion S1/Unit eMILPO clerk. Slot Soldier in duty position. This may be submitted as part of the arrival transaction process or done later. If it is not done in five calendar days, the S1 work center will receive a work flow notice.
- Brigade S1/MPD eMILPO clerk. Use the OCONUS Arrival screen to update dependent travel status for dwell time calculations.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil.


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Attachment

Responsible agencies are:

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

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- This module allows the user to process attachment data for individual Soldiers and/or for a group of Soldiers. Attachment offers the following functional areas:

Attach Soldier

Mass Attachment

- Data update is performed at the Battalion S1 level.
- Soldiers are reported as attached in accordance with their orders, when performing Temporary Change of Station (TCS), Temporary Duty (TDY), training in a TDY status, or attached for administration.
- The attachment module applies for:

A TDY for 30 days or more to a unit serviced by a PAS other than their parent unit PAS.

A TDY to an Army service school, regardless of the length of course. For example: Advanced Noncommissioned Officers' Course, Officer Advanced Course or Combined Arms and Services Staff School.

A TDY to a unit (regardless of length period) serviced by the same PAS that supports the Soldier's parent (assigned) unit.

Temporary Change of Station. The attachment/release from attachment process will be used to account for the Soldier in a TCS status. TCS attachments are identified by the attachment reason code, "Temporary Change of Station".

The attached unit to give the TCS Soldier a duty title and place the Soldier in an authorized TOE/TDA position

Attached Soldier to a unit at another installation or unit while initiating action for a compassionate reassignment or hardship discharge (Attached for Administration).

- To release a Soldier from attachment, update the attachment end date to reflect the effective release date.
- Once a reserve component Soldier **is already on active duty**, use this attachment module to attach/further attach him. Use the Reserve Component Attachment module **ONLY** to attach or release from attachment Reserve Component (RC) Soldiers ordered to active duty for the reasons listed below, which will place the Soldier in a Recsta 7 status. More guidance is found in the Attach RC Soldier module guidance in the Reserve Component Accounting section of this document.

Active duty for special work (ADSW).

Active Guard Reserve (AGR) status.

Ordered to active duty for 30 days or more days, federalized in execution of a civil disturbance operation plan (OPLAN) or federalized in support of domestic relief operations such as floods, earthquakes, storms or fires.

Initial active duty for training (IADT).

Active duty for training (ADT) for 30 days or more.

Temporary tour of active duty (TTAD) for 30 days or more.

- An attachment will only work if the Soldier's record is in eMILPO. If a "No Record Found" appears, submit a trouble ticket to the AHRS help desk.
- Submit an attachment transaction on Soldiers who fail to report to the gaining unit on a specified report date. First, ensure that the report date is not contradicted by available data. If the gaining unit and the report date have not changed, attach the Soldier effective the day prior to the prescribed report date. Use the Attachment Reason Code of Administration. Do not put an end date on the attachment. While the Soldier is attached, conduct the actions required by AR 630-10 (para 2-3 In Transit) to determine the Soldier's whereabouts:

If the Soldier is not AWOL and reports to the gaining unit, release the Soldier from attachment with the ending date the same as the start date and subsequently arrive the Soldier as normal.

If the Soldier is not AWOL and the Soldier is not reporting to the gaining unit, release the Soldier from attachment with the ending date the same as the start date.

- Arrive the Soldier with an effective date based on the orders.
- After the Soldier is arrived, process a Duty Status of AWOL with an effective date based on the orders.
- Submit the DFR action on the Soldier using the 31st day of AWOL as the date of DFR.

The system applies the following business rules to Attachments:

If a Soldier is already attached to a unit, the system will prompt the user at the second unit to determine whether or not the first attachment should be terminated.

The attachment start date must not be a future date.

The attachment start date must not precede the Soldier's arrival date at his/her assigned unit; must not precede the Soldier's departure date from previous assignments (applicable for PCS only); and must not precede the Soldier's Pay Entry Base Date.

The attachment end date must not precede the attachment start date.

The system will ensure that the attachment dates fall within a valid range for the unit.

A Soldier must be assigned before he/she can be attached.

A Soldier cannot be attached to the unit if an open attachment to the unit already exists. The system will ensure that the attachment start date and attachment end date do not fall between the existing start and end dates for this unit.

A Soldier cannot be attached to his assigned unit.

A Soldier cannot be attached if the maximum number of attachments has been reached for that Soldier. The system will limit the number of open attachments for a Soldier to three.

The system will not allow a duplicate duty status to be assigned to a Soldier.

Related system reports are:

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- Replacement detachment clerk or staff duty NCO. Obtain copy of TDY/attachment orders from Soldier(s). Have Soldier(s) sign in on DA Form 647, Personnel Register, or DA Form 647-I, Personnel Register. Attach Soldier(s) the next day after arrival.
- Replacement detachment eMILPO clerk submits attachment transaction(s): Individual or mass attachment.
- BDE S1/MPD. Determine unit of attachment. You can release the Soldier(s) from attached or leave the Soldier(s) attached even though Soldier(s) are going to be attached to another unit. This is a must for TCS Soldiers. An order must be cut to further attach any Soldier(s).
- S1/Unit eMILPO clerk. Attach Soldier(s) the next day after arrival. A release from attached transaction will be done automatically if an attachment end date is entered on the attachment transaction on the initial attachment or when you update the attachment.
- BN S1. Annotate and print Human Resource Authorization Report (HRAR). Annotate and print Unit Personnel Accountability Report.
- BN S1. Annotate Unit Commanders Finance Report (UCFR).
- BN S1. Slot Soldier(s) in duty position. This may be submitted as part of the attachment transaction process or done later.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil.


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Temporary Change Station (TCS)

Responsible agencies are:

- Unit Commanders
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- Replacement Detachment or similar activity
- CONUS Replacement Center (CRC), Individual Deployment Site (IDS), Mobilization Station (MOBSTN), or similar activity
- Transition Center
- The U.S. Army Human Resources Command

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-101, In-, Out-, and Mobilization Processing
- AR 600-8-105, Military Orders
- DA Pam 500-5-1, Individual Augmentation Management
- DoD 7000.14-R, Financial Management Regulation
- Personnel Tempo (PERSTEMPO) Web Site, reached through Army Knowledge Online at <http://www.us.army.mil>.
- The Consolidated Personnel Planning Guidance (PPG) under "Military Personnel Policy", "Policy and Procedure" at URL <http://www.armyg1.army.mil/default.asp?pageid=37f>
- ALARACT Message, Subject: Updated Guidance on Preparing TCS and NATO Travel Orders ISO Contingency Operations, DTG 060350Z Aug 05

General guidance:

- These instructions apply to Active Army and Reserve Component (RC) Soldiers ordered to active duty in support of a military contingency operation, including augmentation to a joint headquarters.
- The purpose of TCS is to temporarily assign Soldiers as augmentees or temporary fillers to a deployed or deploying unit in support of a named contingency operation using the attachment entry. **Do not** arrive TCS Soldiers. These Soldiers remain members of their home station units and will return to their permanent home stations upon redeployment unless otherwise directed by HQDA. When they are arrived rather than attached, the parent unit loses visibility. This is particularly problematic for MEDCOM during periods of high OPTEMPO.

Note: The terms „assigned to“ indicates having a Soldier in the unit for duty and counted in the unit’s operational strength for readiness. Soldiers assigned to a unit by either an arrival or attachment. Therefore the phrase „assigned to“ in format 401 orders is correct, but assigns the Soldier TCS via an attachment, not an arrival.

- If a unit erroneously arrives a TCS Soldier, they must revoke the arrival, placing him back in his parent unit and then attach him to TCS’d unit.
- Soldiers may be assigned (via attachment) TCS CONUS to CONUS, CONUS to OCONUS, OCONUS to CONUS, or OCONUS to OCONUS. Soldiers may also be TCS as fillers to non-deploying units.
- All Soldiers and units are deployed to a duty station or theater of operations in a TCS status unless exception is granted later in this document.
- When is individual TCS appropriate?

The purpose of a Soldier’s deployment determines whether or not the Soldier will deploy in a TCS status. Factors to consider when making this determination are where the tasking requirement originated and under which commander the Soldier will serve (the home station or a theater/TCS station commander). If the Soldier is deploying:

In response to a HQDA tasking and will deploy for 30 or more days, the Soldier will be reassigned TCS. For example, a Soldier selected to fill a HQDA requirement to deploy in support of a named operation for more than 30 days will be reassigned TCS to fill a specified paragraph and line number. The paragraph and line number must be included in the Soldier's TCS orders. The paragraph and line number is essential because it is used to determine pay entitlements, clothing and equipment issue, and what immunizations will be administered.

To perform a specific mission for the home station commander (not the theater/TCS station commander), the Soldier can be deployed in a TDY status, as long as it is less than 30 days. For example, an officer is deployed from III Corps to gather information on the utilization of III Corps Soldiers in the theater and reports back to the III Corps commander.

For a period of less than 30 days, Soldiers will deploy in a TDY status unless otherwise directed by HQDA. However, it is critical to note that when going into theater's of operation, the theater commander is responsible for all Soldiers in his theater. Coordinate with the theater first and ensure that there is not a policy that all Soldiers coming into the theater are on TCS status regardless of mission or length of time.

All command and control, personnel service support, eMILPO, and personnel accounting responsibilities pass to the gaining TCS commander until the Soldier redeploy.

For AHRC distribution management decisions, TCS Soldiers are counted against the assigned strength of their home station units, not the TCS unit assigned strength. For example, an installation sends five tank drivers on a TCS move. From the perspective of AHRC, the home installation is not authorized five tank driver replacements because these Soldiers will return to their home station upon redeployment. Having TCS Soldiers assigned to a unit does not restrict AHRC replacement management decisions made for the TCS unit, which will continue to receive its normal replacement fills.

Command and control and personnel service support are the responsibilities of the gaining unit commanders of TCS Soldiers; therefore, TCS Soldiers have the same responsibilities and privileges as permanently assigned unit members for the duration of their temporary assignments.

For Unit Status Report (USR) purposes, TCS Soldiers will remain assigned to the original home station unit and will be reflected in the assigned operating strength but counted as non-available. TCS Soldiers will not be reflected in the TCS unit's assigned operating strength but will be counted as available on the USR.

- TCS extensions. Individual Augmentees normally serve 179 day TCS tours. Exceptions for extensions are found in DA Pam 500-5-1 which states the supported combatant command may request augmentees be extended beyond their expected rotation date (tours over 179 days TCS) subject to the concurrence of the appropriate supporting MACOM. The MACOM submits requests for extension beyond 179 days TCS as outlined in AR 600-8-105, (Military Orders) to Commander, Army Human Resources Command Alexandria (AHRC-PDO-IP) for final approval. In the case of Reserve Soldiers mobilized under 10 USC 12304, the extension will not go beyond 270 days total mobilized time which includes time to redeploy and be demobilized.

- TCS extension procedures:

The theater of operations or TCS station must request the extension from the supporting MACOM.

If supporting MACOM nonconcur, the Soldier must be returned to home station.

Soldier submits request	Theater/TCS Station has requirement	Supporting MACOM <u>and</u> unit concur	Action required
YES	YES	YES	The Army Human Resources Command review and/or approval
YES	YES	NO	Soldier returns
NO	YES	YES	The Army Human Resources Command review and/or approval
NO	YES	NO	Soldier returns
YES	NO	NA	Soldier returns

Personnel Accounting requirements and procedures.

Individual TCS movement.

- TCS Soldiers will be attached in eMILPO, not arrived, and released from attached when these Soldiers depart their TCS unit to return to home unit. All TCS Soldiers will be assigned via the eMILPO attachment module. Always follow the RC personnel accounting screen path for RC Soldiers.
- The gaining unit, unit of attachment, will enter the duty status (TDY) change.
- The gaining TCS unit must submit an attachment in eMILPO when Soldier arrives.
- The TCS unit must submit an eMILPO relief from attachment action when the TCS Soldier departs unit for further TCS assignment or to return to home unit.
- When TCS Soldiers arrive at any unit for processing and further assignment or for duty, the eMILPO attachment/relief from attachment process must be followed. An eMILPO duty status (PDY) action must be submitted when Soldier returns to permanent unit of assignment.
- Unit TCS movement.
- No eMILPO personnel accounting actions are required or authorized to record unit movement.
- Posting individual assignment history.
- No deployed unit or individual Soldier is permanently assigned to a forward deployed theater. The assignment history will reflect the Soldier's permanent or TCS unit's home station; however the duty title will reflect the deployed information for that timeframe. For example, a Soldier is assigned to a Ft Hood, TX as a Motor Sergeant and is deployed to Iraq. In the assignment history, the duty title will read MNC-I Motor Sergeant FWD (IZ). Additionally, if the TCS assignment is OCONUS, and meets regulatory requirements, it should be recorded to the Soldier's ERB, Section 1, Assignment information, Overseas duty, through the Tour Credit module.
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TCS Terminology.

The term “assign” applies to both arrivals and attachments. If the TCS order “assigns” a Soldier to a UIC, this is done through an attachment. The order **is not** invalid.

An individual augmentee or filler is a Soldier reassigned in a temporary status to augment or bring a deploying/deployed unit up to strength.

The mobilization station becomes the station responsible for personnel administration and accountability of mobilized Reserve Component (RC) Soldiers.

The CONUS Replacement Center (CRC), Individual Deployment Site (IDS), Mobilization Station (MOBSTN), Reception Center, or Replacement Center Site is responsible to process Soldiers for further movement.

For RC mobilized Soldiers, the mob station and home station are the station that processes the mobilization. This must not be confused with the RC unit or individual Soldier’s actual home station prior to mobilization.

For Active Army Soldiers, the home station is the location where a Soldier is permanently assigned.

The following are examples of the various stations a Soldier may process through before arriving at designated TCS unit.

A Soldier departs on TCS from Ft Hood, TX, through Ft Benning, GA to join a unit in the deployed theater. The home station is Ft Hood, the CONUS Replacement Center (CRC) is Ft Benning, and the TCS station is the deployed theater.

A Soldier departs on TCS from Ft Drum, NY, to Ft Bragg, NC, to join a deploying unit. The home station is Ft Drum, and Ft Bragg is the TCS station until the unit deploys.

A USAR Soldier is ordered to active duty from Richmond, VA and proceeds to Ft Jackson for training and further movement through Ft Benning, GA to join a unit in the deployed theater. The home station becomes Ft Jackson, Ft Benning is the CRC, and the TCS station is the deployed theater.

A RC unit is ordered to active duty from Richmond, VA and proceeds to Ft Knox, KY for mobilization processing prior to movement to Ft Campbell, KY. Ft Knox becomes the home and mobilization station and Ft Campbell becomes the TCS station.

RC Soldiers ordered to active duty as individuals, or as members of RC derivative UIC units, in order to provide an individual filler source will deploy from the CRC, IDS, or MOBSTN in TCS status (For example i.e., the unit arrives at the mobilization station, does not deploy intact, and the Soldiers are reassigned as fillers to other units). These Soldiers are:

1. Ordered to active duty against HQDA specified requirements and assigned to individual paragraph and line numbers or other requirements.
2. Accessed to the operating strength of the Active Army in eMILPO using the either the eMILPO Mobilization or RC Transition to Active Duty action. For Extended Active Duty (EAD) Soldiers, use the RC Transition to Active Duty procedure. These Soldiers are ordered to active duty under TITLE 10 USC 12301 (d) for a period of one or more years.

After the RC Soldier is accessed to the operating strength of the Active Army in eMILPO, normal eMILPO personnel accounting procedures apply (e.g., arrivals, attachments, and releases from attachment, duty status, and transition). The unit of assignment /Military Personnel Division is responsible for providing full personnel service support to these Soldiers. Provided deployment processing and moved from the CRC, IDS, or MOBSTN in eMILPO to the gaining TCS unit or overseas replacement activity.

TCS Orders.

Individual TCS orders will be published to authorize a reassignment in accordance with AR 600-8-105 and the Consolidated Personnel Planning Guidance (PPG).

Format 401 orders will be published to deploy individual Soldiers (i.e., Soldiers departing on a TCS move). This order is similar to TDY and return orders in that it is the authority for a Soldier to move in the TCS capacity and return to the home station after completion of the mission. In accordance with AR 600-8-105, the TCS order may be endorsed to authorize further movement through processing stations, within the theater, and return to home station. Under no circumstances will a Soldier be sent on a TCS move using a DD Form 1610 or format 400 orders.

When three or more Soldiers are being deployed as individuals from the same location to the same TCS unit, the format 401 orders may be published as a group order. The provisions of paragraph 1-17, AR 600-8-105, apply when issuing group TCS orders.

Home station will publish TCS orders for active duty Army Soldiers. The format 401 orders are normally published by the home station MPD for Active Army Soldiers and the mobilization site for RC Soldiers. The S3/G3 usually publishes the format 745 unit movement order.

There are situations where Soldiers move in TCS status under the authority of a format 401 order to join a deploying unit and then deploy under format 745 orders. These Soldiers remain in TCS status while assigned to the gaining TCS unit and will be listed on the unit's format 745 order when the unit deploys. If a unit member is later reassigned within the theater to a unit and the unit receives personnel support from a different headquarter, the Soldier will be issued format 401 orders and processed in eMILPO accordingly.

Incorporate PERSTEMPO category and purpose in additional instructions on all orders where such annotation is applicable. When in doubt, seek clarification through unit operations channels. Soldiers will redeploy for out-processing through the CRC, IDS, MOBSTN, or installation that deployed them before continuing to their home stations.

The TCS order is the authority for a Soldier to depart TCS and return. No further orders are required unless other events require amendment of the initial order or a new TCS order.

Local orders issuing authorities are authorized to amend TCS orders to extend Soldier's tour after an extension is approved or directed by proper authority or to further reassign a Soldier after completion of training or in-processing at an intermediate location. Once the Soldier reports for duty at gaining TCS unit, the order cannot be amended to later reassign a Soldier further TCS. In this case a new TCS order must be issued. The previous order remains in effect for return to home station unless otherwise directed by authorized authority. A copy of all amendments or new TCS orders must be forwarded to the initial TCS orders issuing authority.

To prevent excessive amendments, the initial order should include all known travel information at time the order is issued. For example, if Soldier is being reassigned TCS to another unit with stops en route at Ft Jackson for 5 days training; at Ft Benning CRC for movement processing; at theater replacement activity for in-processing then these instructions should be included in the initial order. If this changes prior to Soldiers departure or while Soldier is en route, the local orders issuing authority is authorized to amend the order to reflect the change.

TCS orders provide deploying Soldiers some entitlements not normally available to TDY Soldiers (e.g., storage of privately owned vehicles and limited storage of household goods).

Per Diem and other travel entitlements for TCS Soldiers are the same as those for Temporary Duty (TDY). Therefore, TCS Soldiers are authorized all TDY entitlements that are officially incurred during CRC, IDS, and MOBSTN processing; during the period of deployment; and during redeployment and demobilization processing. If essential Unit Mess is declared, Per Diem will be reduced accordingly.

See the below table for a general overview of definitions associated with TCS as they associate with Temporary Duty (TDY) and Permanent Change of Station (PCS). Using TCS as the base starting point, this table compares TCS requirements and entitlements with those of TDY and PCS. This table is a general overview of these processes and is not intended to be all inclusive; therefore, users of this table

must refer to the referenced regulations and other publications to obtain more detailed information for any given requirement, process, or entitlement.

- “TCS, TDY, and PCS OVERVIEW”

SOLDIER SUPPORT REQUIREMENTS	SOLDIER STATUS = TCS	SOLDIER STATUS = TDY	SOLDIER STATUS = PCS
<u>GENERAL ITEMS:</u>			
DEFINITION OF STATUS	Individual Soldier is reassigned in a temporary status to support a contingency operation and returns to home station upon redeployment.	Individual Soldier travels to a location to perform a mission associated with current duties, to support a non-contingency mission or operation, or to attend training.	Individual Soldier is reassigned in a permanent status to a new duty station.
COMMAND AND CONTROL¹ See AR 600-200	Passes to gaining TCS unit commander.	Current commander unless otherwise stated in the TDY orders.	Gaining unit commander.
SOLDIER SUPPORT REQUIREMENTS	SOLDIER STATUS = TCS	SOLDIER STATUS = TDY	SOLDIER STATUS = PCS
PERSONNEL SERVICE SUPPORT (PSS)² See AR PERSONNEL SUPPORT. SEE AR 600-8 AND FM 12-6.	Passes to gaining BDE S1 and TCS unit commander.	Remains with home station BDE S1 and unit commander.	Gaining BDE S1 and unit commander.
ORDERS³ See AR 600-8-105.	Format 401 orders	DD Form 1610 or Format 400 orders	PCS orders
IN, OUT, AND MOB PROCESSING⁴ See AR 614-30 and AR 600-8-101	YES	YES	YES
<u>eMILPO ACTIONS: See AR 600-8-6 and online processing procedures</u>			
ACCESSION⁵ (RC Soldiers)	YES	NA	NA

SOLDIER SUPPORT REQUIREMENTS	SOLDIER STATUS = TCS	SOLDIER STATUS = TDY	SOLDIER STATUS = PCS
DEPARTURE	NO	NO	NO
ATTACHMENT	YES ⁷	YES	NA
ARRIVAL	NO	NA	YES
RELEASE FROM ATTACHMENT	YES ⁸	YES	NA
SEPARATION UPON DEMOBILIZATION⁹ (RC Soldiers)	YES	NA	NA
<u>ENTITLEMENTS:</u>			
BASIC PAY¹⁰ See DODFMR, Vol 7A, Chap 2.	YES	YES	YES
BASIC ALLOWANCE FOR QUARTERS (BAQ)¹¹ See DODFMR, Vol 7A, Chap 26.	YES	YES	YES
BASIC ALLOWANCE FOR SUBSISTENCE (BAS)¹² See DODFMR, Vol 7A, Chap 25.	YES	YES	YES
COST OF LIVING ALLOWANCE (COLA)¹⁴ See DODFMR, Vol 7A, Chap 8 and 9, and Appendices J and L.	YES	YES	YES
OVERSEAS HOUSING ALLOWANCE (OHA)¹³ See JFTR, Chap 9.	YES	YES	YES
JUMP PAY¹⁴ See DODFMR, Vol 7A, Chap 24.	YES	YES	YES
PER DIEM See JFTR, Chap 1 and 2.	YES ¹⁵	YES ¹⁵	YES ¹⁶

SOLDIER SUPPORT REQUIREMENTS	SOLDIER STATUS = TCS	SOLDIER STATUS = TDY	SOLDIER STATUS = PCS
FAMILY SEPARATION ALLOWANCE-II (FSA-II)¹⁷ See DODFMR, Vol 7A, Chap 17.	YES	YES	YES
IMMINENT DANGER PAY¹⁸ See DODFMR, Vol 7A, Chap 10.	YES	NA	YES
HARDSHIP DUTY PAY (HDP)¹⁹ (Enlisted Only) See DODFMR, Vol 7A, Chap 17 for amount.	YES	YES	YES
COMBAT ZONE TAX EXCLUSION (CZTE)²⁰ See DODFMR, Vol 7A, Chap 24 and Executive Order granting CZTE for area.	YES	YES	YES
SPECIAL LEAVE ACCRUAL (SPLA)²¹ See AR 600-8-10, Chap 3.	YES	YES	YES
MEDICAL SPECIALTY PAY²² See DODFMR, Vol 7A, Chap 5.	YES	YES	YES
TEMPORARY STORAGE OF HOUSEHOLD GOODS²³ See JFTR, Chap 5, and Para U4770.	YES	YES	YES
TEMPORARY STORAGE OF PRIVATELY OWNED VEHICLE (POV)²⁴ See JFTR, Chap 5.	YES	YES	YES

SOLDIER SUPPORT REQUIREMENTS	SOLDIER STATUS = TCS	SOLDIER STATUS = TDY	SOLDIER STATUS = PCS
HIGH DEPLOYMENT PAY²⁵ See PERSTEMPO Business Rules.	NO	NO	NO
PERSTEMPO Input	YES	IF APPLICABLE. See PERSTEMPO Business Rules	NO

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- Notes:
- ¹ Units with personnel also deploy in a temporary status. However, command and control remains with the unit commander.
- ² For unit deployments, PSS remains the responsibility of the home station BDE S1 through a BDE S1 detachment forward, unit commander, or theater commander.
- ³ See AR 600-8-105, Military Orders. Units deploy under the authority of format 745 orders.
- ⁴ The requirements of AR 614-30 (Overseas Service) and AR 600-8-101 (In, Out, and Mobilization Processing) must be met. When Soldiers are ordered TDY for 90 or more days or TCS for 30 or more days, out-processing is required.
- ⁵ Submit eMILPO Mobilization actions for all Reserve Component (RC) Soldiers (ARNG and Reserve) who are ordered to active duty in support of a contingency operation unless otherwise directed. However, RC Soldiers ordered to active duty for training, AGR tours, or special work will not be mobilized. The Soldier will be attached in eMILPO via the Attach RC Soldier module.
- ⁶ (Deleted)
- ⁷ The gaining command must attach TCS Soldiers with an attachment reason of “TCS” in eMILPO.
- ⁸ When a TCS Soldier is released to return to home station, the losing command submits a release from attachment in eMILPO.
- ⁹ eMILPO Demobilization actions will be submitted for all RC Soldiers released from active duty that were accessed to the system via the Mobilization module. However, if Soldier was accessed via the RC Transition to Active Duty module, enter the Transition action in eMILPO to release the Soldier from active duty.
- ¹⁰ Basic Pay varies with grade.
- ¹¹ Soldier is entitled if the Soldier is already drawing BAQ. Single Soldiers draw partial BAQ. RC single Soldiers must show proof of housing costs.
- ¹² All Soldiers receive BAS and pay for meals while in a TCS status.
- ¹³ If COLA and/or OHA are authorized for PDS location. TCS and TDY Soldiers continue to receive COLA and/or OHA at the PD station rate.
- ¹⁴ Continue to draw jump pay if the deployed position is a jump position. Contingency Operations do not have a war time parachute pay waiver requirement authority. See Executive Order and DODFMR.
- ¹⁵ Per Diem:

- a. All Soldiers are reimbursed for lodging, meals, and incidental expenses at the rate authorized for area of TDY or TCS UNLESS Government provides lodging and meals. If the Government provides lodging and meals, per diem is paid only for incidental expenses.
- b. Per Diem and actual expenses aren't payable to a member when performing group travel. A member will be provided quarters by the Government and meals by meal tickets, box lunches, or Government prepared meals.
- ¹⁶ Authorized only if the Soldier is TDY from the permanent duty station.
- ¹⁷ If in a PCS status, the Soldier must be separated by government orders, not election.
- ¹⁸ If imminent danger pay is authorized for the area.
- ¹⁹ If hardship duty pay is authorized for the area of TDY, TCS, or PCS.
- ²⁰ If authorized by executive order. This includes CZTE/QHDA (Qualified Hazardous Duty Area) and tax exemption for all enlisted and warrant officer base pay and the first \$4,800 for commissioned officers.
- ²¹ If the requirements of AR 600-8-10 (Leaves and Passes) are met, Soldiers may carry over 60 days up to a maximum of 90 days to the end of the following fiscal year, not to exceed three (3) years.
- ²² For the Active Army, medical specialty pay is authorized if the Soldier is already drawing it. For RC Soldiers, see DODFMR, Volume 7A.
- ²³ For TCS and TDY, temporary storage is limited (i.e., a Soldier who lives with family members in Government owned/leased quarters or in a personally owned/rented residence at the home station is not entitled to temporary storage).
- ²⁴ POV storage is authorized if the Soldier is deploying to a foreign contingency operation for more than 30 days.
- ²⁵ Effective 8 October 2001, the accumulation of deployment days for purposes of determining eligibility for high deployment per diem is suspended. This means that entitlements for high deployment per diem are suspended. However, PERSTEMPO reporting and tracking is NOT suspended and remains a requirement for all active Army, Army National Guard, and Army Reserve units/organizations.
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- Home Station unit processing.

For Active Army Soldiers, the home station commanders are responsible for ensuring that all Soldier readiness processing is accomplished and that Soldiers have all required clothing, equipment, and records before they depart to the CRC or IDS. These commanders must establish local controls and procedures to ensure that TCS processing requirements are accomplished as outlined in this document and the referenced Army publications. For RC Soldiers, the unit commander is responsible for ensuring that Soldier readiness processing is completed. Home station processing is outlined below.

The BDE S1/MPD will not submit deployment actions through eMILPO. All PERSTEMPO events, to include deployments, must be entered through the PERSTEMPO web site by the Home Station S1. The PERSTEMPO database will update TAPDB with deployment data. In addition to telling the top of the system that the Soldier has deployed, it and the deployment return notification are used to calculate PERSTEMPO for the Soldier's MOS/SSI and grade. Successful processing of the deployment data generates the assignment eligibility and availability (AEA) code at the top of the system for CONUS based enlisted Soldiers that prevent them from being placed on assignment instructions while deployed and may provide a period of stabilization after redeployment. The deployment data used for historical purposes to confirm regions of the globe where each Soldier was assigned and the time frames. This information is also important to Department of Defense Health Affairs, Defense Finance and Accounting Service, the Department of Veterans Affairs, and others to validate entitlements and to assist with managing the health claims process. If a deployment entry is submitted in error, a follow-on deployment data action must be submitted with deployment date the next day after the deployment date reported in the original entry.

Upon the Soldier's return to the home station, the losing unit will submit a release from attachment in eMILPO. The Home Station S1 will enter the end of the PERSTEMPO event.

- Gaining TCS unit eMILPO processing.

The TCS S1 or MPD will submit:

- Attachments with an attachment reason code of "TCS" in eMILPO upon the arrival of TCS Soldiers. For accounting and strength management purposes, the attachment reason code of "TCS" must be recorded in the attachment entry. This is important because it provides the only automated means of identifying TCS Soldiers at AHRC. Failure to submit these correctly can cause AHRC career branches to direct replacements to the wrong installations/commands. The provisions of AR 630-10 apply to Soldiers who do not arrive at the gaining TCS unit on or before the reporting date specified in the TCS orders.
- Duty status entries (e.g., present for duty to hospital, AWOL, missing in action, confinement, etc.) and personnel information changes (e.g., promotions) while the Soldier is assigned to the theater/TCS station.
- Release from attachment in eMILPO when a Soldier departs to return to Home Station.

The transition center supporting the CRC, IDS, or mobilization station will submit eMILPO transition actions for RC and Active Army Soldiers who redeploy and are released from active duty. However, if RC Soldier was accessed using the mobilization module, a demobilization action must be submitted to release the Soldier from active duty.

Personnel, Medical, and Dental records. Official personnel, medical, and dental records will not be sent or carried to the theater of operations/TCS station.

A deployment packet will be prepared for and will accompany each deploying Soldier to the theater of operations/TCS station. See the below table for more information.

"DEPLOYMENT CHECKLIST"

FORM	TITLE OF DOCUMENT	ACTIVE OFFICER	ACTIVE ENLISTED	RC OFFICER	RC ENLISTED
	Readiness and Deployment Checklist	X	X	X	X
	Deployment Orders	X	X	X	X
DD 93	Record of Emergency Data	X	X	X	X
SGLV 8286	Service members' Group Life Insurance Election	X	X	X	X
	Enlisted Record Brief		X		
DA 4037	Officer Record Brief	X			
DA 2 A	Personnel Qualification Record-Part I				X

FORM	TITLE OF DOCUMENT	ACTIVE OFFICER	ACTIVE ENLISTED	RC OFFICER	RC ENLISTED
DA 2B	Personnel Qualification Record-Part I			X	
DA 2-1	Personnel Qualification Record-Part II			X	X
DD 2766	Adult Preventive and Chronic Care Flow sheet	X	X	X	X
SF 601 or PHS 731	Immunization Record	X	X	X	X
	Predeployment Medical Questionnaire	X	X	X	X
AAA-294	Enlisted Promotion Report	X	X		
DA 3955	Change of Address Card	X	X	X	X
	Mobilization Orders			X	X
DA 4591-R	Reenlistment Data Worksheet		X		
DA 873	Certificate of Clearance and/or Security Determination	X	X	X	X

Military personnel, medical, and dental records for Active Army Soldiers will remain at the home station. If copies of documents that are not in the deployment packet are required, the theater personnel representative or TCS station S1 must request copies from the appropriate records custodian. The records custodian must forward to the requester within five days from the date the request is received. Medical and dental records may be forwarded to the gaining TCS station if the Soldier is being reassigned TCS to a non-deploying unit.

If it is not feasible to prepare a deployment packet for an RC Soldier, the records custodian servicing the RC Soldier will forward personnel, medical, and dental records to the CRC, IDS, or MOBSTN. The required documents will be copied for inclusion in the deployment packets. Also, any document that supports periods of service will be copied to support completion of the DD Form 214 upon demobilization. Once these documents have been copied, RC records will be returned to the appropriate records custodian.

- Unit Deployments.

Soldiers deploying with a unit will be issued format 745 orders. This format will be used only to deploy a defined unit. A defined unit is an organization with a unique UIC or one which has an official name, such as 1st Platoon, Company A, 5th Battalion, or Detachment A, 56th Engineers. Informal groupings of Soldiers will not be deployed under this format. The provisions of AR 600-8-105, Paragraph 1-17, apply when issuing unit orders. Under no circumstances will format 401 orders be published as authority to move members of a deploying unit.

When the unit departs, every deploying member must be reported through PERSTEMPO.

The deployed unit's home station is responsible for providing the full spectrum of personnel service support (PSS) while the unit is deployed, including personnel accounting. PSS will be provided through the unit's forward deployed personnel support element or an appointed member of the unit. The home station in coordination with the theater commander must establish how PSS will be accomplished before the unit deploys.

- TCS Soldiers who move for medical reasons.

When a TCS Soldier is medically evacuated to a brigade medical treatment facility and then released back to the unit, TCS orders are not required. The appropriate duty status change should be entered into eMILPO.

However, when a Soldier is medically evacuated beyond that point, the medical patient administration office must issue TCS orders to cover each destination and enter the attachment and release from attachment actions through eMILPO.

Work center actions:

Home Station, S1/MPD.

Conduct Soldier readiness processing (SRP). See AR 614-30 and AR 600-8-101.

Prepare the TCS orders (See AR 600-8-105 for Format 401 TCS orders).

Prepare a deployment packet for each TCS Soldier.

Enter the correct data into the PERSTEMPO database.

Submit eMILPO duty status (TDY) change when Soldier departs.

CRC, IDS, or MOB Station – upon initial arrival of Soldier.

For mobilized RC Soldiers, whether part of a unit or individual such as IMAs, IRRs submit an eMILPO Mobilization action.

For RC EAD Soldiers and retirees, submit an RC Transition to Active Duty entry into eMILPO.

For all Soldiers:

Submit an eMILPO attachment action.

Process Soldiers for deployment. Validate the SRP.

Publish the TCS orders for RC Soldiers deploying as individual augmentees or fillers.

Prepare two deployment packets for RC Soldiers. Keep one packet at the CRC, IDS, or MOBSTN. The second packet deploys with the Soldiers.

Enter the appropriate data into the PERSTEMPO.

Submit a release from attachment when Soldier departs. (This is done at each stop for processing and/or duty along the way.)

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- Overseas/TCS Station Replacement Activity.

Submit an eMILPO attachment action.

In-process the Soldier and validate the SRP. See AR 600-8-101.

Submit a release from attachment when the Soldier departs.

- TCS Unit S1.

Submit an eMILPO attachment action.

In-process the Soldier.

Maintain eMILPO accountability for the Soldier for the duration of the Soldier's assignment to the TCS unit.

Prior to the TCS Soldier's redeployment, ensure that all personnel, medical, dental, and other documents are filed with the Soldier's deployment packet and that awards and evaluations are completed.

Upon redeployment, out-process Soldier, and release him from attachment in eMILPO.

Enter the appropriate data into PERSTEMPO.

- CRC, IDS, or MOBSTN upon Soldier's return.

Submit an eMILPO attachment action.

This station must ensure that the Soldier is properly accounted for, all records are consolidated, and accountability of equipment is accomplished.

If Soldier is a RC Soldier, out-process the Soldier. Enter a release from attachment.

Enter appropriate PERSTEMPO data.

- Transition Center.

If the Soldier is a RC EAD member who is being Released from Active Duty (REFRAD), conduct transition processing and go to the steps for the Transition/Loss to the Army to submit a Transition action in eMILPO.

If the Soldier is a RC member who is being REFRAD, conduct transition processing and enter the eMILPO Demobilization action.

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- Home Station S1 and MPD.

Submit eMILPO duty status for present for duty (PDY).

In-process the Soldier.

Ensure that all personnel, medical, and dental records are forwarded to the appropriate records custodians. Remember to end the deployment through PERSTEMPO.

Functional Proponent: Army Human Resources Command, Field Systems Division,
hrc.emilpohelpdesk@conus.army.mil.



Slotting

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

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

SLOTING - AUTHORIZED DOCUMENTS.

General guidance:

- This module allows the user to slot Soldiers to unit position vacancies in accordance with commander priorities on the Human Resources Authorization Report (HRAR).
- Data update is performed at the unit level.
- This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6.
- Assigned or attached personnel can be matched to a position vacancy using the slotting function in eMILPO. The capability is found under the Main Menu using the procedure for Personnel Accounting. The authorized document slotting function allows the user to slot Soldiers by comparing the Soldier(s)' qualifications with the requirements of the authorization document. The user can slot, unslot and reslot individual Soldiers. Slotting also supports the slotting of over strength Soldiers to the paragraph level of detail.
- eMILPO no longer defaults the date of the duty position the day the user enters it. Users must enter the date the Soldier to the effective date of the duty assignment. While the date can be prior to the current effective date, it cannot be before the Soldier's arrival.
- The user can make changes to erroneous entries when needed.
- If the Soldier is reslotted into a new paragraph and line number, or unslotted, the previous entry will become a record on the ERB and Assignment/Duty History.
- Personnel are not officially slotted until the TAPDB is updated by one of the appropriate current duty assignment data transactions: Current Duty Assignment Data (CO), Current Duty Assignment Data (WO), Current Duty Assignment Data (EN).
- The system will automatically place a Soldier into a 9992 position when they arrive. The unit should reslot the Soldier within 7 days when an arrival or attachment transaction is completed during in-processing at the unit. However, units are encouraged to slot the Soldier as soon as possible and not wait seven days when the valid duty position is known. Occasionally users may need to wait until a later date when the exact job position becomes known, but these should be rare cases. A workflow notice will be sent to the inbox of the unit within five days of a Soldier's arrival or attachment if the Soldier has not been slotted to a position.

Enlisted Soldiers will be matched to positions in accordance with utilization and assignment policies outlined in AR 614-200.

Officers will be matched/slotted to positions in accordance with utilization and assignment policies outlined in AR 614-100.

- Slotting of special duty (SD) Soldiers will be to positions in accordance with utilization policies outlined in chapter 6, section II, AR 570-4.
- Notice of duty position should be received from the unit's 1SG, BN/BDE S1 or other personnel designated in an organization's standard operating procedures (SOP).

- Personnel who are not slotted to an authorized position should be carried in a special category position number in one of the 999 categories below:

9990 - Overstrength - Soldiers in a unit who should be assigned to another unit.

9991 - Identifies surplus or excess personnel who cannot be effectively utilized in the unit and who have been reported to HQDA Human Resources Command for reassignment.

9992 - Incoming and assigned personnel who are awaiting assignment to an authorized position. (Do not leave a Soldier slotted as 9992 once he is arrived.)

9993 - Known projected losses to the unit. Soldiers may be removed from authorized positions to more effectively evaluate the unit's personnel readiness condition.

9994 - Attached Soldiers having authorized positions.

9996 - Identifies Soldiers in the following categories:

- Assigned temporarily in replacement UICs pending specific assignments
- Assigned nonpermanent party Soldiers for basic combat training and advanced individual training units, officer or warrant officer candidate schools, formal Army Service schools and courses, allied Army Forces, joint colleges, projects (not TDY), personnel control facilities after returned to military control, and correctional holding detachments, or U.S. disciplinary barracks.
- Soldiers attending civilian institutions for the purpose of receiving instructions (not TDY).

9998 - TCS attached.

9999 - Potential gains.

- Check all coded 999 categories at least every seven days to ensure those Soldiers listed still remain under the conditions they were placed.
- Users can verify duty assignment title and position number using the HRAR functionality in the Personnel Readiness procedure.
- Establish controls to ensure that the principal duty assignment of a person that is not slotted to an authorized MTOE or a TDA position is reported to the organization's strength manager.
- Users must report any change in duty position which adversely affects the status of enlisted bonus recipients to the unit 1SG/Senior Human Resources Sergeant/BDE Strength Manager for corrective action.
- For an Active Army (AA) UIC, the user can only select one UIC and Document Effective Date combination at a time.
- The user has the option to select a future Document Effective Date if one is available and its date is less than 30 days from the date of the current document.
- For a Multi-Component Unit (MCU), the user may see more than one UIC combine in the slotting function under the parent UIC. These are usually UICs that don't have an authorized document.
- Except for MCU Soldiers, the system will not allow the user to slot Active Army Soldiers across components.
- The system will compare the Soldier's PMOS (Primary Specialty), SMOS (Secondary Specialty) and Alternate (Additional Specialty) with the requirements of the document in determining the Soldier's qualification.
- The system will notify the user if the duty MOS/AOC does not match the Soldier's current Primary, Secondary, Bonus or Additional Specialty MOS. The user can override this discrepancy.
- The system will allow the user to override mismatching MOS/AOC, ASI, SQI, Grade/Rank (within the 2 up/1 below rule – that is, the Soldier cannot be slotted to an authorization that is more than 2 ranks above his/her current rank, or 1 rank below his/her current rank) and Lang. However, the system will record the discrepancies in HRAR Section 1 – Slotted Soldiers.
- The system does not allow slotting of the same Soldier to against more than one authorization.
- However, eMILPO does allow the user to slot more than one Soldier to a single authorization for the Active Army. A system message will display to notify the user and provide the option to override.

- The system will only allow the slotting of Soldiers into authorizations within the same Military Personnel Classification (MPC) (i.e. Enlisted within Enlisted, WO within WO, and CO within CO). If the user enters an invalid Military Personnel Classification (MPC), eMILPO will notify the user of the acceptable values for Enlisted, Warrant and Commissioned Officers.
- The system will allow the user to change the date, to reflect the correct date of duty assignment.
- The duty assignment date must not be a future date.
- The duty assignment date cannot precede the previous duty assignment date or the Soldier's arrival/attachment to the unit.
- The Authorized Document Slotting function is limited to the current authorization document.
- The user can update duty titles so that „cryptic“ MTOE/TDA titles can reflect duty statuses that are easier to decipher. For example, the user can change the MTOE duty title of “CR AR SGT” to read BDE SGM. *However, take care to reflect the correct and accurate corresponding job description.*
- Note: USAFMSA (<https://webtaads.belvoir.army.mil/unprotected/splash/>) provides the authorization data that reflects the official TAADS-R personnel requirements and authorizations. A maximum of two documents per UIC, per fiscal year (each with a different command control number and effective date) may exist in HQDA, TAADS-R system at any time. For each position authorized by paragraph and line number, a separate position number will be shown depicting the authorization data. ***We caution users that authorizations may be added or dropped from the Human Resources Authorization Report (HRAR) between document dates. Therefore, take the necessary action to ensure affected Soldiers are re-slotted to the appropriate duty positions.***

SLOTING - NO AUTHORIZED DOCUMENTS.

General guidance:

- This module allows the user to assign Soldiers a current duty title on their ERBs in absence of an authorized document, while still maintaining the 9992 Incoming Personnel positions.
- *This module is not to be interpreted as authorized slotting.*
- The system will not slot Soldiers against any authorized paragraph and line number.
- Users can build a search criterion by SSN, Last Name, or UIC. Only one Soldier may be updated at a time.
- Basic assignment data will display as read only.
- When selecting a 9992 position number, users can assign a Duty MOS, Duty Assignment Date, Duty SQI, Duty Skill Level, Duty ASI, and Duty Language Code. This data will generate the appropriate transaction to report to TAPDB to update Duty MOS data fields.
- When choosing 9990 Overstrength, 9991 Surplus Soldier, 9992 Incoming Personnel, 9993 Known Losses, or 9996 Assigned Temporary, the user can only update the effective date.
- As a Soldier's current duty title or Duty MOS changes all new updates will override the previous entry. If the Soldier needs a previous entry recorded into their records, users must input this data through the Assignment History – Assignment/Duty History module. This module will not record any current duty assignment data as a history.
- When Soldiers no longer possess their duty title or Duty MOS data, users must ensure that appropriate actions are taken by utilizing the codes for unslotting. This action must occur to ensure proper reporting of Duty MOS data fields 9990, 9991, 9992, 9993, or 9996 to TAPDB.
- Once the UIC's TAADS authorized document is updated within eMILPO, users will no longer be able to access this module. Proceed to the „Slotting - Authorized Document“ and slot *all* Soldiers into the authorized paragraph and line number. Use the „Slotting - Authorized Document“ to slot, reslot or unslot all future input.
- Once the authorized document is loaded into eMILPO, the Human Resources Authorization Report (HRAR) will report all Soldiers that were shown on the non-authorized document under HRAR Section-2 Unslotted Soldiers until proper slotting procedures are executed. Each Soldier will have a SEQ/POSN of 999* and the last assigned duty title given.

Related system reports are: Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

Work center actions:

- Unit 1SG. Notify the S1/Unit eMILPO clerk where to slot the Soldier.
- S1/Unit eMILPO clerk. Access eMILPO and use the slotting function to assign Soldier.
- S1/Unit eMILPO clerk. Verify Soldier's qualifications for an appropriate authorized position.
- S1/Unit eMILPO clerk. Match the Soldier to position paragraph/line number, change Soldier's duty title if appropriate and submit transaction.
- S1/Unit eMILPO clerk. Verify and take corrective action on system generated discrepancy notice or notify unit 1SG or Senior Human Resources Sergeant/Unit PAS Chief if discrepancy cannot be resolved.
- S1/Unit eMILPO clerk. Process (open/view/forward/return) workflow notices generated by the system.

| Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil


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Duty Status

Responsible agencies are:

- Battalion or separate company S1
- Unit Commander

References:

- AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-10, Leaves and Passes
- AR 600-8-105, Military Orders
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The Duty Status module allows the user to add or remove duty statuses.
- Data update is performed at the S1 level.
- The unit must prepare a DA Form 4187 and/or verify any absences, unauthorized absences in excess of 24 hours, and return to duty. The exceptions are leave and TDY, which are supported by DA Form 31 and TDY orders, respectively.
- Any unit of attachment will prepare DA Form 4187 and forward to the Soldier's parent unit. The parent unit will enter duty status changes for attached Soldiers in eMILPO.
- Duty status changes for Soldiers who are determined to be AWOL. Units will monitor any incoming Soldiers based on both orders they receive and the AAA-165 Unit Personnel Accountability Notices report. When a Soldier fails to show up, the commander is responsible to investigate and try to determine the Soldier's status understanding that sometimes there are valid TDYs, extended leaves, or even deleted assignment instructions involved. During this period of investigation the unit will attach the Soldier with the attachment reason code „Administration". Once it is determined that the Soldier's status is either unknown, or he is indeed AWOL, the unit will arrival the Soldier with the duty status of PDY then enter the Soldier's duty status as AWOL. The commander must then notify the servicing finance unit within 48 hours with a copy of the AAA-160 AWOL report reflecting the Soldier duty listed and a copy of the DA Form 4187 showing the Soldier as AWOL. If the Soldier is still AWOL on the 30th day, the unit must enter a dropped from rolls transaction on the 31st day, complete the DFR Packet, and notify the US Army Deserter Information Point (USADIP), ATTN: ATZK-PMF-DIP, Building 148, Fort Knox, KY 40121. Telephone, DSN: 536-3711 / 3712, FAX DSN: 536-3715, or Email: knox.usadip.admin@conus.army.mil. Also see the arrival and attachment modules.
- See AR 600-8-10, Chapter 10, to determine the effective date of duty status change when a Soldier's status changes while on ordinary leave.
- **Do not** report unauthorized absences for periods of less than 24 hours in eMILPO.
- Use the remove function to revoke erroneously submitted duty status transactions. To correct duty status history, the user must remove all history from the most recent history to the point where the error is. Then, the user must add back the history correctly. There is no update function for this module.

Related system reports are:

Duty Status – Listing (Individual Duty Status History Report). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- Unit commander or first sergeant. Report to S1/Unit eMILPO clerk any duty status changes.

- S1/Unit eMILPO clerk. Prepare and/or verify source documentation. Submit new duty status transaction to update eMILPO.
- S1/Unit eMILPO clerk. Annotate or print Unit Personnel Accountability Report.
- S1/Unit eMILPO clerk. Annotate or print Human Resources Authorization Report (HRAR).
- S1/Unit eMILPO clerk. Annotate Unit Commanders Finance Report (UCFR).

| Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil .


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Soldier Patient History

Responsible agencies:

- Medical Command
- Patient Administration Division (PAD) of each Medical Treatment Facility performing Patient Tracking Clerk/Data Entry duties
- Command/Brigade Medical Section

References:

- U.S. Army Medical Command Concept Of Operations: Joint Patient Tracking Application (JPTA) AR 40-400, Patient Administration

General guidance:

- Joint Patient Tracking Accountability (JPTA) is the data source of record for Soldiers patient information. JPTA will provide eMILPO with patient updates every two hours.
- Soldier Patient History allows Unit Commanders, First Sergeants, Personnel Managers, etc., a “close to real time” snapshot of their Soldiers’ patient information.
- The system will display historical and current patient records, in which the user may select a record and the system will display detailed patient data information.
- This module will display Hospital, Status, Condition, Destination (if known), Date/Time Admitted, Date/Time Discharged (if applicable), and Disposition.
- The system will display the Date/Time Last Update, which is the date the medical clerk updated the medical data in Joint Patient Tracking Accountability system.
- The AKO User ID will always display the literal JPTA_PATIENT_DATA_(date/time group). This is the import file name and the date/time the interface update was processed into eMILPO.
- This module provides essential data to facilitate duty status changes, non-availability changes and reassignments or attachments, if the Soldier meets the requirements of AR 600-8-6, Personnel Accounting and Strength Report, or other applicable Army accountability policies regarding patient accountability procedures.
- Issues regarding the information contained in eMILPO or any discrepancies with the data should be addressed with the Medical Treatment Facility.

Work Center Actions: NONE

Related Reports are:

- There are no system generated reports in eMILPO relating to Soldier Patient History.
- Patient Information is available in the Patient Tracking Information table of Datastore.


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Assignment History - Including Duty Assignment History

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG, In/Out-Processing Activity

References:

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, MILPER Information Management/Records
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Message 08-070, Reissuance of Procedural Changes for Establishing OCONUS Dwell Time

General guidance:

- The purpose of this procedure is to prescribe the process of maintaining a historical record of a Soldier's assignment and duty status. The eMILPO system will also permit duty assignment postings during periods that the Soldier was attached. Maintain this information using the eMILPO assignment history function under the Main Menu. The eMILPO system will send update assignment data transactions to the TAPDB.
- The Assignment History module lists the current and previous military assignments, both CONUS and OCONUS, for the selected Soldier. The system also tracks the duty assignment histories within an assignment for the Soldier. The user has the option to update or remove one or more existing assignment history or duty assignment history entries, and to add a new assignment history or duty assignment history data.
- *If the Soldier's record shows an overlap of dates between assignments, the user will update existing assignment to correct dates accordingly.*
- To update overseas tour credits, use the Tour Credit module. The link between assignment and duty assignment history is severed to allow the user to give all tour credits deserved. For example, if a Soldier is assigned to Fort Hood and is TCS'd to Kuwait during his Fort Hood assignment, the Tour Credit module will allow that overseas tour to be posted and then reflect on the ERB.
- Data update is performed at the BN S1/BDE S1/MPD level.
- Note that to update the Assignment History, the user must enter either the UIC, Last Name, or SSN
- This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6. Maintenance of assignment history is mandatory on all:

Active Army members assigned to the unit.

Active Army members attached to the unit.

- This procedure records current and historical information associated with assigning or attaching enlisted or officer personnel to a specific unit, duty, and/or location. It allows the user to add, remove, update, or change personnel information and assures the transfer of data into the official Army enlisted and officer personnel database files maintained by the Human Resources Command.
- Assignment history reflects on the Enlisted Record Brief/Officer Record Brief (ERB/ORB). The ERB/ORB will be used for the commander's or authorized representative's verification of current assignment history.
- Career advisors/managers extensively use the ERB/ORB personnel qualification records to promote a logical career path and career training. Assignment history reflects a wide variety of contending factors. However, the primary factors are Army requirements and the professional

development of Soldiers. Secondary factors include tour equity (CONUS vs. OCONUS), time-on-station, intra-installation, stabilization, promotion, individual preference, joint domicile, medical limitations, compassionate situations, unit inactivation, TDA/MTOE changes, base closure, PCS restrictions, etc. Collectively, these events reflect the Soldier's assignment life cycle and duration from a historical perspective.

Refer to AR 614-100 for specific assignment guidance and policies concerning the officer force.

Refer to AR 614-200 for specific assignment guidance and policies concerning the enlisted force.

- Duty Assignment History will not be processed when one of the following events occur:

Assignment to a replacement company, detachment, battalion, or similar unit organized to arrive, process, and depart incoming or outgoing Soldiers for follow-on reassignment or separation.

Assignment or attachment to Separation Transfer Points or Transition Centers.

Attachment to Army service schools.

- The effective dates of the assignment transaction will be the actual dates of the status change.

The system applies the following business rules to Assignment History:

The system will ensure historical assignment dates fall within a valid range.

The system will ensure historical assignment dates are not future dates and are prior to the current assignment date.

The system will ensure that historical assignment dates are not prior to the Soldier's start of service date.

The Departure Date must be prior to the Arrival Date from the previous assignment.

The Departure Date must not precede the assignment start date.

The user cannot add Assignment history data for a UIC that already contains assignment history data for the Soldier.

Local reassignment will no longer affect the last PCS date in the reassignment data of a Soldier's assignment history.

Assignment history data for the current assignment can be added, updated, or deleted.

For OCONUS Assignment Data, the State will be blank unless the assignment location is Hawaii, Alaska, or Puerto Rico. If the assignment location is Hawaii, Alaska, or Puerto Rico, the Assignment Location will be the UNITED STATES.

In order to give more than one credit for consecutive short tours, modify the unit designation on the subsequent tours.

MOS, SQI, and ASI are free text fields, so that the user can enter the actual value the Soldier held for that historical duty assignment.

Related system reports are:

Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Officer Record Brief. This report is produced through TOPMIS II.

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Work center actions:

- BDE S1/MPD eMILPO clerk. Review the Assignment History screen on each incoming Soldier (officer or enlisted). The eMILPO clerk can update or remove one or more erroneous assignment history entries. The clerk can add previous assignment history or duty assignment history if that data was not correctly posted by the Soldier's last duty station.

- BDE S1/MPD eMILPO clerk. Verify source documents provided by the Soldier during review of data maintained on ERB/ORB.
- BDE S1/MPD eMILPO clerk. Use the "Duty Assignment History - Soldier Data" screen to add duty assignment history data for the Soldier's current assignment or attachment to the unit.
- BDE S1/MPD eMILPO clerk. Use the "Assignment History" screen to update the Deployment assignments after the Soldier completes the duty.

■
Functional Proponent: Human Resources Command, Field Services Division
hrc.emilpohelpdesk@conus.army.mil


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Assignment History – Tour Credits

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG, In- or Out-Processing Activity

References:

- AR 570-4, Manpower Management
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, MILPER Information Management/Records
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details, and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Message, 08-070, Reissuance of Procedural Changes for Establishing OCONUS Dwell Time

General guidance:

- The intent of this module is to allow all current and previous OCONUS assignments to reflect correctly on a Soldier's ERB/ORB, Section 1, Assignment information, Overseas Duty, by breaking the link between duty assignment / duty assignment history with the overseas tours credits.
- It allows the user to add, update or remove overseas tour credit.
- This will allow for not only tours completed on regular assignment, but also for those tours while attached, including TCS assignments, to an OCONUS unit. For example, if a Soldier was assigned to Fort Hood and was attached to Korea, or perhaps TCS to Kuwait, the tour reflects on the ERB/ORB.
- Completed tour credit can be for either short or long tours, depending on the tour completion requirements for that area as stipulated in AR 614-30, Overseas Service, Table 3-2.
- eMILPO allows the user to submit multiple tour credits within one assignment when the dates overlap. For example, if a Soldier was stationed in Germany on a long tour from 1 October 2001, (20011001) to 1 May 2004 (20040501) and while there was deployed in Iraq from 1 November 2001 (20011201) to 1 December 2002 (20021201), the Soldier can get credit for both a long and short tour.
- If the Soldier returns from a combat deployment the OS tour credit will be updated to show the OS time. For example, if the Soldier was in Iraq for 12 Months, Start date: (20040301), End date: (20050301), # of Months (12) the user would select Country: (Iraq), Tour Type: (Combat), Tour Status Code (Normal Tour Completed) then click save. After saving the record the dwell time counter would be displayed as Start date (20050301), Months-Days (10 Mo 14 Days) as of 9 January 06.
- If the Soldier was serving in an Overseas Dependent Restricted Assignment the user would select the start, end date, tour type: (Short), # months and tour status code: (3-Tour W/O dependents in a Dependent Restricted Area Complete or 4-Tour W/O dependents in a Dependent Restricted Area Not Complete. The dwell time will start on the end date of the OS Tour.
- If the Soldier was serving on an Operational Deployment (Non-Combat) the user would select the start date, end date, tour type: (Operational Deployment (Non-Combat), # months and tour status

code (1-Normal Tour Complete) or (2-Normal Tour Not Complete). The dwell time will start on the end date of the OS Tour.

- If the Soldier's past overseas tour credits show on the ERB incorrectly, it must be fixed at the eMILPO level.
- An error message will be displayed when attempting to add new OS Tour Credit using an existing OS Tour Start Date.
- Calculations allow for a short tour credit to be awarded when a Soldier has completed 8 months and 15 days or more and has a type tour of „C“ or „O“.
- If updates are made to overseas assignments in the assignment history, ensure appropriate updates are also made to OS Tour Credits. There are no automatic updates between these two functions.
- The Soldier's name, rank, SSN, current UIC, current action, and the number of long, short, combat, operational deployment, OS restricted tours and dwell time (date with number of months and days) are read only.
- The system will allow the user to enter overseas tour start and end dates (YYYYMMDD).
- The system will allow the user to select the country
- The system will allow the user to select the tour type.
 - Short
 - Long
 - **Combat
 - **Operational deployment (non combat).
- The system will automatically populate the number of months but will allow the user to edit.
- The system will allow the user to enter the tour completion status.

Note that only four options under tour completion status will credit the Soldier with a completed tour:

Normal tour completed

Tour with dependents in command was completed

Tour without dependents in command was completed.

**Tour without dependents in dependent restricted area completed

- The start and end effective dates of the tour must be the actual dates as reflected on the Soldier's orders.
- eMILPO will now capture Soldiers' dwell time, which is the time a Soldier spends at home station between Combat or Operational Deployments (Non-Combat) or Dependent Restricted Overseas Assignments. The Soldier's dwell time start date will be the end date of the last Combat or Operational Deployments (Non-Combat) or Dependent Restricted Overseas Assignment and displayed as Months and days.
- Dwell time will be displayed on the ERB/ORB (located in Section 1 – Assignment Information). Dwell time is also displayed in the Overseas Tour Credits module of eMILPO (view only).
- Soldiers that previously served in a Combat or Operational Deployment (Non-Combat) for 30 consecutive days or 60 non-consecutive days will have their dwell time displayed. Dwell time counter will be calculated based upon the most recent Combat or Operational Deployment (Non-Combat) by subtracting the return date from the current date.
- Soldiers that have never participated in a Combat, Operational Deployment (Non-Combat) or Dependent Restricted Overseas Tour: Dwell time counter will be calculated by subtracting the Soldiers Basic Active Service Date (BASD) from the current date. If the BASD is blank, the system will select the PEBD or DIEMS date to calculate Dwell Time.
- **The codes must be entered to calculate dwell time.**

Related system report is: Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- In processing Clerk. Review the "Assignment Listing" screen for each Soldier, verify source documents, and post any required tour credits in the Tour Credits eMILPO module upon redeployment.
- BDE S1/MPD Clerk: Do the above during any review of the ERB and enter/correct data as needed.
- BDE S1/MPD eMILPO clerk. Use the "Assignment History" OS Tour Credit screen to update assignments and dwell time credit.

■
Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil


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Reserve Component Accounting

Responsible agencies are:

- Battalion or separate company S1 (S1)
- CONUS Replacement Center (CRC)
- Mobilization Station (MOBSTA)
- Transition Center
- Installation Mobilization Officer
- Installation Personnel Automation Section (PAS)
- National Guard Bureau (NGB)
- US Army Reserve Command (USARC)
- Army Human Resources Command(AHRC)

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-101, Personnel Processing (In-and-Out and Mobilization Processing)
- The Consolidated Personnel Planning Guidance (PPG) for Operations Noble Eagle and Enduring Freedom, found at <http://www.armyg1.army.mil/default.asp>, on the left hand side bar under "Military Personnel Management."

Over all General guidance:

The purpose of this procedure is to provide functional guidance for the eMILPO Reserve Component Accounting module. This module includes the five sub functions of:

Soldier Mobilization

Soldier Demobilization

Unit Mobilization

Unit Demobilization

Attach RC Soldier/ADOS

- Despite the name of "RC Attachment", do not automatically use this module to attach a Soldier simply because he is reserve component. In almost all cases, **once an RC Soldier is on active duty, for whatever reason, use the regular attachment module to attach him.**
- Note that any attachment will only work if the Soldier's record is in eMILPO. If a "No Record Found" appears, submit a trouble ticket.
- The vast majority of RC Soldiers are brought onto active duty using either the mobilization or the RC attachment module. Use the RC/ADOS Attachment module is only used *to bring RC Trainees, AGR and ADOS Soldiers onto active duty* for the reasons listed below. Note that any RC Soldier brought on active duty through this module will be a RECSTA 7 and RECSTA 7 Soldiers will be further attached using the module. Soldiers may have no more than three open attachments.

Active duty for special work (ADSW)

Active Guard Reserve (AGR)

Ordered to active duty for 30 days or more, federalized in support of a civil disturbance operation, or in support of domestic relief operations such as floods, earthquakes, etc.

Initial active duty for training (IADT)

Active duty for training (ADT) for 30 days or more.

Temporary tour of active duty (TTAD) for 30 days or more.

Soldier/Unit Mobilization/Demobilization.

- The mobilization/demobilization eMILPO clerk must read and understand all aspects of the Reserve Component Accounting module to ensure correct procedural execution and accurate strength accounting.
- There are several key changes under eMILPO:

There is no longer a requirement to send lists of Soldier's name, SSN, and MPC (military personnel class) to the Human Resources Command, Field Services Division, Personnel Accounting Branch.

eMILPO will not require Transfer Data Records (TDR) datasets to mobilize RC Soldiers; therefore, the user no longer needs to wait for a "pending gain record". eMILPO software will query the Integrated Total Army Database (ITAPDB) and populate the eMILPO record. The first step creates an abbreviated record in eMILPO, and an overnight process completes the record.

The record status codes (RECSTA) of TAPDB (Total Army Personnel Database) are represented the same on eMILPO. There is no longer a difference in the RSC between the two databases. For example, a mobilized Soldier should have a RSC of „8" on both TAPDB and eMILPO. See Alpha Roster under Reports in this manual for a complete listing of these codes and their respective definitions.

Both Soldier Mobilization and Unit Mobilization generate TAPDB 4056 transactions on each Soldier. The Unit Mobilization no longer generates a TAPDB 4055 transaction.

- Soldiers/units should demobilize at the same installation they mobilized at. This includes units and individuals that mobilized at a MOBSTA and then deployed to a distant location or another installation. These Soldiers should travel back to the installation where they originally mobilized for demobilization processing.
- When it occurs that Soldiers/units do not demobilize at the same location where they mobilized, the Transition Center / Mobilization Site commander must let the PAS Chief know. In turn, the PAS Chief must notify the mobilizing installation PAS Chief.
- The levels of mobilization are:

Presidential Selective Reserve Call-up (PSRC) – This does not require the approval of the U.S. Congress and does not count toward the Active-Army strength. Public law provides the President a means to activate, without Declaration of National Emergency, not more than 200,000 members of the selected reserve (all services total) and Individual Ready Reserve, for not more than 270 days. Not more than 30,000 may be members of the Individual Ready Reserve.

Partial Mobilization – This must be approved by the U.S. Congress, but still does not count toward the Active-Army strength. A Declaration of National Emergency is required to invoke Partial Mobilization. This authorizes the Secretary of Defense to order to active duty up to 1,000,000 reserve and national guard Soldiers without their consent for not more than 24 consecutive months.

Full Mobilization – This must be approved by the U.S. Congress, and does count toward the Active-Army strength. This requires a Declaration of National Emergency and mobilizes all forces within the current force structure. Full Mobilization includes a call-up of Army Reserve and National Guard units, Individual Ready Reserve, Standby Reserve and members of the Retired Reserve, and the resources for their support for the duration of the emergency plus six months. There is no time restriction for this type of mobilization.

Total Mobilization – Total mobilization is the expansion of the Active Armed Forces, resulting from action by Congress and the President to organize or generate additional units or personnel, beyond the existing force structure. This also includes resources needed for their support to meet the total requirements of war or other national emergency involving an external threat to the national security of the United States.

SOLDIER MOBILIZATION.

- The Soldier Mobilization module allows the user to mobilize Soldiers individually from the USAR or ARNG in the event of war or national emergency. This transfers administrative control of a Soldier's record from the appropriate USAR or ARNG database to eMILPO database.
- Data update is performed at the S1 level. The source documents for this action are the mobilization orders and the DA Form 647, Personnel Register, or DA Form 647-1, Personnel Register.
- Once the Soldier Mobilization is submitted, further eMILPO personnel actions cannot be entered for that Soldier until the following day with the exception of SGLI and DD Form 93. A batch process runs at night that pulls the entire record from ITAPDB (Integrated Total Army Personnel Database) and updates eMILPO. The eMILPO clerk must wait until the next day to perform this and other eMILPO personnel actions.
- The Soldier Mobilization module will be used to mobilize Soldiers in the following categories:

IRR (Individual Ready Reserve). These Soldiers are ordered to active duty as individuals to report to a Reserve UIC that is pre-positioned at each MOBSTA or CRC.

IMA (Individual Mobilization Augmentees). These Soldiers are ordered to active duty as individuals to report to active duty units (active Army UICs) that they support.

USAR and NG Soldiers that are not part of a unit mobilization.

USAR and NG Soldiers that are part of a unit mobilization, but the Soldier's record is not currently assigned to the USAR or NG UIC (unit identification code).

- The Soldier Mobilization module **will not** be used to mobilize Soldiers in the following categories; instead, see Attach RC Soldier/ADOS to process:

TTAD (Temporary Tour of Active Duty) for 30 Days or more

SW or ADSW (Special Work or Active Duty for Special Work)

AGR (Active Guard or Reserve) on active duty UP Title 10, USC

Guard or Reserve Soldiers on active duty for 30 days or more for training, IADT or ADT (Initial Active Duty Training or Active Duty Training). This includes Soldiers activated for BT (Basic Training) and AIT (Advanced Individual Training)

Active Duty for Operational Support to include the following reason

- Administrative Support
- Contingency Operations
- Contingency Temporary Tour
- Military to Military
- Reimbursable
- Special Work
- Disaster Relief
- Entertainers
- World Class Athletes

- The Soldier Mobilization module **will not** be used to mobilize Soldiers in the following categories; :

Recalled Retirees

Sanctuary

RC to AC Enlistments.

The RA Strength module in eMILPO handles these Soldiers and is restricted to use by HRC personnel only.

The system applies the following business rules to SOLDIER MOBILIZATION:

The Arrival Date must be equal to or prior to the current date.

The Arrival Date cannot precede the EAD Date but can be equal to the EAD Date.

The Gaining UIC can be the same as the Current UIC.

The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.

The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.

The system will default the MPA Type to „NB“ for all mobilizations.

The system will allow the following values for MPA Reason – „RS“, „RT“, „RU“, and „RV“.

The system will not close open attachments.

The system will not depart a Soldier.

SOLDIER DEMOBILIZATION.

- The Soldier Demobilization module allows the user to release mobilized ARNG and Reserve component Soldiers as individuals from active duty (REFRAD).
- Data update is performed at the BDE S1/MPD level by the Transition Center. The Transition Center demobilizes the Soldier at the end of the activation period. The source document is the DD Form 214, Certificate of Release or Discharge From Active Duty.
- *The Transition Center must inform the PAS Chief if the Soldier mobilized at another installation. The PAS Chief must then notify the mobilizing installation PAS Chief.*
- The Soldier Demobilization module is used to Release From Active Duty (REFRAD) mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss functional guidance in the document for these cases.
- When submitting the Soldier Demobilization, the gaining UIC:

Cannot be the same as the Soldier's current UIC.

Cannot be an active Army UIC.

Must be W7UTAA for IMA or IRR Soldiers.

- The system ensures that the gaining UIC is a valid Guard or Reserve UIC.

UNIT MOBILIZATION.

- The Unit Mobilization module allows the user to mobilize a unit of USAR or ARNG Soldiers in the event of war or national emergency. The objective of this process is to transfer administrative control from the appropriate USAR or ARNG database to the eMILPO database.
- Data update is performed at the S1 level. The source documents for this action are both the mobilization orders and the DA Form 647/DA Form 647-1.
- After the Unit Mobilization is submitted, further eMILPO personnel actions on the unit's Soldiers cannot be entered until the following day. Until the batch process is complete, and therefore completes the Soldier's record, the user will receive no screen data for the SSN. Exception to this is SGLI and DD Form 93 (Emergency Data) and Family member data.
- If a Soldier in a unit being mobilized is not properly assigned to that mobilized UIC, then that Soldier's record will not appear when performing the UIC search under Unit Mobilization. The Soldier Mobilization module will be used to mobilize individual Soldiers.
- eMILPO has a Load function that allows the user to import a list of SSNs from a text file. This is particularly useful if the user cannot pull up a large list of Soldiers via the UIC search. To do this,

the user must select Load and follow the on-screen instructions. The following format rules must be followed:

The file must be in ASCII text format.

Users can create a file using the Notepad application under the Windows operating system.

The SSNs in the file must be listed one per line with no dashes separating the numbers.

There must be no blank lines at the end of the file.

- The system applies the following business rules to Unit Mobilization:

The system ensures that the Report Date is not a future date.

The system ensures that the Report Date does not precede the EAD Date. It does allow the Report Date to be equal to the EAD Date.

The system ensures that the Report Date does not precede the previous assignment date.

The system ensures that the Report Date does not precede the Soldier's Pay Entry Date.

The Gaining UIC can be the same as the Current UIC.

The system will validate the UIC entered for Gaining UIC to ensure that it is a valid Reserve or Guard UIC.

The system will default the MPA Type to „NB“ for all mobilizations.

The system will allow the following values for MPA Reason – „RS“, „RT“, „RU“ and „RV“.

UNIT DEMOBILIZATION.

- The Unit Demobilization module allows users to release all or part of the Soldiers in a previously mobilized USAR or ARNG unit and return them to their reserve component.
- Data update is performed at the BDE S1/MPD level by the Transition Center. The Transition Center demobilizes the unit at the end of the activation period. The source document for each Soldier is the DD Form 214, Certificate of Release or Discharge From Active Duty.
- The Unit Demobilization module is used to REFRAD a unit of mobilized Soldiers under normal conditions. *It is not used for mobilized Soldiers who are the subject of an adverse action.* Ensure that these Soldiers (adverse action Soldiers) are **deselected** during the Unit Demobilization process. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss functional guidance in the document for these cases.
- The Transition Center must inform the PAS Chief if the unit mobilized at another installation. The PAS Chief must then notify the mobilizing installation PAS Chief.
- eMILPO has a load function that allows the user to import a list of SSNs from a text file. This is particularly useful if the user cannot pull up a large list of Soldiers via the UIC search. To do this, the user must select Load and follow the on-screen instructions. The following format rules must be followed:

The file must be in ASCII test format.

The file can be created using the Notepad application under the Windows operating system.

The SSNs in the file must be listed one per line with no dashes separating the numbers.

There must be no blank lines at the end of the file.

- The system applies the following business rules to Unit Demobilization:

The Demobilization Date must not precede the Mobilization Date.

The Demobilization Date must be equal to the Major Personnel Action Date/Time and the Military Separation Date.

The Gaining UIC can be the same as the Current UIC and must be a valid Guard or Reserve UIC.

The system ensures that based on the Operational Status Codes of the entered Gaining UIC, Guard Soldiers are only demobilized to units with the following Operational Status Codes.: G, M, N, P, U, W, Z, and 1.

The system ensures that based on the Operational Status Codes of the entered Gaining UIC, USAR Soldiers are only demobilized to units with the following Operational Status Codes: M, P, R, S, V, Y, and Z.

The system will default the Separation Program Designator to „L“.

The system will default the Separation Program Reason to „BK“.

The system will purge the Soldiers from eMILPO after 130 days of the effective separation date.

Related system reports are:

- Human Resources Authorization Report (HRAR). This report is produced through eMILPO.
- AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Enterprise Datastore.
- AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- Soldier Mobilization.

PAS. Upon notification of mobilization, obtain mobilization orders from the Installation Mobilization Officer.

PAS. Identify the potential gaining UIC (the UIC on the Soldier’s individual mobilization order to which he/she is ordered to active duty). Ensure the following:

- UIC is properly registered on TAPDB’s AO1-T organization table and the eMILPO organization table.
- PERSINS Processing Activity (PPA) for the UIC is the MOBSTA PPA.
- Unit Operational Status Code (UNOPST) is „G“ for an ARNG unit or „V“ for a Reserve unit.
- Unit Record Status Code (UNRSCD) is „C“.

PAS. If either table, TAPDB’s AO1 table or eMILPO’s organization table needs to be updated, coordinate with Enlisted Personnel Management Directorate (EPMD), EDAS Operations Branch to:

- Update the AO1-T, if both tables are incorrect.
- Re-send the 3010 transaction, if the AO1-T is correct, but the eMILPO organization table is not.

PAS. Utilize eMILPO’s Modify Unit Hierarchy under the System Administrator menu to give visibility of the mobilized UIC to appropriate users. At a minimum, add the new UIC to the following accounts:

- S1/unit eMILPO clerk
- eMILPO clerks of parent organizations that require visibility
- BDE S1/MPD eMILPO clerks that support the UIC
- PAS analysts

CRC/MOBSTA. Obtain copy of orders from Soldier and verify name/SSN against ID card. If there are any name changes, see Personal Updates in this document to submit changes 24 hours after Soldier Mobilization is submitted.

Activity clerk or Staff Duty NCO. Have Soldier sign in on the DA Form 647 or the DA Form 647-1.

S1/Unit eMILPO clerk. Using both the mobilization orders and the DA Form 647/DA Form 647-1 as source documents, submit the Soldier Mobilization transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit this transaction.

S1/Unit eMILPO clerk. If after executing the SSN search, the Soldier's name is not found, re-verify the SSN. If after re-verifying the SSN, the Soldier's name is still not found, inform the PAS. The PAS will re-verify the discrepancy. If the Soldier's record cannot be found on eMILPO, the PAS will contact the eMILPO help desk.

S1/Unit eMILPO clerk. During transaction input, the user must choose from the following MPA (Military Personnel Action) Reason Codes:

- RS – Presidential Call-up – Individual
- RT – Presidential Call-up – Unit
- RU – Partial Mobilization – Individual
- RV – Partial Mobilization – Unit
- Note: The mobilization order determines the MPA Reason Code. Additionally, if Soldier is part of a unit mobilization, and user is using the Soldier Mobilization module because the Soldier's record is not currently in the USAR or NG UIC, then, the user must select RT or RV (whichever applies), not RS or RU. Even though the user had to use the Soldier Mobilization module to mobilize the Soldier, that Soldier is still part of a unit mobilization.

S1/Unit eMILPO clerk. Annotate or print the following reports:

- Human Resource Authorization Report (HRAR)
- Unit Personnel Accountability Report (AAA-162)
- Unit Commanders Finance Report (UCFR)

PAS. On the next working day, using the PERNET MS51 Data Audit PERS/PAY Research Tool, ensure that the mobilized Soldier is on TAPDB with a RSC of „8“. If, after 10 working days, the Soldier's record is not on TAPDB or the Soldier's RSC is not an „8“, contact the Functional Proponent listed at the end of this guidance for assistance.

- Soldier Demobilization.

Transition Center. Prepare DD Form 214.

Transition Center eMILPO clerk. Using the DD Form 214 as the source document, submit the Individual Demobilization transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit this transaction. Note: The Soldier Demobilization module is used to Release From Active Duty (REFRAD) mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss functional guidance in this document for these cases.

Transition Center. Distribute and file DD Form 214 and other associated separation documents IAW AR 635-5.

- Unit Mobilization.

PAS. Upon notification of mobilization, obtain mobilization orders from the Installation Mobilization Officer.

PAS. Identify the potential gaining UIC (i.e., the UIC on the unit mobilization order to which the Soldiers are being mobilized). Ensure the following:

- UIC is properly registered on TAPDB's AO1-T organization table and the eMILPO organization table.
- Personnel Information Processing Activity (PPA) for this UIC is the MOBSTA PPA.
- Unit Operational Status Code (UNOPST) is „G“ for an ARNG unit or „V“ for a Reserve unit.
- Unit Records Status Code (UNRSCD) is „C“.

PAS. If either table, TAPDB's AO1 table or eMILPO's organization table needs to be updated, coordinate with Enlisted Personnel Management Directorate (EPMD), EDAS Operations Branch to:

- Update the AO1-T, if both tables are incorrect.

- Re-send the 3010 transaction, if the AO1-T is correct, but the eMILPO organization table is not.

PAS. Utilize eMILPO's Modify Unit Hierarchy under the System Administrator menu to give visibility of the mobilized UIC to appropriate users. At a minimum, add the new UIC to the following accounts:

- S1/unit eMILPO clerk
- eMILPO clerks of parent organizations that require visibility
- BDE S1/MPD eMILPO clerks that support the UIC
- PAS analysts

CRC/MOBSTA. Obtain copy of the unit mobilization orders and verify name/SSN against ID card for all Soldiers. If there are any name changes, see Personal Updates in this document to submit changes 24 hours after Unit Mobilization is submitted.

Activity clerk or Staff Duty NCO. Have each of the mobilized unit Soldiers sign in on the DA Form 647 or the DA Form 647-1.

S1/Unit eMILPO clerk. Using both the mobilization orders and DA Form 647/DA Form 647-1 as source documents, submit the Unit Mobilization transaction through eMILPO.

S1/Unit eMILPO clerk. During transaction input, the user must choose one of the following MPA Reason Codes (The mobilization order determines the MPA Reason):

- RT – Presidential Call-up – Unit
- RV – Partial Mobilization – Unit

S1/Unit eMILPO clerk. If after executing the UIC search, there are Soldiers missing from the "Picklist", use the Soldier Mobilization module to mobilize. Note: The mobilization order determines the MPA Reason Code. **Even though the user has to use the Soldier Mobilization module to mobilize the Soldier, that Soldier is still part of a unit mobilization. The user must select RT or RV (whichever applies), not RS or RU.**

S1/Unit eMILPO clerk. Annotate or print the following reports:

- Human Resource Authorization Report (HRAR) (formerly referred to as the UMR)
- Unit Personnel Accountability Report (AAA-162)
- Unit Commanders Finance Report (UCFR)

PAS. On the next working day, using the PERNET MS51 Data Audit PERS/PAY Research Tool, ensure that all of the Soldiers in the mobilized unit are on TAPDB with a RSC of „8". If, after 10 working days, there are Soldiers who are not on TAPDB with the RSC of „8", contact the Functional Proponent listed at the end of this guidance for assistance.

- Unit Demobilization.

Transition Center. Prepare DD Form 214 for each Soldier.

Transition Center eMILPO clerk. Using the DD Form 214 as the source document, submit the Unit Demobilization transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit this transaction. Note: The Unit Demobilization module is used to REFRAD a unit of mobilized Soldiers under normal conditions. It is not used for mobilized Soldiers who are the subject of an adverse action. Ensure that these Soldiers are deselected during the Unit Demobilization process. Chapter cases are processed in eMILPO using the Transition/Loss module. See the Transition/Loss functional guidance in the document for these cases.

Transition Center. Distribute and file DD Form 214 and other associated separation documents IAW AR 635-5.

ATTACH RC (RESERVE COMPONENT) SOLDIER/ADOS (Active duty for Operational Support) Soldier.

General guidance:

- Use the Reserve Component Accounting module to attach or release from attachment Reserve Component (RC) Soldiers ordered to active duty for the reasons listed below:

Active duty for special work (ADSW).

Active Guard Reserve (AGR) status.

Ordered to active duty for 30 days or more days, federalized in execution of a civil disturbance operation plan (OPLAN) or federalized in support of a disaster relief operation such as floods, earthquakes, storms or fires.

Initial active duty for training (IADT).

Active duty for training (ADT) for 30 days or more.

Temporary tour of active duty (TTAD) for 30 days or more.

- The above Soldiers will reflect as a Record Status Code (Recsta) of 7.
- This is **not** used to mobilize Soldiers.
- Do **not** use the transition/loss module when their activity duty ends but release them from attachment.
- Data updates are performed at the S1 and the BDE S1/MPD levels.
- The source document for this action is the active duty order.
- When the Soldier has completed his/her active duty obligation, the Attach RC Soldier module is also used to submit a Release from Attachment transaction. The attachment End Date must be submitted in order to create a Release from Attachment transaction.
- The system applies the following business rules to Attach RC Soldier:

The system will allow up to three current Active Duty attachments for Reserve/ARNG Soldiers.

The current UIC of the attached Soldier must be a Guard or Reserve unit.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Obtain a copy of the activation orders. Have Soldier sign in on DA Form 647 or DA Form 647-1.
- S1/Unit eMILPO clerk. Using both the activation orders and the DA Form 647/DA Form 647-1, submit the Attach RC Soldier transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit this transaction.
- S1/Unit eMILPO clerk. Annotate or print the following reports:

Human Resource Authorization Report (HRAR)

Unit Personnel Accountability Report (AAA-162)

Unit Commanders Finance Report (UCFR)

- TC. When the Soldier has completed his/her active duty obligation, enter the Attachment End Date using the Attach RC Soldier module. This will create the Release from Attachment transaction.

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil

Regular Army Strength (RC Transition into the Regular Army)

Responsible agencies are:

- HRC, Reserve Component Cell, Personnel Service Support Division

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-105, Military Orders
- The Consolidated Personnel Planning Guidance (PPG) for Operations Noble Eagle and Enduring Freedom, found at <http://www.armyg1.army.mil/default.asp>, on the left hand side bar under "Military Personnel Management."
- MILPER Message 09-121, Enlistment of Mobilized United States Army Reserve (USAR) or Army National Guard of the United States (ARGUS) Soldiers into the Regular Army

General guidance:

- Access to these modules is limited to the Reserve Component Cell, PSSD, HRC.
- The RA Strength allows selected users at HRC to transition members of the Reserve Component (RC) onto active duty in the Regular Army. These Soldiers will be counted in the active-Army end strength unlike mobilized Soldiers who are not counted in the active-Army end strength.
- The RC Transition to Active Duty module is to be used to activate the following Soldiers:

Recalled retirees

Enlistment into the Regular Army (RA).

Extended on Active Duty

RC Soldiers that need to be Dropped from Rolls

RECALLED RETIREES

- Data updated is performed at the HRC level.
- The source document for this action is the activation order.
- When the Soldier has completed his/her active duty obligation, the user must enter a Loss to the Army transaction to remove the Soldier from the active-Army end strength. See the Transition/Loss functional guidance in this document for further guidance.
- The system applies the following business rules to RC Transition to Active Duty:

The system will perform an arrival on every Soldier transitioned to Active Duty.

A Soldier can only be transitioned to Active Duty from the Reserve Components.

For recalled retirees, the system will process transitions for both Officers and Enlisted personnel.

ENLISTMENT INTO THE REGULAR ARMY (RA)

- Data updated is performed at the HRC level.
- The source document for this action is enlistment contract.
- The system applies the following business rules to RC Transition to Active Duty:

The system will perform an arrival on every Soldier transitioned to Active Duty.

A Soldier can only be transitioned to Active Duty from the Reserve Components.

The system will only process transitions for enlisted Soldiers for enlisted into the Regular Army.

EXTENDED ON ACTIVE DUTY

- Use this module to change RC Soldiers to EAD or Sanctuary status.
- Data updated is performed at the HRC level.
- When the Soldier has completed his/her active duty obligation, the user must enter a Loss to the Army transaction to remove the Soldier from the active-Army end strength. See the Transition/Loss functional guidance in this document for further guidance.
- In "Date Entered Active Duty", enter the date the Soldier's status change is effective, this should equal the effective date of arrival. This date must be at least one day after the start date of mobilization.
- The gaining UIC must be an active duty UIC, and cannot be the current UIC the Soldier is in. An error message is displayed if you attempt to use a UIC that is not an AC UIC. (The error message will appear if the Unit Ops Code is anything other than "A" for active duty.)
- The gaining UIC must be in the user's hierarchy.
- The Service Component (SCOMP) will be changed to 'V' for all EAD/Sanctuary Soldiers.
- The MPA Previous Organization Indication. This field refers to the organization the service member previously belonged to. "Please remember when entering a Soldiers entry into the new 4057 screens to make sure you reflect exactly what is on the orders that have been cut. PLEASE do not pick Active Army for the field labeled MPA PREVIOUS ORGANIZATION IDENTIFICATION: this will mess the reserves notification up because they are looking for the exact MPA data that is on the orders. A Soldier cannot come from active to active for EADs."
- The system will close any existing open attachments, prior to changing the RECSTA to 'G'.

- The system applies the following business rules to RC Transition to Active Duty:

The system will perform an arrival on every Soldier transitioned to Active Duty.

A Soldier can only be transitioned to Active Duty from the Reserve Components.

The system will process transitions for both Officers and Enlisted personnel.

Related system reports are: The Unresolved Error Report (AAA-351).

Work center actions:

- HRC, RC PSSD. Obtain a copy of the active duty orders or enlistment contract.
- HRC, RC PSSD. Using the activation orders or the enlistment contact for those mobilized Soldiers enlisting into the Regular Army, submit the appropriate RC Transition to Active Duty transaction through eMILPO. Follow the instructions in the eMILPO User Manual to submit these transactions.
- HRC, RC PSSD. Follow up and ensure all submitted transactions processed on eMILPO and TAPDB.

Functional Proponent: Human Resources Command, Reserve Component Cell, Personnel Service Support Division,



DFR/DFS (Drop From Rolls or Strength)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1

Military Personnel Division (MPD)

- United States Army Deserter Control Point (USADIP)
- HRC, Field Services Division

References:

- AR 190-9, Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-105, Military Orders
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings
- AR 635-200, Enlisted Personnel Separations

General guidance:

- The Drop From Rolls or Strength module allows the user to drop one or more Soldiers from strength accountability of the Army for a variety of reasons.
- Data update is performed at the BDE S1/MPD level.
- Drop From Rolls refers to a process in strength accountability that results (not necessarily immediately) in a Soldier's separation from the Army.
- Drop From Strength refers to a process those results in a specific type of Soldier non-availability to the Army. This is typically a temporary situation.
- Active-Army Soldiers will be reported as DFR when they:

Remain AWOL for 30 consecutive days. The DFR will be effective 0001 on the 31st day of AWOL, which is also the day the eMILPO DFR transaction will be submitted.

Are confirmed to be a deserter. (See AR 630-10, Chapters 3, 4, 5, and 6.)

Leave the active Army to enter the USMA or other Service academy as a cadet. The DFR is effective on the date of entry to the academy.

- RC Soldiers who remain absent 30 consecutive days after reporting to an active Army unit will be gained to the active Army strength and immediately DFR. (See AR 630-10, Paragraph 5-3b for exceptions.) The DFR will be effective 0001 on the 31st consecutive day of AWOL.
- During mobilization, RC Soldiers will be DFR when they fail to report for active duty within 30 days of their established reporting date. (See AR 630-10, Chapter 6.)
- Actions required after a Soldier has been reported DFR will be accomplished. (See AR 630-10, Chapter 6.)
- DA Form 268 and DD Form 553, Deserter/Absentee Wanted by the Armed Forces, must be completed for Soldiers reported DFR. (See AR 630-10 and AR 600-8-2.)
- An attachment and a duty status transaction to change the Soldier's status to AWOL must be submitted on Soldiers who fail to report to the gaining unit on a specified report date before DFR transactions can be submitted.
- A DFR will be revoked if Soldier is erroneously reported DFR.
- Users can add a new DFR for a Soldier *who is returned to a present for duty status* and is later entered as DFR again, for a second or more time. Do not confuse this with the option to update a Soldier's *current* DFR status.
- When a Soldier returns to military control (RMC), a Return from DFR/DFS transaction will be submitted, case processed and a separation transaction submitted if discharge is approved.
- A DA Form 4187 will be prepared to report a Soldier DFS.

- A Loss transaction from the Transition/Loss module must be submitted when Soldier's appeal has been adjudicated and Dishonorable Discharge (DD) or Bad Conduct Discharge (BCD) is upheld. Soldier must be returned from DFS before the loss from the Army transaction is submitted.
- If Soldier has an approved DD or BCD, a DFS Soldier may be reassigned to a Personnel Control Facility (PCF) in the geographic area. The commander must complete all required actions before a Soldier is reassigned.

Only use orders Formats 405 and 410 to reassign DFS Soldiers. See AR 600-8-105, Military Orders.

Forward the Soldier's personnel records and related transfer documents to the PCF along with documents supporting the DFS action.

- Do not prepare a DFR packet or report DFS Soldiers to the U.S. Army Deserter Information Point.
- Soldiers will be DFS for the following reasons:

1. Are confirmed to be a POW or missing. The effective date is the date the POW or missing status is officially declared.

2. Are sentenced to confinement in a domestic or foreign penal institution (or detained in a foreign country) for six months or more. The Soldiers must be in a civilian confinement facility.

Soldiers held by domestic civilian authorities remain confined in the hands of civil authorities (CCA) duty status until their sentence begins. The effective date of DFS is the date sentence begins.

Soldiers detained by foreign authorities remain in a CCA status until their sentence begins, or after six months of detention, whichever comes first. The effective date of DFS is the date sentence begins, or after six months of detention.

3. Have an approved BCD or DD, with or without military confinement. The effective date of DFS is the date the convening authority approves the action. The Soldier will be DFS, even though remaining present in the unit, in confinement, or in an excess leave status awaiting punitive discharge. (Note. The system allows the user to DFS a Soldier for reason of a Bad Conduct Discharge when the Soldier is in the duty status of PDY, CCA, CMA, SMA or AWC.)

- The eMILPO separation transaction will be submitted for any DFS Soldiers when:

All reviews are completed and punitive discharge without confinement is upheld.

All reviews are completed, punitive discharge is upheld and term of confinement has been served.

Soldiers confined by civilian or foreign authorities have served their period of confinement, and their discharges are approved.

- POW and missing Soldiers returned to military control will be arrived to eMILPO using the Return from DFR/DFS transaction. A deceased transaction will be submitted for POW and missing Soldiers declared deceased.
- DFR/DFS includes the following options:

Approved BCD or DD.

Confirmed to be a Deserter.

Confirmed POW or Missing.

Leave active Army to enter Service Academy.

RC Soldier failed to report (mobilization only).

Remained AWOL for 30 consecutive days.

Sentenced to confinement for six or more months.

- The system applies the following business rules to DFR/DFS:

The date of DFR/DFS must not be a future date.

The Soldier must not have an existing strength transaction (i.e. arrival, departure) on record with the specified effective date.

When returning a Soldier from DFR/DFS from a different PPA, the arrival date must be after the Soldier was dropped. When returning a Soldier from your installation, an Arrival is NOT required.

The system will retrieve Soldier's record from archive in eMILPO to bring back Soldier to active status.

If the Soldier's current parent unit is CONUS, and the Soldier returns from DFR/DFS to an OCONUS installation, the CONUS unit must submit the return from DFR/DFS transaction. Then, the OCONUS unit must submit an arrival on the Soldier. Currently, eMILPO will not allow the OCONUS unit to submit the return from DFR/DFS in this scenario.

The system will only process a DFR/DFS if a drop type is selected.

Drop Type: Confirmed to be a Deserter

- The system shall ensure that the Soldier's current duty status is "AWOL". The user will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Drop Type: Confirmed POW or Missing.

- The system shall ensure that the Soldier's current duty status is either "Captured (CAP)" or "Missing in Action (MIA)". The user will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The system shall ensure that the Effective Date of POW/Missing Status Officially Declared is not a future date and does not precede the Soldier's arrival date.

Drop Type: Leave Active Army for Service Academy.

- The system shall ensure that the Soldier's current duty status is "Present for Duty (PDY)". The user will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.
- The Date of Entry to a Service Academy must not be a future date.

Drop Type: RC Soldier Failed to Report (During Mobilization Only). The system shall ensure that the Effective Date of DFR is not a future date and does not precede the Soldier's assigned arrival date.

Drop Type: Remained AWOL for More than 30 Days. The system shall ensure that the Soldier's current duty status is "AWOL" and that the Soldier has been AWOL for 30 consecutive days. The user is not permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type and if the Soldier has not been AWOL for 30 days.

Drop Type: Sentenced to Confinement for Six or More Months. The system shall ensure that the Soldier's current duty status is either "Confined by Civilian Authorities (CCA)" or "AWOL – Confined by Civilian Authorities (AWC)". The user will not be permitted to perform the drop action if the Soldier's duty status is inconsistent with the selected drop type.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 160 Report of AWOLS. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Review supporting documents. For example court-martial packet, civil court documents, or DA Form 4187 reporting associate duty status.
- S1/Unit eMILPO clerk. Prepare DA Form 4187 reporting Soldier DFR/DFS, as required.

- S1/Unit eMILPO clerk. Obtain signature on required DA Form 4187 and distribute.
- S1/Unit eMILPO clerk. Prepare DA Form 268 and DD Form 552, as required.
- S1/Unit eMILPO clerk. Submit DFR/DFS transaction to update eMILPO.
- S1/Unit eMILPO clerk. Distribute and maintain files of associated documents IAW AR 630-10.

| Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil


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Transition/Loss

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Transition Point or Center (TC)
- U.S. Total Army Human Resources Command, Alexandria (HRC)

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-24, Officer Transfers and Discharges
- AR 600-8-105, Military Orders
- AR 635-200, Enlisted Personnel Separations
- DA Pam 600-8-11, Military Personnel Officer Separation Processing Procedures

General guidance:

- The Transition/Loss module allows the user to:

Transition enlisted Soldier(s) to commissioned officers and/or warrant officers.

Transition active-Army Soldiers to the Reserve or National Guard components of the Army.

Use the Loss selection to transition Soldiers who leave the Active component of the Army without transitioning to either the Reserve or National Guard components. Due to a numerous reasons, these Soldiers are processed as a loss to the Army's strength. These reasons include voluntary and involuntary discharges, release from military control, deaths, erroneous accessions, and releases to Senior ROTC.

Use the Loss selection to transition **only** for those mobilized Soldiers who are the subject of adverse actions or Soldiers who are deceased. Use the Loss module instead of Soldier Demobilization or Unit Demobilization **only** to deactivate a mobilized Soldier who is being chaptered.

Transition activated Recalled Retirees or Extended Active Duty Soldiers (EAD) back to the Reserve Component. These Soldiers were activated through eMILPO using the RC Transition to Active Duty Module under the Mobilization menu.

Update and/or remove existing transition/loss data.

- No units or BNS1s are authorized to enter Loss to the Army data on deceased Soldiers, nor revocations of the same. Only the Human Resources Command (HRC) Casualty Operations Center is authorized, or at MPD level only after direct coordination with HRC Casualty Operations Center.
- Do **NOT** use the Soldier Transition/Loss module to transition Soldiers back to the Reserves or National Guard components that were mobilized through the Soldier Mobilization or Unit Mobilization modules. See Soldier **Demobilization** or Unit Demobilization under the Reserve Component Accounting section of this document in order to demobilize these Soldiers. However, the Loss module **is used** to separate those mobilized Soldiers who are the **subject to adverse actions**. Use the Loss to the Army module instead of Soldier Demobilization or Unit Demobilization to deactivate a Soldier who is being chaptered.
- Data update is performed at the MPD level.
- Personnel accountability remains with the losing unit until the Soldier transitions from the Army.
- Arrival transactions by the TC are not required unless Soldier is transitioning from a different PPA.
- Commanders must establish controls to ensure Soldiers are properly processed for transition and ensure that separation transactions are submitted properly.

- The separation transaction's effective date is the date following the transition date listed on the Soldier's DD Form 214 (Certificate of Release or Discharge from Active Duty). These Soldiers must remain in the Active Army strength, up to 2400, on the last date of active service.
- When a PPA fails to submit a separation transaction in a timely manner, the Human Resources Command will submit a Top of System (TOS) separation (5012). TAPDB will then send separation transaction to eMILPO.
- For Soldiers who have been previously transitioned from enlisted to warrant officer or commissioned officer or Soldiers who were activated by RC Transition to Active Duty, subsequent transactions may be entered for the Soldier.
- The Mass Transition module is only available for Soldiers who transition from enlisted to warrant officer or commissioned officer.
- There is no real UIC for individual Soldiers who will not transition to a reserve component (RC) unit. There are several things to consider in eMILPO to determine if the UIC is necessary:

A UIC is required if the Soldier (officer, warrant officer, or enlisted) has an enlistment contract to join a reserve or guard unit.

A UIC is required if the Soldier was mobilized for a contingency operation and is now being released back to his/her Reserve Component unit after completing the active duty tour. However, the correct eMILPO module to transition the Soldier is not Transition/Loss to the Army. The correct eMILPO module to use for this scenario is Soldier Demobilization or Unit Demobilization.

A UIC **is not** required if the Soldier is being discharged from the Active Army without any further service obligation.

A UIC **is not** required if the Soldier is transitioning from the Active Army with remaining service obligation, but is not transferring/returning to a reserve or guard unit.

- The Transition/Loss module requires the clerk to enter the Soldier's "Post Separation" address under the category type of "Transition".
- Users may transition Soldiers having a blank BASD on the eMILPO database.
- Revocation of Erroneous Separation. If a Soldier was separated by mistake, the PAS can correct this by using the Revocation of Separation through PASS-R. However, if more than 130 days has passed from the transaction's effective date, then the record has purged from the eMILPO database, and possibly even TAPDB.

If 130 days have passed, and TAPDB has a separated record (RECSTA "2"), submit a revocation of separation through PASS-R.

If 130 days have passed and TAPDB has no record (blanks), you will have to submit an eMILPO trouble ticket.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through AHRS Web Portal Reports

Work center actions (**not to be used for inputting data on deceased Soldiers**):

- S1/Unit eMILPO clerk. Obtain a copy of the Soldier's transition/loss orders and place in suspense.
- S1/Unit eMILPO clerk. Review suspense file daily.
- S1/Unit eMILPO clerk. Do the following eMILPO update prior to submitting the Transition/Loss transaction. If the Soldier is transitioning under the category type of "Transition", add a "Post Separation" type address under the "Personal" module.

For Soldiers who transition at home station, the S1/Unit eMILPO clerk will not submit a departure. Instead, the TC will submit the Transition/Loss transaction the following work day of Soldier's separation.

For Soldiers who are transitioning at location other than home station, the S1 will have the Soldier sign out on DA Form 647, or DA Form 647-1, and ensure that eMILPO processes an automatic departure.

- TC. For Soldiers who transition from another location (PPA), have Soldier sign in on DA Form 647, Personnel Register, or DA Form 647-1, Personnel Register, and submit an arrival transaction. On the day following the Soldier's separation date, submit the Transition Loss transaction.
- TC. Distribute and file DD Form 214 and other associated separation documents IAW AR 635-200 and DA Pam 600-8-11.
- TC. Forward Military Personnel File IAW AR 635-200 and DA Pam 600-8-11.
- S1/Unit eMILPO clerk. Clear suspense file once Transition/Loss transaction has updated eMILPO.

Functional Proponents: Human Resources Command (HRC) Casualties, @ tapcpedd@conus.army.mil, HRC Retirements and Separations Branch, @ (hrc.epmd.retirementseparations@conus.army.mil (for enlisted)/go to <https://www.hrc.army.mil/site/protect/branches/officer/leaderdev/retention-transition/index.htm> to obtain POC for officer inquiries) and HRC, Field Services Division @ HRC.emilpohelpdesk@conus.army.mil.


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PCS Departure

Responsible agencies are:

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

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting.
- AR 600-8-11, Reassignment.
- AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing).
- AR 600-8-105, Military Orders.
- AR 614-200, Enlisted Assignments and Utilization Management
- AR 614-100, Officer Assignment Policies, Details, and Transfers.

General guidance.

- This module allows the user to depart Soldiers who have departed via a permanent change of station (PCS) move.
- Data update is performed at the S1 level.
- This guidance applies only for PCS moves, both CONUS and OCONUS. A PCS move is one that is directed by Department of the Army. A departure transaction will not be reported without official orders by Enlisted Distribution Assignment System (EDAS), non EDAS, or an official Request For Orders (RFO).
- The EDAS process records assignment instructions for enlisted Soldiers moving on a PCS. If there is no reassignment record populated for the departure process, this Non-EDAS assignment data can be added through the departure screen.
- The Sign of Life rules have not changed. If a Soldier arrives to a unit and the losing unit failed to depart, the arrival module will also generate a departure.
- The expiration of a Date of Loss / Date of Expected Return from Overseas (DLOS/DEROS) will no longer generate a departure transaction for the losing unit. However, a workflow notice will still be generated by HQDA Reassignments one day prior to the DLOS. The workflow will be for information only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.
- The Soldier must have current DA-directed reassignment data and the Soldier's duty status must be PDY.
- It is imperative that all known temporary duty (TDY) and leave dates be entered. The maximum number of TDY days is 179 and the maximum for leave is 60. The effective date of departure plus leave and/or TDY equals the Report Date. *Note:* The report date cannot be earlier than the unit identification code (UIC) activation date.
- It is critical that Soldiers still sign-out on DA Form 647 or 647-1. The eMILPO clerk must use this plus the PCS orders to enter the departure and then retain copies. If the Soldier fails to arrive at the gaining command, it is the responsibility of the losing command to provide both documents as proof that the Soldier signed out and cleared.
- ***Do not use the MDTC code of PM when inputting departures.***
- Reserve component (RC) Soldiers who are on active duty in support of mobilization or a contingency operation will be arrived and departed under the same rules as active Army Soldiers unless they are moved forward in a temporary change of station (TCS) status.
- Report Soldiers as reassignment losses and reassign to medical-holding detachments when hospitalization exceeds, or is expected to exceed, 90 days.

- Reassignment to a medical-holding detachment or evacuation to a medical treatment facility (MTF) will be confirmed through electronic message, orders, or admission and disposition slips. Close coordination must be maintained with medical officials to determine the Soldier's status and to ensure evacuated Soldiers are properly accounted for through eMILPO onto TAPDB.
- Departure transactions submitted in error must be revoked on the same date that errors are discovered. See Revoke Departure for guidance.
- PCS departure transactions will not process at TAPDB until midnight the day the transaction is submitted.

NOTE: “Revoke” Transactions are reserved exclusively for the instances listed in the Revoke Departure section of the Functional Guidance. Arrival/Departure processing time from eMILPO to TAPDB can reach or exceed 24 hours. Do not use “revoke” transactions as a means of fixing TAPDB.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.

AAA – 234 EDAS Individual Losing Assignment Report. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Place a copy of reassignment orders in suspense file.
- Unit eMILPO clerk or Staff Duty NCO. Get orders from suspense file. If the suspense file does not have a copy of the orders, obtain a copy from the Soldier or MPD. Complete Item 14 on Soldier's DA Form 31 and have the Soldier sign out on a DA Form 647 or DA Form 647-1.
- S1/Unit eMILPO clerk. Upon receiving an eMILPO work flow notice, prepare to depart the Soldier the next day or coordinate with the reassignment section to correct the DLOS.
- S1/Unit eMILPO clerk. Enter the PCS departure transaction into eMILPO.
- S1/Unit eMILPO clerk. Annotate or print Human Resources Authorization Report (HRAR).
- S1/Unit eMILPO clerk. Annotate or print Unit Personnel Accountability Report (AAA-162).
- S1/Unit eMILPO clerk. Annotate Unit Commanders Finance Report (UCFR).

Functional Proponent: Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil


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Revoke Departure

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Losing Unit.

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting.
- AR 600-8-105, Military Orders.

General guidance:

- This module allows the user to revoke a previously submitted departure transaction. The revoke Departure can only be done on Soldiers who have been departed from the losing unit but not arrived at the gaining unit. Departure transactions will be revoked on Soldiers that meet the following criteria:

Erroneously departed.

Returned to their units because their orders were revoked, rescinded, or amended.

For which the departure and/or reporting date was incorrect in the departure transaction. These transactions will be resubmitted with correct data.

NOTE: "Revoke" Transactions are reserved exclusively for the instances listed in the Revoke Departure section of the Functional Guidance. Arrival/Departure processing time from eMILPO to TAPDB can reach or exceed 24 hours. Do not use "revoke" transactions as a means of fixing TAPDB.

Related system reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.

Work center actions:

- Unit. Notify the BNS1 that the Soldier's departure transaction should be revoked.
- S1/Unit eMILPO clerk. Confirm that the PCS departure was erroneously submitted in eMILPO.
- S1/Unit eMILPO clerk. Confirm the Soldier's correct duty position and status with the unit commander.
- S1/Unit eMILPO clerk. Enter the revocation of PCS departure in eMILPO.
- S1/Unit eMILPO clerk. Annotate or print the Unit Manning Report (HRAR) (AAA-161).
- S1/Unit eMILPO clerk. Annotate or print the Unit Personnel Accountability Report (AAA-162).
- S1/Unit eMILPO clerk. Annotate the Unit Commander's Finance Report (UCFR).
- S1/Unit eMILPO clerk. Work feedback and submit corrective action as necessary.

Functional Proponent. Human Resources Command, Field Services Division,
hrc.emilpohelpdesk@conus.army.mil.

READINESS

PERSONNEL ASSET VISIBILITY REPORT (PAVR)

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)

References:

- AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies

General guidance

- The purpose of this module is to produce unit readiness status data.
- This report is produced in eMILPO at the Unit, Battalion and Separate Company level.
- This process applies to all Active Army units responsible for Unit Status Reporting outlined in AR 220-1.
- The report shows personnel asset information about Soldier within a unit for whom the commander has utilization responsibility.
- USAFMSA provides the required data that reflects the official TAADS-R personnel requirements and authorizations.
- The unit and/or S1 will produce a report twice a month, around the first and fifteenth, before sending to the unit commander for verification. They will then enter any changes into eMILPO.
- Retain the report and handle as "sensitive but unclassified" until a new report is received. Then destroy the old one unless the organization or unit SOP states otherwise. There is no regulatory requirement to maintain this report.
- PAVR Calculation page offers the following calculations relating to strength accounting for the selected unit and document effective date
- **Personnel Information**
 - **ASGN PER**
 - **Assigned Strength-** Number of Soldiers assigned to unit
 - **Assigned Strength Percentage**
 - (Assigned Strength Percentage) - calculated by dividing the unit's assigned strength by its required strength.
 - **AVAL PER**
 - **Available Strength-** Number of Available Personnel to include attached personnel
 - **Available Strength Percentage**
 - (Available Strength Percentage) - calculated by dividing the unit's available strength by its required strength. The user can view a list of unavailable Soldiers by clicking on the corresponding link. The authorized user can also alter the availability status of a Soldier by designating him as such when clicking on the corresponding checkbox.
 - Please note: A Soldier may be available though not assigned to a unit if that Soldier is attached to the unit at the time of the report. A Soldier counted towards the ASGN PER may not count for the AVAL PER if that Soldier is attached to a different unit at the time of the report or if that Soldier has a deployment Non-Availability code which has not expired. The percentage is calculated against the required unit strength in the same way as the ASGN PER.
 - **MOSQ**
 - **Military Occupational Specialty Qualified (MOSQ)** – Number of MOS qualified personnel
 - **Military Occupational Specialty Qualified Percentage**
 - (Military Occupational Specialty Qualified Percentage) - based on a comparison of available MOS qualified personnel and required MOS

qualified personnel. Available MOS qualified strength cannot exceed available strength. The user can view a list of Non-Available MOS-Qualified Soldiers by clicking on the corresponding link. The authorized user can also alter the availability status of a Soldier by designating him as such when clicking on the corresponding checkbox

- **Senior grade Qualified**
 - This field provides a count of senior grade Soldiers (E4 Promotable or above) who have been allocated to an MOS requirement by the PAVR slotting logic
- **SGPER**
 - **Senior Grade Personnel Available**
 - The Senior Grade Listing Report displays a list of the senior grade Soldiers who are assigned or attached to the unit. Senior grade Soldiers are those Soldiers who are grade E4 promotable or above.
 - **Senior Grade Personnel Available Percentage**
 - (Senior Grade Percentage) · based upon availability in the same way as the AVAL PER but looks only at required strength and available strength for grades higher than 'E4" promotable or higher.
- **TOPER**
 - **Personnel Turnover** -Contains a list of those Soldiers who have departed the unit within the last 90 days as of the report time frame (i.e. 16th of the end month through the 15th of the reporting month)
 - **Personnel Turnover Percentage**
 - Personnel Turnover Percentage Calculation - This option allows the user to query the system to calculate the turnover percentage of the unit during the previous three months. The system determines this by taking the number of Soldiers who have left the unit in that time period and divides it by current assigned strength and multiplies by 100.
 - The system will automatically calculate the TOPER by selecting those Soldiers who fit the criteria and listing them on the TOPER list. Soldiers selected (PCS, ETS, Transition, Deceased, and Pending losses due to PCS or ETS when they fall within the report time frame.
 - To perform the calculation, the user can enter the number of personnel who have departed the unit in the past 90 days and click "**GO!**" to proceed if the Soldier does not appear on the list. **Note:** If this number is manually changes the Soldier will not appear on the list.
- **Soldier Availability Status**
 - **Soldier Availability Status** -The Soldier Availability Status page allows an authorized user to query the database to view and, if the option is available, modify a Soldier's availability status by declaring the designation unavailable. The update availability status fields are disabled if more than one UIC is selected.
 - To view and modify a Soldier's availability status, perform the following steps:
 - To search for a Soldier, enter the Soldier's SSN or name in the corresponding text box or select the Soldier's SSN/Name from the corresponding pick list and then click Search to submit. If the Soldier's record is found in the database, the system displays the Soldier's data and availability status in the table below the search box. The list of Soldiers is sorted by name. The user can create a list of more than one Soldier by performing additional searches; the system adds the Soldiers to the list already displayed.
 - Select the reason for the change in status from the Non-Available Reason. This is a required field.
 - Select the Soldier's availability status from the Non-Available Status pick list. This is a required field.

- Enter the start and end date for the timeframe during which the Soldier is not available in the Start Date and End Date fields. These are required fields.
- Click Submit to proceed. If the user makes a Soldier unavailable, the system updates the PAVR Calculations percentages as follows:
 - The ASGN PER and TOPER are not updated because the assigned count and turnover have not been altered.
 - The AVAL PER is decreased because one Soldier will have been subtracted from the Available count that this percentage is determined.
 - The MOSQ may be decreased if the Soldier processed is not already in a "Not MOS qualified status,". In this case, the Soldier will not have counted toward this percentage. If the MOS that the Soldier possesses does not have a surplus of available personnel, the system retrieves one of the surplus Soldiers to fill the vacated position.
 - The SGPER is updated if the Soldier being processed is an E4 promotable and above.
 - The list of Unavailable Soldiers is updated to reflect any updates made, with those Soldier added to the Unavailable list with the reason specified. The link to the Non-Available list from the PAVR Calculations page has its count incremented by one.
 - The PSBG page is updated for the grade of the Soldier processed and reduces the Available column by one for the Soldier's grade. The link for that grade from the PSBG page now reflects that Soldier's unavailable status and reason.
 - The Non-Avail page also reflects this change, incrementing the count of Soldiers unavailable against the reason provided in this update.
 - The Commander Waiver table on the PAVR Information page is updated to reflect any changes to Soldier status made on this page.
 - The MOSSR page is updated if the updates cause the Soldiers' previously assigned skills to become shortage skills or if the updates cause an already identified shortage skill to be further affected.
 - Click Close to exit the page without making any changes. The system returns the user to the PAVR Calculations page.
- **Non-Available**
 - **Non-Available** - The Non-Available page displays a list of Soldiers (along with their corresponding reasons) who are not available for deployment for the selected unit and document effective date combination. The authorized user has the option to view and waiver a Soldier's availability status.
 - To modify the availability status of a Soldier, perform the following steps:
 - Click the Waiver checkbox.
 - Click Submit to proceed. The system recalculates the Available Strength Percentage accordingly.
 - To exit the page without altering any status, click Close.
 - If the user selected more than one UIC, the system displays the Rank, Name, PMOS/PAOC, as read only.
 - Click Close to return to the PAVR Calculations page
- **MOS Qualified Status**
 - The **MOS Qualification Status** option allows the user to query the database to search for and review an individual Soldier's qualification and suitability to perform the task assigned; to view all Soldiers performing or possessing a selected MOS/AOC; to view all Soldiers performing their primary or secondary MOS/AOC or to view the status of all Soldiers within the unit. The system will submit the

result of the search and allow the authorized user to view and alter the MOS qualification status of the selected Soldiers. Please refer to the Help section on MOS Qualification Status for more details.

- To view or modify Soldiers' duty assignment details, perform the following steps:
 - Accept the system-defaulted Search by Soldier or MOS/AOC radio button
 - Enter a Soldier's name in the Name field or select the name from the pick list. Alternatively, the user can enter an MOS/AOC in the text-entry field or select the MOS/AOC from the corresponding pick list. The system facilitates the key entry by providing a type-ahead function for both fields. Click Search to submit.
 - The user may choose to search for all Soldiers allocated within the PAVR to their primary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by PMOS/PAOC radio button and then click Search to submit.
 - The user may choose to search for all Soldiers allocated within the PAVR to their secondary MOS/AOC. The system allows updates of those Soldiers. Select the View Soldiers Qualified by SMOS/SAOC radio button and then click Search to submit.
 - The user may choose to search for all Soldiers within the unit and their allocated assignments or reason for being not MOS-qualified. No updates are allowed from this page. Select the View All Soldiers with Assigned MOS/AOC radio button and then click Search to submit.
 - Click Close to exit the page without proceeding.

The MOS Qualification Status-Data page displays the result of the query that the user performed on the MOS Qualification Status-Selection page.

- [Search by Soldiers or MOS/AOC](#)
- [View Soldiers Qualified by PMOS/PAOC](#)
- [View Soldiers Qualified by SMOS/SAOC](#)
- [View All Soldiers with Assigned PMOS/AOC](#)

Search by Soldiers or MOS/AOC:

To view MOS Qualification Status by Soldiers or MOS/AOC, perform the following steps:

- If the user has selected to search for a Soldier by name, the system displays the Soldiers' Rank, Name, Primary MOS/AOC, Secondary MOS/AOC, and a Not Qualified checkbox allowing the user to designate the Soldier as not qualified to perform the associated MOS/AOC. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox. Note: If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- The user can then click Submit to proceed.
- The Military Occupational Specialty Percent (MOSQ) is recalculated. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change, as the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.

View Soldiers Qualified by PMOS/PAOC:

- If the user has selected to view the status of a specific primary MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.
- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.

View Soldiers Qualified by SMOS/SAOC:

- If the user has selected to view the status of a specific secondary MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.
- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.

View All Soldiers with Assigned MOS/AOC:

- If the user has selected to view the status by assigned MOS/AOC for the unit, the system displays the required (REQ), authorized (AUTH), and assigned (ASGD) strength counts based for the selected criteria. The user has the option to update the Soldier's status (for the report's purposes only) by clicking on the Not Qualified checkbox.
- The user can then click Submit to proceed.
- The system recalculates the MOSQ. If the updated Soldier is also in unavailable status, the updated MOS qualified status will not cause the MOSQ to change because the Soldier is still unavailable. Updating a Soldier's MOS status will alter no percentages other than the MOSQ. Click Submit to proceed. Click Close to exit the page.
- If the user selected more than one UIC, the Not Qualified checkbox is not displayed.
- If available, the hyperlink in the ASGD column can be selected to view the Soldiers assigned to the selected MOS/AOC. Click Close to exit the page.
 - **Not MOS-Qualified**
 - The **Not Available MOS-Qualified** page displays Soldiers who meet the following conditions:
 - the skills possessed by the Soldiers are not required among the unit's requirements;
 - the Soldier's skills may be required but there is a surplus of unit personnel available to fill the requirements;
 - the user has previously (during the session) declared the Soldier to be not qualified for the role allocated;
 - the Soldier is in "Unavailable" status

- **PROFIS** - Eligible officer and enlisted personnel with deployment-essential skills are identified as PROFIS fillers and, for mobilization purposes, they fill positions in field medical units' MTOE (Modified Table of Organization and Equipment). PROFIS personnel are identified with an MTOE unit on an electronic database known as the Medical Occupational Data System (MODS). MODS is accessed monthly by MTOE commanders who report the assignment of PROFIS fillers on their monthly Unit Status Reports (USR).
 - To calculate the Professional Filler Percentage, perform the following steps:
 - **PROFREQ**- Professional Fillers Required
 - The number of professional level Soldiers (e.g., doctors) that are required in a unit.
 - User types the number and then clicks the **GO** button.
 - **PROFAVAL**- Professional Fillers Available
 - - The number of professional level Soldiers (e.g., doctors) currently Available to the unit.
 - User types the number and then clicks the **GO** button.
 - **PROFPCT**- Professional Fillers Percentage
 - This is the percentage of professional filler Soldiers assigned to the unit.
 - The percentage is calculated by dividing the PROFAVAL by the PROFREQ.

Determine Professional Fillers requirements based on medical MOS/AOC where the authorization document indicates a greater required strength than authorized strength for the position.

- **FEMALE SET**- Contains information related to the female Soldiers assigned to the unit.
 - **FEMASGD**- Total number females assigned
 - **FEMPCT**- Percentage of females assigned
 - **FEMPREG**- Total number of females pregnant
 - **PCTPREG**- Percentage of pregnant females
- **Active Guard/Reserve** - Contains information related to the National Guard and Reserve Soldiers who are currently serving in an active role at the selected unit.
 - Active Guard/Res ASGN: Active Guard/Reserve Assigned
 - **Guardsmen**: Number of Guard
 - Reservists: Number of Reserves
- **PAVR Information**
 - The PAVR Info link provides the authorized user with access to the PAVR Information page on Soldiers whose status has been updated during the course of the session. Please refer to the Help section on PAVR Information for more details.
 - The PAVR Information page provides details of all Soldiers related to the selected unit/document effective date combination whose availability status has been updated by the authorized user during the course of the PAVR session. The page also provides details of all Soldiers as reported against the current unit and document effective date combination whose qualification status has been updated during the course of the session.

The PAVR Calculation page also provides a hyperlink to the following sections for the authorized user to navigate to other reports by clicking on the hyperlink

- **PSBG**: Personnel by Grade Strength
 - The PSBG: Personnel Grade Strength Report is a section of the PAVR Calculations page that allows the user to get a general overview of the unit's strength per grade. This report lists the REQ, AUTH, ASGD, and available (AVAIL) personnel strength counts for each Soldier grade associated with the selected UIC(s). In addition, the % Assigned is displayed for each grade, which is derived by comparing the grade's required strength count against its assigned strength count.

- The top row of the report displays the totals for each strength count column (that is, the required, authorized, assigned, and available) and the % Assigned column. To view strength counts by MOS for that grade, click on the corresponding link in the Grade column. The system displays the MOS for Grade report. The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.
- To view the attached or assigned Soldiers for a selected MOS, click on the corresponding link in the MOS column on the MOS for Grade report. The system displays the Personnel by Grade report. Click Close to return to the MOS for Grade report.

The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.

- **MOSSR:** Military Occupational Specialty Shortage
 - The MOSSR report is a section of the PAVR Calculations page. This report displays the MOS/AOC and the REQ, AUTH, and ASGD strength counts of that MOS/AOC for the selected UIC(s). The assigned strength count would have to be less than the required strength count for the MOS/AOC to fall into this category.
 - The system also provides a link to Soldiers who possess the MOS/AOC as their secondary skill and who have been allocated within the PAVR to their primary skill. Click on the hyperlink in the Secondary MOS column to view the corresponding data.
 - When the user alters the MOS qualified status of a Soldier, that change will be reflected here.
 - The user can further view the definitions of the selected MOS by clicking on the corresponding hyperlink in the MOS column.
 - If the data are available, the system also provides a hyperlink on the calculations in the REQ column to capture the shortage by grade for the corresponding MOS.
 - The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.
- **ASI/SQIR:** Additional Skill Identifier/SQI Shortage
 - The ASI/SQISR Report displays the ASI/SQI code and the REQ, AUTH, and ASGD strength counts of those skills for which the system has identified a shortfall in personnel against the requirements of the selected document.
 - The assigned strength count for the selected unit must be less than the required strength count for the selected unit for the ASI/SQI to fall into this category.
 - The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.
- **LSSR:** Language Skill Shortage
 - The LSSR Report is a section of the PAVR Calculations page. For each MOS/AOC, the report displays the language abbreviation (LIC), and the required (LICREQ), assigned (LICASGD), and qualified (LICQUAL) strength counts that are associated with the selected unit/document effective date combination.
 - The assigned strength count will be less than the required strength count for the MOS/AOC + Language combination to fall into this category.
 - The user also has the option to view the definition of the selected MOS by clicking on the hyperlinks in the MOS column.
 - The user can navigate to the other sections of the PAVR Calculations page by clicking on the corresponding hyperlinks at the bottom of the page. Alternatively, the user can click UIC Selection to return to the PAVR-UIC Selection page to select another UIC.
- **Non-Avail:** List of Non-Available personnel

- **UIC Selection:** The UIC Selection page for the PAVR displays the UICs accessible to the user and the corresponding Document Effective Dates
 - Select a UIC by clicking on the down arrow of the UIC pick list, and click on the UIC of choice. The system defaults to the current Document Effective Date for the selected UIC. An alternate date can be selected by clicking on the down arrow of the Document Effective Date pick list and clicking on the Date of choice. The user may also select more than one UIC. If the user selects more than one UIC, the system defaults to the current document for each UIC.
 - Click "**OK**" to proceed. If the user selected more than one UIC, the system displays the PAVR Calculations page.
 - Click "**Close**" to exit the page without proceeding. The system will return the user to the Main Menu.

Related system reports are:

- AAA-162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports Reports.
- AAA-342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work Center Actions:

- BN S1 or Separate Companies. On or about the 5th of each month produce the PAVR report and send to the unit CDR/1SG for verification.
- Commander or 1SG. Verify for correctness and completeness, make manual changes, and return to the S1 no later than the 10th of the month.
- BN S1 or Separate Companies. Enter any changes to eMILPO NLT the 15th of the month run report again, and send the corrected report to the commander or 1SG for retention until the next scheduled report is received.
- BN S1 or Separate Companies. Submit PAVR data to BDE S1, IAW local USR turn-in date.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil

Human Resource Authorization Report (HRAR) (formerly known as the UMR)

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1 (BDE S1)

References:

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

General guidance:

- The purpose of this module is to produce a report at battalion level and higher that reflects both unit positions and current personnel.
- This report is produced in eMILPO at the Battalion or Brigade S1 level.
- This process applies to all Active Army units responsible for the personnel accounting function outlined in AR 600-8-6.
- The Human Resource Asset Report (HRAR) is a tool to monitor unit strength levels to meet utilization requirements. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMO positions, consistent with their qualifications. Units need to periodically reevaluate utilization of Soldiers and adjust overages and shortages by reassigning Soldiers when appropriate. Refer to AR 570-4 for special duty management policies. Refer to AR 614-100 for officer and warrant officer utilization management policies. For enlisted utilization management policies, refer to AR 614-200.
- The HRAR contains basic information on the unit organization and personnel data. (The capability to review the entire manning of a particular unit is found under the Main Menu using the procedure for Readiness.) The report shows personnel asset information about a Soldier within a unit for whom the commander has utilization responsibility. It reflects the slotting or non-slotting outcome of matching Soldiers (faces) to manpower authorizations (spaces).
- USAFMSA provides the authorization data that reflects the official TAADS-R personnel requirements and authorizations. A maximum of two documents per UIC, per fiscal year (each with a different command control number and effective date) may exist in HQDA, TAADS-R system at any time. For each position authorized by paragraph and line number, a separate position number will be shown depicting the authorization data. **Users are cautioned that authorizations may be added or dropped from the Human Resources Authorization Report (HRAR) between document dates. Therefore, take the necessary action to ensure affected Soldiers are re-slotted to the appropriate duty positions.**
- The personnel data reflects a TAPDB extract of Soldier information on Active Army and Army Reserve (Army National Guard and Army Reserve components). For each position number, supporting personnel data (Rank, Position Title, Component, PMOS/PAOC, Bonus MOS, ASI, SQI, Language Qualification, Security Level and Date of Loss) will be shown on each Soldier occupying the position.
- The report can be generated for action or for information purposes only. It may be generated or printed by strength managers and S1s manage organizations and unit personnel. Each time the application is opened a new report it reflects the current unit manning details.
- The unit and/or S1 will produce a report twice a month, around the first and fifteenth, before sending to the unit commander for verification. They will then enter any changes into eMILPO.

- Retain the report and handle as "sensitive but unclassified" until a new report is received. Then destroy the old one unless the organization or unit SOP says otherwise. There is no regulatory requirement to maintain this report.
- Only Section 5: Changed Authorizations will be available for viewing if the selected Document Effective Date is other than the current date.

Related system reports are:

Personnel Asset Visibility Report. This report is produced in eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- BN S1. Produce the report and send to the unit 1SG for verification.
- Commander or 1SG. Verify for correctness and completeness, make manual changes, and return to the BN S1.
- S1. Enter any changes to eMILPO, run the report again, and send the corrected report to the commander or 1SG for retention until the next scheduled report is received.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil



Nonavailable Deployment Tracking

Responsible agencies are:

- Unit commanders
- Battalion or separate company S1 (S1)
- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- U.S. Total Army Human Resources Command, Alexandria (HRC)

Reference:

- AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- This module allows the user to update and track nonavailability of Soldiers for deployment.
- It is important that commanders ensure the nonavailability of unit Soldiers is part of their USR scrub and entered into eMILPO as well as reported on the USR itself.
- While S1s and the BDE/MPD can update data, it is a unit commander's responsibility, generally delegated for input to the S1.
- The user can enter a Soldier as non-available, update an existing status, or remove a nonavailable status, thus making him deployable. This information will update the top of the system for use by Department of the Army.
- Report Soldiers nonavailable for only one reason. If a Soldier falls under more than one category, "commanders should report the Soldier in the category that more accurately depicts the compelling, dominate or decisive reason for nonavailability (that is, the most difficult factor to resolve.)", see AR 220-1, Appendix D.
- The user can select from the following status:

NAT - Nonavailable - Temporary (Status)

Soldiers who are currently deployed as part of a unit or as an individual deployment. Use the non-availability function in eMILPO to set the Dwell count to zero. Unit deployers use (DEP) – "Deployed". Individual deployers use (NAT) non-available temporary; reason (DP) deployed or (TC) TCS – whichever is applicable. This is an important distinction and has readiness reporting impacts.

NAP - Nonavailable-Permanent (Status)

SIT - In-processing/Awaiting transportation

ARC - Available - Rear Detachment Cadre

SPR - Stabilized/PCS/Retiring

- For the status of either Nonavailable - Temporary, or Nonavailable Permanent, use the following reason codes:

NON-AVAILABLE CATEGORY	CODE	STATUS
Legal Processing	LP	NAT
Deployment Limiting Medical Conditions	LC	NAT

AWOL	AW-This code should trigger a duty status change or a message telling the user the duty status has not been changed. Duty Status must be changed first.	NAT
Deployed	DP - This code used with Nonavailable-Temp will not require an end date until the Soldier returns	NAT
Leave/TDY	LT	NAT
TCS	TC	NAT
Parenthood	PH	NAT
Minimum Tng for Deploy Not Comp	TN	NAT
Dental Readiness	DR	NAT
P3/P4 Profile	PP	NAP
Temp Profile	TP	NAT
HIV Testing	HT	NAT
No DNA Record	DA	NAT
Family Care Plan	FP	NAT
Conscientious Objector	CO	NAT or NAP
Less than 7 Days to ETS	7E	NAT or NAP
Lautenberg	LA	NAP
Missing/POW	MP	NAT or NAP
Sole Survivor	SS	NAP
Unsatisfactory Participation	UP	NAT
Simultaneous Membership Program	SM	NAT
Under Age of 18	CS	NAT
Periodic Health Assessment	HA	NAT
Immunizations	IM	NAT

- If the user selects either SIT, Available, In processing/Awaiting Transportation, or ARC - Available-Rear Detachment Cadre, only enter the start date.
- If the user selects SPR, enter the Soldier's end of stabilization date, date of loss, or retirement date as the nonavailable end date.
- If the user selects Nonavailable Permanent, the user must input the reason and start date.
- If the user selects Nonavailable Temporary, the user must input the reason, start, and end dates, except for „deployed“. For the reason of deployed, the user does not enter an end date until the Soldier returns. However, the user does enter the start date and reason.
- If the user selects the reason of CS, under the age of 18, the user must enter as the end date, the day before the Soldier's 18th birthday.
- Enter dates as eight-character numeric (YYYYMMDD).
- Start dates must be the effective date of the non-available status. Do not enter future dates.

- For end dates, use the date status will expire. The date must be after the start date.
- Entering any of the following duty status in eMILPO will automatically update the Soldier's status to Nonavailable - Temporary. The system will automatically enter an end date of 90 days from the effective (start) date. Note that any manual input into this module will take precedence over this automatic process.

AWC - Confined by civilian authorities

AWOL - Absent Without Leave

CCA - Confined by Civilian Authorities

CLV - Convalescent Leave

CMA - Confined by Military Authorities

HOS - Hospitalized (non-battle incurred)

HOW – Hospitalized (battle incurred)

SCA - Sentenced by Civil Authorities for 30 - 180 days

SMA - Sentenced by Military Authorities

- The dwell time counter will set to zero when a Soldier is put in a Non-available Deployment Tracking code of Deployed or Non-available Temp with reason of Deployed (DP) or Temporary Change of Station (TC) for combat or operational deployments (Non-Available Deployment Tracking module).

Note: The Dwell Time counter will be reset to Zero and display the next day after a nightly system processing job in eMILPO has run.

- The Unit Personnel Accountability Report (AAA-162) now reflects Soldiers' nonavailability status and reason under the columns "Dpl Navail St" and "Dpl Navail Reason".
- Soldier Deployment Availability Data table is available in Datastore to allow users to query Soldiers individually or by UIC, who are nonavailable for deployment.

Related system report: AAA-162, Unit Personnel Accountability Report.

▪

Work center actions:

- S1/Unit eMILPO clerk. Ensure Soldier is arrived into unit through eMILPO prior to taking action.
- S1/Unit eMILPO clerk. Enter the data on each Soldier when they deploy and redeploy. For other reasons, verify the requirement.
- S1/Unit eMILPO clerk. Identify appropriate status and reason. If the reason is AWOL, the user will receive a message to submit appropriate duty status change.
- Commander. Verify each Soldier's nonavailable status on the AAA-162 for USR reporting.
- S1/Unit eMILPO clerk BDE/MPD. Correct all reported errors IAW established local procedures.
- MOB stations will enter the correct Non-availability code
- BDE/MPD eMILPO clerk. Use the "Readiness, Non-Available Deployment Tracking" to update or correct Non-availability codes
- Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil

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Mass Non-available Deployment Tracking

Responsible agencies are:

- Unit Commanders
- Battalion S1/PSDR or separate company (S1)
- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- U.S. Total Army Human Resources Command

Reference:

- AR 220-1, Unit Status Reporting
- AR 614-200, Enlisted Assignments and Utilization Management
- ALARACT Message, Subject: Status of Rear Detachments and Personnel Availability, DTG 010239Z May 04

General guidance:

- This module allows the user to Mass Add, Mass Update and Mass Remove Non-available code of 1-DEP for Soldiers deploying or Redeploying as a unit.
- The user selects a search criteria - UIC or the user has the option to load a file containing SSN's of Soldiers to be processed by clicking "**Load**". The system will display the SSN File Load for the user to identify the file.
- The Non-Availability Status defaults to read-only text that indicates DEP-DEPLOYED
- Enter the Start Date in the provided text-entry field. This is a required field.
- Enter the End Date in the provided text-entry field, if necessary. NOTE: The End date, at the time of entry, cannot be a future date. User will leave the End Date blank for new deployments or updated deployments that have not ended.
- Click **Save** to save the attempt to add or update non-availability information for the selected Soldiers.
- The system will display a message on the summary screen to inform the user if the update failed (and why), if the update was inserted or if the record was removed successfully.
- Non-Available Deployment information is the responsibility of the Unit Commander, and is generally delegated to the BN S1 level for input. BN S1, BDE, and MPD level users are authorized to enter Non-Availability information.
- This information will not be sent to TAPDB.
- The dwell time counter will be set to zero when a Soldier is put in a Non-available Deployment Tracking code of Deployed until the code is removed or closed. NOTE: The Dwell Time counter will be reset to Zero and display the next day, after a nightly system processing job has ran in eMILPO.
- The Unit Personnel Accountability Report (AAA-162) now reflects Soldiers' Non-available status and reason under the column "Non Avail Stat"
- Soldier Deployment Availability Data table is available in Datastore to allow users to query Soldiers individually or by UIC, who are Non-available for deployment.
- The system displays a disclaimer informing the user that saving the soldier data page will result in the removal of DEP records for all the soldiers selected on the previous page.

Related system report: AAA-162, Unit Personnel Accountability Report.

Work center actions:

- S1/Unit eMILPO clerk. Identify Soldiers deploying or redeploying as a unit.
- S1/Unit eMILPO clerk. Select Mass Add to add a DEP-DEPLOYED Non-Available Status for Soldiers deploying as a unit. Select Mass Update to update the start or end date of a Non-Available Status of DEP if the start or end dates are incorrect, or to insert the deployment End

date when a deployment has completed. Select Mass Removal to remove a Non-Available Status of DEP.

- S1/Unit eMILPO clerk. Print the summary page for source documentation.
- Commander. Verify each Soldier's Non-available status on the AAA-162.
- MOB stations will enter the correct Non-availability code.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil

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DEPLOYED THEATER ACCOUNTING SOFTWARE (DTAS)

DTAS Soldier Record

Responsible agencies are:

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

References:

- eMILPO Users Manual
- DTAS Users Manual
- DTAS Functional Guidance

General guidance:

- The purpose of this function is to provide the Mobile System User a data extract of deploying Army Soldiers. This data extract can then be loaded into the DTAS Mobile System after deployment.
- The Soldier List can be built by selecting Soldiers based on SSN, last name, or UIC.
- The Soldier List will include Soldier data elements required to populate the DTAS Mini-Record.
- This function requires access to eMILPO. If the Mobile System user does not have eMILPO access, they can request an eMILPO account through their supporting Personnel Automation Section (PAS) or have the unit eMILPO clerk pull the file.

Related Actions: DTAS Mass Add Wizard in DTAS Functional Guidance. DTAS Mass Attach Wizard in DTAS Functional Guidance.

Work center actions:

- PAS. Provide eMILPO access to Mobile System User as requested.
- Mobile System User. Select criteria for file, based on SSN, Last Name or UIC.
- Mobile System User. Select Soldiers deploying by selecting or deselecting the check box by the Soldiers name.
- Mobile System User. Once all deploying Soldiers are selected, click on OK. A link is displayed, click on the link, select Save. Save the file to a portable medium (floppy disk, memory stick, etc).

Mobile System User. Load saved file into DTAS using the DTAS Mass Add Wizard and DTAS Mass Attach Wizard in DTAS Functional Guidance.

Functional Proponent: SPSD; hrc.tagd.dtassupport@conus.army.mil



TRN Upload

Responsible agencies are:

- Brigade S1/ Military Personnel Division Personnel Automation Section (PAS)
- Mobilization Station Military Personnel Division (MPD)

Reference:

- eMILPO Users Manual
- DTAS Users Manual
- DTAS Functional Guidance

General guidance:

- The purpose of this function is to provide the Theater Strength Manager a view of incoming, deploying personnel in DTAS.

Work center actions:

Functional Proponent: SPSD; hrc.tagd.dtassupport@conus.army.mil



REASSIGNMENTS

Schedule Briefing / Prepare Reassignment Checklist

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The Schedule Briefing module allows the user to schedule briefing dates for Soldiers who are being reassigned, but did not receive a reassignment through EDAS. This module will not generate a workflow notice to the S1.
- The Reassignment Checklist is a workflow task that notifies the authorized user to perform reassignment procedures in accordance with a Soldier's reassignment. The system displays the Soldier's present unit details as well as those of the unit to which the Soldier is being reassigned. The system also displays the checkpoints for the user to review and perform.
- This module allows the user to conduct initial screening for Soldier eligibility, prepare the reassignment notification, schedule the reassignment entitlements briefing, and schedule the S1 interview. These actions must occur within 30 days of the EDAS (Enlisted Distribution Assignment System) cycle/RFO date.
- Data update is performed at the BDE S1/MPD level.
- The system will not allow the user to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Related system reports are:

AAA-069 - EDAS Special Letter of Instruction

AAA-234 - EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Prepare a reassignment file for each Soldier. Paragraph 2-7, AR 600-8-11 lists items that should be included in the reassignment file.
- BDE S1/MPD. Conduct an initial screening to determine general eligibility and identify Special Management Command (SMC) assignments. Use DA Form 5118, Reassignment Status and Election Statement, and table 2-1, AR 600-8-11 for general eligibility determination, and tables 2-1 and 2-5, AR 600-8-11 for SMC assignment screening. *Note:* If Soldier is ineligible, see deletion procedures in AR 600-8-11.
- BDE S1/MPD. If initial screening reveals Soldier is eligible for reassignment, prepare a reassignment notification. Complete Part I of the Reassignment Notification and print and fill out DA Form 5118, Part I, from Form Flow.
- BDE S1/MPD. When an EDAS cycle processes, it generates workflow notices that prompt the user to perform tasks. Prepare an eMILPO Reassignment Checklist by selecting the workflow task for the Soldier on assignment instructions. Complete the Reassignment Checklist and schedule the reassignment entitlements briefing. List schedule date, time and location on the form.
- BDE S1/MPD. Forward the Reassignment Notification to the S1 for action. Suspend for follow-up.
- S1. Receive the reassignment notification from the BDE S1/MPD and screen for special processing requirements. *Note* the date of reassignment entitlements briefing.

- S1. Complete Part II of the Reassignment Notification. Print out and complete Part II of DA Form 5118.
- S1. Schedule the Soldier for a S1 interview.
- S1. Screen the notification for special processing requirements. Note the date of the entitlements briefing and the S1 interview. Inform the Soldier of appointments and ensure Soldier completes Part III of the Reassignment Notification and Part III of DA Form 5118. Brief the Soldier on requirements listed in the Reassignment Checklist.
- Soldier. Complete Part III of the Reassignment Notification and Part III of DA Form 5118. Comply with special processing requirements. Report to the S1 and BDE/MPD as scheduled.
- Unit. Ensure Soldier attends S1 and MPD appointments as scheduled.
- S1. Review Reassignment Notification and DA Form 5118. Identify issues that disqualify the Soldier for reassignment. *Note:* If a review reveals disqualifying factors, move onto deferment or deletion procedures. Suspend the action for the S1 reassignment interview. After review, print and give the Soldier the Reassignment Notification and DA form 5118 to take to the Soldier's Reassignment Briefing.
- BDE S1/MPD. Receive the reassignment notification from the Soldier at the briefing. Identify special processing requirements and take appropriate action.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045


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Briefing Attendance

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command
- Army Community Service (ACS)

References:

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This module allows the user to record reassignment briefing attendance. The Schedule Attendance module tracks whether the Soldiers who were scheduled for reassignment briefings had attended the briefings. The user may log the Soldiers who failed to attend the briefings and has the option to reschedule them.
- Data update is performed at the BDE S1/MPD level.
- The ACS must conduct a reassignment entitlements briefing within 30 calendar days of the EDAS (Enlisted Distribution Assignment System) cycle date.
- AR 600-8-11, paragraph 2-27 through 2-30 covers briefings and interviews for enlisted Soldiers and paragraph 3-6 through 3-9 references briefings and interviewing officers.
- This procedure covers recording briefing attendance in eMILPO and rescheduling reassignment entitlement briefings (if needed).
- The system will not allow the user to schedule a Soldier for an interview if the Soldier is already scheduled to attend or if the Soldier was already interviewed.

Related system reports are:

AAA-069 EDAS Special Letter of Instruction

AAA-234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Schedule Soldier for a reassignment entitlements briefing.
- ACS. Conduct the reassignment entitlements briefing.
- BDE S1/MPD. Record the briefing attendance in eMILPO under the Reassignments, Briefing Attendance Module. Reschedule the briefing for Soldiers that missed the originally scheduled briefing.
- BDE S1/MPD. Notify the S1 of Soldiers who failed to attend the reassignment entitlement briefing. Provide the rescheduled briefing dates.
- S1. Notify the unit of Soldiers who failed to attend the reassignment entitlement briefing.
- Unit. Note the rescheduled brief date. Ensure the Soldier attends the next reassignment briefing.

Functional Proponent: : Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045


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HQDA Reassignment

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This module allows the user to process a HQDA-directed reassignment for officers, warrant officers, and enlisted Soldiers.
- Data update is performed at the BDE S1/MPD level.
- HQDA-directed officer assignments are not processed through EDAS (Enlisted Distribution Assignment System). The officer's Request for Orders (RFO) will be used as a source document to create an assignment.
- The BDE S1/MPD should issue Permanent Change of Station (PCS) Orders approximately 90-120 calendar days from the Soldier's anticipated departure date, once all required actions are complete.
- The system will ensure that the selected Reassignment Type and Reassignment Reason are valid combinations.
- The system will automatically calculate the Soldier's Date of Loss (DLOS) from the Soldier's Number of TDY Days and the Number of Leave Days. If Soldier is currently assigned in OCONUS (Outside the Continental United States), the report date will be adjusted based off the DEROS (Date Eligible to Return from Overseas) date.
- The expiration of DLOS/DEROS will no longer generate a departure transaction for the losing unit. However, a workflow notice will still be generated by HQDA Reassignments one day prior to the DLOS. The workflow will be for information only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.
- The system will ensure that the DLOS Date is less than or equal to the Report Date (unless Soldier is assigned to OCONUS).
- The Gaining UIC must not be the same as the Home UIC.
- A Soldier cannot be reassigned unless the Soldier's Duty Status is PDY.
- A Soldier cannot be reassigned unless the Soldier has a current assignment.
- A Soldier's Report Date must not exceed the UIC active date.
- The system will generate an error message, as an indication to the user, if there are no EDAS Reports to view or print.
- To revoke a departure, the user must invoke the HQDA Reassignment remove functionality. This revokes the departure and removes the reassignment.
- The report date must be filled in for the "calculate" button to work.
- Known issue: Currently, if a Soldier's home UIC is an OCONUS unit, the DLOS/DEROS is populated. So, the user cannot just click on "calculate" to get his report date. It has to be input by the user to save the departure information. The user can input any date and press calculate for making the application calculate the report date based upon the DEROS, TDY, and leave days.

Related system reports are:

AAA-069 EDAS Special Letter of Instruction

AAA-234 EDAS Individual Losing Assignment

Work center actions:

- HQDA-Directed Officer Reassignment.

BDE S1/MPD. Prepare reassignment orders, IAW AR 600-8-105, Military Orders. Provide to the S1 in a timely manner.

S1. Ensure the unit receives the orders in a timely manner.

Unit. Ensure the Soldier receives the orders in a timely manner.

BDE S1/MPD. Process the officer reassignment in eMILPO by selecting the Reassignment, HQDA Reassignments module and entering required data in the HQDA Reassignments - Soldier Data screen. The screen will generate a DLOS transaction. If Soldier is assigned to OCONUS, the DLOS date is the DEROS date.

BDE S1/MPD. Confirm the DLOS processed by viewing the results in the HQDA Reassignments - Summary.

Losing unit S1. One day prior to the Soldier departure date, eMILPO will send the departing S1 a notification workflow that the Soldier will depart on the scheduled date. This is an information notice only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.

- HQDA-Directed Enlisted Assignments.

BDE S1/MPD. Prepare reassignment orders using local procedures and software, IAW AR 600-8-105, Military Orders.

BDE S1/MPD. Ensure the unit receives the orders in a timely manner.

Unit. Ensure the Soldier receives the orders in a timely manner.

BDE S1/MPD. Process Enlisted HQDA reassignments by going to the Reassignment, HQDA Reassignments module and entering required data in the HQDA Reassignments - Soldier Data screen. The screen will generate a DLOS transaction.

BDE S1/MPD. Confirm that the DLOS processed by viewing the results in the HQDA Reassignments - Summary.

Losing unit S1. One day prior to the Soldier departure date, eMILPO will send the departing S1 a notification workflow that the Soldier will depart on the scheduled date. This is an information notice only. It will advise the unit to depart the Soldier or coordinate with the reassignment section to correct the DLOS.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Intact Unit Move

Responsible agencies are:

- Commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-104, Military Personnel Information Management/Records
- AR 614-5, Stabilization of Tours
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- These procedures walk units through the required measures they must take to ensure successful transfer and update of Soldier's electronic records when undergoing an intact unit.
- Units are required to contact a Personnel Asset Inventory (PAI) prior to moving in accordance with AR 600-8-6, Chapter 5.
- Commanders and S1s should also consider such matters as any needed changes in rating schemes, awards, evaluations, the transfer of Soldiers' MPRs, etc.

Related system reports are:

- Unit Personnel Accountability (AAA -162)
- The Unresolved Error Reports (AAA-351)

Work center actions:

- Unit commander. Schedule and conduct a PAI in the two week time period before the first element main element of the unit departs.
- Unit commander. Review the Unit Personnel Accountability (AAA -162) and the Unresolved Error Reports (AAA-351) after the intact unit moves take place.
- BN S1/BDE S1. Coordinate for the movement of military personnel records.
- Unit Commander / BN S1 / Gaining PAS Chief. Ensure all Soldiers are awarded applicable Tour Credit upon arriving from an OCONUS location.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil



*** Assignment Instructions (Process an EDAS Cycle)**

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command

Reference:

- AR 600-8-11, Reassignment

General guidance:

- This module allows the user to receive assignment instructions for assigned Soldiers in eMILPO from EDAS (Enlisted Distribution Assignment System).
- Data update is performed at the BDE S1/MPD level.
- This procedure covers receipt of EDAS assignment instruction cycles. The EDAS cycles are sent through eMILPO and generate system workflow notices for appropriate users within the BDE/MPD to process Soldiers for reassignment. eMILPO improves the information flow related to EDAS assignment instructions by generating workflow notices for the affected Soldiers and the appropriate users to minimize delays in the reassignment process.
- When assignment instructions are received from TAPDB, the system will generate a workflow notice for the appropriate user within the Soldier's BDE/MPD. The BDE/MPD eMILPO clerk will open the workflow notice, and the system will respond by generating the Reassignment Notification worksheet for the Soldier. The BDE/MPD eMILPO clerk will need to complete this form including the scheduled briefing date.
- When the user saves the changes to the Reassignment Notification, the system will automatically forward the workflow task associated with the form to the Soldier's S1.

Related system reports are:

AAA – 069 EDAS Special Letter of Instruction

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Receives the EDAS cycle in eMILPO. Once received, the system will display a notification after the user logs in. The user will have the option to open, forward, or move workflow tasks to the Main Menu screen.
- BDE S1/MPD. Review EDAS reports. The following Army Human Resource System (AHRS) Enterprise Datastore reports will be available to assist with EDAS cycle processing:

EDAS Special Letter of Instruction (AAA-069) - Provides updates to the special instruction templates.

EDAS Individual Losing Assignment (AAA-234) - Contains assignment instructions with special instructions for each Soldier.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Deletions / Deferment Processing

Responsible agencies are:

- Unit
- Battalion or separate Company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure allows the user to process Deletions or Deferments from EDAS (Enlisted Distribution Assignment System) or TOPMIS as required.
- Data update is performed at the BDE S1/MPD level.
- Deletions and deferments are processed through EDAS or TOPMIS.
- DA Form 5118, Reassignment Status and Election Status, will be used in conjunction with Table 2-1, AR 600-8-11 (Table 2-1 updated by MILPER Memorandum Number 05-159) to determine if Soldier requires a deletion or deferment.
- Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 120 days of assignment instruction requirement month.
- The Soldier, the Soldier's unit or the supporting BDE S1/MPD can initiate the action.
- More than one deletion or deferment request may be submitted on a Soldier, but only if the conditions are not related. Multiple deferments will not exceed a total of 120 calendar days.
- Requests for deletion or deferment will include all relevant documents as prescribed in Table 2-1, AR 600-8-11.
- While the request is processing, reassignment processing will continue except for requesting port call, moving family members, shipping household goods, and terminating quarters.
- The deletion or deferment process does not apply to initial entry trainees.
- Soldiers will be advised not to take irreversible actions (for example, sale of house, POV or other personal items) while a request for deletion or deferment is pending decision.
- Applications for assignment adjustments must arrive at the Human Resources Command within 60 calendar days of the EDAS cycle date. If a situation occurs that will necessitate an assignment adjustment request after the initial 60 days, submit the request within 72 hours after situation occurs, or becomes known to Soldier.
- Requests for deletion or deferment may be disapproved locally. Disapproved requests will be routed back to the originator. The Human Resources Command will inform BDE S1/MPD of incomplete requests via EDAS.
- Deletion or deferment requests must meet the criteria in Table 2-1, AR 600-8-11.
- Soldiers will comply with the original Assignment Instructions (AI) if a request is disapproved. If necessary, the Human Resources Command will adjust the arrival month.
- Soldiers will comply with the original AI at the end of an authorized deferment.
- Field approval authority for locally approved deletions and deferments should be retained no lower than at the MPD Chief or BDE Commander.
- For enlisted personnel, when a deletion is approved and received, the assignment data is removed from the system.

- For enlisted personnel, when a deferment is approved and received, the new report date is posted to the eMILPO database. The user must then click on the recalculate button in the HQDA Reassignment section to generate a new DLOS date. If OCONUS, the Soldier will get a new DEROS and Report Date. The user clerk must click on the recalculate button in the HQDA Reassignment section to generate the new dates.
- For officers and warrant officers, when a deletion or deferment is approved and received, reassignment adjustments have to be entered manually. There is currently no interface between eMILPO reassignments and TOPMIS.

Work center actions:

- Unit. Forward the DA Form 4187 with supporting documents to the S1.
- S1. Review completed DA Form 4187 and recommend approval or disapproval. If recommending approval, forward the request to the BDE S1/MPD reassignment work center. If disapproved, inform unit of reason by endorsement.
- BDE S1/MPD. If the request is Soldier or unit initiated, evaluate the request for justification and timeliness. If the request is BDE S1/MPD initiated, attach supporting documentation and forward to the Human Resources Command for consideration.
- BDE S1/MPD. If the Chief of MPD or the BDE Commander is the approval authority, prepare the endorsement IAW AR 600-8-11, Figure 2-11, and return to the BDE S1/MPD reassignment work center. If authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. If approval authority was not delegated to the BDE Commander/MPD Chief, the GCMCA will consider the request and respond by endorsement IAW AR 600-8-11, Figure 2-11, and return to the BDE S1/MPD.
- BDE S1/MPD. Perform Assignment Adjustments as needed. See the procedure process Deferment or Deletion.
- S1. Notify unit of approval or disapproval.
- Unit. Inform Soldier.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Reassignment Process Overview

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This chapter provides functional procedures for the reassignment process.
- Data update is performed at the BDE S1/MPD level through EDAS (Enlisted Distribution Assignment System).
- The Enlisted Personnel Management Directorate (EPMD) serves as the functional proponent for AR 600-8-11, Reassignment, which is used as the baseline for procedural guidance.
- The authority for authorizing HQDA-directed Permanent Change of Station (PCS) moves is the Human Resources Command. The unit, S1 and BDE S1/MPD are responsible for the local reassignment process which includes notifying the Soldier, monitoring progress, and conducting interviews.
- The purpose of the reassignment process is to place the right Soldier in the right job at the right time. To do this, Soldiers must arrive at their gaining station by their report date. This process is critical; No-Shows degrade Army readiness. It is vital that units, S1s, and BDE S1/MPD work together to meet the following suspense's:

Soldiers must be notified of their assignment within seven days of the EDAS cycle transmittal date.

Within 30 days of the EDAS cycle transmittal date the BDE S1/MPD must determine the Soldier's eligibility and conduct interviews. The Soldier must complete DA Form 5118, Reassignment Status and Elections Statement; DA Form 5121-R, Overseas Tour Election Statement (if assignment is OCONUS); and DA Form 4036, Medical and Dental Preparation for Overseas Movement, and attend reassignment entitlements briefings. The BDE S1/MPD is able to determine the Soldier's PCS eligibility using the completed DA Form 5118. If the Soldier is not eligible, a deletion/deferment must be submitted without delay.

Within 60 days of the EDAS cycle transmittal date the BDE S1/MPD must submit deletions and deferments via EDAS and DLOS (Date of Loss) to the Human Resources Command through eMILPO. Deletions/deferments should be submitted as soon as possible. Waiting until close to the 60th day is not advised. The Soldier must also extend or reenlist for additional service time to meet any time in service obligation for the move.

Work center actions - N/A

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Process a Request for Curtailment

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Overseas MACOM Commander
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The purpose of this procedure is to request a curtailment for an overseas tour.
- The Soldier, the Soldier's commander or the supporting BDE S1/MPD can initiate a request for an overseas curtailment.
- A request for curtailment will include relevant documents as prescribed in Table 2-1, AR 600-8-11.
- Soldiers will be advised not to take irreversible actions (for example, sale of house, POV or other personal items) while pending a decision on a curtailment request.
- Curtailment requests initiated by the Soldier or unit must be fully justified, endorsed by an O6 or higher and forwarded to the appropriate career branch at the Human Resources Command, to arrive as early as possible, but not later than 45 days before the requested date. Soldiers will not depart losing commands until assignment instructions are received.
- Overseas MACOM commanders may approve exceptional curtailment cases or curtailment of pregnant Soldiers, see AR 614-30. Curtailments approved at the overseas MACOM level:

Must be approved by a general officer within the approving headquarters responsible for personnel management within the MACOM.

Must be reported to the Human Resources Command with information to gaining and TDY station commanders if Soldiers have received assignment instructions (AI).

Soldiers should not take irreversible actions (for example, sale of house, POV or other personal items) while the request is pending.

Requests that are incomplete or do not meet regulatory requirements will be returned to the originator. The Human Resources Command will inform the BDE/MPD of incomplete requests.

Soldiers will comply with the original DEROS (Date Eligible to Return from Overseas) if a request is disapproved.

- Approved curtailments will be confirmed through EDAS (Enlisted Distribution Assignment System). The action will be coordinated with the Human Resources Command for issuance of assignment instructions.

Work center actions:

- S1. Generate a DA Form 4187, requesting an overseas curtailment.
- S1. If recommending approval, forward the request to the BDE S1/MPD. If disapproved, inform unit of decision by endorsement.

- BDE S1/MPD. Review the request for justification and timeliness, prepare the endorsement (AR 600-8-11, figure 2-11) and forward to the approval authority. If the request is BDE S1/MPD initiated, attach supporting documentation.
- BDE S1/MPD. If Commander, BDE/MPD is the approval authority, approve/disapprove by endorsement IAW AR 600-8-11 (figure 2-11). If the authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement IAW AR 600-8-11 (figure 2-11) and return to the BDE S1/MPD.
- BDE S1/MPD. If the approval authority is the Human Resources Command, forward the request to the appropriate career branch at the Human Resources Command.
- BDE S1/MPD. If MACOM or the Human Resources Command approved, submit a change to DEROS/DRS (Date Returned from Overseas) in eMILPO under the Personnel Services Module.
- S1. Notify unit of decision.
- Unit. Inform Soldier of approval/disapproval.

Functional Proponent: Enlisted Personnel Management Directorate, OCONUS Branch, Readiness Division:
epdo@conus.army.mil



* Assignment Adjustment - Process a Foreign Service Tour Extension (FSTE) Curtailment

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Overseas MACOM Commander
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- The purpose of this procedure to process a FSTE curtailment. This procedure is only applicable in overseas commands.
- The Soldier, the Soldier's commander, or the supporting BDE/MPD can initiate a request for a FSTE curtailment.
- Soldier must have an approved FSTE.
- Commanders at all levels must evaluate requests for adequacy of justification.
- The FSTE curtailment is not applicable to initial entry trainees.
- Curtailment requests initiated by the Soldier or unit must be fully justified, endorsed by an O6 or higher and forwarded to the appropriate career branch at the Human Resources Command, to arrive as early as possible, but not later than 45 days before the requested date. Soldiers will not depart losing commands until assignment instructions are received.
- Overseas major command (MACOM) commanders may disapprove curtailment requests. This authority may be delegated to subordinate commanders.
- Overseas MACOM commanders may approve exceptional curtailment cases or curtailment of pregnant Soldiers, see AR 614-30. Curtailments approved at the overseas MACOM level:

Must be approved by a general officer within the approving headquarters responsible for personnel management within the MACOM.

Must be reported to the Human Resources Command with information to gaining and TDY station commanders if Soldiers have received assignment instructions (AI).

Soldiers should not take irreversible actions (for example, sale of house, POV or other personal items) while the request is pending.

Requests that are incomplete or do not meet regulatory requirements will be returned to the originator. The Human Resources Command will inform the BDE/MPD of incomplete requests.

Soldiers will comply with the original DEROS (Date Eligible to Return from Overseas) if a request is disapproved.

- Approved curtailments will be confirmed through EDAS (Enlisted Distribution Assignment System). The action will be coordinated with the Human Resources Command for issuance of assignment instructions.

Work center actions:

- S1. If the Soldier or unit generates the request, complete a DA Form 4187 requesting a curtailment. Ensure supporting documentation is included. If recommending approval, forward the request to the BDE/MPD. If disapproved, inform unit.
- BDE/MPD. If the request is Soldier or unit initiated, evaluate the request for justification and timeliness. If the request is BDE/MPD initiated, attach supporting documentation.
- BDE/MPD. If the approval authority has not been delegated to the PSB/MPD, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement and return to the BDE/MPD.
- BDE/MPD. If the approval authority is the Human Resources Command, forward the request to the appropriate career branch at the Human Resources Command.
- BDE/MPD. If MACOM or the Human Resources Command approved, submit a change to DEROS/DROS (Date Returned from Overseas) in eMILPO under the Personnel Services module.
- BDE/MPD. Award tour credit if applicable (see Table 3-3, AR 614-30, Overseas Service, and AR 600-8-104, Military Personnel Information Management/Records).
- BDE/MPD. Notify the S1.
- S1. Notify the unit.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045

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* **Generate Reassignment Orders**

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade Combat Team or Military Personnel Division (BDE/MPD)
- U.S. Total Army Human Resources Command, Alexandria (HRC)

References:

- AR 600-8-11, Reassignment
- AR 600-8-105, Military Orders

General guidance:

- Current eMILPO functionality does not support orders generation.
- Orders will be generated using local procedures and software.
- The BDE/MPD reassignment work center should issue permanent Change of Station (PCS) Orders approximately 90-120 calendar days from the Soldier's anticipated departure date, and once all pending actions are complete.

Work center actions:

- BDE/MPD. Once all required actions are complete, prepare PCS orders.
- S1. Ensure unit receives PCS orders in a timely manner.
- Unit. Ensure Soldier receives PCS orders in a timely manner.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Perform an Intra-Installation Reassignment

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1
- Brigade Combat Team or Military Personnel Division (BDE/MPD)

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival

General guidance:

- The purpose of this procedure is to process Intra-installation reassignments for commissioned officers, warrant officers, and enlisted Soldiers. This procedure covers "local reassignments" where the Soldier will remain in the same geographical location or PERSINS Processing Activity (PPA).
- On occasion, HQDA will direct reassignment of enlisted Soldiers remaining in the same geographical location or PPA for unit cross-leveling. These reassignments, although local in nature will be sent in EDAS (Enlisted Distribution Assignment System) cycles.
- The Soldier must be on approved assignment instructions.

Work center actions:

- S1/BDE
- /MPD. Prepare reassignment orders. The BDE/MPD will produce orders that move Soldiers from one unit to another. The BDE/S1 will produce orders for intra-brigade/battalion moves.
- BDE/MPD/S1. Ensure the unit receives the orders in a timely manner.
- Unit. Ensure the Soldier receives the orders in a timely manner.
- Losing unit. Process Soldier from unit. A departure transaction from the losing unit is not required in eMILPO.
- Gaining unit S1. Receive Soldier and submit an arrival transaction under the Personnel Accounting - Arrival module. The system will automatically generate a departure transaction. Confirm the arrival processed by reviewing the Soldier Arrival - Summary screen.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045


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* Process an Overseas Tour Election

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade Combat Team or Military Personnel Division (BDE/MPD)

References:

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure covers actions required to process an overseas tour election.
- Soldiers eligible to apply for movement of family members to overseas areas must complete a DA Form 4787, Reassignment Processing.
- Family member information must be current before family members are authorized to travel at government expense. Family travel requests for movement to a gaining overseas area will not be processed by the losing installation until all family members listed on DA Form 4787 are verified as the Soldier's dependents.
- Family member information can be updated in eMILPO under the Family Member Module.
- Ensure family members are enrolled in DEERS (Defense Eligibility Enrollment System).

Work center actions:

- Unit. Have Soldier complete DA Form 4787. Forward to S1.
- S1. Forward DA Form 4787 along with the completed DA Form 5118, Reassignment Status and Election Statement, to the BDE/MPD NLT the suspense date on the Reassignment Notification.
- BDE/MPD. Review the DA Form 4787. Confirm that family members are listed in eMILPO under the Family Member Module and in DEERS.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Medical and Dental Preparation for Overseas Movement

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade Combat Team or Military Personnel Division (BDE/MPD)
- Dental/Medical Facilities

References:

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

General guidance:

- This procedure is used to prepare Soldiers and family members for overseas movement.
- Soldiers PCSing to overseas locations must complete DA Form 4036, Medical and Dental Preparation for Overseas Movement.
- If the Soldier elects to serve a "With Dependents" tour, all accompanying family members will be screened for special medical and functional needs.

Work center actions:

- S1. During the S1 reassignment interview, brief Soldier on medical and dental requirements IAW AR 600-8-11, Appendix B.
- S1. Ensure Soldier has a copy of the DA Form 4036, Medical and Dental Preparation for Overseas Movement, and understands requirements.
- Dental/Medical Facility. Conduct exams as needed. Complete DA Form 4036.
- Unit. Review for completion. Return completed DA Form 4036 to the S1.
- S1. Return completed DA Form 4036 to the BDE/MPD.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045


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* Process a Request for Early Arrival

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/ Military Personnel Division (BDE S1/MPD)
- Local General Court Martial Convening Authority (GCMCA)
- Army Human Resources Command
- MILPER Memorandum 95-1, Processing a Request for Deletion, Deferment and Early Arrival
- MILPER Message: 05-159, Processing Requests for Deletion, Deferment and Early Arrival Update, issued 30 Jun 05, expires Jul 07

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival

General guidance:

- The purpose of this procedure is to process a request for a Soldier's early arrival.
- Authority to take action on locally approved requests may be delegated in writing by the GCMCA to the supporting BDE/MPD commander, but no lower. If authority is not delegated, locally approved requests (those for 60 days or less) must be forwarded to the GCMCA for decision.
- BDE/MPD commanders (that have delegated authority from the GCMCA) may approve early arrivals for 60 days or less prior to assignment instruction (AI) requirement month (RQRRD) for CONUS and OCONUS long tours only when Soldiers are not scheduled for training TDY enroute. All other requests must be forwarded to the Human Resources Command (AHRC-EPC-O) for decision.
- Early arrival requests exceeding 60 days prior to the AI requirement month (RQRRD) must be forwarded to the Human Resources Command for decision.
- Requests initiated by the gaining command will be coordinated with the losing command by the Human Resources Command.
- Requests for early arrival must be submitted 90 calendar days or more prior to requested new arrival month.
- Soldier initiated requests for an early arrival of 60 calendar days or less to long tour areas (with no TDY enroute) may be approved or disapproved by the BDE/MPD commander (that have delegated authority from the GCMCA).
- The Human Resources Command is the final approval authority for requests to short tour areas.
- Requests for early arrival that involve TDY enroute must be sent to the Human Resources Command for consideration.
- Requests must include a complete justification. Incomplete requests will be returned to the originator.
- Disapproval of a request for early arrival may be done at any level. Disapproved cases will be routed back to the originator.
- The Human Resources Command approved requests for early arrival will be confirmed through EDAS (Enlisted Distribution Assignment System).
- Soldiers will comply with the original AI if a request is disapproved.
- For enlisted personnel, when an early arrival is approved and received, the new report date is posted. A new DLOS (Date of Loss) date should automatically post. If the DLOS does not reset

automatically, it can be adjusted manually by clicking on the recalculate button in the HQDA Reassignment section. This will generate a new DLOS date.

- For officers and warrant officers, when an early arrival is approved and received, reassignment adjustments have to be entered manually. There is currently no interface between eMILPO reassignments and TOPMIS.

Work center actions:

- S1. Generate a DA Form 4187, requesting an early arrival. Forward to the BDE/MPD.
- PSB/MPD. Review the request for accuracy, prepare endorsement (AR 600-8-11, figure 2-11) and forward to the approval authority.
- BDE/MPD. If the approval authority has been delegated to the PSB/MPD Commander, approve/disapprove the request by endorsement (AR 600-8-11, Figure 2-11). If authority has not been delegated, forward to the GCMCA for decision.
- GCMCA. Approve/disapprove the request by endorsement (AR 600-8-11, Figure 2-11) and return to the PSB/MPD.
- BDE/MPD. If the Human Resources Command is the final approval authority, forward the request to the Human Resources Command in EDAS.
- PSB/MPD. Upon receipt of the decision from the Human Resources Command, review the EDAS losing Assignment Recap (AAA-233) and the EDAS Individual Losing Assignment (AAA-234) reports received in the EDAS Cycle under the eMILPO Enterprise Datastore.
- BDE/MPD. Inform S1 of decision.
- BDE/MPD. Process the losing assignment adjustment roster (AAA-132), received in the EDAS cycle.
- BDE/MPD. Recalculate the Soldier's DLOS through the HQDA Reassignment Section.
- BDE/MPD. Place a copy of the approval/disapproval in Soldier's reassignment file.
- S1. Inform the unit of approval/disapproval.
- Unit. Inform the Soldier of the decision.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045



* Assignment Adjustment - Process a Deferment or Deletion

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade Combat Team or Military Personnel Division (BDE/MPD)
- Army Human Resources Command

References:

- AR 600-8-11, Reassignment
- AR 614-5, Stabilization of Tours
- AR 614-6, Permanent Change of Station Policy
- AR 614-30, Overseas Service
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management
- MILPER Memorandum 05-159, Processing a Request for Deletion, Deferment and Early Arrival

General guidance:

- This procedure is performed when a change occurs in a Soldier's assignment, such as an approval for a deletion or deferment.
- EDAS Losing Assignment Adjustment Roster (AAA-132) will provide decisions on requests for deferments or deletions.

Work center actions:

- Process Deferment:

BDE/MPD. Review the EDAS Losing Assignment Adjustment Roster (AAA-132). When a request is approved or disapproved, inform the S1 of the decision.

BDE/MPD. If required, send the Soldier to the Transportation Office (TRANS OFC) for port call adjustment. If OCONUS, submit change to DROS/DEROS (Date Returned from Overseas/Date Eligible to Return from Overseas).

TRANS OFC. Adjust port call to new report date.

BDE/MPD/S1. Notify Soldier to continue reassignment processing when the Assignment Adjustment Roster (AAA-132) report reveals disapproval.

BDE/MPD. Recalculate the Soldier's DLOS through the HQDA Reassignment Section and check to ensure reassignment data was removed for deletions.

BDE/MPD. When required, amend orders.

BDE/MPD. Notify local training office if Soldier was scheduled for training enroute.

BDE/MPD. The training office will coordinate with the Human Resources Command (appropriate career branch) to determine status of Soldier's training.

- Process Deletion:

BDE/MPD. Review the EDAS Losing Assignment Adjustment Roster (AAA-132). When a request is approved or disapproved, inform the S1 of the decision.

BDE/MPD. If deletion was approved, notify Soldier to stop processing for reassignment.

TRANS OFC. Cancel port call.

BDE/MPD. Revoke orders.

BDE/MPD. Submit eMILPO transaction to change Soldier's AEA code.

S1. Notify unit.

Unit. Inform Soldier of approval/disapproval.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division,
(KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045

PERSTEMPO

PERSTEMPO guidance and procedures are incorporated into eMILPO. The PERSTEMPO guidance provide the same elements found in the document, i.e. responsible agencies, references, general guidance and work center action procedures, but it also includes screen shots to walk the user through the system.

PERSTEMPO procedures are broken down into the following areas:

- Unassociated Soldier Events
- Individual Event
- Mass Event
- Outprocessing Report

View the PERSTEMPO Functional Guidance can be found at

https://www.hrc.army.mil/site/protect/Active/FSD/PERSTEMPO/PERSTEMPO_FG.pdf.

Functional Proponent: Human Resources Command, Field Service Division at HRC.emilpo.helpdesk@conus.army.mil.

PROMOTIONS

In reference to promotion/reduction error resolution, the Battalion S1/Unit eMILPO Promotions clerk should follow this guidance: Promotion/reduction data, which is incorrect for SGT through SGM on the Total Army Personnel Database (TAPDB) or the Defense Finance and Accounting System (DFAS), should be addressed to the servicing Brigade S1 or Military Personnel Division (MPD) Promotions section. If necessary, the BDE S1/MPD Promotions section should forward the problem to the Enlisted Promotions Branch at the Human Resources Command. Do not contact the eMILPO Help Desk to solve these problems. However, promotion/reduction data that is correct on TAPDB and DFAS, but incorrect on eMILPO should still be forwarded thru PAS (Personnel Automation Section) channels for resolution.


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Enlisted Reductions

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This module allows the user to reduce the grade of Soldiers for misconduct (civil conviction), court martial sentence, inefficiency, failure to complete training, and discharge under other than honorable conditions. The S1/MPD will process all reduction transactions IAW Chapter 10, AR 600-8-19.
- Data updates for Reductions because of failure to complete training will be performed at the BDE S1/MPD level. Data updates for Reductions because of other reasons will be performed at the BDE/BN S1 level.
- This task is performed in wartime unless further guidance is given at that time.
- Soldiers who enlist or reenlist in the Regular Army or Army Reserves (AR 140-111) in a higher grade than entitled will be reduced to the appropriate grade.
- A reduction board is required for Soldiers in the grade of CPL/SPC who are being reduced more than one grade and for Soldiers in the grade of SGT through SGM who are being reduced for misconduct (civil conviction) under paragraph 10-3, AR 600-8-19 (except under Table 10-2) or for inefficiency under paragraph 10-5, AR 600-8-19.
- Date or rank and effective date for reduction will be based on the reduction documents (i.e. DA Form 2627), except for failure to complete required NCOES training.
- Soldiers conditionally promoted who fail to remain eligible to meet the NCOES requirement or are denied enrollment/ fail to successfully complete the required NCOES course, will be administratively reduced as follows:

Soldier will be reduced to the grade and DOR previously held prior to being conditionally promoted.

Effective date for administrative reduction will be the date the Soldier failed the required NCOES course or failed to remain eligible to meet the NCOES requirement.

As a minimum, the DA Form 1059, Service School Academic Evaluation Report, memorandum signed by the Commandant or the promotion authority is the source document required to publish administrative reduction orders.

Use order format 306, AR 600-8-105, for administrative reduction orders (pay special attention to Note 5).

- All reduction transactions will be verified by the BN S1 OIC/NCOIC.
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates.
- They must be equal to or less than the system date.
- Current promotion transactions entered through eMILPO will not take effect until the next day.
- Promotions entered erroneously with future dates must be removed from the queue or “stacker file” by the eMILPO Help Desk. Users must contact their Personnel Automation Section to coordinate this process.
- Automatic promotions from TAPDB (Total Army Personnel Database) are only sent one time.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center actions:

- Reductions (other than failure to complete training)

Unit. Provide the S1/MPD the reduction document.

MPD/S1/Unit eMILPO clerk. Receive the reduction document, review for accuracy and compliance with AR 600-8-19 and other applicable regulations, and within one working day, submit appropriate reduction transaction. Otherwise, notify unit of necessary corrections.

Unit. If required, make necessary corrections and return to the S1 within one working day.

MPD/S1/Unit eMILPO clerk. After submitting the reduction transaction, print the Enlisted Reduction Summary page, file in the Soldier's promotion file, and retain IAW AR 25-400-2.

BN S1/Unit. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

- Reductions (failure to complete training)

Commandant. Provide unit with DA Form 1059 or memorandum on failures.

Unit. Upon receipt, provide BDE/BN S1/MPD copies of the DA Form 1059 or Commandant's memorandum for failures.

BN S1/Unit. Within one duty day, forward documentation to servicing BDE/MPD for preparation of administrative reduction orders IAW Format 306, AR 600-8-105 and AR 600-8-19. If Soldier is promotable, remove from the promotion recommended list and/or promotion selection by-name list.

BDE S1/MPD. Publish reduction order, input reduction transaction, and provide S1 a copy of reduction order within five duty days. Maintain original order IAW AR 25-400-2.

BN S1/Unit. Provide Soldier a copy of reduction order or notice of removal from the recommended list.

BN S1/Unit. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, @
Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil.



Lateral Appointments

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Division G1
- Army Human Resources Command (AHRC)

Reference:

- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The Lateral Appointment module allows the user to process the appointment of one or more enlisted Soldiers to a laterally equivalent rank and equal pay. Lateral Appointments can be processed for the following:

SPC to/from CPL

MSG to/from 1SG

SGM to CSM

CSM to SMA and SGM

SMA to CSM and SGM

- Data update is performed at the S1 level.
- While not a wartime critical task, it is performed in wartime unless further guidance is given at that time.
- Only process lateral appointments with written documents from the promotion authority.
- The S1 is primarily responsible for preparing and entering requests for lateral appointments IAW AR 614-200. The system will default the Date of Rank to the Soldier's current rank and will enable the user to change the Effective Date only to the date of appointment.
- The system will ensure the effective date is not a future date and not less than the current effective date.
- A Soldier cannot be appointed to a lateral rank unless the lateral rank exists for that Soldier's current rank (examples: SPC<->CPL, MSG<->1SG, and SGM<->CSM<->SGM).

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is accessed through the reports link on the AHRS Web Portal Reports.

Work center action:

- S1/Unit eMILPO clerk. Receive request (CPL/1SG) or the Human Resources Command directive (Command Sergeant Major) for lateral appointment.
- S1/Unit eMILPO clerk. For CPL/1SG lateral appointments, verify Soldier is assigned to an authorized NCO position in their career progression MOS (CPMOS) or valid 1SG position. Prepare the DA Form 4187/informal memorandum IAW AR 614-200.
- S1/Unit eMILPO clerk. Enter the lateral appointment in the Lateral Appointment Module. Verify the transaction processed by viewing the Lateral Appointment - Summary screen.
- S1/Unit eMILPO clerk. Print the Human Resource Authorization Report.

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

Functional Proponent: Human Resources Command, Enlisted Personnel Management Directorate, Operations Management Division, Plans Procedures and Operations Branch (KHRC-EPO), COML:

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Promotion

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This module allows for the promotion of PV2 through SPC in accordance with Chapter 2, AR 600-8-19.
- Data update is performed at the S1 level.
- This task is performed in wartime unless further guidance is given at that time.
- Date of rank and effective date for promotion with waiver is the first of the month. Date of rank and effective date for automatic promotions is based on the TIS/TIG. For all other Soldiers, the promotion authority will determine the date of rank and effective date.
- Soldiers must be in a promotable status on the effective date of promotion.
- Commanders may promote Soldiers with waiver provided they have promotion capability within the percentage waiver restriction as outlined in AR 600-8-19, chapter 2, paragraph 2-5.
- BASD will be used to determine Time in Service (TIS).
- Assigned PV2 and PFC strength will be used to determine waiver allocations to PV2 and PFC. Waivers for CPL/SPC will be based on the authorized current strength document. All SPC waivers will be consolidated and calculated at battalion level. Battalion rollups and separate companies may promote to the SPC waiver percentage established and announced
- by HQDA.
- Battalion commander will realign total SPC waiver allocations within the battalion as he or she sees fit. Then, the battalion commander will sign the Enlisted Advancement Report as the reviewing authority.
- Companies/detachments and separate companies/detachment supported by a battalion will participate in the battalion roll-up.
- Separate companies, that act as parent units and do not report to a battalion-level unit, will compute their waiver allocations separately.
- Commanders of battalions/separate companies/detachments with less than 10 SPC/CPL authorizations (positions) and that have no Soldier serving in the waiver zone (less than 24 months TIS) may promote one Soldier to SPC with waiver. These units are not authorized a SPC waiver allocation if they have a SPC/CPL serving within the waiver zone.
- After receiving the "Enlisted Advancement Report" from the promotion authority, review it for completeness (YES/NO annotations, initials, signature, etc). Ensure the waiver authorization ceilings do not exceed HQDA established waiver percentages.
- Unit commanders will ensure that Soldiers, who are eligible for promotion without waiver, but not recommended, are counseled in writing by the Soldiers' first line leader. A copy of the counseling, DA Form 4856, The Developmental Counseling Form, will be attached to the Enlisted Advancement Report. Counseling will take place as follows:

Initially, when the Soldier first becomes fully eligible, and

Periodically thereafter (at least quarterly).

- All promotions must be verified by the S1 OIC/NCOIC.
- The system will ensure that the rank selected is related to a requested MOS.
- The system will ensure that a promotion action is not submitted on a Soldier if a promotion action is already pending for the Soldier.

- The system will ensure that the Soldier is eligible for the rank selected, that the Soldier meets the rank criteria and that the Soldier is not flagged for SFPA. The Time-in-Service (TIS) and Time-in-Grade (TIG) criteria include:

TIS:

- E1 promotable to E2 (6 months)
- E2 promotable to E3 (12 months)
- E3 promotable to E4 (24 months)

TIG:

- E2 promotable to E3 (4months)
- E3 promotable to E4 (6 months)
- The system will ensure that only those Soldiers eligible for promotion will be displayed.
- The system will ensure that the Soldier's transaction rank is equal to the Soldier's current rank.
- The system will ensure that only authorized individuals perform a change or correction to a Soldier's rank or Date of Rank.
- System edits allow the date of rank (DOR) and the effective date of rank (EDOR) to be a past or future. However, the EDOR must equal or be greater than the DOR.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.

AAA – 294 Promotion Report. This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report, make the necessary corrections, and then forward to the promotion authority. *Note:* Data update is performed at the S1 level.
- Promotion Authority. Make YES/NO annotation for automatic promotions to PV2, PFC and SPC, and make YES annotations for promotion with waiver based on waiver allocation(s); initials by recommended Soldiers' names; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input appropriate automated system transactions for Soldiers denied automatic promotion not later than the 20th of the month. Monitor all transactions. S1/Unit eMILPO clerk. Print the Promote With Waiver Summary page and attach to the Unit Enlisted Advancement Report. The S1 files a copy IAW AR 25-400-2.
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, @Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil



Deny Promotion

Responsible agencies are:

- S1 or Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This module allows for promotion authority to deny automatic promotion to PV2, PFC and SPC. The S1 will process all automatic promotion denials IAW Chapter 2, AR 600-8-19.
- This task is performed in wartime unless further guidance is given at that time.
- Soldiers denied automatic promotion will be counseled in writing by their first line leader. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Unit Enlisted Advancement Report. Counseling will take place initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least quarterly).
- All automatic promotion denials must be verified by the S1 OIC/NCOIC.
- The date of denial must not be a future date.
- The system will permit the denial of promotion for PV2, PFC and SPC ranks.
- Automatic promotions from TAPDB (Total Army Personnel Database) are only sent one time. After the one-time automatic promotion is denied by eMILPO, and the Soldier has been reevaluated and considered eligible for the promotion, the Soldier must be manually promoted through the Promotion menu.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.

AAA – 294 Promotion Report. This report is produced through eMILPO.

AAA–162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Advancement Report , make the necessary corrections; then forward to the promotion authority.
- Promotion Authority. Deny automatic promotion to PV2, PFC and SPC by circling NO and place initials beside the Soldier's name; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the "PA" code in eMILPO to deny the automatic promotions through the Deny Promotion Module based on the promotion authority's decision on the Enlisted Advancement Report NLT the 20th day of the month preceding the month of automatic promotion.
- S1/Unit eMILPO clerk. Print the Deny Promotion Summary page and attach to the Unit Enlisted Advancement Report, along with the required counseling forms (DA Form 4856). S1 OIC/NCOIC reviews the report, then file IAW AR 25-400-2.

- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure those Soldiers denied automatic promotion, were not promoted. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, @
Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil


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Deny Promotion List Auto Integration

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This module allows for promotion authority to deny automatic list integration for SPC/CPL. The S1 will process all automatic list integration denials IAW Chapter 3, AR 600-8-19.
- This task is performed in wartime unless further guidance is given at that time.
- Soldiers denied automatic list integration will be counseled in writing by their first line leader. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Enlisted Advancement Report. Counseling will take place as follows:

Initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least quarterly).

- All automatic list integration denials must be verified by the S1 OIC/NCOIC.
- The system will permit the automatic list integration SPC/CPL ranks.
- The system will generate a 4285 transaction to TAPDB for those Soldiers not denied Automatic List Integration.
- The System will retain the deny data until the Soldier is promoted, reduced or no longer in the Army.
- The system will ensure only Active Duty Regular Army Soldiers are selected.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Enlisted Promotion Report; make the necessary corrections; then forward to the promotion authority.
- Promotion Authority. Deny automatic list integration to SPC/CPL by circling NO and place initials beside the Soldier's name; sign the report; then return the report to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the Denied Automatic List Integration Soldiers through the Deny Promotion Auto list integration module, based on the promotion authority's decision and annotated on the Enlisted Promotion Report\.
- S1/Unit eMILPO clerk. Print the Deny Promotion List Auto Integration Summary page and attach to the Enlisted Promotion Report (AAA-294) along with the required counseling forms (DA Form 4856).
- S1 OIC/NCOIC reviews the report, then file IAW AR 25-400-2

Functional Proponent: Human Resources Command, Junior Enlisted Promotions, @ Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil .

Special Category Promotion

Responsible agencies are:

- S1 or Military Personnel Division (MPD)
- U.S. Army Human Resources Command (AHRC)

References:

- AR 600-8-19, Enlisted Promotions and Reductions
- AR 601-210, Active and Reserve Components Enlistment Program

General guidance:

- This procedure allows for promotion under the Army Civilian Acquired Skills Program (ACASP), Ranger Training, US Army Marksmanship Unit (USAMU), Training promotions and Other Special circumstances.
- This task is performed in wartime unless further guidance is given at that time.
- Current promotion transactions entered through eMILPO will not take effect until the next day.
- Promotions entered erroneously with future dates must be removed from the queue or “stacker file” by the eMILPO Help Desk. Users must contact their Personnel Automation Section to coordinate this process.
- The S1 is responsible for assisting the Soldier

- For the ACASP special category promotion:

The promotion must be authorized and specified in the Soldier's enlistment contract on the DD Form 4/1, Enlistment/Reenlistment Document, or DA Form 3286-68, Statement for Reenlistment.

Denial of an ACASP accelerated promotion does not constitute a breach of contract.

The S1 must process all ACASP promotion requests and forward the source documents to the promotion work center.

The promotion work center will validate the promotion, publish promotion orders, and then forward all source documents to the Human Resources Command Junior Enlisted Promotion section for grade input.

- Specific exceptions to the eligibility criteria are as follows:

Promotions authorized by enlistment contract under the provisions of [AR 601-210](#).

- For the U.S. Army Marksmanship Unit special category promotion:

The USAMU commander may promote to SPC at 18 months, competitive marksmen in authorized marksmen positions without regard to TIS or TIMIG waivers.

The S1 prepares promotion request and obtains promotion authority approval. Once the promotion authority approves the request, the S1 forwards the request to the promotion work center.

The promotion work center publishes the promotion orders and forward the appropriate promotion source documents to the Human Resources Command Junior Enlisted Promotions section for grade input as necessary. The promotion work center will submit the promotion thru eMILPO for SPC and below.

- For PMOS in career management field (CMF) 18 or ranger school graduates special category promotion:

Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

- Training promotions may be made as follows:

Promotions authorized by enlistment contract under the provisions of AR 601–210 of the Army Civilian Acquired Skill and Stripes for Education Programs and comparable ARNG programs in the ECM for IET Soldiers.

Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

- Waivers for TIS and TIMIG:
 - Promotion to PV2 may be waived at 4 months TIS.
 - Promotions to PFC may be waived at 6 months TIS and 2 months TIMIG
 - Promotions to SPC may be waived at 18 months TIS and 3 months TIMIG.
 -
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- The promotion work center must verify the source documents for all special category promotion actions.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through the reports link on the AHRS Web Portal Reports.

AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

Unit commander. Submit request for Special Category promotion to the S1.

S1. Verify that Soldier is qualified and authorized Special Category promotion. If qualified, forward request to the promotion authority for approval.

Promotion Authority. Approve or disapprove the request, then return to the S1 for further processing.

S1. Forward approved Special Category promotions to the BDE S1/MPD promotion work center (PWC) for publication of promotion orders.

BDE S1/MPD. Validate promotion request and publish promotion orders where appropriate, provide the unit copies of the promotion orders, and then submit grade change in eMILPO for SPC and below, for SGT and above forward copies of all source documents to the Human Resources Command Junior Enlisted Promotion section as necessary.

Human Resources Command. Validate the promotion. If valid, execute the grade change in TAPDB.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions,
@Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil



Restore/Revoke Previous Grade

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

Reference:

- AR 600-8-19, Enlisted Promotions and Reductions

General guidance:

- This procedure allows the agencies listed above to restore or revoke a Soldier's previously held grade.
- This task is performed in wartime unless further guidance is given at that time.
- The agencies listed above can restore/revoke a Soldier's grade provided they are in receipt of valid source documents.
- Soldier's grade will only be restored/revoked to the last grade previously held.
- The effective date of the restored grade cannot be earlier than the effective date of the grade being restored from.
- Only erroneous promotions/reductions will be revoked.
- The effective date of a revocation is the date of the erroneous promotion/reduction or date determined by the Human Resources Command Promotion Branch/promotion authority if revocation is granted with de facto status.
- The system will ensure that the Date of Rank and Effective Date of Rank are not future dates. They must be equal to or less than the system date.
- A Soldier cannot have his rank reinstated unless a previous rank exists for the Soldier.
- A Soldier cannot have his rank reinstated unless a previous reduction has occurred.
- The S1 supervisor must verify all promotion-related transactions.

Related reports are:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is accessed through AHRS Web Portal Reports.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- Applicable Agency. Review Soldier's grade status to determine if revocation or restoration is required.
- Applicable Agency. Prepare the source document and submit the appropriate transaction to execute revocation or restoration, and then notify Soldier in writing of the action taken.
- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions,
[@Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil](mailto:Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil)



Correct Date of Rank

- Responsible agencies are:
- S1/Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This procedure allows the agencies listed above to correct a Soldier's date of rank.
- The S1/MPD is authorized to correct date of rank and effective date for decentralized and semi-centralized promotions.
- The Human Resources Command Promotion Branch will correct date of rank and effective date for SGT and above as necessary.
- Soldier's date of rank and effective date will not be corrected to a date earlier than authorized by applicable regulatory guidelines.
- The S1 OIC/NCOIC/TECH must verify all promotion-related transactions.

Related reports are:

AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.

AAA – 294 Enlisted Promotion Report. This report is produced through eMILPO.

AAA – 347 Enlisted Record Brief. This report is accessed through AHRS Web Portal Reports.

Work center actions:

- S1/MPD/Soldier. Determine that DOR is incorrect.
- S1/MPD. Conduct research and determine the correct date of rank. Correct date of rank and effective date for Soldiers in grade SPC and below. Forward appropriate source documents to Human Resources Command Enlisted Promotions Section for DOR corrections of SGT and above as necessary.
- Human Resources Command. Conduct research and determine the correct date of rank and effective for Soldiers in rank of SGT and above. If system is incorrect, update with the correct DOR and effective date.
- Applicable agency. File the source documents IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions,
[@Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil](mailto:Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil)



Rank History

Responsible agencies are:

- S1/Military Personnel Division (MPD)
- Division G1
- U.S. Army Human Resources Command (AHRC)

References:

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

General guidance:

- This procedure allows the agencies listed above to correct a Soldier's rank history.
- Agencies listed above may correct a Soldier's rank history; however, no changes can be made to a Soldier's current grade. To make changes to the date or rank for the current grade, see Correct Date of Rank.
- This task is performed in peacetime unless further guidance is given at that time.
- Soldier's rank history will not be corrected to a date earlier than authorized by the promotion authority and applicable regulatory guidelines.
- Valid source documents must be submitted to correct Soldiers' rank history IAW AR 600-8-19.
- The S1 OIC/NCOIC/TECH must verify all promotion-related transactions.

Related reports are: AAA – 347 Enlisted Record Brief. This report is accessed through AHRS Web Portal Reports.

Work center actions:

- S1/MPD/Soldier. Determines that Soldier's rank history is incorrect.
- S1/MPD/HRC. Conducts research and determines the correct date of rank/rank using valid source documents. Add, update, or delete rank history in eMILPO. No changes will be made to the current date of rank.
- S1/MPD/HRC. Conducts research and determines the correct rank history that is older than the current rank. Makes necessary changes to update Soldier's rank history.
- Applicable Agency. File the source documents IAW AR 25-400-2.

Functional Proponent: Human Resources Command, Junior Enlisted Promotions,
@Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil



REPORTS

The production reports most commonly used with eMILPO operations are listed in the matrix on the following page. The matrix is the user's tool to locate the eMILPO reports. Most reports can be run in the AHRS (Army Human Resource System) Enterprise Datastore or the AHRS Web Portal: eMILPO Reports Menu. In addition, the user can design reports with the Ad Hoc Query feature on AHRS Enterprise Datastore.

Note: AHRS Enterprise Datastore allows every user the ability to run every report. However, the user can only produce reports for the UICs that the user has visibility of. The visibility restriction of Ad Hoc Query is different than the other Datastore reports. Under Ad Hoc Query, the user has visibility of the entire Army. It is important to restrict the report to certain UICs when building a query. Otherwise, the user will slow down the system by looking at every record.

Reports Listing Matrix

REPORTS		
PCN	Report Title	Report Location
N/A	Ad Hoc Query	AHRS Enterprise Datastore
N/A	Audit Report	eMILPO
N/A	Duty Status Listing	eMILPO
N/A	Human Resource Authorization Report (HRAR)	eMILPO
N/A	Officer Records Brief	TOPMIS II
AAA-002	EDAS Audit Sheet	AHRS Enterprise Datastore
AAA-008	Enlisted Levy Status Report	AHRS Enterprise Datastore
AAA-069	EDAS Special Letter of Instruction	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-080	TAPDB Organization Change Report	AHRS Enterprise Datastore
AAA-083	Total Army Locator Report	AHRS Enterprise Datastore
AAA-095	Suspension of Favorable Personnel Action Report	AHRS Web Portal: eMILPO Report Menu
AAA-101	SFPA Service Expiration Suspense Report	AHRS Enterprise Datastore
AAA-117	Enlisted Advancement Report	eMILPO
AAA-125	EDAS Error Report	AHRS Enterprise Datastore
AAA-126	EDAS Personnel Reassignment Report	AHRS Enterprise Datastore
AAA-132	Losing Assignment Adjustment Roster	AHRS Enterprise Datastore
AAA-133	Gaining Assignment Adjustment Roster	AHRS Enterprise Datastore
AAA-136	EDAS Gaining Assignment Modification Report	AHRS Enterprise Datastore
AAA-137	EDAS Losing Assignment Modification Report	AHRS Enterprise Datastore
AAA-160	Report of AWOLS	AHRS Web Portal: eMILPO Report Menu
AAA-162	Unit Personnel Accountability Report	AHRS Web Portal: eMILPO Report Menu
AAA-163	Enlisted MOS Inventory By Name	AHRS Enterprise Datastore
AAA-164	Skill Inventory By Grade	AHRS Enterprise Datastore
AAA-165	Unit Personnel Accountability Notices	AHRS Web Portal: eMILPO Report Menu
AAA-166	Military Labor Report	AHRS Enterprise Datastore
AAA-167	Unit Soldier Readiness Report	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-199	Good Conduct Medal Roster	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-223	Enlisted Skill Inventory and Projection by MOS	AHRS Enterprise Datastore
AAA-227	EDAS Gaining Assignment Report	AHRS Enterprise Datastore
AAA-233	EDAS Losing Assignment Recap	AHRS Enterprise Datastore
AAA-234	EDAS Individual Losing Assignment	AHRS Enterprise Datastore or AHRS Web Portal: eMILPO Report Menu
AAA-294	Enlisted Promotion Report	eMILPO
AAA-338	Demographic Profile Report	AHRS Enterprise Datastore
AAA-339	Religious Denomination Report	AHRS Enterprise Datastore
AAA-342	Alpha Roster	AHRS Enterprise Datastore
AAA-343	Religious Denomination Statistical Report	AHRS Enterprise Datastore
AAA-347	Enlisted Record Brief	AHRS Web Portal: eMILPO Report Menu
AAA-351	Unresolved Error Report	AHRS Enterprise Datastore

Ad Hoc Query

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation AG/G1
- Installation Personnel Automation Section (PAS)

References:

- eMILPO Message 5-10, subject: AHRS Data Store Update, dated 1 March 2005

General guidance:

- Users can no longer create and store queries/reports in the main Public Folder. Any new query / report will have to be stored in the individual's personal My Folder or in an existing Installation / PPA Public Folder which is located under the main Public Folder.
- PAS Chiefs must monitor the installation Public Folder status. Any installation or PPA with more than one Public Folder will need to combine all queries/reports into one folder. If the installation / PPA do not currently have a Public Folder, the PAS Chief will need to create one.
- Ad Hoc Query allows the user to get information not available in the data cube or standard reports. The user can design simple to complex queries to produce the required data.
- The user should keep the queries simple in the beginning. Users can modify queries to include additional elements later in the query design. A common mistake is to start out with a query that is too complex. The Ad Hoc Query is a very useful tool. However, successful queries require an understanding of the basic query principles, familiarity within the data elements available, forethought in the query design, patience, and practice.
- In general (but not always), when querying Soldier data, the user should begin with the column selection process by first choosing the SSN from the SOLDIER CORE DATA table. Choosing other tables' columns first may produce NULL (empty) results.
- Ad Hoc Query provides the user access to the entire regular Army database, *but the user must identify the specific UICs to prevent a Database work overload.*
- Queries, while important and useful, take up storage space. Please make all attempts to monitor your queries and delete any no longer needed.
- In the link below are the tables, columns, and definitions of columns that can be selected in Ad Hoc Query. Research here to design your query. Then, enter Datastore Ad Hoc Query to enter your design. <https://www.hrc.army.mil/site/protect/Active/FSD/CODES/DATASTORE.xls>
- The report can be found at <https://emilpo.ahrs.army.mil/>, which requires an AKO user ID and password. Click eMILPO Reports to proceed to the eMILPO Report Menu.

Work center actions:

- PAS. Creates AHRS Datastore account for S1/Brigade S1/AG/G1/ /MPD as needed. During the account creation process, PAS determines if user should have Ad Hoc Query access or not.
- S1/MPD/AG/G1/PAS eMILPO clerk. Be careful to narrow your search if possible by using specific selection criteria such as UIC or SSN.
- S1/MPD/AG/G1/PAS eMILPO clerk. File under ARIMS file number 600-8b. Destroy report when no longer needed for conducting business.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.



Audit Report

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/ Military Personnel Division (BDE S1/MPD)
- Installation AG/G1
- Installation Personnel Automation Section (PAS)

Reference:

- eMILPO User Manual

General guidance:

- The Audit Report allows an eMILPO clerk to view the actions that have been performed on eight major tables in the database. It allows the user to monitor, review, and research input from other eMILPO users.
- Any work center level can produce an Audit report. However, the eMILPO clerk must have an account with System Administrator (SA) privileges. The scope or visibility of the SA is limited by the Unit Identification Code (UIC) hierarchy. This means that eMILPO clerks with SA privileges can only query for transactions that processed against their assigned UICs.
- The eMILPO clerk may query by the following:

Table Name

Date Range

SSN

AKO User ID

- The user may query from the following tables:

Major Personnel Action

Military Duty Status

SFPA (Suspension of Favorable Personnel Actions)

Soldier

Soldier Lost Time

Soldier Overseas Assignment

Soldier Physical Qualification

Soldier Rank

- The Audit Report does not allow access to the history of all submitted transactions as eMILPO does not have the capability to research the history for any type of transaction. The Audit Report can only query for transactions related to the eight specified tables. For more extensive research, the PAS can use MS51 Personnel/Pay Research Tool and Data Query.

Other related reports: None.

Work center actions:

- S1/MPD/AG/G1/PAS eMILPO clerk. Produce and review the Audit Report as needed.

- S1/MPD/AG/G1/PAS eMILPO clerk. File under ARIMS file number 600-8b. Destroy report when no longer needed for conducting business.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.


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Duty Status – Listing (Individual Duty Status History Report)

Responsible agencies are:

- Unit commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

References:

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags) (SFPA)
- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 600-8-10, Leaves and Passes
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The purpose of this report is to list all recorded military duty statuses for the selected Soldier. For each duty status listed, eMILPO also lists the respective effective date and time. The system displays the selected Soldier's Rank, Name, SSN, and UIC as read-only. The system also displays the Soldier's position on the Soldier list and the total number of Soldiers from the list.
- This report is produced in eMILPO at the S1 level as required.
- The possible duty statuses that a Soldier may have are:

ADM – Administrative absence

AWC – Absent without leave, confined by civilian authorities

AWL – Absent without leave

CAP – Captured

CCA – Confined by civilian authorities

CLV – Convalescent leave

CMA – Confined by military authorities

HOS – Hospitalized (Non-battle incurred)

HOW – Hospitalized (Battle incurred)

INT - Interned

MIA – Missing in action

MIS – Missing on maneuvers

OLV – Ordinary leave

PDY – Present for duty

SCA – Sentenced by civilian authorities for 30-180 days

SMA – Sentenced by military authorities

SND – Sick, not in the line of duty (LOD)

TDY – Temporary duty

TRA – Departed in transient

XLV – Excess leave

- To update a Soldier's current duty status or duty status history, see Duty Status in this document.

Other related reports:

AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- Unit. Request duty status history for Soldier(s) as required.
- S1/Unit eMILPO clerk. Produce the Duty Status – Listing as required in eMILPO and forward to the unit as requested.
- Unit. File under ARIMS file number 600-8-104a. Destroy report when no longer needed for conducting business after transfer or separation of individual.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.


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EDAS Audit Sheet (AAA-002)

Responsible agencies are:

- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Audit Sheet (AAA-002) is a system-generated report that shows the user if there are any errors when the weekly assignment updates are processed on eMILPO. The total number, both processed (TOTAL CORRECT) and unprocessed (TOTAL DB ERRORS), of each reassignment-related transaction that was submitted is listed.
- It is intended that this report be produced by the PAS through the AHRs Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-002 is generated when the AHRs System Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-002 is stored on the AHRs Enterprise Datastore for viewing by the PAS. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-002 is separated by PPA (PERSINS Processing Activity).
- The AAA-002 will always be produced whenever an EDAS cycle is processed on eMILPO. If this report is not produced and available for viewing on AHRs Enterprise Datastore, then there is a problem with the cycle. If this happens, the PAS will contact the eMILPO Help Desk for resolution.
- The AAA-002 contains the following fields:

PREVIOUS EDAS CYCLE – This is the date of the previous EDAS cycle that should have been processed. If the previous cycle has not been processed or was out of balance, the current EDAS cycle will not process.

EDAS CYCLE DATE – This is the date that the current EDAS cycle was created.

TYPE TRANSACTION – This is a listing of the EDAS transactions by number and type as they appear on the AAA-002:

- 3585 EDAS Losing Command Assignment Notification
- 3586 EDAS Losing Command Assignment Notification (Department of the Army Special Instructions)
- 3587 EDAS Losing Command Assignment Notification (Field Special Instructions)
- 3575 EDAS Gaining Command Assignment Notification
- 3571 Enlisted Assignment Deferment Notification
- 3572 Enlisted Assignment Deletion Notification
- 3553 EDAS Special Instructions

TOTAL CORRECT – This field shows the number of correct transactions for each transaction type.

TOTAL DB ERRORS – This field shows the number of database errors for each transaction.

AUDIT RECORD – This field shows the total number of records in the current EDAS cycle, by transaction type. In each column, the sum of the TOTAL CORRECT and the TOTAL DB ERRORS should equal the AUDIT RECORD. If this is not true, the difference will be recorded in the DIFFERENCE field.

DIFFERENCE – This field shows the difference between the total number of transactions in the AUDIT RECORD and the sums of the TOTAL CORRECT and the TOTAL DB ERRORS fields. If there is a difference shown, the EDAS cycle is considered out-of-balance. If the cycle is out-of-balance, the PAS will

contact the eMILPO Help Desk. If this EDAS cycle is not corrected, all EDAS cycles that follow it will be held and will not process.

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 008 Enlisted Levy Status Report

AAA – 069 EDAS Special Letter of Instruction

AAA – 125 EDAS Error Report

AAA – 126 EDAS Personnel Reassignment Report

AAA – 132 Losing Assignment Adjustment Roster

AAA – 133 Gaining Assignment Adjustment Roster

AAA – 136 EDAS Gaining Assignment Modification Report

AAA – 137 EDAS Losing Assignment Modification Report

AAA – 227 EDAS Gaining Assignment Report

AAA – 233 EDAS Losing Assignment Recap

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post AAA-002 to AHRS Enterprise Datastore.
- PAS. Produce and review the AAA-002 weekly after receiving workflow notice from eMILPO.
- PAS. If there is no AAA-002 available or the DIFFERENCE field does not contain zeros across the entire row, contact to the eMILPO Help Desk to resolve.
- PAS. File under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067



Enlisted Levy Status Report (AAA-008)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The Enlisted Levy Status Report (AAA-008) provides the user with a list of losing assignments that are pending some type of action.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore. To produce the report, the user enters the EDAS Cycle Start Date and End Date. EDAS Cycles start on Tuesday and end on the following Monday. After the dates are selected and the user clicks on "Finish", the AHRS Enterprise Datastore produces the report.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE S1/MPD Reassignment Section should print the AAA-008 after the AHRS Systems Administrator processes these weekly updates on eMILPO.
- The AAA-008 contains the following fields:

Name

SSN – Social security number

RNK – Rank

PMOS/SQI/ASI/Lang – Primary military occupation specialty, skill qualification identifier, additional skill identifier, and language identifier

CTRL Line No – Requisition control line number

Presb Rept Dt – Prescribed report date

Proj Dprt Dt – Projected departure date

Gain UIC – Gaining unit identifier code

ASGMNT SQI/ASI/Lang – Assignment skill qualification identifier, additional skill identifier, and language identifier

BASD – Basic active service date

ETS Dt – Expired termination of service date

AEA – Assignment eligibility and availability code

Dty Sta – Duty status

RSI – Record status indicator

Profile – Physical profile factors

Req Cyc Prc Dt – Requisition cycle process date

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 069 EDAS Special Letter of Instruction
AAA – 125 EDAS Error Report
AAA – 126 EDAS Personnel Reassignment Report
AAA – 132 Losing Assignment Adjustment Roster
AAA – 133 Gaining Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Update the AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-008 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Review reassignment files to determine each Soldier's pending action.
- BDE S1/MPD. If necessary, update the Date of Loss (DLOS). See HQDA Reassignments for further instructions.
- BDE S1/MPD. Initiate tracer action IAW AR 600-8-11 if deletion or deferment request was initiated 45 calendar days ago and no response has been received.
- BDE S1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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EDAS Special Letter of Instruction (AAA-069)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk
- Enlisted Personnel Management Directorate (EPMD)
- U.S. Total Army Human Resources Command

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Special Letter of Instruction (AAA-069) keeps the /MPD user abreast of changing requirements of the Human Resources Command EPMD. It provides updates to the special instruction templates of the reassignment instructions. This information is used in the construction of Soldiers' reassignment orders.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore or the AHRS Web Portal, eMILPO Report Menu.
- EDAS Cycles start on Tuesday and end on the following Monday. The AAA-069 will contain Special Letters of Instructions for all PPAs (PERSINS Processing Activity). Each installation will only print the pages that pertain to its PPA.

- The AAA-069 contains the following fields:
- SI Cd – Special Instruction's code
- Special Instruction Text

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>
- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/> First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 125 EDAS Error Report

AAA – 126 EDAS Personnel Reassignment Report

AAA – 132 Losing Assignment Adjustment Roster

AAA – 133 Gaining Assignment Adjustment Roster

AAA – 136 EDAS Gaining Assignment Modification Report

AAA – 137 EDAS Losing Assignment Modification Report

AAA – 227 EDAS Gaining Assignment Report

AAA – 233 EDAS Losing Assignment Recap

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.

- BDE S1/MPD. Produce and review report weekly after receiving workflow notice from eMILPO. The AAA-069 will contain Special Letters of Instructions for all PPAs. Each installation will only print the pages that pertain to its PPA.
- BDE S1/MPD. Use the AAA-069 to produce the reassignment orders for those Soldiers who have reassignment instructions.
- BDE S1/MPD. File under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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TAPDB Organization Change Report (AAA-080)

Responsible agencies are:

- Personnel Automation Section (PAS)
- Unit Identification Code Information Officer (UICIO)

Reference:

- None

General guidance:

- The TAPBD (Total Army Personnel Database) Organization Change Report, AAA-080, contains UIC updates to TAPDB. It provides the PAS with notification of any additions, deletes, or changes to the UICs assigned their PPA (PERSINS Processing Activity).
- It is intended that the AAA-080 be produced at the PAS level through AHRS (Army Human Resource System) Enterprise Datastore. This report is generated after eMILPO receives and processes organization updates from TAPDB. After the report is generated, it is posted to the AHRS Enterprise Datastore for the PAS to review. The PAS should check the Datastore daily in order to print this report.
- The AAA-080 contains three sections:

SECTION A: PROCESSED TRANSACTIONS – UIC updates to TAPDB that process successfully

SECTION B: UNPROCESSED TRANSACTIONS – UIC updates to TAPDB that do not process successfully

SECTION C: ERROR MESSAGES – Abbreviated error messages for transactions that are listed in SECTION B. Errors are identified to transactions in SECTION B by the Error Message Number.

- The AAA-080 contains the following fields:

UIC – Unit Identification Code

START DATE – Date the UIC becomes active

END DATE – Date the UIC becomes inactive

UNIT NAME

OPN STAT – Unit operational status code used to show the unit's current status in the Unit Identification System

- 1 : UNITS ORDERED TO ACTIVE DUTY OTHER THAN DURING A WAR OR NATIONAL EMERGENCY (PRESIDENTIAL CALL-UP)
- A : AN ACTIVE ORGANIZATION OF THE REGULAR ARMY
- B : ORG PROG FOR ACTIVATION OR ESTABLISHMENT IN ARMY
- C : A REGULAR ARMY DISCONTINUED TDA ORGANIZATION
- D : AN ARMY NATIONAL GUARD DISCONTINUED TDA ORGANIZATION
- E : ACTIVE ARMY ORG PROGRAMMED FOR INACTIVATION/DISCONTINUANCE
- F : AN ARMY NATIONAL GUARD INACTIVATED TOE ORGANIZATION
- G : A MOBILIZED ORG OF THE ARMY NATIONAL GUARD
- H : ARMY ORG WITH DUAL MISSION, EACH SUPPORTED BY A SEP TAADS DOC
- I : A REGULAR ARMY INACTIVATED TOE ORGANIZATION
- J : A US ARMY RESERVE DISCONTINUED TDA ORGANIZATION

- K : A US ARMY RESERVE INACTIVATED TOE ORGANIZATION
- M : PLANNED MOBILIZATION TDA ORGANIZATION
- N : AN ACTIVE ORGANIZATION OF THE ARMY NATIONAL GUARD
- P : A PLANNING ORGANIZATION
- Q : ACTIVE ORG OF ARNG PROG FOR INACTIVATION/DISCONTINUANCE
- R : AN ACTIVE ORGANIZATION OF THE US ARMY RESERVE
- S : ACT ORG OF THE US ARMY RES PROG FOR INACTIVITY/DISCONTINUANCE
- U : ORG PROGRAMMED FOR ACTV OR ESTABLISHMENT IN ARMY NAT GUARD
- V : MOBILIZED ORG OF THE US ARMY RESERVE
- W : ORG PROGRAMMED FOR ACTIVATION IN THE ARMY OF THE US
- X : ARNG ORGANIZATION THAT IS BEING REORGANIZED
- Y : ORG PROG FOR ACTIVATION/ESTABLISHMENT IN THE US ARMY RESERVE
- Z : ARMY PARENT OR SUBORG, ACTIVE AT ZERO STRENGTH

MSN STAT – Unit mission status code associated with the UIC

- C1 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 1
- C2 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 2
- C3 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 3
- CE : US STRATEGIC ARMY FORCES, AUTH LVL OF ORG E (EXCEPTION UNIT)
- CF : CIVIL FUNCTIONS OTHER THAN DEFINED BY CODE CW
- CO : CONTINENTAL UNITED STATES (CONUS) OPERATING
- CW : CORPS OF ENGINEERS, CIVIL WORKS
- D1 : US STRATEGIC ARMY FORCES, DEPLOYING UNIT
- DP : PATIENTS
- EN : ENROUTE
- ES : PERSONNEL ENTERING MILITARY SERVICE
- FA : FOREIGN ACTIVITIES, OTHER THAN REIMBURSABLE ACTIVITIES
- FP : ACT ARMY PATIENTS IN FORGN CNTRY, AS DIRECT BY SP AUTH AR40-3
- FS : FOREIGN STUDENTS
- GR : RESERVE COMPONENTS, STATUTORY TOUR OFFICER AUGMENTATION
- GS : SPECIAL RESERVE COMPONENTS
- JF : JOINT TASK FORCE
- NF : FOREIGN MILITARY SALES, NONREIMBURSABLES
- NP : MILITARY ASSISTANCE PROGRAM
- NX : OUTSIDE DOD, NONREIMBURSABLES
- PC : PERS RETD TO MIL CON AND ASG TO PCF FOR PROC AT MILPERCEN (HRC)
- PR : ACTIVE ARMY PRISONERS
- PS : SEPARATEES
- RE : REPLACEMENTS
- RF : FOREIGN MILITARY SALES, REIMBURSABLES
- RO : INSIDE DOD, REIMBURSABLES OTHER THAN FMS AND MIL ASSIST PROG
- RP : MILITARY ASSISTANCE PROGRAM REIMBURSABLES

- RR : RETURNEES FOR REASSIGNMENT
- RX : OUTSIDE DOD, REIMBURSABLES
- ST : STUDENTS
- TH : OVERSEAS TROOPS
- TN : TRANSIENTS
- TR : ACTIVE ARMY TRAINEES

GEO LOC – Code used for the geographic location of the unit

PPA – Personnel Information Processing Activity

AREA ASG – Army area code for the unit

CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA

- 1R FIRST US ARMY (USAR)
- 2R SECOND US ARMY (USAR)
- 3A THIRD UNITED STATES ARMY / UNITED STATES ARMY CENTRAL
- 4R FOURTH US ARMY (USAR)
- 5A FIFTH UNITED STATES ARMY / UNITED STATES ARMY NORTH
- 5R FIFTH US ARMY (USAR)
- 6A SIXTH UNITED STATES ARMY / UNITED STATES ARMY SOUTH
- 6R SIXTH US ARMY (USAR)
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AC US ARMY CONTRACTING AGENCY (ACA)
- AE ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AESA)
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- AR ARMY RESERVE
- AS US ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)
- AT US ARMY TEST AND EVALUATION COMMAND (ATEC)
- AU US ARMY AUDIT AGENCY (AAA)
- BA US ARMY INSTALLATION MANAGEMENT ACTIVITY
- CB US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC)
- CE US ARMY CORPS OF ENGINEERS (COE)
- CS ARMY STAFF
- CT US ARMY CENTRAL COMMAND (ARCENT)
- DF DEPARTMENT OF DEFENSE AGENCIES
- DJ US SPECIAL OPERATIONS COMMAND AND SUBORDINATE COMMANDS
- DM DIRECTED MILITARY OVERSTRENGTH
- E1 US ARMY EUROPE AND SEVENTH ARMY
- E2 21ST THEATER AREA COMMAND AND 5TH TACTICAL COMPANY
- E3 US ARMY SOUTHERN EUROPEAN TASK FORCE
- E5 V CORPS (USAREUR)
- E6 94TH AIR DEFENSE ARTILLERY BRIGADE
- E8 30TH MEDICAL BRIGADE

- EA RESERVED FOR CONTINGENCY USE
- EB FIRST PERSONNEL COMMAND
- EC PREPOSITION OF MATERIAL CONFIG TO UNIT SETS (POMCUS) USAMMAE
- ED 26TH SUPPORT GROUP, MILITARY COMMUNITY HEIDELBERG
- EF US ARMY CIVILIAN SUPPORT GROUP
- EN 7TH ARMY TRAINING COMMAND
- EQ RESERVED FOR WARTIME/CONTINGENCY USE
- ER U.S. ARMY RESERVE, EUROPE
- ES RESERVED FOR WARTIME/CONTINGENCY USE
- ET RESERVED FOR WARTIME/CONTINGENCY USE
- EU RESERVED FOR WARTIME/CONTINGENCY USE
- EV RESERVED FOR WARTIME/CONTINGENCY USE
- EX RESERVED FOR WARTIME/CONTINGENCY USE
- FC US ARMY FORCES COMMAND (FORSCOM)
- FL UNITED STATES ARMY SOUTHERN COMMAND (USARS) (EFF 1 OCT 03)
- FS US ARMY SIGNAL COMMAND
- FZ FORSCOM GROUND FORCES R DynSS ENHNCMT (GFRE) AC SUPPORT TO
RC
- G6 US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND (NETCOM)
- GB NATIONAL GUARD BUREAU
- HR COMPO1 MANAGED BY USARC
- J1 US ARMY ELEMENT SUPREME HQ ALLIED POWERS EUROPE (SHAPE)
- JA JOINT ACTIVITIES (LESS SHAPE)
- KR US ARMY REGULAR, EUSA
- MA US MILITARY ACADEMY (USMA)
- MC US ARMY MEDICAL COMMAND (MEDCOM)
- MP US ARMY HUMAN RESOURCE COMMAND (HRC)
- MT MILITARY SURFACE DEPLOYMENT DISTRIBUTION COMMAND (MSDDC)
- MW US ARMY MILITARY DISTRICT OF WASHINGTON (MDW)
- NG NATIONAL GUARD UNITS (NOT ON ACTIVE DUTY)
- P1 US ARMY PACIFIC (USARPAC)
- P8 EIGHTH US ARMY (EUSA)
- PR US ARMY RESERVE, USARPAC
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RA NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE
GUARD/RESERVE
- SA OFFICE, SECRETARY OF THE ARMY
- SB FIELD OPERATING AGENCIES OF THE SECRETARIAT
- SC US ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC)
- SE ARMY STAFF FIELD OPERATING AGENCIES (RESOURCED BY OA-22)
- SF ARMY STAFF FIELD OPERATING AGENCIES (NOT RESOURCED BY OA-22)
- SJ SECRETARY OF THE ARMY JOINT AND SUPPORT ACTIVITIES

- SP US ARMY SPECIAL OPS COMMAND AND MAJOR SUB COMMANDS (USASOC)
- SR US ARMY SPECIAL OPERATIONS COMMAND (USAR)
- SS NONDEPT ARMY MGMT HQ ACTVTY (SSA OF THE SECRETARIAT)
- SU UNITED STATES ARMY SOUTHERN CMD (USARS) (OBS 1 OCT 03)
- TC US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)
- TW UNITED STATES ARMY WAR COLLEGE
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X1 US ARMY MATERIAL COMMAND (AMC)
- X2 HEADQUARTERS, USAMC
- X3 HEADQUARTERS, STAFF SUPPORT ACTIVITIES, USAMC
- X4 TRAINING ACTIVITIES, (AMC)
- X5 AMC, ALL OTHERS
- X6 MISSILE COMMAND (AMC)
- X7 TANK AUTOMOTIVE AND ARMAMENTS COMMAND (AMC)
- X8 COMMUNICATIONS ELECTRONICS COMMAND (AMC)
- X9 SIMULATION TRAINING AND INSTRUMENTATION COMMAND (AMC)
- XA CHEMICAL AND BIOLOGICAL DEFENSE COMMAND (AMC)
- XB AVIATION AND TROOP COMMAND (AMC)
- XC SOLDIER SYSTEMS COMMAND (AMC)
- XD USA LABORATORY COMMAND (AMC)
- XK MATERIEL ACQUISITION ACTIVITIES (AMC)
- XL MATERIEL ACQUISITION PROJECT MANAGERS (AMC)
- XM TEST AND EVALUATION COMMAND (TECOM) (AMC)
- XP SECURITY ASSISTANCE COMMAND (AMC)
- XQ INDUSTRIAL OPERATIONS COMMAND (AMC)
- XR TROOP SUPPORT COMMAND (TROSCOM)
- XT TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT ACTIVITY (AMC)
- XX MATERIEL READINESS ACTIVITIES (AMC)
- 4R FOURTH US ARMY
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AG THE ADJUTANT GENERAL
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- CR US ARMY INFORMTION SYSTEM COMMAND (USAR)
- CR US ARMY INFORMATION SYSTEMS COMMAND
- CZ INFORMATION SYSTEMS COMMAND (ISC)
- E0 59TH ORDNANCE BRIGADE
- E4 BERLIN COMMAND
- E7 VII CORPS (USAREUR)
- E9 4TH TRANSPORTATION BRIGADE (USAREUR)
- EE RESCINDED
- EG 11TH AVIATION GROUP (USAREUR)

- EH 56TH FIELD ARTILLERY BRIGADE (USAREUR)
- EJ 18TH ENGINEER BRIGADE
- EK 42ND MILITARY POLICE GROUP
- EL SOUTH ARMY SECURITY GROUP
- EM RESCINDED
- EN SEVENTH US ARMY TRAINING COMMAND
- EP 2ND ARMORED DIVISION (FORWARD)
- EP 2ND ARMORED DIVISION (FORWARD)
- ET RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EU RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EV RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EW RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- FR EIGHTH US ARMY
- HS US ARMY HEALTH SERVICES COMMAND
- HS US ARMY HEALTH SERVICES COMMAND
- MD THE SURGEON GENERAL (TSG)
- P3 US ARMY, JAPAN
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RC US ARMY RECRUITING COMMAND (USAREC)
- RC US ARMY RECRUITING COMMAND (USAREC)
- SO SPECIAL FORCES
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TA US ARMY RECRUITING COMMAND (USAREC)
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TS TROOP SUPPORT AGENCY
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X9 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION TEMPORARY CARRIER
- XA ARMAMENT RESEARCH AND DEVELOPMENT COMMAND (ARRADCOM)
- XC COMMUNICATIONS RESEARCH AND DEVELOPMENT COMMAND (CORADCOM)
- XE MISSILE RESEARCH AND DEVELOPMENT COMMAND (MIRADCOM)
- XF MOBILITY EQUIPMENT RESEARCH AND DEV COMD (MERADCOM)
- XG NATICK RESEARCH AND DEVELOPMENT COMMAND (NARADCOM)
- XH TANK-AUTOMOTIVE RESEARCH AND DEVELOPMENT COMMAND (TARADCOM)
- XJ USAMC CORPORATE RESEARCH LABS
- XN RESEARCH AND DEVELOPMENT TEMPORARY CARRIER

- XS COMM AND ELECTRONICS MATERIEL READINESS COMMAND, CERCOM
- XT MISSILE MATERIEL READINESS COMMAND (MIRCOM)
- XU TANK-AUTO MATERIEL READINESS COMMAND (TARCOM)
- XV READINESS TRANSITIONAL UNITS
- XW DEPOTS SYSTEMS COMMAND (DESCOM)
- XY MATERIEL READINESS PROJECT MANAGERS
- XZ READINESS TEMPORARY CARRIER

PSC – Code that identifies the servicing Division Special Troops Battalion, Modular Brigade S1, or Military Personnel Division

COHORT IND – Code used to indicate cohesive operational readiness training

- Y : YES
- N : NO

RAC CD – Enlisted Requisition Activity Code – The encoded representation of an activity which is authorized to submit a requirement for a Soldier with a specific grade and skill needed at a location during a given month.

PMA OFF – Unit Personnel Management Activity Officer Abbreviated – The abbreviated designation of the personnel management activity officer when personnel management occurs.

COUNTRY CD – Code used to identify the country

GEO LOC NAME – Name of the geographic location

GEO LOC NAME ABBR – Name of the geographic location abbreviated

STATE AB – State abbreviated

GTWY AREA – This is Unit Gateway Post Office Area Mailing information. It is the area designated by a unit for the receipt of mail at the unit's current location throughout Army, Air Force, and Fleet Post Offices (APO/FPO)

GTWY CD – This is the Unit Gateway Post Office Mailing code. It represents the Department of Defense Post Office designated by a unit for the receipt of mail.

GTWY PO / ZIP CD – This is the Unit Gateway Post Office number mailing information. It is the Department of Defense Post Office number designated by a unit for the receipt of mail through Army, Air Force, and Fleet Post Offices (APO/FPO)

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>
- Other related reports: AAA – 083 Total Army Locator Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and review the AAA-080 daily. Notify the installation UICIO (Unit Identification Code Information Officer) if there are UIC record discrepancies. If required, contact EDS (Electronic Data Systems) to resolve discrepancy.
- PAS. File under ARIMS file number 600-8b. Cut off at the end of the month; hold one month and then destroy.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.

Total Army Locator Report (AAA-083)

Responsible agencies are:

- Personnel Automation Section (PAS)

References: None

General guidance:

- The purpose of the Total Army Locator Report is to provide the user with current unit organization location data. The report lists all of the UICs in eMILPO.
- This report can be produced by any user through the AHRS (Army Human Resource System) Enterprise Datastore.

- The AAA-083 contains the following fields:

UIC – Unit Identification Code

Unit Name

Army Area – Army area code for the unit.

PPA – Personnel Information Processing Activity

CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA

- 1R FIRST US ARMY (USAR)
- 2R SECOND US ARMY (USAR)
- 3A THIRD UNITED STATES ARMY / UNITED STATES ARMY CENTRAL
- 4R FOURTH US ARMY (USAR)
- 5A FIFTH UNITED STATES ARMY / UNITED STATES ARMY NORTH
- 5R FIFTH US ARMY (USAR)
- 6A SIXTH UNITED STATES ARMY / UNITED STATES ARMY SOUTH
- 6R SIXTH US ARMY (USAR)
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AC US ARMY CONTRACTING AGENCY (ACA)
- AE ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY (AAESA)
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- AR ARMY RESERVE
- AS US ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)
- AT US ARMY TEST AND EVALUATION COMMAND (ATEC)
- AU US ARMY AUDIT AGENCY (AAA)
- BA US ARMY INSTALLATION MANAGEMENT ACTIVITY
- CB US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC)
- CE US ARMY CORPS OF ENGINEERS (COE)
- CS ARMY STAFF
- CT US ARMY CENTRAL COMMAND (ARCENT)
- DF DEPARTMENT OF DEFENSE AGENCIES
- DJ US SPECIAL OPERATIONS COMMAND AND SUBORDINATE COMMANDS

- DM DIRECTED MILITARY OVERSTRENGTH
- E1 US ARMY EUROPE AND SEVENTH ARMY
- E2 21ST THEATER AREA COMMAND AND 5TH TACTICAL COMPANY
- E3 US ARMY SOUTHERN EUROPEAN TASK FORCE
- E5 V CORPS (USAREUR)
- E6 94TH AIR DEFENSE ARTILLERY BRIGADE
- E8 30TH MEDICAL BRIGADE
- EA RESERVED FOR CONTINGENCY USE
- EB FIRST PERSONNEL COMMAND
- EC PREPOSITION OF MATERIAL CONFIG TO UNIT SETS (POMCUS) USAMMAE
- ED 26TH SUPPORT GROUP, MILITARY COMMUNITY HEIDELBERG
- EF US ARMY CIVILIAN SUPPORT GROUP
- EN 7TH ARMY TRAINING COMMAND
- EQ RESERVED FOR WARTIME/CONTINGENCY USE
- ER U.S. ARMY RESERVE, EUROPE
- ES RESERVED FOR WARTIME/CONTINGENCY USE
- ET RESERVED FOR WARTIME/CONTINGENCY USE
- EU RESERVED FOR WARTIME/CONTINGENCY USE
- EV RESERVED FOR WARTIME/CONTINGENCY USE
- EX RESERVED FOR WARTIME/CONTINGENCY USE
- FC US ARMY FORCES COMMAND (FORSCOM)
- FL UNITED STATES ARMY SOUTHERN COMMAND (USARS) (EFF 1 OCT 03)
- FS US ARMY SIGNAL COMMAND
- FZ FORSCOM GROUND FORCES R DynSS ENHNCMT (GFRE) AC SUPPORT TO
RC
- G6 US ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND (NETCOM)
- GB NATIONAL GUARD BUREAU
- HR COMPO1 MANAGED BY USARC
- J1 US ARMY ELEMENT SUPREME HQ ALLIED POWERS EUROPE (SHAPE)
- JA JOINT ACTIVITIES (LESS SHAPE)
- KR US ARMY REGULAR, EUSA
- MA US MILITARY ACADEMY (USMA)
- MC US ARMY MEDICAL COMMAND (MEDCOM)
- MP US ARMY HUMAN RESOURCE COMMAND (HRC)
- MT MILITARY SURFACE DEPLOYMENT DISTRIBUTION COMMAND (MSDDC)
- MW US ARMY MILITARY DISTRICT OF WASHINGTON (MDW)
- NG NATIONAL GUARD UNITS (NOT ON ACTIVE DUTY)
- P1 US ARMY PACIFIC (USARPAC)
- P8 EIGHTH US ARMY (EUSA)
- PR US ARMY RESERVE, USARPAC
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP

- RA NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD/RESERVE
- SA OFFICE, SECRETARY OF THE ARMY
- SB FIELD OPERATING AGENCIES OF THE SECRETARIAT
- SC US ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC)
- SE ARMY STAFF FIELD OPERATING AGENCIES (RESOURCED BY OA-22)
- SF ARMY STAFF FIELD OPERATING AGENCIES (NOT RESOURCED BY OA-22)
- SJ SECRETARY OF THE ARMY JOINT AND SUPPORT ACTIVITIES
- SP US ARMY SPECIAL OPS COMMAND AND MAJOR SUB COMMANDS (USASOC)
- SR US ARMY SPECIAL OPERATIONS COMMAND (USAR)
- SS NONDEPT ARMY MGMT HQ ACTVTY (SSA OF THE SECRETARIAT)
- SU UNITED STATES ARMY SOUTHERN CMD (USARS) (OBS 1 OCT 03)
- TC US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)
- TW UNITED STATES ARMY WAR COLLEGE
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X1 US ARMY MATERIAL COMMAND (AMC)
- X2 HEADQUARTERS, USAMC
- X3 HEADQUARTERS, STAFF SUPPORT ACTIVITIES, USAMC
- X4 TRAINING ACTIVITIES, (AMC)
- X5 AMC, ALL OTHERS
- X6 MISSILE COMMAND (AMC)
- X7 TANK AUTOMOTIVE AND ARMAMENTS COMMAND (AMC)
- X8 COMMUNICATIONS ELECTRONICS COMMAND (AMC)
- X9 SIMULATION TRAINING AND INSTRUMENTATION COMMAND (AMC)
- XA CHEMICAL AND BIOLOGICAL DEFENSE COMMAND (AMC)
- XB AVIATION AND TROOP COMMAND (AMC)
- XC SOLDIER SYSTEMS COMMAND (AMC)
- XD USA LABORATORY COMMAND (AMC)
- XK MATERIEL ACQUISITION ACTIVITIES (AMC)
- XL MATERIEL ACQUISITION PROJECT MANAGERS (AMC)
- XM TEST AND EVALUATION COMMAND (TECOM) (AMC)
- XP SECURITY ASSISTANCE COMMAND (AMC)
- XQ INDUSTRIAL OPERATIONS COMMAND (AMC)
- XR TROOP SUPPORT COMMAND (TROSCOM)
- XT TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT ACTIVITY (AMC)
- XX MATERIEL READINESS ACTIVITIES (AMC)
- 4R FOURTH US ARMY
- AA US ARMY ACCESSIONS COMMAND (USAAC)
- AG THE ADJUTANT GENERAL
- AP US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- CR US ARMY INFORMTION SYSTEM COMMAND (USAR)

- CR US ARMY INFORMATION SYSTEMS COMMAND
- CZ INFORMATION SYSTEMS COMMAND (ISC)
- E0 59TH ORDNANCE BRIGADE
- E4 BERLIN COMMAND
- E7 VII CORPS (USAREUR)
- E9 4TH TRANSPORTATION BRIGADE (USAREUR)
- EE RESCINDED
- EG 11TH AVIATION GROUP (USAREUR)
- EH 56TH FIELD ARTILLERY BRIGADE (USAREUR)
- EJ 18TH ENGINEER BRIGADE
- EK 42ND MILITARY POLICE GROUP
- EL SOUTH ARMY SECURITY GROUP
- EM RESCINDED
- EN SEVENTH US ARMY TRAINING COMMAND
- EP 2ND ARMORED DIVISION (FORWARD)
- EP 2ND ARMORED DIVISION (FORWARD)
- ET RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EU RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EV RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- EW RESERVED FOR WARTIME/CONTINGENCY (USAREUR)
- FR EIGHTH US ARMY
- HS US ARMY HEALTH SERVICES COMMAND
- HS US ARMY HEALTH SERVICES COMMAND
- MD THE SURGEON GENERAL (TSG)
- P3 US ARMY, JAPAN
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PC US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- PZ USARPAC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- RC US ARMY RECRUITING COMMAND (USAREC)
- RC US ARMY RECRUITING COMMAND (USAREC)
- SO SPECIAL FORCES
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TA US ARMY RECRUITING COMMAND (USAREC)
- TA US ARMY ACCESSIONS COMMAND (USAAC)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TM US MILITARY ENTRANCE PROCESSING COMMAND (MEPCOM)
- TS TROOP SUPPORT AGENCY
- TZ TRADOC SUBCMD - ACTIVE ARMY SOLDIERS IN SUPPORT OF RES COMP
- X9 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION TEMPORARY
CARRIER
- XA ARMAMENT RESEARCH AND DEVELOPMENT COMMAND (ARRADCOM)

- XC COMMUNICATIONS RESEARCH AND DEVELOPMENT COMMAND (CORADCOM)
- XE MISSILE RESEARCH AND DEVELOPMENT COMMAND (MIRADCOM)
- XF MOBILITY EQUIPMENT RESEARCH AND DEV COMD (MERADCOM)
- XG NATICK RESEARCH AND DEVELOPMENT COMMAND (NARADCOM)
- XH TANK-AUTOMOTIVE RESEARCH AND DEVELOPMENT COMMAND (TARADCOM)
- XJ USAMC CORPORATE RESEARCH LABS
- XN RESEARCH AND DEVELOPMENT TEMPORARY CARRIER
- XS COMM AND ELECTRONICS MATERIEL READINESS COMMAND, CERCOM
- XT MISSILE MATERIEL READINESS COMMAND (MIRCOM)
- XU TANK-AUTO MATERIEL READINESS COMMAND (TARCOM)
- XV READINESS TRANSITIONAL UNITS
- XW DEPOTS SYSTEMS COMMAND (DESCOM)
- XY MATERIEL READINESS PROJECT MANAGERS
- XZ READINESS TEMPORARY CARRIER
-

Unit Msn Sts – Unit mission status code associated with the UIC

- C1 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 1
- C2 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 2
- C3 : US STRATEGIC ARMY FORCES, AUTHORIZED LEVEL OF ORGANIZATION 3
- CE : US STRATEGIC ARMY FORCES, AUTH LVL OF ORG E (EXCEPTION UNIT)
- CF : CIVIL FUNCTIONS OTHER THAN DEFINED BY CODE CW
- CO : CONTINENTAL UNITED STATES (CONUS) OPERATING
- CW : CORPS OF ENGINEERS, CIVIL WORKS
- D1 : US STRATEGIC ARMY FORCES, DEPLOYING UNIT
- DP : PATIENTS
- EN : ENROUTE
- ES : PERSONNEL ENTERING MILITARY SERVICE
- FA : FOREIGN ACTIVITIES, OTHER THAN REIMBURSABLE ACTIVITIES
- FP : ACT ARMY PATIENTS IN FORGN CNTRY, AS DIRECT BY SP AUTH AR40-3
- FS : FOREIGN STUDENTS
- GR : RESERVE COMPONENTS, STATUTORY TOUR OFFICER AUGMENTATION
- GS : SPECIAL RESERVE COMPONENTS
- JF : JOINT TASK FORCE
- NF : FOREIGN MILITARY SALES, NONREIMBURSABLES
- NP : MILITARY ASSISTANCE PROGRAM
- NX : OUTSIDE DOD, NONREIMBURSABLES
- PC : PERS RETD TO MIL CON AND ASG TO PCF FOR PROC AT MILPERCEN (HRC)
- PR : ACTIVE ARMY PRISONERS
- PS : SEPARATEES
- RE : REPLACEMENTS

- RF : FOREIGN MILITARY SALES, REIMBURSABLES
- RO : INSIDE DOD, REIMBURSABLES OTHER THAN FMS AND MIL ASSIST PROG
- RP : MILITARY ASSISTANCE PROGRAM REIMBURSABLES
- RR : RETURNEES FOR REASSIGNMENT
- RX : OUTSIDE DOD, REIMBURSABLES
- ST : STUDENTS
- TH : OVERSEAS TROOPS
- TN : TRANSIENTS
- TR : ACTIVE ARMY TRAINEES
-

Unit Opn Sts – Unit operational status code used to show the unit’s current status in the Unit Identification System

- 1 : UNITS ORDERED TO ACTIVE DUTY OTHER THAN DURING A WAR OR NATIONAL EMERGENCY (PRESIDENTIAL CALL-UP)
- A : AN ACTIVE ORGANIZATION OF THE REGULAR ARMY
- B : ORG PROG FOR ACTIVATION OR ESTABLISHMENT IN ARMY
- C : A REGULAR ARMY DISCONTINUED TDA ORGANIZATION
- D : AN ARMY NATIONAL GUARD DISCONTINUED TDA ORGANIZATION
- E : ACTIVE ARMY ORG PROGRAMMED FOR INACTIVATION/DISCONTINUANCE
- F : AN ARMY NATIONAL GUARD INACTIVATED TOE ORGANIZATION
- G : A MOBILIZED ORG OF THE ARMY NATIONAL GUARD
- H : ARMY ORG WITH DUAL MISSION, EACH SUPPORTED BY A SEP TAADS DOC
- I : A REGULAR ARMY INACTIVATED TOE ORGANIZATION
- J : A US ARMY RESERVE DISCONTINUED TDA ORGANIZATION
- K : A US ARMY RESERVE INACTIVATED TOE ORGANIZATION
- M : PLANNED MOBILIZATION TDA ORGANIZATION
- N : AN ACTIVE ORGANIZATION OF THE ARMY NATIONAL GUARD
- P : A PLANNING ORGANIZATION
- Q : ACTIVE ORG OF ARNG PROG FOR INACTIVATION/DISCONTINUANCE
- R : AN ACTIVE ORGANIZATION OF THE US ARMY RESERVE
- S : ACT ORG OF THE US ARMY RES PROG FOR INACTIVITY/DISCONTINUANCE
- U : ORG PROGRAMMED FOR ACTV OR ESTABLISHMENT IN ARMY NAT GUARD
- V : MOBILIZED ORG OF THE US ARMY RESERVE
- W : ORG PROGRAMMED FOR ACTIVATION IN THE ARMY OF THE US
- X : ARNG ORGANIZATION THAT IS BEING REORGANIZED
- Y : ORG PROG FOR ACTIVATION/ESTABLISHMENT IN THE US ARMY RESERVE
- Z : ARMY PARENT OR SUBORG, ACTIVE AT ZERO STRENGTH

Home Geo Loc – Code used for the geographic location of the unit

Date Unit Rec Start – Date the UIC became active

Date Unit Rec End – Date the UIC becomes inactive

Ctry Cd – Code used to identify the country

Addr Gtwy Abbr – This is Unit Gateway Post Office Area Mailing information. It is the area designated by a unit for the receipt of mail at the unit's current location throughout Army, Air Force, and Fleet Post Offices (APO/FPO)

Addr Gtwy Area – This is the Unit Gateway Post Office Mailing code. It represents the Department of Defense Post Office designated by a unit for the receipt of mail.

State Cd – State abbreviated

Unit Zip/APO Cd

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports: AAA – 080 TAPBD Organization Change Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and review the AAA-083 as needed.
- PAS. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.


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Suspension of Favorable Personnel Actions (SFPA) Management Report (AAA-095)

Responsible agencies are:

- Commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation G1/AG
- Headquarters, Department of the Army (HQDA)

Reference:

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)

General guidance:

- The AAA-095 is used to manage Suspension of Favorable Personnel Actions. It lists flagged Soldiers with their associated SFPA information. It is sorted by commissioned officers, warrant officers, and enlisted Soldiers.
- It is intended that the AAA-095 be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, /MPD, PAS or G1/AG level.
- **As of Dec 05, the SFPA Management Report will now display RC Attached Soldiers.**
- The S1/Unit will compare names on the AAA-095 report against file copies of DA Forms 268 and take appropriate action IAW AR 600-8-2.
- The date a Soldier completes a previous weight control program remains on the AAA-095 for 36 months.
- The AAA-095 displays the following fields:

MPC – Military personnel class

Name

SSN – Social security number

Rank

DYST – Current duty status

ETS/ESA/MRD – Expiration term of service/expiration of service agreement/mandatory retirement date

Rsn – Flag Reason Codes:

- A : Adverse Action
- B : Elimination Field Initiated
- C : Removal from Selection List-Field Initiated
- D : Referred OER
- E : Security Violation
- F : Elimination or Removal From Selection List – HQDA Initiated
- G : Adverse Action – HQDA Directed Reassignment
- H : Adverse Action – Punishment Phase
- J : APFT Failure
- K : Weight Control Program
- P : Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC
- X : Other

Rpt Typ – Flag Type Codes:

- A : Initial Report
- C : Final Favorable Report
- D : Final Unfavorable Report
- E : Final Other Report (Must use this code to Finalize K-Weight Control Program and P-Cdr Decision to Block Automatic Promotion to PV2, PFC, SPC)

Z : Delete Erroneous Report

Eff Dt – Effective date of SFPA

Remarks – Reason code explanation

Prev Wt Exp Dt – Date Soldier's 36-month probationary period ends; Soldier will no longer appear on the AAA-095 after this date.

- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/> First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.
- Other related reports:

AAA – 101 SFPA Service Expiration Suspense Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Print the AAA-095 monthly.
- S1/Unit eMILPO clerk. Review to identify discrepancies. Take action to resolve. For specific work center action steps to initiate and remove a SFPA, see the Suspense of Favorable Personnel Actions functional guidance in this document.
- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Promotions Branch; hrc.tagd.opsa@conus.army.mil


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Suspension of Favorable Personnel Action (SFPA) Service Expiration Suspense Report (AAA-101)

Responsible agencies are:

- Commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Headquarters, Department of the Army (HQDA)

Reference:

- AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)
- AR 600-8-11, Reassignment

General guidance:

- The Suspension of Favorable Personnel Action Service Expiration Suspense Report lists the Soldiers that are pending reassignment and have an active SFPA.
- It is intended that the AAA-101 can be produced at the S1/ BDE/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.
- The AAA-101 displays the following fields:

Assigned UIC – Unit identification code to which the Soldier is assigned

Name

Rank

SSN – Social security number

Loss Dt – Reassignment date

Attached UIC – Unit identification code to which the Soldier is attached

- For specific work center action steps to initiate and remove a SFPA, see the Suspense of Favorable Personnel Actions functional guidance in this document.
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>
- Other related reports:

AAA – 095 Suspense of Favorable Personnel Action Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Prints the AAA-101 monthly to identify flagged Soldiers that are on assignment.
- S1/Unit eMILPO clerk. Inform unit commander if any Soldier falls into this category. Determine if the flag is transferable IAW AR 600-8-2. If not, process deletion or deferment IAW AR 600-8-11.
- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Promotions Branch; hrc.tagd.opsa@conus.army.mil

Enlisted Advancement Report (AAA-117)

Responsible agencies are:

- Unit commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Army Human Resources Command, (HRC)

References:

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

General guidance:

- The Enlisted Advancement Report (AAA-117) provides the user with a list of Soldiers eligible for promotion through the rank of SPC, along with the Unit Waiver Allocation percentages. It is a management tool to assist commanders in the timely promotion of Soldiers. Each company and battalion should create the report
- The Battalion S1 level or Separate Company produces the report each month for PV2/PFC promotions for the following month, or for a battalion roll-up for SPC promotions.
- The system displays the Waiver Allocation Report for the following categories, *in the grade to which they may be promoted*:
 - Total Number of Soldiers Assigned
 - Total Allowance with Waiver
 - Number of Soldiers with Less than Required TIS
 - Total Waivers Authorized

Note: To verify the Waiver Allocation Report follow the procedures in accordance with AR 600-8-19, Chapter 2, Section III, 2-5 Rules for Computing Waiver Allocations, and Table 2-2 for Steps for Computing Waiver Allocations. Each user should follow these procedures to add arrivals and delete departed Soldiers after the report is generated.

- This report is processed in wartime unless further guidance is given at that time.
- Commanders may promote Soldiers with waiver provided they have promotion capability within the percentage waiver restriction as outlined in AR 600-8-19, chapter 2, paragraph 2-6.
- See Promotion and Deny Promotion in this Functional guidance document for additional promotion guidance related to this report.
- If an error message appears when generating the AAA-117 report, do the following:

Go to your internet web page.

Click on „Tools“.

Click on Internet „Options“.

Click on „Advanced Tab“.

Scroll down to „Security“.

Ensure the „Do not save encrypted pages to Disk“ is NOT checked.

Save your changes by clicking the „Apply“ button.

Click „OK“.

Other related reports:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Web Portal Reports.

AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the Unit Enlisted Advancement Report by the second to fifth working day of the month prior to the promotion month, make the necessary corrections, and then forward to the promotion authority (unit commander/battalion commander-SPC) within one working day.
- Unit Commander. Select eligible Soldiers by annotating the report-YES for select or NO- for denial of promotion to PV2, PFC and SPC. Make YES annotations for promotion with waiver based on waiver allocation(s); initials by recommended Soldiers' names; sign the report; then return the report within two working days to the S1 for further processing.
- S1/Unit eMILPO clerk. Input the Promotion or Deny Promotion transactions through eMILPO by the 20th of the month prior to the promotion month. The annotated and signed AAA-117 is the source document for each approved and disapproved promotion.

Note: For Automatic Promotion (i.e. PV2 6 months, PFC 12 months, and SPC 24 Months) no transaction is required. Input for eMILPO will be top fed. Note: Only Submit Deny Promotion transaction one time at the Automatic Promotion period (i.e. PV2 6months, PFC 12 months, and SPC 24 Months) as TAPDB will only send this transaction one time.

- Also, the Deny Promotion FLAG will be automatically removed one day after the automatic promotion should have occurred or can be removed early through the SFPA section if the commander wishes to remove the deny promotion FLAG .
- S1/Unit eMILPO clerk. Print the Promotion and Deny Promotion Summary pages and attach to the Unit Enlisted Advancement Report. S1 PERSONNEL SERGEANT reviews the report. Send one copy to the /BDEMPD Promotion work center, then, file a copy IAW AR 25-400-2.

Note: For each Deny Promotion transaction that is submitted, attach the required counseling form (DA Form 4856, Developmental Counseling Form) to the AAA-117 report.

- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.
- BDE S1/MPD Promotion clerk. Receive AAA-117 report from units. Monitor waiver ceilings in accordance with the regulation.

Functional Proponent: Junior Enlisted Promotions Branch; Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil



EDAS Error Report (AAA-125)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Error Report (AAA-125) is a system-generated report that shows errors resulting from the EDAS cycle processing. If the EDAS cycle has no errors, this report will not be produced.
- It is intended that this report be produced by the PSB/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-125 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-125 is stored on the AHRS Enterprise Datastore for viewing by the BDE/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-125 is separated by PPA (PERSINS Processing Activity).
- The AAA-125 contains two sections:

Section One identifies two types of errors. These error codes appear in the first field of Section One:

- E – Essential Errors: A database error occurred while trying to process the transaction (i.e. Soldier not active on database).
- A – Associated Errors: This transaction is associated with another transaction that had a database error (E). This transaction is dependent upon a transaction that erred out earlier. It cannot process because the predecessor transaction has not updated the database.

Section Two contains acknowledgments to the BDE S1/MPD Reassignment Section of all EDAS errors created for a given cycle. These transactions did not process for other than essential or associated errors. Each unprocessed transaction will display a brief explanation as to why the transaction erred.

- The PAS will ensure that the BDE S1/MPD Reassignment Section knows and understands (via training) the procedures and their responsibilities for managing the AAA-125.
- The BDE S1/MPD Reassignment Section will annotate the AAA-125 with the correct data for any invalid data displayed in the transaction(s). This BDE S1/MPD Reassignment Section will monitor this report to ensure that all assignment/reassignment data that requires re-transmitting is accomplished in a timely manner. The AAA-125 will be used as a cross-reference against subsequent EDAS cycles to ensure that unprocessed transactions are retransmitted and processed. Do not file the AAA-125 until all errors have been resolved.
- The transaction number is listed in the second field in Section One. In Section Two, the transaction number is listed in the first field. Listed below are the different Assignment/Reassignment transactions that may err and appear in the transaction number field:

3553 – EDAS Special Instruction (Template)

3571 - Approved deferment request notification, provides a new reporting date

3572 - Approved deletion request notification, removes the Soldier from an EDAS assignment

3575 - EDAS Gaining Command Assignment Notification

3585 - EDAS Losing Command Assignment Notification

3586 - EDAS Losing Command Assignment Notification - DA Special Instructions

3587 - EDAS Losing Command Assignment Notification - Field Special Instructions

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 EDAS Special Letter of Instruction

AAA – 126 EDAS Personnel Reassignment Report

AAA – 132 Losing Assignment Adjustment Roster

AAA – 133 Gaining Assignment Adjustment Roster

AAA – 136 EDAS Gaining Assignment Modification Report

AAA – 137 EDAS Losing Assignment Modification Report

AAA – 227 EDAS Gaining Assignment Report

AAA – 233 EDAS Losing Assignment Recap

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-125 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-125 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Contact PAS for guidance if unable to resolve any errors on the AAA-125.
- PAS. Research and provide guidance to the BDE S1/MPD on the resolution of the AAA-125. Contact the eMILPO Help Desk if unable to resolve.
- BDE S1/MPD. After all errors have been resolved, file under ARIMS file number 600-8b. Cutoff is at the end of the month. Hold one month and then destroy.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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EDAS Personnel Reassignment Report (AAA-126)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Personnel Reassignment Report (AAA-126) provides the BDE/MPD user with a Soldier's record snapshot. This is used when conducting the initial screening to determine reassignment eligibility.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE/MPD Reassignment Section should print the AAA-126 for each Soldier who is being reassigned after the AHRS Systems Administrator processes these weekly updates on eMILPO.
- The AAA-126 contains five sections:

Section A – Personal Data

Section B – Qualification Data

Section C – Security Data

Section D – Unit Data

Section E – Service Data

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 Special Letter of Instruction

AAA – 125 EDAS Error Report

AAA – 132 Losing Assignment Adjustment Roster

AAA – 133 Gaining Assignment Adjustment Roster

AAA – 136 EDAS Gaining Assignment Modification Report

AAA – 137 EDAS Losing Assignment Modification Report

AAA – 227 EDAS Gaining Assignment Report

AAA – 233 EDAS Losing Assignment Recap

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.

- AHRS System Administrator. Update the AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review report for each Soldier who is being reassigned weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Place the AAA-126 in each Soldier's reassignment file to be used to conduct the initial screening to determine reassignment eligibility. See Schedule Briefing / Prepare Reassignment Checklist for further guidance.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067

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Losing Assignment Adjustment Roster (AAA-132)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The Losing Assignment Adjustment Roster (AAA-132) is a system-generated report that identifies to the losing BDE S1/MPD any deletions and deferments that have been approved/disapproved by HQDA.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there is any approval/disapproval to deletions or deferments, the AAA-132 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-132 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-132 is separated by PPA (PERSINS Processing Activity).
- The AAA-132 contains the following fields:

PPA – PERSINS processing activity

UIC – Unit identifier code

Name

SSN – Social security number

GRD – Grade

REQ CONTROL NBR – Requisition control number

DELETION CODE

DEFERMENT CODE

NEW ARR – New arrival date to next assignment

DISAPPROVAL CODE

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 Special Letter of Instruction

AAA – 125 EDAS Error Report

AAA – 126 EDAS Personnel Reassignment Report

AAA – 133 Gaining Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRM System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRM System Administrator. Post the AAA-132 to AHRM Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-132 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Notify S1 of approval/disapproval of deletion or deferment.
- S1. Notify unit of approval/disapproval of deletion or deferment.
- Unit. Inform Soldier of approval/disapproval of deletion or deferment.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067

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Gaining Assignment Adjustment Roster (AAA-133)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The Gaining Assignment Adjustment Roster (AAA-133) is a system-generated report that identifies to the gaining BDE S1/MPD any deletions and deferments that have been approved/disapproved by HQDA.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there is any approval/disapproval to deletions or deferments, the AAA-133 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-133 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-133 is separated by PPA (PERSINS Processing Activity).
- The AAA-133 contains the following fields:

PPA – PERSINS processing activity

UIC – Unit identifier code

Name

SSN – Social security number

GRD – Grade

REQ CONTROL NBR – Requisition control number

DELETION CODE

DEFERMENT CODE

NEW ARR – New arrival date to next assignment

DISAPPROVAL CODE

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 Special Letter of Instruction

AAA – 125 EDAS Error Report

AAA – 126 EDAS Personnel Reassignment Report

AAA – 132 Losing Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRM System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRM System Administrator. Post the AAA-133 to AHRM Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-133 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Notify S1 of approval/disapproval of deletion or deferment.
- S1. Notify unit of approval/disapproval of deletion or deferment.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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EDAS Gaining Assignment Modification Report (AAA-136)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Gaining Assignment Modification Report (AAA-136) is a system-generated report that identifies to the gaining BDE S1/MPD any Soldier(s) whose original assignment is being modified by the gaining command and Human Resources Command.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there are any modifications to Soldiers already on assignment, the AAA-136 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-136 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-136 is separated by PPA (PERSINS Processing Activity).
- The AAA-136 contains the following fields:

PPA – PERSINS processing activity

GAINING UIC – Gaining unit identifier code

Name

SSN – Social security number

GRD – Grade

REQ CONTROL NBR – Requisition control number

LOSING UIC – Losing unit identifier code

UNIT ADDRESS

REPORTING DATE

ZIP CODE/APO

SPECIAL INSTRUCTIONS

SEQUENCE NUMBER

ENL REQ SI CD – Enlisted requisition special instruction code

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 Special Letter of Instruction
AAA – 125 EDAS Error Report
AAA – 126 EDAS Personnel Reassignment Report
AAA – 132 Losing Assignment Adjustment Roster
AAA – 133 Gaining Assignment Adjustment Roster
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRIS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRIS System Administrator. Post the AAA-136 to AHRIS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-136 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067



EDAS Losing Assignment Modification Report (AAA-137)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Losing Assignment Modification Report (AAA-137) is a system-generated report that identifies to the losing BDE S1/MPD any Soldier(s) whose original assignment is being modified by the gaining command and the Human Resources Command.
- It is intended that this report be produced by the BDE S1/MPD through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) on a weekly basis. These updates are pushed from the TAPDB to eMILPO. If there are any modifications to Soldiers already on assignment, the AAA-137 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-137 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-137 is separated by PPA (PERSINS Processing Activity).
- The AAA-137 contains the following fields:

PPA – PERSINS processing activity

LOSING UIC – Losing unit identifier code

Name

SSN – Social security number

GRD – Grade

REQ CONTROL NBR – Requisition control number

GAINING UIC – Gaining unit identifier code

UNIT ADDRESS

REPORTING DATE

ZIP CODE/APO

SPECIAL INSTRUCTIONS

SEQUENCE NUMBER

ENL REQ SI CD – Enlisted requisition special instruction code

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report
AAA – 069 Special Letter of Instruction
AAA – 125 EDAS Error Report
AAA – 126 EDAS Personnel Reassignment Report
AAA – 132 Losing Assignment Adjustment Roster
AAA – 133 Gaining Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-137 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-137 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. Produce amendments to reassignment orders as necessary.
- BDE S1/MPD. Distribute amendments to S1.
- S1. Distribute amendments to unit.
- Unit. Distribute amendments to Soldier.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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Report of AWOLS (Absent Without Leave) (AAA-160)

Responsible agencies are:

- Unit commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The AAA-160 lists all Soldiers reported AWOL and DFR (Dropped From Rolls) by a unit. Use this report to keep track of AWOL/DFR Soldiers and to verify current duty status.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1 level.
- The AAA-160 contains the following fields:

Name

SSN

Rank

Citizenship

Field Determined Personnel Security Status

Date AWOL/Date DFR

Duty Status

Duty Status Description

- The URL to produce the report: <https://emilpo.ahrs.army.mil/>, using AKO user ID and password.

Other related reports:

Duty Status – Listing. This report is produced in eMILPO.

AAA – 160 Report of AWOLS. This report is produced in AHRS Enterprise Datastore.

AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.

AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk. Produce the AAA-160 weekly.
- S1/Unit eMILPO clerk. Distribute AAA-160 to each unit.
- Unit commander. Confirm AWOL/DFR status. Notify S1 of any change in duty status.
- S1/Unit eMILPO clerk.

Check for Soldiers AWOL over 15 days and send out inquiries as necessary.

Check for Soldiers AWOL over 30 days and take action to DFR Soldiers (See DFR/DFS in this Functional Guidance document).

Submit Duty Status transactions (See Duty Status in this Functional Guidance document) to update eMILPO as required.

- S1/Unit eMILPO clerk. File under ARIMS file number 600-8-2b. Destroy when no longer needed for conducting business after completion of reviews and actions.

Functional Proponent: Field Services Division (Integration Branch): tagd.fsdintegrationbranch@us.conus.army.mil



Unit Personnel Accountability Report (AAA-162)

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)
- Replacement Detachment (Repl. Det.) or similar activity
- Transition Center

References:

- AR 25-400-2, The Army Records Information Management System (ARIMS)
- AR 220-1, Unit Status Reporting
- AR 600-8-6, Personnel Accounting and Strength Reporting
- Unit Commander's Finance Report
- DA Form 3986-R, Personnel Asset Inventory

General guidance:

- The Unit Personnel Accountability Report is the source and historical document for strength reconciliations. The AAA-162 list all Soldiers assigned and attached to a specific organization and identifies their present and last duty status.
- Soldiers are listed alphabetically by name.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, BDE S1/MPD, PAS or G1/AG level.
- The AAA-162 contains the following fields:

ASG/ATTCHD (Assigned or Attached)

NAME

SSN

Rank

Gain Dt (Date of gain to the unit)

Loss Dt (Date of loss to the unit)

OLD DTY ST (Old duty status)

NEW DTY ST (New duty status)

Dty St Date (Effective date of new duty status)

Dpl Navail St (Deployment Nonavailability Status)

Dpl Navail Reason (Deployment Nonavailability Reason)

- Monthly USR Reconciliation. Produce copies and reconcile monthly in conjunction with the Unit Status Reporting (USR) submission. The majority of USRs are turned in on the 15th in accordance with AR 220-1, Table 2-1. It is critical to enter all known changes before this date. The PAS and supported units must establish this procedure in their local standard operating procedures (SOP). The S1 and other reporting units must reconcile unit strength and submit required transactions prior to the 15th of each month, or the date of USR submission if different from the 15th. It is also critical that the strength reported on USRs match the AAA-162. Do not use <off line> or locally produced reports.

- End of Month (EOM) Reconciliation. In addition to the mid-month USR reconciliation, units must reconcile an end-of-month (EOM) AAA-162. If strength problems exist, the PAS should consider requiring weekly reconciliation. S1s (and separate units) will produce the AAA-162 reflecting current unit composition after processing transactions that change unit strength, such as departures, arrivals, attachments, relief from attachments and separations. Unit commanders must annotated and sign the EOM AAA-162, also. The PERSONNEL SERGEANT or unit eMILPO clerk will carry these reports to the PAS monthly at scheduled times.
- Other Reconciliations. Use the AAA-162 for PAI changes of command, prior to a unit move, inactivation, resignation, demobilization, or change in support personnel agency. For installations conducting an installation-wide PAI, it is recommended that the MPSM, PAS G1, S1a, Transition Center, and Replacement Center conduct a strategy session first.
- On the date a unit becomes temporarily without assigned or attached Soldiers, a hard copy of the AAA-162 for that unit will be produced by the PAS. Attached a statement signed by the PAS Chief reflecting the zero strength to the AAA-162.
- Units without assigned or attached Soldiers are not required to have AAA-162 reports printed until personnel are again assigned or attached.
- The terminology used for AAA-162 reconciliations is defined as follows:
- Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, activity or similar origination assigned a unique UIC.
- Unit commander. A unit commander is defined here as any company commander, battalion commander, commander or senior Army person of U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army Soldiers.
- Military Personnel Strength Monitor (MPSM). At installation level, the MPSM will be appointed in writing. Commanders of installation, division, or activities maintain a PPA: commander of installation, posts, camps and stations located on an eMILPO satellite activity for support; and commanders of field operating agencies or activities on an installation or satellite installation. At installation level, the MPSM will be in the strength management office of the G1, AG, or Chief, MPD. The MPSM will never be the PAS Chief. The MPSM serves as the principal contact for military personnel strength information for the assigned units or subordinated commands. The MPSM will monitor and analyze automated strength reports for unit strength errors and resolve all issues to ensure accurate personnel strength accounting.
- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/>. First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.
- Other related reports:

Duty Status – Listing. This report is produced in eMILPO.

AAA – 160 Report of AWOLs. This report is produced in AHRS Enterprise Datastore.

AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Schedule twice monthly reconciliation's with S1s so that reconciliation's are spread uniformly throughout the month. For all others, schedule as needed and or directed.
- S1/MPD/PAS. Produce the AAA-162 Unit Personnel Accountability Report and Summary as required.
- S1/Unit eMILPO clerk. Produce one AAA-162 in conjunction with the USR (for units who provide Unit Status Reports), which will be submitted IAW AR 220-1, Table 2-1. Forward report to each unit commander.
- S1/Unit eMILPO clerk Produce an additional EOM AAA-162 for reconciliation. This will be the initial phase of producing a copy for historical record.

- S1/Unit eMILPO clerk. Obtain the unit(s) AAA-162 report, Unit Commander's Finance Report, and DA Form 3986-R for all other reconciliations as needed.
- Unit commander. For monthly and end of month unit historical AAA-162s, review with the actual unit strength. Reconcile by annotation and authenticate the original copy of the AAA-162.
- Unit commander. For all other reconciliations, both the incoming and outgoing commanders will review the AAA-162 if applicable. The unit commander will sign DA Form 3986-R once all changes and corrections are entered into eMILPO and a fresh AAA-162 is produced for attachment which shows all necessary changes were made. The commander forwards it along with supporting documents (AAA-162 reports, DA Forms 31, DD Forms 1601, reassignment order, etc.) to the PAS within five working days of the scheduled reconciliation. *Note*, it may not be forwarded until all corrections are entered into eMILPO.
- S1/Unit eMILPO clerk. Compare results of the commander's reconciliation with the unit status summary at the end of the report. If the unit status summary is not correct, the S1 consults with the unit commander and continues research to resolve discrepancies.
- S1/Unit eMILPO clerk. Submit required transactions to correct report on eMILPO for all reconciliations.
- PAS. Meet with S1/Unit eMILPO clerk to perform reconciliation of the report. The PAS analyst researches and resolves outstanding discrepancies on the report to update eMILPO.
- S1/Unit eMILPO clerk. Provide copy of updated report to unit.
- PAS. Assemble the original of the reconciled EOM AAA-162 for each unit supported by the PAS. Construct a signed memorandum to be filed with the report. The memorandum will be addressed to the Records Holding Area (RHA) and filed under ARIMS file number 600-8c. This will include the following statement: "The enclosed AAA-162 reports reflect the status of Soldiers recorded in the eMILPO database during the course of normal business of (name reporting activity), for the period (day, month, year) through (day, month, year). The AAA-162 provides a list of registered units supported by the PAS section during the period."
- PAS. Validates all other reconciliations, ensures all corrections are entered into eMILPO and the S1 has resolved the status of Soldiers from the AAA-165.
- PAS Chief. For other reconciliations, once the above actions are done, the PAS Chief signs the 3986-R and returns to the unit.
- Unit. Once the change of command, resignation, unit move, inactivation demobilization or change in supporting personnel agency reconciliations return from the PAS, the unit will forward them up through the chain of command to the MSPM. Make all needed entries on the next Unit Commander's Finance Report.
- MSPM. The MSPM is the final approval authority for all other reconciliations. Once he approves, he retains a copy and returns the original to the unit.
- PAS. Hold AAA-162 for the current year, and then transfer them, along with the above memorandum, to the Records Holding Area (RHA). The RHA will hold these files for 12 months and then retire them to the National Personnel Records Center (NPRC). The NPRC stores the reports for 75 years and then destroys (See AR 25-400-2.)
- S1/Unit eMILPO clerk. File one copy of the AAA-162 for record under ARIMS File Number 600-8c and retain for the current year, plus 1 year, in an inactive file. The AAA-162 is destroyed at the end of the inactive period.
- Units subordinate to the battalion. Destroy old reports upon receipt of new AAA-162 reports.

Functional Proponent: HRC.emilpo.helpdesk@conus.army.mil.


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Enlisted MOS Inventory - By Name (AAA-163)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

References:

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-163 is to display an inventory of the enlisted skills MOS by Name. It is to be used in conjunction with the AAA-164 to manage personnel assignments, details, transfers, and training.
- It is intended that the AAA-163 be produced at the S1/MPD/G1/AG/PAS levels through AHRS (Army Human Resource System) Enterprise Datastore.
- The AAA-163 displays the following fields:

PMOS - Primary military occupation specialty

PASI – Primary addition skill identifier

LANG – Language identifier

Name

SSN - Social security number

Rank

SEX

PULHES – Physical profile factors

FDS - Field determined security clearance

UIC - Unit identification code

DMOS - Duty military occupation specialty

PMC - Personnel Management Code

SMOS - Secondary military occupation specialty

SASI - Secondary additional skill identifier

Bonus MOS/I - Bonus military occupation skill identifier

BASD - Basic active service date

AEA CDE TERM - Assignment eligibility and availability code

DPN – Number of dependents

Other related reports:

AAA – 164 Skill Inventory by Grade. This report is produced in AHRS Enterprise Datastore.

AAA – 223 Enlisted Skill Inventory and Projection by MOS Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- S1/Unit eMILPO clerk/Brigade S1/G1/AG/MPD. Produce and review the AAA-163 monthly.
- S1/Unit eMILPO clerk/Brigade S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067



Skill Inventory by Grade (AAA-164)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

References:

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-164 is to display an inventory of Soldier skills by grade. This report is to be used in conjunction with the AAA-163 to manage personnel assignments, details, transfers, and training.
- It is intended that the AAA-164 be produced at the S1/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.
- The AAA-164 allows the user to choose from three different data cubes of skills-related data. Once a data cube is chosen, the user is allowed to modify the parameters of the report to drill down to a level of data that meets the user's statistical requirements.
- The AAA-164 is broken down into four separate data cubes:

ASI Inventory By Grade

MOS Inventory By Grade

SQI Inventory By Grade

Other related reports:

AAA – 163 Enlisted MOS Inventory by Name. This report is produced in AHRS Enterprise Datastore.

AAA – 223 Enlisted Skill Inventory and Projection by MOS Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/G1/AG/MPD. Produce and review the AAA-164 monthly.
- Unit eMILPO clerk/S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Enlisted Personnel Management Directorate, Operations Management Division, (KHRC-EPO), COML: 502-613-5045 or DSN: 983-5045 or Officer Personnel Management Directorate: Information Management Office, COML: 502-613-6377



Unit Personnel Accountability Notices Report (AAA-165)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Unit Retention office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Installation Personnel Automation Section (PAS)

References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel in Civilian Court Proceedings

General guidance:

- The AAA –165 contains personnel discrepancies or notices for the unit. These notices list Soldiers whose personnel record contain specified unit accountability conditions for which action must be taken at the unit.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu the S1/MPD/PAS levels. The S1/Unit eMILPO clerk and BDE S1/MPD agencies that maintain UIC responsibility (i.e. Transition Center, In-processing) are responsible for producing this report and resolving the following discrepancies for their assigned UICs :

FAILURE TO GAIN. The failure-to-gain notice will be generated for the Soldier who has been departed from a previous or losing UIC (unit identifier code), but the potential gaining UIC has failed to submit an arrival in eMILPO. The effective date shown is the potential gaining reporting date as reported in the departure transaction. Research to verify that Soldier is reporting to the gaining UIC. If Soldier reported to gaining UIC, execute Arrival procedures (see Arrival in this Functional Guidance document.) to arrive Soldier in eMILPO. If Soldier has not reported to gaining UIC, coordinate with PAS to research and resolve discrepancy/notice.

AWOL OVER 25 DAYS. The AWOL-over-25-days notice will be generated if the duty status on the Soldier's record is AWOL and if the duty status date is at least 25 days before the current date. This notice is produced to notify the unit of an individual who has been in an AWOL status for over 25 days and possibly requires a DFR (Drop From Rolls) transaction. The date shown on the report is the AWOL duty status date. Research to ensure the Soldier is still AWOL. If Soldier is not currently AWOL, execute Duty Status procedures (see Duty Status in this Functional Guidance document.) to update Soldier's duty status in eMILPO. If Soldier is still AWOL and has been AWOL for 25 or more consecutive days, DFR procedures may have to be executed. If the Soldier remains AWOL for 30 consecutive days, execute DFR procedures (see DFR/DFS in this Functional Guidance document.) on the 31st day in order to drop the Soldier from the active-Army strength in eMILPO. The DFR will be effective 0001 on the 31st day of AWOL.

EXPIRED DEROS. The expired-DEROS (Date Eligible to Return from Overseas) applies only to OCONUS (outside the continental United States) units. This notice is generated when the Soldier's DEROS date is before the current date. Research to determine Soldier's situation. If Soldier has extended his/her overseas tour, update the DEROS through the eMILPO Overseas Assignment Data menu. The EXPIRED DEROS notice should not generate if the Soldier is assigned to a CONUS (continental United States) unit.

EXPIRED ETS/ESA. The expired ETS/ESA (expired termination of service/expired service agreement) notice is generated when the Soldier's ETS/ESA date is before the current date. Research to determine the Soldier's situation. If Soldier has separated from the active-Army, contact the BDE/MPD Transition Center to ensure they submitted the Transition / Loss transaction in eMILPO. If Soldier has extended or reenlisted, contact your local retention office to have Soldier's ETS date updated in through Retain.

ETS/ESA dates cannot be updated in eMILPO to populate TAPDB (Total Army Personnel Database). The update must come from Retain to TAPDB to eMILPO to remove the notice.

SOLDIER DISCHARGED BY PERSCOM. The Soldier-discharged-by-PERSCOM notice is generated when PERSCOM separates the Soldier from TAPDB. This is done because DFAS (Defense and Finance Accounting System) has separated the Soldier, and the Soldier is no longer getting paid. If Soldier has separated from the active-Army, contact the PSB/MPD Transition Center to ensure that the Transition/Loss transaction is submitted in eMILPO. If Soldier has not separated from the active-Army, contact PAS for assistance to resolve discrepancy.

- Totals for each of the above categories are also provided.
- The following notices existed in SIDPERS-3, but have been removed from eMILPO:

FAILURE TO LOSE

ASSIGNED NOT JOINED OVER 10 DAYS

- This report must be produced and reconciled daily for assigned UICs.
- The PAS will monitor and assist with the resolution of AAA-165 notices as necessary. Local SOP should be in place for the processing of the AAA-165.
- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/> First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

Duty Status – Listing. This report is produced in eMILPO.

AAA – 160 Report of AWOLS. This report is produced in AHRN Enterprise Datastore.

AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRN Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced in AHRN Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/MPD. Produce the AAA-165 daily.
- Unit eMILPO clerk/S1/MPD. Research and resolve notices appearing on the AAA-165. Refer to General guidance above for discrepancies/notices information.
- Unit eMILPO clerk/S1/MPD. Submit necessary eMILPO transactions to resolve notices.
- Unit eMILPO clerk/S1/MPD. Notify local retention office if necessary to update ETS/ESA dates to resolve notice.
- Unit eMILPO clerk/S1/MPD. File the latest AAA-165 under file number 600-8b and destroy the previous one.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil


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Military Labor Report (AAA-166)

Responsible agencies are:

- Personnel Automation Section (PAS)

Reference:

- AR 680-29, Military Personnel, Organization, and Type of Transaction Codes

General guidance:

- The purpose of the Military Labor Report is to provide the user with a list of assigned strength by MPC (Military Personnel Class) and grade for each UIC (Unit Identification Code) reported.
- It is intended that this report be produced at the PAS level through the AHRS (Army Human Resource System) Enterprise Datastore.

- The AAA-166 contains the following fields:

UIC

Unit Stat – Unit mission status code associated with the UIC (See AR 680-29, par 2-15, for code definitions.)

AREAX – Army area location of unit

Date

CMD ASG – Code used to identify the command proponent of a unit's authorization document, MTOE or TDA

by UIC – Number of Soldiers assigned to UIC

MPC

by MPC – Subtotals of enlisted, warrant, and officers.

Pay Grade

by Pay Grade – Subtotals of each assigned pay grade

Other related reports: AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- PAS. Produce and forward the AAA-166 as needed or requested.
- Requestor. File under ARIMS file number 600-8b. Destroy report when no longer needed to conduct business.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil

Unit Soldier Readiness Report (AAA-167)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Personnel Automation Section (PAS)

Reference:

- AR 680-29, Military Personnel, Organization, and Type of Transaction Codes

General guidance:

- The purpose of the Unit Soldiers Readiness Report is to provide the user with a list of assigned.
- It is intended that this report be produced at the
- The AAA-167 contains the following fields:
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Work center actions:

- Unit eMILPO clerk/S1/G1/AG/MPD. Produce and review the AAA-167 monthly.
- Unit eMILPO clerk/ S1/G1/AG/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil



Good Conduct Medal Roster (AAA-199)

Responsible agencies are:

- 1SG/Commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Official Military Personnel File (OMPF) Records Custodian

References:

- AR 600-8-22, Military Awards
- AR 600-8-104, Military Personnel Information Management/Records
- AR 600-37, Unfavorable Information

General guidance:

- The purpose of the Good Conduct Medal Roster is to provide the commander with a list of Soldiers who are eligible to receive a Good Conduct Medal within the next 90 days.
- It is intended that this report be produced by the BDE/MPD through the AHRS Enterprise Datastore or the AHRS Web Portal, eMILPO Report Menu.
- This report displays Soldiers eligible for the Army Good Conduct Medal (AGCM) in two categories:

Those eligible in three months.

Those overdue.

- The unit commander is the approval authority for the AGCM.
- The AAA-199 contains the following fields:

Unit

Unit Address

Category – The Soldier may fall into one of two categories:

Soldier is eligible to receive an AGCM within the next three months.

Soldier is overdue to receive an AGCM.

Name

Rank

SSN – Social security number.

GCMS Date – Army Good Conduct Medal suspense date.

ETS – Expiration of Term of Service.

DTY Sta – Current duty status.

FLAG ACT – Current suspension of favorable personnel actions.

Reenl – Reenlistment eligibility code.

Remarks – This is where the commander circles (YES) or (NO) when deciding if the Soldier receives the AGCM.

- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/> First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

AAA - 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- BDE S1/MPD. Generate AAA-199 monthly for each unit. Forward to the S1.
- S1. Receive AAA-199 and suspense for all units.
- S1. Sort the roster by unit and forward rosters to respective commanders for review and approval or disapproval. Maintain suspense copy to ensure action is accomplished within the established date.
- 1SG. Receives roster and reviews for potentially disqualified Soldiers. 1SG reviews eligible Soldiers with the respective platoon sergeants. 1SG presents recommendations on who should receive the AGCM to the company commander.
- Commander. Reviews roster and indicates “YES” for approval or “NO” for disapproval. If a Soldier is disqualified, the commander will inform the Soldier, and the action will be processed per AR 600-37 and paragraph 4-8 of AR 600-8-22. After all annotations have been made, the commander signs the AAA-199 and returns the annotated and signed roster to the S1.
- S1. Review roster to ensure all processing actions have been accomplished and forward original AAA-199 to the BDE S1/MPD.
- BDE S1/MPD. Process approvals and disapprovals IAW AR 600-8-22.
- BDE S1/MPD eMILPO clerk. Submit Individual Awards transactions through eMILPO to award the AGCM to approved Soldiers and to update the AGCM eligibility date. See Individual Awards in this manual for further guidance.
- BDE S1/MPD. File the roster IAW AR 25-400-2.

Functional Proponent: Awards Branch; hrc.tagd.awards@conus.army.mil


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Enlisted Skill Inventory and Projection Report (AAA-223)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG

References:

- AR 614-200, Enlisted Assignment and Utilization Management
- DA Pam 611-21, Military Occupational Classification and Structure

General guidance:

- The purpose of the AAA-223 is to provide a user-specified skill inventory of an organization. This report is used to assist personnel managers with assignments, details, transfers, and training.
- It is intended that this report be produced at BDE S1/MPD/G1/AG levels through AHRS (Army Human Resource System) Enterprise Datastore.
- The AAA-164 allows the user to query the following fields to produce the report:

MOS – Military occupation specialty

SQI – Skill qualification identifier

ASI – Additional Skill Identifier

Language – Language code identifier

Rank

- Once user-specified data has been selected, the AAA-164 is produced, and the following fields are displayed:

UIC – Unit identification code

Sex

Soldier Count

Rank

Count By Rank

MOS

SQI

ASI

LANG

Other related reports:

AAA – 163 Enlisted MOS Inventory By Name. This report is produced in AHRS Enterprise Datastore.

AAA – 164 Skill Inventory By Grade. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- G1/AG/BDE S1/MPD. Produce and review the AAA-223 as needed.
- G1/AG/BDE S1/MPD. File under ARIMS file number 614a. Destroy report when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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EDAS Gaining Assignment Report (AAA-227)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Gaining Assignment Report (AAA-227) lists each EDAS gaining assignment for a given cycle. The report may be produced by a specific EDAS cycle for a specific UIC (unit identifier code) or group (up to 15) of UICs.
- The intent is that the BDE S1/MPD produces the report through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The BDE S1/MPD Reassignment Section should print the AAA-227 after the AHRS Systems Administrator processes these weekly updates on eMILPO.

- The AAA-227 contains the following fields:

UIC – Gaining unit identifier code

ASI – Additional skill identifier

REPT DATE – Report date

PAY/RANK – Pay grade

PMOS – Primary military occupation specialty

ASI LANG – Additional skill identifier language

SEX

PSI – Personnel security investigation

DDS – Defense Department Security

SII – Special investigation

PRP – Personnel requirement by position

PHY – Physical factors

EDAS CYCL DATE – current EDAS cycle

REQ – Requisition control serial number/year month requisition cycle

NAME INDIVIDUAL

SSN – Social security number

LOSING UNIT INFO: UIC – Losing unit identifier code

MACOM – Major command

UNIT HOME GEOGRAPHIC LOCATION

SP INSTRUCTIONS – Any additional information pertaining to the gaining assignment report

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report
AAA – 069 Special Letter of Instruction
AAA – 125 EDAS Error Report
AAA – 126 EDAS Personnel Reassignment Report
AAA – 132 Losing Assignment Adjustment Roster
AAA – 133 Gaining Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Update the AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-227 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614a. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067


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EDAS Losing Assignment Recap (AAA-233)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)
- eMILPO Help Desk

Reference:

- AR 600-8-11, Reassignment

General guidance:

- The EDAS (Enlisted Distribution Assignment System) Losing Assignment Recap (AAA-233) provides the BDE S1/MPD with a recap of total assignment instructions, deletions, and deferments received from the EDAS cycle for a PERSINS processing activity (PPA) by each unit identifier code (UIC).
- The intent is for the BDE S1/MPD to produce the report through the AHRS Enterprise Datastore.
- EDAS submits cyclic assignment updates to the TAPDB (Total Army Personnel Database) mailbox on a weekly basis. These updates are pushed from the TAPDB to eMILPO. The AAA-233 is generated when the AHRS Systems Administrator processes these weekly updates on eMILPO. Afterwards, the AAA-233 is stored on the AHRS Enterprise Datastore for viewing by the BDE S1/MPD. It is stored in the Assignment/Reassignment/EDAS section by date. Under each date, the AAA-233 is separated by PPA.
- The AAA-233 contains the following fields:

PPA

EDAS CYCLE DATE

UIC

ASSIGNMENT INSTR – Number of assignment instructions for a specified UIC

DELETIONS – Number of deletions for a specified UIC

DEFERMENTS – Number of deferments for a specified UIC

TOTALS – Lists totals for each category: assignment instructions, deletions, and deferments

- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet

AAA – 008 Enlisted Levy Status Report

AAA – 069 Special Letter of Instruction

AAA – 125 EDAS Error Report

AAA – 126 EDAS Personnel Reassignment Report

AAA – 132 Losing Assignment Adjustment Roster

AAA – 133 Gaining Assignment Adjustment Roster

AAA – 136 EDAS Gaining Assignment Modification Report

AAA – 137 EDAS Losing Assignment Modification Report

AAA – 227 EDAS Gaining Assignment Report

AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- AHRS System Administrator. Receive and process the EDAS cycle weekly on Tuesdays.
- AHRS System Administrator. Post the AAA-233 to AHRS Enterprise Datastore.
- BDE S1/MPD. Produce and review the AAA-233 weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File under ARIMS file number 614-200c. Destroy when no longer needed for conducting business.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067



EDAS Individual Losing Assignment Report (AAA-234)

Responsible agencies are:

- Brigade S1/Military Personnel Division (BDE S1/MPD)

References:

- AR 600-8-11, Reassignment
- AR 614-6, Permanent Change of Station Policy
- AR 614-100, Officer Assignment Policies, Details and Transfers
- AR 614-200, Enlisted Assignments and Utilization Management

General guidance:

- The AAA-234 provides the Personnel Reassignments Work Center with the number of assignment instructions and special instructions by name by EDAS (Enlisted Distribution Assignment System) cycle.
- It is intended that this report be produced weekly by the BDE S1/MPD. eMILPO notifies the reassignment clerk each Tuesday that the report is available. Each report covers a one-week period (Tuesday through Monday); however, it can be produced for a longer period by typing in the desired EDAS cycle beginning and ending dates. The system will generate an error message, as an indication to the user, if there are no EDAS Reports to view or print.
- The report contains specific assignment instructions for the Soldier, together with selected data from the Soldier's record.
- **Note.** The Datastore AAA-234 contains incomplete data, so it is strongly recommended not to use the Datastore AAA-234. Use the AAA-234 generated from the eMILPO portal page (Reports).
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 002 EDAS Audit Sheet
AAA – 008 Enlisted Levy Status Report
AAA – 069 EDAS Special Letter of Instruction
AAA – 125 EDAS Error Report
AAA – 126 EDAS Personnel Reassignment Report
AAA – 132 Losing Assignment Adjustment Roster
AAA – 133 Gaining Assignment Adjustment Roster
AAA – 136 EDAS Gaining Assignment Modification Report
AAA – 137 EDAS Losing Assignment Modification Report
AAA – 227 EDAS Gaining Assignment Report
AAA – 233 EDAS Losing Assignment Recap
AAA – 234 EDAS Individual Losing Assignment

Work center actions:

- BDE S1/MPD. Print report weekly after receiving workflow notice from eMILPO.
- BDE S1/MPD. File report in Soldier's reassignment file.

Functional Proponent: Enlisted Personnel Management Directorate, EDAS Operations Branch COML: 502-613-5013/5067 or DSN 983-5013/5067

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Enlisted Promotion Report (AAA-294)

Responsible agencies are:

- Unit Commander
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- U.S. Total Army Human Resources Command

References:

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

General guidance:

- The Enlisted Promotion Report (AAA-294) lists the Soldiers eligible for promotion considerations to ranks SGT/SSG and Soldiers eligible for Automatic List Integration for Active Component. A report is generated for each unit and is produced for the following month's promotion board. This is a management tool to assist commanders in the timely submission for consideration, recommendation, and counseling for fully eligible Soldiers not recommended.
- The AAA-294 is produced in eMILPO at the Battalion S1 level or Separate Company when not supported by a Battalion S1.
- This report is processed in wartime unless further guidance is given at that time.
- Soldiers are personally responsible for ensuring their personnel records are current at all times. It is critical that this is accomplished before the commander recommends the Soldier to appear before a promotion board.

First line leaders will counsel Soldiers who are eligible for promotion, without waiver, but not recommended for promotion. A copy of the counseling, DA Form 4856, the Developmental Counseling Form, will be attached to the Enlisted Promotion Report. Counseling will take place initially, when the Soldier first becomes fully eligible, and periodically thereafter (at least every three months) IAW AR 600-19.

- If an error message appears when generating the AAA-117 report, do the following:

Go to your internet web page.

Click on „Tools“.

Click on Internet „Options“.

Click on „Advanced Tab“.

Scroll down to „Security“.

Ensure the „Do not save encrypted pages to Disk“ is NOT checked.

Save your changes by clicking the „Apply“ button.

Click „OK“.

Other related reports:

Human Resources Authorization Report (HRAR). This report is produced through eMILPO.

AAA – 117 Enlisted Advancement Report. This report is produced through eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced through AHRS Enterprise Datastore.

AAA – 342 Alpha Roster. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Web Portal Reports.

Work center actions:

- S1/Unit eMILPO clerk. Generate the AAA-294 by the second to the fifth working day of the month prior to the promotion board month, make the necessary corrections, and then forward to the commander within one working day.
- Unit Commander. Receive the AAA-294 from the S1, review for accuracy, annotate recommendations (initial each), duty performance points (if applicable), sign, attach a copy of the counseling (DA Form 4856) to the AAA-294, and return to S1 within two working days for further processing.
- S1. Receive the AAA-294 from the unit, review for completeness and compliance with AR 600-8-19.
- S1. Prepare:

Initial DA Forms 3355-E, Promotion Point Worksheet for each recommended Soldier. Obtain signatures and forward to BDE/MPD.

Memorandum to appoint board members.

Input Deny Promotion Auto List Integration thru eMILPO for Soldiers denied by the promotion authority. See Functional Guidance for Deny Promotion List Auto Integration.

- S1. File AAA-294 IAW AR 25-400-2.
- BDE S1/MPD. Review recommendations. Complete DA Forms 3355-E and return to S1.
- S1. Hold the promotion board, create DA Forms 3357-E (Board Recommendation), and obtain signatures.
- S1. Prepare the promotion board proceedings and commander's endorsement. Compile proceedings, endorsement, DA Forms 3355-E, source documents, obtain signatures when necessary, copy, and forward to BDEMPD.
- BDE S1/MPD. Enter promotion points directly into TAPDB (Total Army Personnel Database) via EDAS (Enlisted Distribution Assignment System). **Note: eMILPO will send TAPDB a 4285 Transaction adding the promotion point data to EDAS IAW ALL requirement for those Soldiers recommended for Automatic List Integration by promotion authority.**
- Human Resources Command. Eligible promotion points are considered at the Force Alignment Review (FAR) when determining cutoff scores.
- Human Resources Command. Establish cutoff scores and post the HQDA (Headquarters, Department of the Army) by-name listing to the TAPDB.
- BDE S1/MPD. Receive the by-name listing and monthly cutoff scores. Screen against Soldiers on the EDAS C10 roster. Prepare promotion orders or notifications to Soldiers who are not fully eligible.
- BDE S1/MPD. Submit GRCH and NPRC transactions directly into the TAPDB via EDAS.
- BDE S1/MPD. Update DA Form 2-1, Enlisted Record Brief (ERB).
- S1 Unit eMILPO clerk. Annotate or produce the following:

Human Resource Authorization Report (HRAR)

Unit Personnel Accountability Report (AAA-162)

Unit Commanders Finance Report (UCFR)

- S1/Unit eMILPO clerk. Review the monthly Commander's Finance Report or LESs to ensure the grade changes processed properly. If necessary, submit the appropriate inquiry.

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Functional Proponent: Junior Enlisted Promotions Branch; Hrc.Tagd.Jr.EnlistedPromotions@conus.army.mil

Demographic Profile Report (AAA-338)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference:

- DA Pam 350-20, Unit Equal Opportunity Training Guide

General guidance:

- The purpose of this report is to provide an effective tool for the chain of command to verify family care plan information, Equal Opportunity Office overview, and other command programs.
- The AAA-338 can be run in AHRS (Army Human Resource System) Enterprise Datastore by local level commands as required.
- The statistical results contained in this report are based on information maintained in the ERB/ORB (Enlisted Records Brief/Officer Records Brief).
- This report can be designed by the user to query and/or display statistics from the following fields:

Ethnic group

Race

Sex

Married to SVC (service) MBR (member)

MPC (military personnel class)

Pay grade

Single parent

Civilian Education

Work center actions:

- S1/Unit eMILPO clerk/Brigade S1/G1/MPD. Produce the AAA-338 quarterly.
- S1/Unit eMILPO clerk/Brigade S1/G1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: There is no functional proponent at the Human Resources Command for this report. Use your normal EOO (Equal Opportunity Office) channels.


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Religious Denomination Report (AAA – 339)

Responsible agencies:

- Battalion or separate company S1 (S1)
- Chaplain Office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

References:

- AR 165-1, Chaplain Activities in the United States Army
- FM 16-1, Religious Support

General guidance:

- The Religious Denomination Report, AAA-339, is a demographic tool that is used by the commander. This is a by-name report that lists all Soldiers in unit by religion.
- It is intended that this report be produced by S1/MPD/G1/AG/PAS through AHRS (Army Human Resource System) Enterprise Datastore.

- This report contains the following fields:

UIC – Unit Identification Code

Unit Name

Religion

Name

SSN – Social security number

Rank

- Report information is based on data maintained in the ERB/ORB (Enlisted Record Brief/Officer Record Brief).
- For additional guidance on viewing this type of report, visit the AHRS Enterprise Datastore WBT (Web Based Training) at <http://www.eis.army.mil/ahrs/ahrs.asp>

Other related reports:

AAA – 343 Religious Denomination Statistical Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Chaplain Office. Request AAA-339 as needed.
- PAS. Produce AAA-339 when requested.
- PAS. Forward AAA-339 to Chaplain Office.
- Chaplain Office. File under ARIMS file number 600-8b. Destroy old reports when new report is produced.

Functional Proponent:


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Chief of Chaplains, Personnel Systems Coordinator, DACH-PPZ-A COML: (703) 695-0312

Alpha Roster (AAA-342)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting

General guidance:

- This report lists all unit Soldiers, assigned or attached, in alphabetical order.
- This report can be run in AHRS Enterprise Datastore or the AHRS Web Portal, eMILPO Report Menu, at the necessary command level as required.
- This report can be generated by specific military personnel class (MPC). The following options are available when you choose MPC:

All

Enlisted Soldier

Warrant Officer

Commissioned Officer

- The AAA-342 displays the following fields:

Name

SSN (social security number)

VSSN (verification social security number)

MPC (military personnel class)

Rank

PMOS/AOC SQI ASI Lang (primary military occupational specialty/area of concentration, skill qualification identifier, additional skill identifier, language)

Br (Branch)

PRJ Loss Report/DPRT Date (projected loss report/departure date)

Type (type of projected loss report)

CURR/PNDG/PREV UIC (current/pending gain/previous unit identifier code)

Unit

RSI (record status indicator)

STA (duty status)

Losing/Gaining UIC (losing and gaining unit identifier codes)

- This report may contain the following RSIs:

1 : ACTIVE - ASSIGNED TO RESERVE COMPONENT

2 : INACTIVE - SEPARATED

3 : INACTIVE - DROPPED FROM ROLLS
 5 : INACTIVE - PRE-ACCESSED WITH ORDERS
 6 : INACTIVE PREACCESSION RECORD NOT AVAILABLE FOR ORDERS
 7 : INACTIVE - NON-STRENGTH RESERVE/GUARD INDIVIDUAL ON ACTIVE DUTY
 8 : INACTIVE - NON-STRENGTH RESERVE/GUARD INDIVIDUAL ASSIGNED ACTIVE DUTY
 9 : INACTIVE - NON-STRENGTH SEPARATED
 E : INACTIVE - ON EXTENDED ACTIVE DUTY
 G : ACTIVE - ASSIGNED TO ACTIVE COMPONENT
 H : ACTIVE - CONDITIONAL RELEASE PENDING
 M : INACTIVE - ON INACTIVE RESERVE STATUS
 Q : ORDERED TO ACTIVE DUTY UNDER PRESIDENTIAL CALL-UP OR PARTIAL MOBILIZATION
 S : ACTIVE - ON ADT/FTTD OVER 30 DAYS (AGR)
 T : INACTIVE - MOBILIZED FOR FEDERAL DUTY
 V : INACTIVE-REGULAR ARMY TRAINEE AWAITING ACCESSION TRANSACTION
 4 : INACTIVE - PERSONNEL IN PROCESS OF SSN REFILE
 A : ACTIVE - INTRADEPARTURE
 B : ACTIVE - INTRAASSIGNED - NOT JOINED FROM ANOTHER UNIT
 C : ACTIVE - INTERASSIGNED - NOT JOINED
 D : INACTIVE - MASTER RECORD TO BE DELETED
 F : ACTIVE - PENDING RESEARCH - PREVIOUS RSC WAS "C"
 J : ACTIVE - RECEIPT OF TDR RECORD PRIOR TO GAIN
 K : INACTIVE - INDIVIDUAL HAS BEEN LOST FROM THIS SIDPERS
 L : ACTIVE - PENDING RESEARCH - PREVIOUS RSC WAS "B"
 N : ACTIVE - INTRA-ATTACHED
 O : ACTIVE DUTY OPERATIONAL SUPPORT (ACTIVE COMPONENT)
 P : ACTIVE - ORDERS PENDING
 R : INACTIVE - RESERVE POSITION RECORD ESTABLISHED
 U : ACTIVE - ON ADT/FTTD OVER 89 DAYS (AGR)
 W : ACTIVE - PENDING RESEARCH PREVIOUS RSC WAS "A"
 X : INACTIVE - OTHER
 Y : INACTIVE – TRANSFER DATA RECORD

- Follow this web address to produce the report: <https://emilpo.ahrs.army.mil/> First, log in with your AKO user ID and password. Then, click on eMILPO Reports to proceed to the eMILPO Report Menu.

Other related reports:

Duty Status – Listing. This report is produced in eMILPO.

AAA – 162 Unit Personnel Accountability Report. This report is produced in AHRS (Army Human Resource System) Enterprise Datastore.

AAA – 165 Unit Personnel Accountability Notices Report. This report is produced in AHRS Enterprise Datastore.

Work center actions:

- Unit eMILPO clerk/S1/G1/MPD. Produce the AAA-342 quarterly.
- Unit eMILPO clerk/S1/G1/MPD. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil



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Religious Denomination Statistical Report (AAA-343)

■

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Chaplain Office
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- G1/AG
- Installation Personnel Automation Section (PAS)

References:

- AR 165-1, Chaplain Activities in the United States Army
- FM 16-1, Religious Support

■

General guidance:

- The AAA-343 lists the numbers of Soldiers in the unit that belong to each religious denomination. Commanders use it to plan religious support during peacetime and for mobilization or wartime contingency operations.
- It is intended that the AAA-343 be produced at the S1/MPD/G1/AG/PAS levels through AHRS (Army Human Resource System) Enterprise Datastore.
- Report information is based on data maintained on the ERB/ORB (Enlisted Record Brief/Officer Record Brief).
- Other related reports:

AAA – 339 Religious Denomination Report. This report is produced through AHRS Enterprise Datastore.

AAA – 347 Enlisted Record Brief. This report is produced through AHRS Enterprise Datastore.

Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- Chaplain Office. Request AAA-339 as needed.
- PAS. Produce AAA-339 when requested.
- PAS. Forward AAA-339 to Chaplain Office.
- Chaplain Office. File under ARIMS file number 600-8b. Destroy report when new report is produced.

Functional Proponent: Chief of Chaplains, Personnel Systems Coordinator, DACH-PPZ-A COML: (703) 695-0312



Enlisted Record Brief (AAA-347)

Responsible agencies are:

- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)

Reference:

- AR 600-8-104, Military Personnel Information Management/Records

General guidance:

- The Enlisted Record Brief (ERB) is an abbreviated summary of the enlisted personnel data on the database.
- It is intended that this report be produced from the AHRS (Army Human Resources System) Web Portal, eMILPO Reports Menu at the S1, BDE S1/MPD level as required.
- The ERB is comprised of the following sections:

SECTION I – ASSIGNMENT INFO

SECTION II – SECURITY DATA

SECTION III – SERVICE DATA

SECTION IV – PERSONAL/FAMILY DATA

SECTION V – FOREIGN LANGUAGE

SECTION VI – MILITARY EDUCATION

SECTION VII – CIVILIAN EDUCATION

SECTION VIII – AWARDS AND DECORATIONS

SECTION IX – ASSIGNMENT HISTORY

SECTION X – REMARKS

- To view the ERB, the following software must be installed on your computer:

Adobe Acrobat Reader 5 or later. To download the latest version proceed to <http://www.adobe.com/products/acrobat/readstep2.html>

WinZip. To download a free version of WinZip, proceed to <http://www.winzip.com>

- There are numerous ways to produce and view the ERB. There are numerous operating systems with various versions of WinZip available. So, the instructions below may be slightly different because of your operating system or WinZip version. If, after ensuring the required applications (Adobe Acrobat Reader and WinZip) are loaded on your computer, you still experience difficulty producing the ERB, contact your Personnel Automation Section (PAS) for assistance.
- There is no longer a need to open a blank/pdf document when generating an ERB.
- When updating the ERB, changes are often not reflected on MYERB until the next day. Soldiers can now pull up MYERB from either the HRC or EREC online sites. No zip file is needed as Soldiers can only pull up their own ERB.
- Currently, eMILPO does not update Regimental Affiliation. Send all requests to change a Soldier's Regimental Affiliation to Commander U.S. Army Human Resources Command,

- Note that on Section I (Assignments), Overseas Duty, „TCS“ stands for Tour Completion Status, not Temporary Change of Station. For more information on the ERB, contact Enlisted Records and Evaluations Center or

- To produce the ERB:

Click on this web address: <https://emilpo.ahrs.army.mil/>.

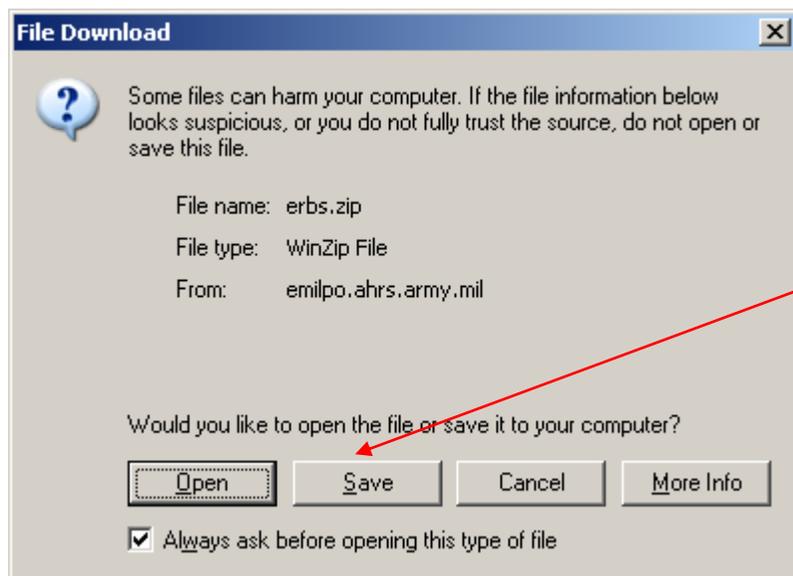
Log in with your AKO user ID and password.

Click on “eMILPO Reports” to proceed to the eMILPO Report Menu.

Click on “Enlisted Records Brief (ERB)”.

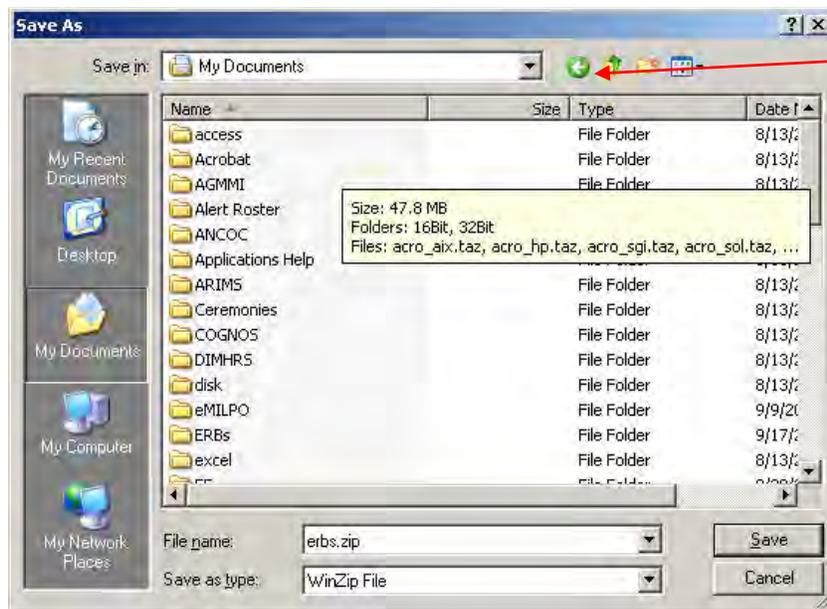
Type in the SSN of the Soldier(s). The new eMILPO ERB can be run for a single person or a group of up to nine people based on SSN. After all SSNs are entered, click “OK”.

When you submit your request for the ERB, your browser will prompt you to open or save the “erbs.zip” file. Click “Open” to proceed.



Click “Open”
twice if necessary.

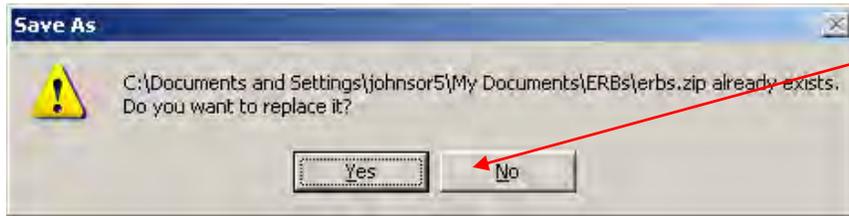
If you receive a prompt to save the file, choose a folder like “My Documents” to save the file into and click “Save”.



Choose the folder that you wish to save the erbs.zip file in.

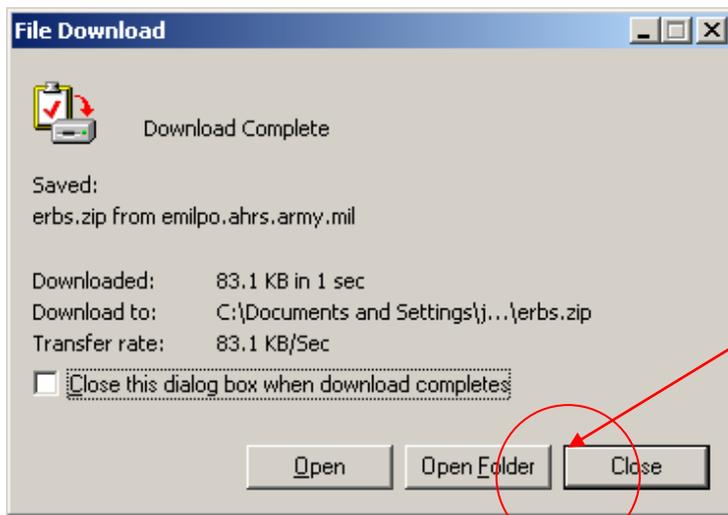
Next, click "Save" to save the file.

If, prior to this, you have saved an erb.zip file to the same location, you will get the following message:



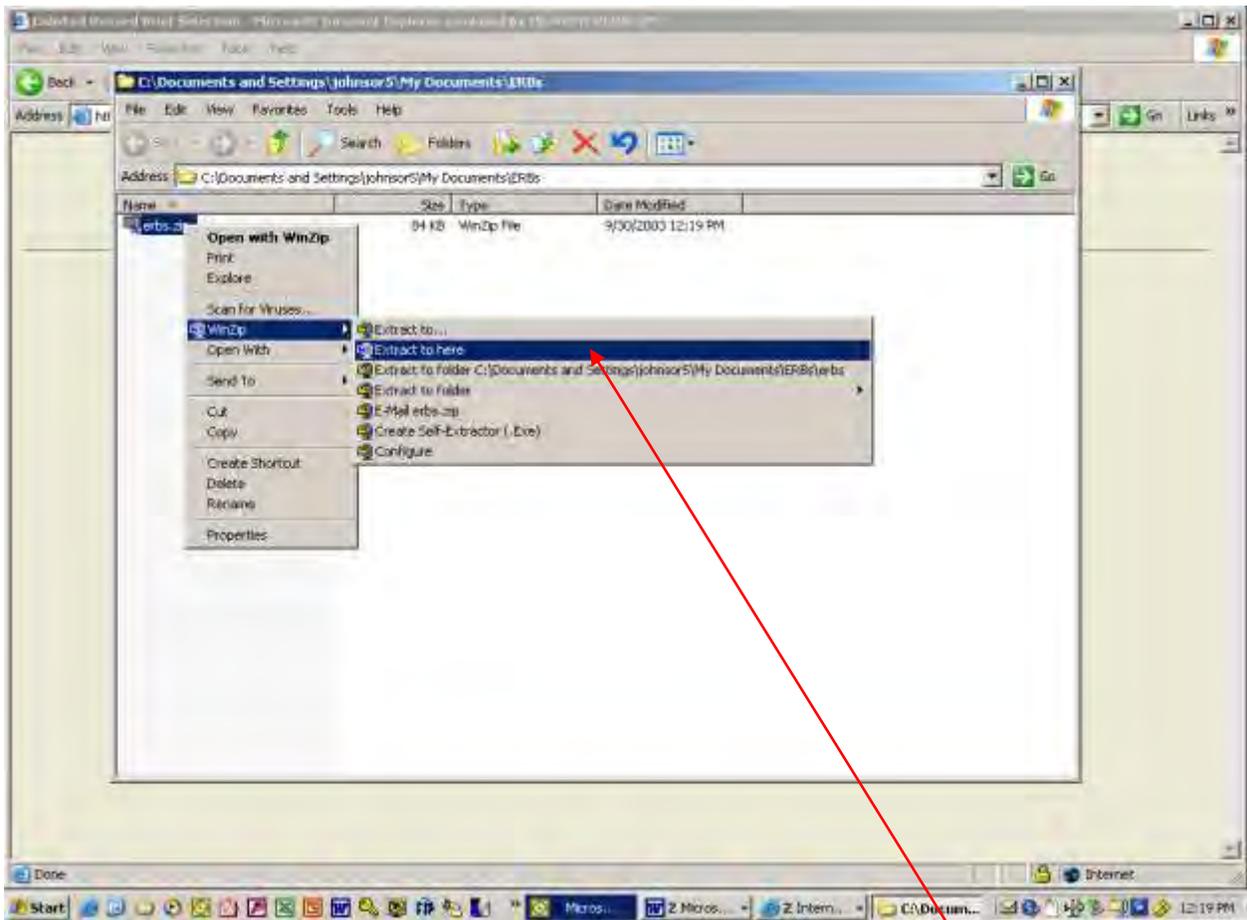
Click "Yes" to overwrite the old erb.zip file

Click "Open Folder" to open the folder that contains the saved erb.zip file.



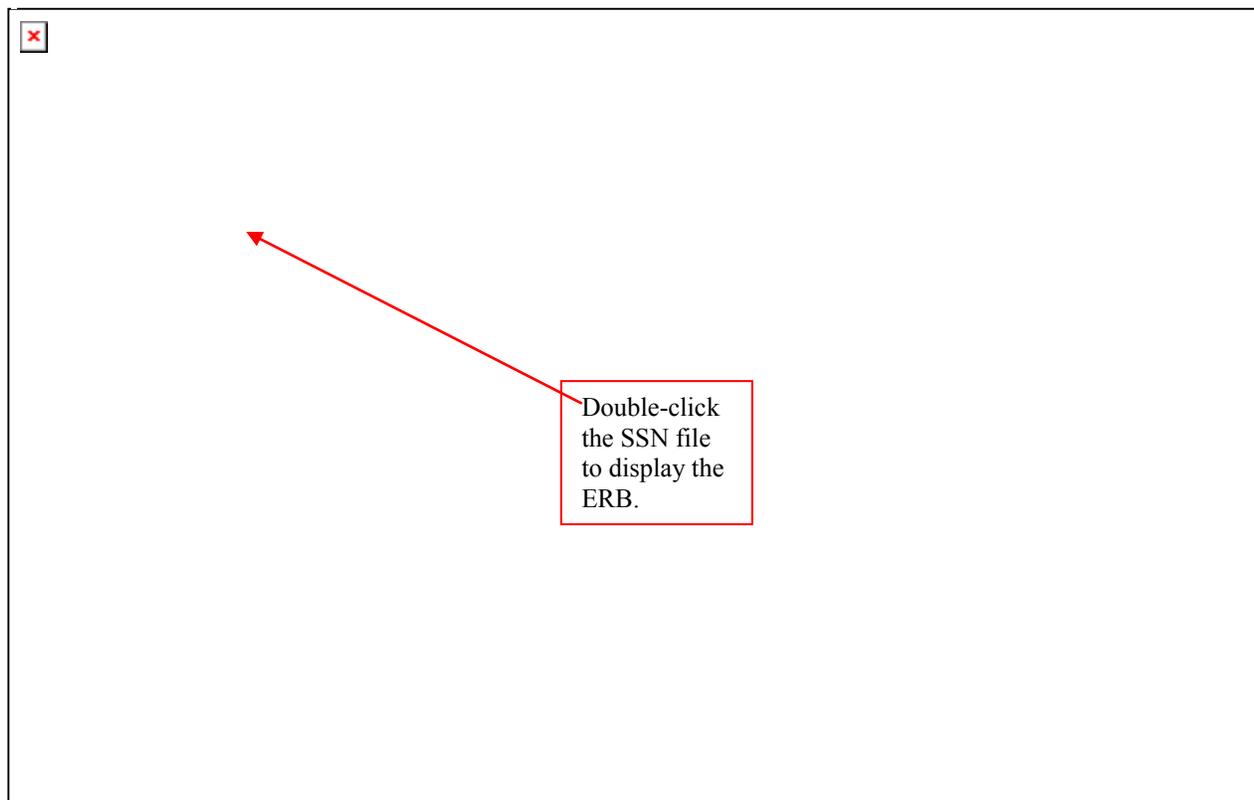
Click "Open Folder" to access the erb.zip file.

Right-click on the erb.zip file. Select “WinZip” from the drop-down list. Then, select “Extract to Here”.



Select “Extract to Here” to decompress the erb.zip file.

If you want to print the file only, right-click on the file(s) that contains the SSN(s) and select "Print". Otherwise, double-click on the file that contains the SSN(s) to display the ERB.



Other related reports: Officer Record Brief. This report is produced through TOPMIS II.

Work center actions:

- BDE S1/MPD. Review the ERB within 30 days of arrival of Soldier to gaining command and annually.
- BDE S1/MPD. Review the incomplete personnel record data and update accordingly or furnish upon request. Produce copies of ERB that requires S1 and Soldier verification.
- S1. Review the incomplete personnel record data with Soldier within 30 days of arrival in unit. Update and forward ERB to the servicing BDE S1/MPD, with source documents, for actions that cannot be inputted at S1 level.
- BDE S1/MPD. Review source documentation for validity and input data to update eMILPO.
- BDE S1/MPD. Record/forward source documentation and report IAW AR 600-8-104.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil



Unresolved Error Report (AAA-351)

Responsible agencies are:

- Personnel Automation Section (PAS)
- eMILPO Help Desk

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting.

General guidance:

- The Unresolved Error Report (AAA-351) is a system-generated report that shows errors resulting from transaction processing on eMILPO.
- It is intended that this report be produced by the PAS through the AHRS Enterprise Datastore.
- The AAA-351 is made up of external errors resulting from data exchange between eMILPO and TAPDB (Total Army Personnel Database) and RECBASS to eMILPO. The AAA-351 is generated daily when the AHRS Systems Administrator processes TAPDB updates on eMILPO. Afterwards, the AAA-351 is stored on the AHRS Enterprise Datastore for viewing by the PAS. It is stored in the TAADS/Organization Manning/System Reports/351 Rpts section by date. Under each date, the AAA-351 is separated by PPA (PERSINS Processing Activity). Within the PPA folder, each AAA-351 is listed by date and time. There may be multiple AAA-351s for the same day.
- The AAA-351 contains three sections:

Section One TAPDB ERROR NOTICES – Transactions submitted on eMILPO but erred on TAPDB.

Section Two TAPDB CHANGE NOTICE FAILURES – Transactions sent from TAPDB but erred on eMILPO.

Section Three OTHER ERROR NOTICES – Transactions sent from RECBASS but erred on eMILPO.

- Each section of the AAA-351 contains the following fields:
 - SSN – Social security number
 - Name
 - Rank
 - UIC – Unit identifier code
 - Transaction that was submitted
 - Error message
- The AAA-352 is still generated even if there are no transaction errors for a PPA during processing. On the report will be the following messages:

Section One “ TAPDB ERROR NOTICES”

Section Two “TAPDB CHANGE NOTICE FAILURES”

Section Three “OTHER ERRORS TRANSACTIONS”

- Errors that appear on this report are resolved at the PAS by working closely with the eMILPO Help Desk as needed.
- For a complete listing of the transactions and their descriptions click [HERE](#):

- For a complete listing of TAPDB error codes and their definitions click on the link below:

https://www.hrc.army.mil/site/protect/Active/FSD/CODES/TAPDB_ERRORS.pdf

- It is important for each PAS to have access to use the following tools. For more helpful information in this area, see Helpful Information under Data Accuracy on the FSD web site.

Pass Record Tool. This is used for changing TAPDB when eMILPO is correct, for requesting certain changes to TAPDB, and for sending TAPDB data to eMILPO in the form of notices.

MS51 (PERNET MS51 Data Audit PERS/PAY Research Tool). This is used for viewing and comparing TAPDB, eMILPO, and finance data.

Data Query. This is used to view all of the data in both the processed and the failed transaction history. It includes the entire transaction data stream and the error feedback mnemonic for failed transactions.

Other related reports: AAA – 125 EDAS Error Report

Work center actions:

- AHRS System Administrator. Receive and process transactions daily from external systems.
- AHRS System Administrator. Post the AAA-351 to AHRS Enterprise Datastore.
- PAS. Produce and review the AAA-351 daily.
- Section One

PAS. Analyze the type of transaction and the error message to determine the action to be taken.

PAS. Utilizing the PERNET MS51 Data Audit PERS/PAY Research Tool, research to see what UIC TAPDB and finance has the Soldier assigned to. Also monitor the transaction display and analyze the processed and unprocessed transactions. Check on EDAS/TOPMIS by name to see if an incorrect SSAN (Social Security Account Number) was typed in the Arrival.

PAS. If the information is unclear, PAS calls S1 to confirm: (1) if the Soldier is physically in the unit, and (2) the date the Soldier signed in and/or the date the Soldier signed out to report to another unit.

PAS. This research gives PAS the information needed to take the proper course of action to update eMILPO or to input a pass record transaction to keep database synchronization with correct information between TAPDB, SIDPERS, and DFAS. Return all errors that cannot be resolved at the PAS level to the eMILPO Help Desk for assistance.

- Section Two

PAS. Monitor this section for problems. Report to the eMILPO Help Desk as necessary for assistance. Submit DA Form 5005-R, Engineering Change Proposal-Software, as necessary. Once a particular error is reported using the DA 5005-R, it does not need to be continually reported using the DA 5005-R.

eMILPO Help Desk

Provide routine updates, as progress/solutions are developed to prevent future occurrences of the same error type.

- Section Three

PAS will research to ensure duplicate data is not being sent from RECBASS to eMILPO. Contact the Reception Battalion RECBASS POC to resolve this issue.

- PAS. After all errors have been resolved, file under ARIMS file number 600-8b. Cutoff is at the end of three months. Hold three months and then destroy.

Functional Proponent: Field Services Division (eMILPO Branch); HRC.emilpo.helpdesk@conus.army.mil


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OTHER FUNCTIONAL GUIDANCE

* Personnel Asset Inventory (PAI)

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- G1, AG, Military Personnel Strength Monitor (MPSM), or Chief, MPD
- Replacement Detachment (Repl. Det) or similar activity
- Transition Center
- Gaining unit
- Installation Commander

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

General guidance:

- A Personnel Asset Inventory (PAI) is conducted by organizations assigned a unique unit identification code (UIC) if they are:

Active-Army units.

Reserve component units on active duty for other than active duty for training.

- PAIs are primarily conducted at company or battalion levels.
- It is a unit commander responsibility.
- The objectives of the PAI are:

To reconcile the eMILPO database with actual Soldiers present in the unit, whether assigned or attached.

To synchronize the eMILPO database and the Total Army Personnel Database (TAPDB).

To ensure servicing finance offices are informed of all changes affecting both Soldiers' accountability and pay status.

To maintain timely, error-free personnel accounting and strength reporting.

To involve commanders at all levels in the strength accounting and reporting process.

The terminology used for PAI procedures is defined as follows:

Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, activity or similar organization assigned a unique UIC.

Unit commander. Any company commander, battalion commander, commander or senior Army person of a U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army personnel.

Accountable strength. Accountable strength is the number of Soldiers assigned or attached to a unit, regardless of their duty status.

Strength imbalance. A strength imbalance occurs when Soldiers on the AAA-162 (Personnel Accountability Report) do not exactly match the Soldiers in the unit (boots on the ground). Another cause for strength imbalance is when either unresolved Fail to Gain Report notices or Strength Deviation Report conditions exist for a UIC. Any difference in name, rank, SSN or eMILPO record status code counts as an imbalance.

Failure to Gain Report Notice. The Human Resources Command periodically sends each PPA a monthly listing of Soldiers en route to units supported by that PPA who are 30 or more days past their report dates. The PPA is required to research these notices and require the gaining units to account properly for the Soldiers in eMILPO. A notice is unresolved when no action has been taken by the gaining unit to either arrive the Soldier or place him in an AWOL status as applicable.

Strength Deviation Report Notice. The Human Resources Command sends a monthly listing to each PPA of records that have deviations between the data on TAPDB and eMILPO. The PPA is required to research these notices and take appropriate action to resolve the discrepancies. A notice is unresolved when no action has been taken to clear the error condition.

- A MPSM will be appointed in writing by commanders of installations, divisions or activities maintaining a PPA; commanders of installations, posts, camps and stations located on a eMILPO satellite activity for support; and commanders of field operating agencies or activities on an installation or satellite installation.

At installation level, the MPSM will be in the strength management office of the G1, AG, or Chief, MPD. The MPSM will never be the PAS Chief.

The MPSM serves as the principal contact for military personnel strength information for assigned units or subordinate commands. The MPSM will monitor and analyze automated strength reports for unit strength variances and resolve all issues to ensure accurate personnel strength accounting.

- The rules for conducting a personnel asset inventory are as follows:

A PAI (physical muster formation) will be conducted:

- At change of command. If possible, the departing commander and the new commander will jointly conduct the PAI. The departing commander will not be allowed to depart until all assigned and attached Soldiers have been accounted for; unit personnel strength has been completely reconciled at both the eMILPO and TAPDB levels. If the commander is lost due to death, extended hospitalization (60 days or more), operational relief or a similar reason, a PAI will be completed by the acting commander or a new commander within 15 days after assuming command.
- When the unit's strength imbalance between the eMILPO database and TAPDB database is two percent or more, and the differences cannot be reconciled without a PAI. The PAS Chief will recommend to the MPSM, or the BDE S1 to the commander, when and which UICs require a PAI.
- Other reasons as defined in Chapter 5, AR 600-8-6.

Commanders at all levels will establish command PAI procedures and conduct inspections to ensure PAIs are properly conducted. The PAS Chief or BDE S1 will report to the appropriate commander any recurring unit or installation strength imbalances of two percent or more which cannot be resolved. The commander will investigate the causes and direct corrective action.

Units will account for all assigned and attached Soldiers during the PAI. This includes all Soldiers not physically present for the muster formation. Categories of such Soldiers include, but are not limited to: hospitalized, leave, TDY, AWOL, confined, pass, permissive TDY, sick in quarters, missing, and performing essential duties.

Use the DA Form 3986-R (Personnel Asset Inventory) is to document the PAI. The DA Form 3986-R can be locally reproduced on 8 1/2- by 11-inch paper. The form is available at the back of AR 600-8-6, or the

user may download it from the U.S. Army Publishing Agency's World Wide Web Site (<http://www.usapa.army.mil>).

The eMILPO AAA-162 is the baseline document for conducting a PAI. Commanders will reconcile the information on the AAA-162 with an actual physical muster formation of assigned and attached Soldiers.

MACOM or theater commanders may exempt unit located in an area of armed conflict unless directed stated otherwise in guidance published for specifically directed PAIs.

Conduct PAIs at the lowest and most practical administrative level. This is normally at the UIC level.

Commanders of widely dispersed units may delegate the conduct of a PAI to the senior Army person at the dispersed location. The unit commander will receive PAIs from these locations and will process them in accordance with this procedure and local SOP.

The unit must obtain from the PAS/BDE S1 a listing of the latest unresolved Human Resources Command Failure to Gain and Strength Deviation Reports pertaining to their unit. The PAS/BDE S1 will determine which unresolved conditions are appropriate to pass to the unit; i.e., those notices they believe the unit is able to resolve. These conditions must be resolved and appropriate corrective actions must be taken to update the eMILPO database before the DA Form 3986-R is forwarded from the unit to the PAS/BDE Commander.

The day before the PAI, the S1 will print an AAA-165 (Unit Personnel Accountability Notices) report. The unit must resolve all AAA-165 entries pertaining to the unit's UIC. Commanders are responsible to research pending gain Soldiers who are past their report dates and take action in accordance with AR 600-8-6 and 630-10. Note that commanders must report all AWOLs to the servicing finance unit with 48 hours of determining a Soldier AWOL.

Units must be entered all in eMILPO and be annotated on a newly printed AAA-162 which reflects all changes before the commander signs the DA Form 3986-R.

The unit level commander will sign the DA Form 3986-R and forward it along with supporting documentation such as DA Forms 31, DD Forms 1610, reassignment orders, AAA-160 as needed, etc., to the PAS within five working days of the PAI.

The PAS/BDE S1 will review changes annotated on the first AAA-162 to ensure that correct information appears in the eMILPO database. The BCT S1 is responsible for resolving the status of Soldiers on the AAA-165, the Human Resources Command Failure to Gain and Strength Deviation Reports. The PAS will ensure all other S1s do the same. The PAI is not complete until all notices and conditions from these reports and the AAA-165 conditions for that UIC are resolved. For units other than BDEs, the PAI is not valid unless signed by both the unit commander and the PAS Chief.

After the PAS has validated the PAI the PAS Chief will sign the DA Form 3986-R and return the packet to the unit. The unit will then forward it through the chain of command to the MPSM.

The MPSM is the final PAI approval authority. Tenant elements assigned to other MACOMs and Army elements of the Joint Staff and who are supported by the local PPA (PERSINS Processing Activity), will cooperate with the local commander to ensure accurate personnel accounting and strength reporting for their units. The Brigade level command is the approval authority for all units within the brigade.

The PAI packet is distributed as follows:

- The S1 retains complete copy until the original MPSM approves the PAI packet and returns it to the unit.
- After the MPSM approves the original DA Form 3986-R and returns it, the S1 will file it under ARIMS file number 680-31a.
- The PAS retains one copy analyst follow-up.
- The MPSM retains one copy.
- The BDE S1 retains a copy of all sub units' PAI, and each commander retains one.
- Provide one copy to the departing commander for a change-of-command PAIs.

Work center actions:

- Installation/BDE Commander. Establish local SOP for PAI procedures. If conducting a large number of PAIs in a specific timeframe (for example, an installation-wide PAI), the SOP should specify scheduling and ensure PAIs are spread evenly over the available time period. For installation-wide PAIs, recommend that the MPSM, PAS, G1, S1s, Transition Center and Replacement Center conduct a strategy session first. Coordinate with the servicing finance unit for fresh copies of the Unit Commander's Finance Report (UCFR).
- Unit commander. Make arrangements to conduct the PAI (date, time, place, etc.). Notify the S1.
- S1. Coordinate with the PAS and the MPSM to determine if a representative will attend the PAI. S1 notifies the unit commander of the results.
- PAS. Provide all S1s with a list of Soldiers assigned to the UIC(s) scheduled for PAI(s) whose status has not been resolved from the latest Failure to Gain and Strength Deviations Reports. Both the PAS and the BDE S1s must be prepared to assist the unit with resolution of these notices. Sources of useful information for locating Soldiers include:

Internal/local sources of help:

- Reassignment orders
- Reassignment case files
- Unit-level individual Soldier files
- DD Forms 214
- Installation clearance files
- Medical and dental patient records sections
- Housing office
- Finance office

External sources of help:

- The eMILPO Desk email HRC.emilpo.helpdesk@conus.army.mil. eMILPO email updates. To get on distribution, contact the FSD Help Desk.
 - The Field Systems Division's World Wide Web Site, <https://www.hrc.army.mil/site/Active/fsd/>.
 - The MS51 research tool, available for PERNET users. For more information, call Data Accuracy Branch at DSN: 221-3650, or COML: (703) 325-3650, or go to the Data Accuracy Web Site (<https://www.dataaudit.hoffman.army.mil/index.html>). Users must have an AKO user ID and password to access this web site.
 - U.S. Army Deserter Information Point, ATTN: ATZK-PMF-DIP, Building 1481, Fort Knox, KY 40121. Telephone, DSN: 536-3711 / 3712, or FAX DSN: 536-3760.
 - Human Resources Command, Field Systems Division, Policy and Procedures Section, COML: (703) 325-3799/3843, or DSN: 221-3799/3843.
- S1. Research the list of Soldiers from the latest Human Resources Command Failure to Gain and Strength Deviations Reports provided by the PAS. Print an AAA-165 report for the UIC(s) conducting PAI and research the notices. Determine their status and enter data into the eMILPO database report the correct status.
 - S1. On the last working day before the PAI, print the AAA-162 and the AAA-165 from the eMILPO database and ensure each unit has a new UCFR. Review for the following:

If any unit Soldiers are not reflected, enter either the attachment or arrivals as needed on the eMILPO database.

If any departed Soldiers reflect on the AAA-162, submit the departure transaction to the eMILPO database.

Print the AAA-162 after attachments, arrivals, and departures are correct on the eMILPO database.

Provide the corrected printed copies of the AAA-162 and AAA-165 to the unit commander. Complete items 1 through 10 and item 12 of DA Form 3986-R and provide to unit commander. Also provide the

commander a list of Soldiers with unresolved status from the latest Human Resources Command Failure to Gain and Strength Deviation Reports. The commander must determine Soldiers' correct status.

- Unit commander. Conduct PAI on the scheduled day.

Verify each Soldier's name, SSN and rank with the AAA-162, the Soldier's identification card and the Soldier. Give extra attention to verifying the correct spelling of names and correct SSNs.

Annotate corrections on the AAA-162 and attach appropriate supporting documents (copy of birth certificate, approved name change, Social Security card, DA Form 4187 or promotion order for grade, etc.). Verify the duty status of each Soldier not present at the PAI. Attach DA Form 31, DD Form 1610, PCS orders or other document showing Soldier's status. Attach record of telephone conversation or email Note confirming the status of Soldiers attached to other units, hospitalized or in confinement.

Determine status of Soldiers with unresolved status from the latest Human Resources Command Failure to Gain and Strength Deviations Reports and report findings to S1.

Make all necessary corrections on the UCFR.

Complete items 11 and 13 of DA Form 3986-R. Complete and sign item 14 of DA Form 3986-R.

- S1. On the day of the PAI, verify the status of each Soldier not physically present for the PAI. Enter arrival, departure, grade and duty status data into eMILPO database based on the annotated AAA-162 and supporting documents. Coordinate with local Transition Center and PAS to ensure separation actions are reported correctly. Prepare required documents and coordinate with supporting BDE S1/MPD for name, SSN and grade corrections not permitted at the S1 level as appropriate.

After all eMILPO data entry is completed, print a new AAA-162 reflecting the changes. Also, print a new AAA-165 to verify that all of the conditions on the previous AAA-165 have been resolved.

Attach old and new AAA-162, AAA-165, Failure to Gain, and strength deviation reports to the DA Form 3986-R. Conduct PAI with the commander. Verify Soldier's name, SSN and rank with the AAA-162, the Soldier's identification card and the Soldier. Give extra attention to verifying the correct spelling of names and correct SSNs.

- Commander. Verify and sign a fresh AAA-162 report reflecting all required changes were entered and posted on eMILPO. Return all documents to S1.
- New unit commander (for change of command PAIs). Complete and sign section II of DA Form 3986-R and return to S1.
- S1. Verify the AAA-162, AAA-165, and DA Form 3986-R are completed and correct, and that supporting documents are correct and complete. All units but BDEs must forward to the PAS.
- PAS/BDE S1. Review changes annotated on the first AAA-162 and ensure correct information appears on the eMILPO database. Enter necessary data into eMILPO to reconcile it with changes Noted by the unit. Ensure the S1 resolved the status of Soldiers from the AAA-165, Failure to Gain and Strength Deviation Reports. The PAI is not complete until all AAA-165, Failure to Gain notices and Strength Deviation conditions for that UIC are resolved, submitted and posted to eMILPO.
- PAS/BDE S1. Verify that PAI was conducted correctly, complete, and sign DA Form 3986-R and return the complete packet to the unit.
- S1. Forward the DA Form 3986-R with supporting documents through chain of command to MPSM in accordance with local SOP. Forward the original UCFR to the local servicing finance unit. BDE S1s will forward all unit PAIs within the BDE to the brigade commander.
- Intermediate commander. Review PAI results, take corrective actions, as necessary, and forward PAI packet to next addressee.
- MPSM. Review and approve or disapprove the PAI. Take corrective action as necessary. Return the DA Form 3986-R and associated documents to S1.
- S1. File PAI packet under ARIMS file number 680-31a.

Functional Proponent: Human Resources Command, Field Systems Division,
[@HRC.emilpo.helpdesk@conus.army.mil](mailto:HRC.emilpo.helpdesk@conus.army.mil)

* DA Form 3986-R, Personnel Asset Inventory (PAI)

Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- G1, AG, Military Personnel Strength Monitor (MPSM), or Chief, MPD
- Commanders in Unit's Chain of Command

Reference:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- eMILPO Functional Guidance Personnel Asset Inventory Procedures

General guidance:

- The DA Form 3986-R is the authenticating document for a unit's PAI.
- For clarity, the guidance on completing the DA Form 3986-R is separate from the overall PAI procedures found preceding this guidance.

Instructions for completing DA Form 3986-R. Units will find the Personnel Asset Inventory form online at The Army Publishing Directorate site at <http://www.usapa.army.mil>. Continue to use the October 1993 edition until the revised form is available.

- Section 1 – Commander's Evaluation. The S1 fills out this section and for the unit commander to verify and sign after conducting the actual PAI.

Item 1. Date. Enter the date the unit conducts the actual PAI muster formation.

Item 2. Reporting Unit. Enter the unit name.

Item 3. Parent Unit. Enter the next higher unit in the chain of command.

Item 4. Command. Enter the appropriate MACOM.

Item 5. Permanent Station Location. Enter the reporting unit station and location.

Item 6. Unit Processing Code. Enter the complete UIC of the unit. (The revised edition of DA Form 3986 will state UIC and not UPC.)

Item 7. Personnel Strength Zero Balance Report as of (Cycle/date). Prior to the PAI, the unit will take all measures to balance their AAA-162, Unit Personnel Accountability Report. Enter the date of the AAA-162 in block 7. Enter the aggregate numbers and the total for assigned and attached personnel as reflected on the report.

Item 8. Gains. Enter aggregate numbers and the total of all additional assigned or attached unit Soldiers not reflected on the AAA-162 in blocks c through f.

Item 9. Losses. Do the same for any Soldiers erroneously reflected on the AAA-162.

Item 10. Adjusted Strength as of (date). Combine all totals from lines 7, 8, and 9. The key point here is that unit must enter all changes into eMILPO to fix strength discrepancies found in the Unit Strength before the PAI muster formation.

Item 11. Personnel Asset Inventory (Muster Formation). Enter the number of Soldiers in the unit based on the actual unit muster formation. Also include all Soldiers accounted for with valid documentation such as leave forms, orders, etc.

Item 12. Type Personnel Asset Inventory. Select the type of PAI conducted. Use „other“ for command directed PAIs.

Item 13. Remarks. The commander must remark on any strength discrepancies. He can also prepare a separate sheet and/or continue on another page, but must enter “See attached sheet” in block 13.

Item 14. The commander, or the outgoing commander during a change of command PAI, signs and dates.

- Section II – Authentication by New Commander.

Items 15 and 16. Only use these blocks during change of command PAIs. The incoming commander authenticates and PAI and either concurs or nonconcur.

- Section III – Personnel Automation Section Coordination.

Items 17 and 18. Remarks. For all units other than BCTS, the PAS Chief either concurs or nonconcur with the unit’s PAI. Concurrence constitutes a recommendation for approval by the MPSM. The PAS chief must explain any nonoccurrence that could be not resolved by the PAS and the unit commander in block 17 for MPSM resolution. If needed, the PAS chief will continue on a separate sheet as an attachment. The PAS chief only checks the block for the Personnel Zero Balance Report Reconciled (read as “Unit Personnel Accountability Report, AAA-162”) when the unit inputs all needed data changes into eMILPO based on discrepancies found during the PAI, and then attaches a fresh AAA-162 reflecting the changes.

The BCT S1 will recommend approval by the BCT brigade level commander, or explain why approval is not recommended. The BCT S1 only checks the block for the Personnel Zero Balance Report Reconciled (read as “Unit Personnel Accountability Report, AAA-162”) when the unit inputs all needed data changes into eMILPO based on discrepancies found during the PAI, and then attaches a fresh AAA-162 reflecting the changes.

- Section IV – Authentication by Commander (Chain of Command).

Items 19 to 33. Authentication of Immediate Commanders. Forward through command channels according to local procedures.

- Section V – Military Personnel Strength Monitor Certification. The MPSM fills out this section. Section V is not applicable to BCTs and is left blank.

Item 34. To. Enter the unit commander that conducted the PAI.

Item 35. From. Make no entry.

Item 36. Date. Enter the date the MPSM makes the determination to concur or nonconcur with the PAI results.

Item 37. The MPSM will not approve a PAI until the personnel strength is reconciled and the unit entered all necessary changes in eMILPO.

Item 39. The MPSM will sign both approvals and disapprovals.

Functional Proponent: Human Resources Command, Field Systems Division,
@HRC.emilpo.helpdesk@conus.army.mil

* Authorization Document Process (Properly Registering UICs on eMILPO)

Responsible agencies:

- Unit Commanders
- Personnel Automation Section (PAS)
- Installation UIC Coordinator
- Installation G3
- MACOM
- Army Human Resources Command
- Army G3

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

General guidance:

- This guidance is informational in nature. The purpose is to give installations and PAS Chiefs a better understanding of authorization documents and the correct steps to take to ensure changes will reflect on eMILPO.
- The first thing to understand is neither this command nor eMILPO can create or change authorization documents. The U.S. Army Force Management Support Agency (USAFMSA) creates the initial draft authorization document based upon guidance from G3 and the MACOM. To create or change authorization documents, the installation strength manager must work with their MACOM. In turn, the MACOM will contact the Army G3 to request a change to their authorization document. If approved, the G3 then directs USAFMSA to initiate a change. Please Note that all changes involving strength and readiness issues have priority. USAFMSA then creates or changes the authorization document using their web based system, WEBTAADS. Once that occurs, eMILPO downloads the authorization data from USAFMSA through WEBTAADS.
- eMILPO receives a file from TAADS, the Full Total Approved Force document, biannually in February and July, and a monthly Out of Cycle (OOC) file containing updates. Readiness and strength issues drive OOC changes. USAFMSA can also send eMILPO special files at any time. **The data received from USAFMSA cannot be changed in eMILPO** as the Army G3 is the only approval authority. This helps ensure USAFMSA and eMILPO documents remain in synch.
- However, PAS chiefs should also understand that in the future, there will be some differences in authorization documents between G1 and G3 concerning MOS reclassification effective dates. Some current authorization documents contain outdated MOSs. This is because USAFMSA creates future documents. When these future documents were created, they contained MOSs that have since changed. USAFMSA is not required to update a completed document due to a MOS change. This causes eMILPO to contain outdated MOSs. Therefore, in the near future, eMILPO plans to start converting the outdated MOSs within eMILPO, for current and future documents.
- eMILPO receives UICs from Force Registration (from TAPDB) in the 3010 transaction. eMILPO stores these UICs in the unit table. When eMILPO receives the authorization data from USAFMSA, the document UIC **must** exist in eMILPO's unit table, or the authorization information will not load, or in other words, eMILPO will not get the document.
- USAFMSA receives a UIC file from Force Registration. USAFMSA uses this file as an edit when building authorization documents. However, USAFMSA sometimes overrides the edit and will add a UIC that has been requested. **Problems occur when the UIC requester fails to submit and finalize all the information required to fully register the UIC in ASORTS, even though the document gets created and sent to eMILPO.** The document will never appear in eMILPO

because it fails the UIC edit, as eMILPO never got the UIC from Force Registration (from TAPDB) in the 3010 transaction.

- Yet another problem occurs when the UIC notification is sent to an eMILPO work flow, and no one processes the work flow notice to get the UIC in the system. Such work flow notices must be processed **immediately** to allow authorization documents to load. If the document fails to load in eMILPO, HRC-FSD will not know until we receive a trouble ticket, and even then still cannot load the document unless we received the UIC from Force Registration.
- Please make sure the MACOMS understand how important it is to **fully** register their UICs and derivative UICs in Force Registration. Otherwise, they will **not** get an HRAR, or be able to slot their personnel in eMILPO, even if they build their document at USAFMSA.
- While not part of the TAADS authorization approval process, once a UIC is approved, it is ready to be added to the unit hierarchy. Do not try to added it directly from the eMILPO menu do the following:

The Senior System Administrator receives a workflow notice to add the new unit to the unit hierarchy. The task must be done by selecting the Open/View action for the workflow task in the Workflow Inbox.

Once the task is opened from the Workflow Inbox, it will bring the user to a special Unit Hierarchy screen that allows the user to add the new unit into the unit hierarchy. It will not work by accessing System Administration and going to the Modify Unit Hierarchy function. The Modify Unit Hierarchy function is used only to modify a unit that already in the unit hierarchy. The special screen accessed by opening the workflow task allows the user to add a unit to the hierarchy. Remember, the ability to add a unit to the unit hierarchy is not available directly from the eMILPO menu.

Point of Contact: Human Resources Command, Field Systems Division,
@HRC.emilpo.helpdesk@conus.army.mil, and Enlisted Personnel Management Division, Operations,
DSN: 221-3977, or COML: (703) 325-3977.


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* UIC Scrub by Installation

Responsible agencies are:

- Unit Commanders
- Personnel Automation Section (PAS)
- Installation UIC Coordinator
- Installation G3
- MACOM
- Army Human Resources Command
- Army G3

References:

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

- “Authorization Document Process (Properly Registering UICs on eMILPO)”, eMILPO Functional Guidance, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.
- “The TAPDB Organization Change Report (AAA-180)”, eMILPO Functional Guidance, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.
- “The Total Army Locator Report (AAA-083)”, eMILPO Functional Guidance, FSD homepage at <https://www.hrc.army.mil/site/Active/fsd>.

General guidance:

- It is critical that PAS Chiefs scrub their UIC on a regular basis, recommended at least semi-annually.
- PAS Chiefs are encouraged to read “Authorization Document Process (Properly Registering UICs on eMILPO)” as referenced above to have a clear understanding on all the steps needed to ensure UICs are registered ASORTS *and* loaded in eMILPO.
- The senior System Administrator must monitor and take action on his workflow notices to add new units to the installation/unit hierarchy.
- PAS Chiefs will usually only encounter the Unit Operational Codes (Unit Ops Codes) as listed below. (A complete listing is found under the Reports menus, the TAPDB Organization Change Report (AAA-180)).

A Regular Army

V Mobilized Reserve

G Mobilized Guard

R Regular Reserve

N Regular Guard

- If you have UICs with Unit Ops Codes of “R” and “N” that actually have no Soldiers in them, do not call EPMD to have them removed. They are there for a reason, such as being targeted for future deployment. Only the Army G3 makes this determination and has the authority to remove them.

Related system reports are:

- TAPDB Organization Change Report (AAA-080)
- Total Army Locator Report (AAA-083)

Work center actions:

- PAS. Request a listing of your UICs as registered on TAPDB AO1 from FSD, at the phone number provided below.
- PAS. Pull the AAA-080 and AAA-083 as needed.
- PAS. Confirm the Unit Ops Code for each UIC.
- PAS. If you discover UICs with either "R" or "N", confirm whether or not they have mobilized Soldiers still assigned to them. If so, either obtain the amendment for the unit order and request a change in Unit Ops Code to EPMD, or the individual orders for any remaining unit Soldiers remaining which further assign them other UICs, and/or demobilization orders. Enter the appropriate transaction in eMILPO. i.e., departure, arrival, demobilization. Coordination with other PAS chiefs as needed.

- PAS. In preparation for annual Army-wide PAIs, also check PSC and MACOM code. If there is a discrepancy between the UIC being registered to a PPA with an erroneous PSC code, contact EPMD.
- PAS. When you believe a UIC is erroneously registered to your PPA, obtain the documents, such as unit amendment orders, and contact EPMD Operations at the phone number below.

Functional Proponent: Human Resources Command, Directorate, Field Systems Division,
@ HRC.emilpo.helpdesk@conus.army.mil, and Enlisted Personnel Management Division, DSN: 221- 3977 / 3979 or COML: (703) 325-3977 / 3979.


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* Printing Datastore Reports

Responsible agencies:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1/Military Personnel Division (BDE S1/MPD)
- Personnel Automation Section (PAS)
- G1, AG, Military Personnel Strength Monitor (MPSM), or Chief, MPD
- Commanders in Unit's Chain of Command

Reference:

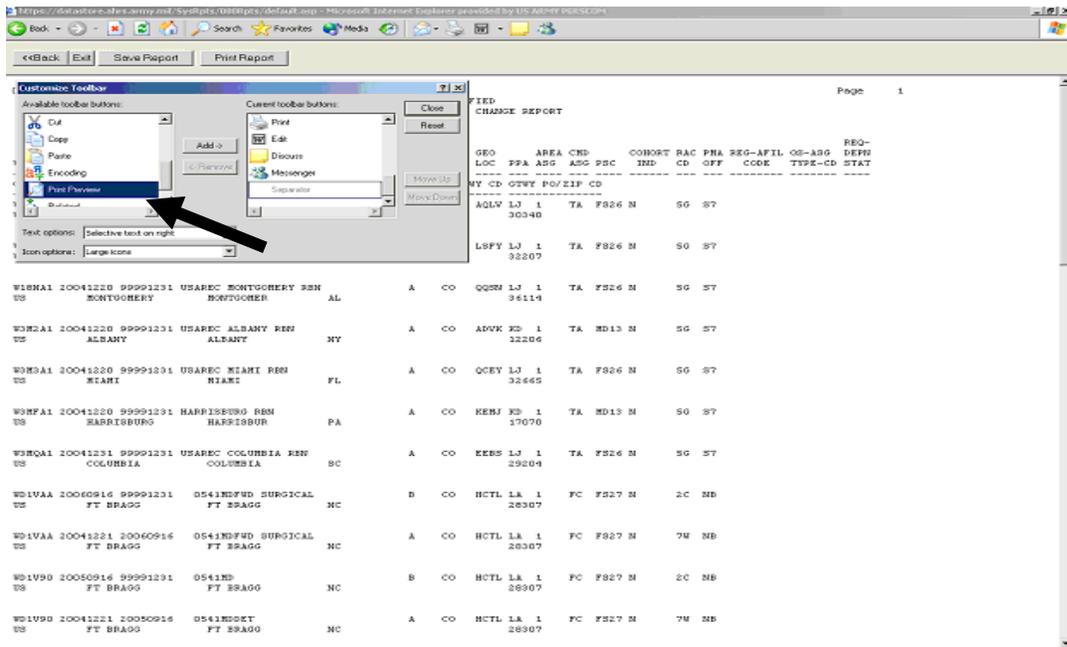
- EDS eMILPO Users" Manual, dated 21 June 2004

General guidance:

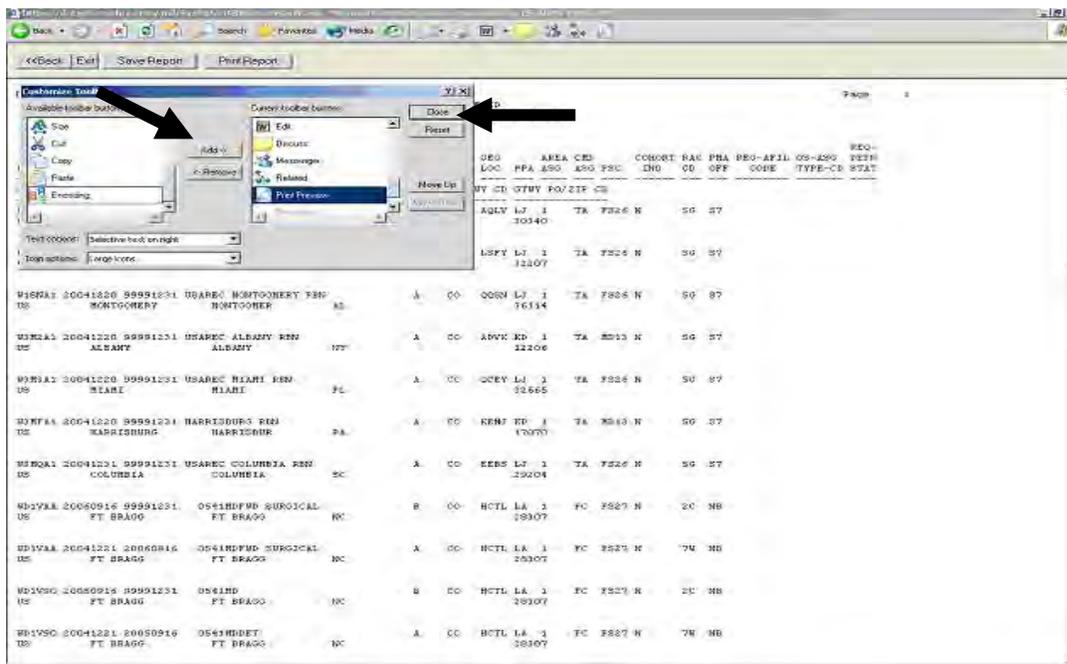
- Many of the Reports in Datastore are printing in Portrait format, which causes the text to run off the page. Use the following steps to change your print settings to Landscape format and generate a full Report and to print optional pages.
- Step 1: Place your mouse in the "Toolbar" and right click „CUSTOMIZE”.



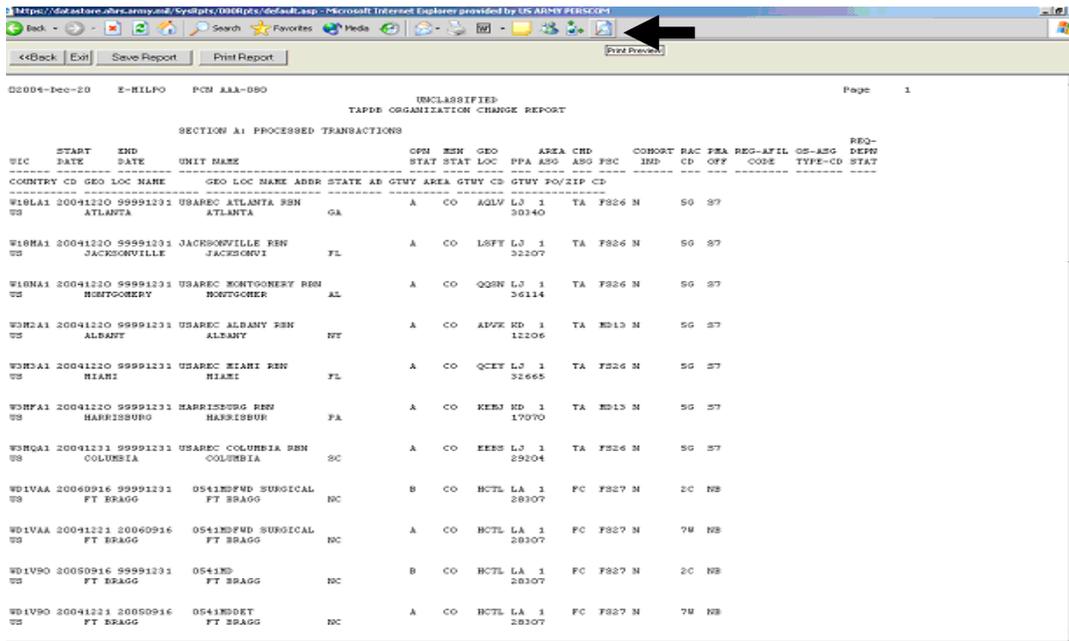
- Step 2: SELECT "Print Preview"



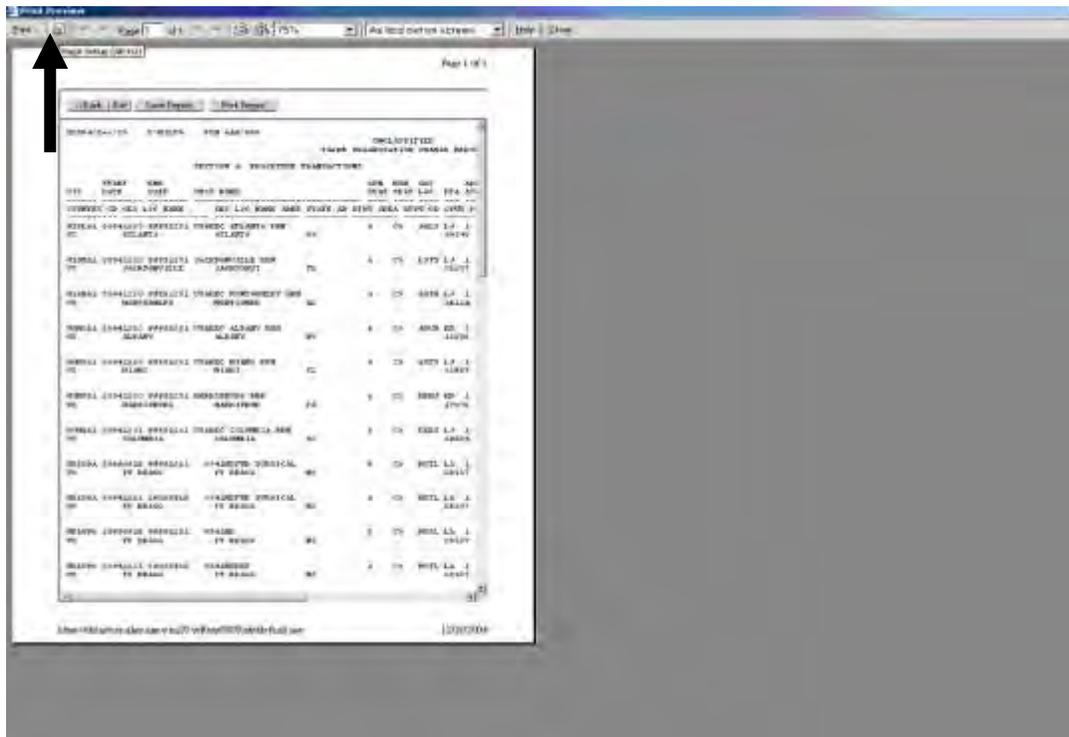
- Step 3: PRESS "ADD", Then PRESS "Close"



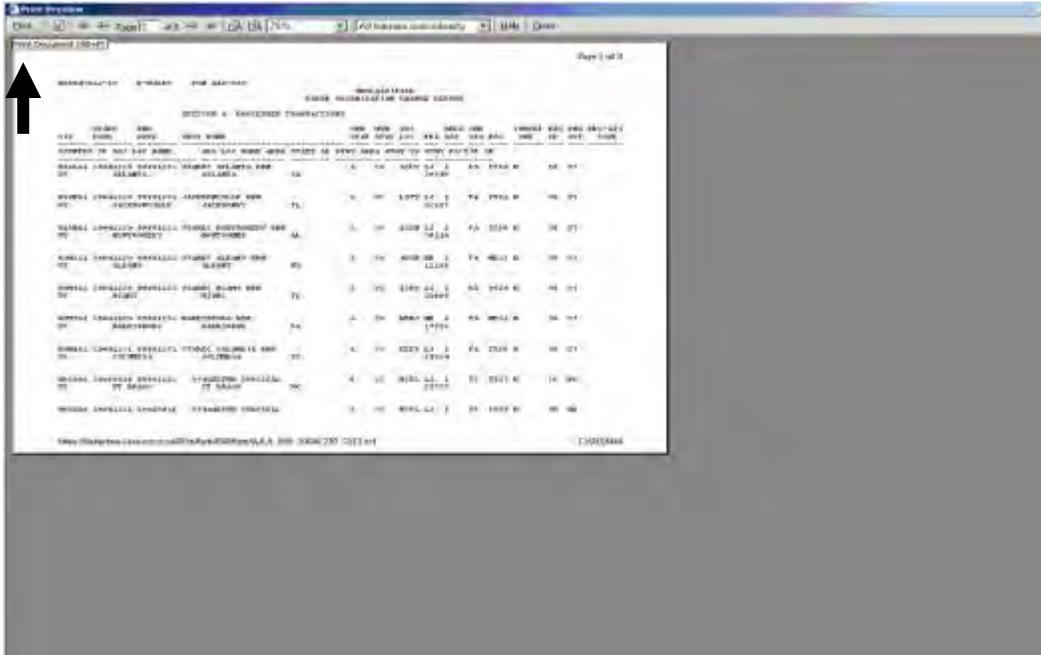
- Step 4: PRESS “Print Preview”



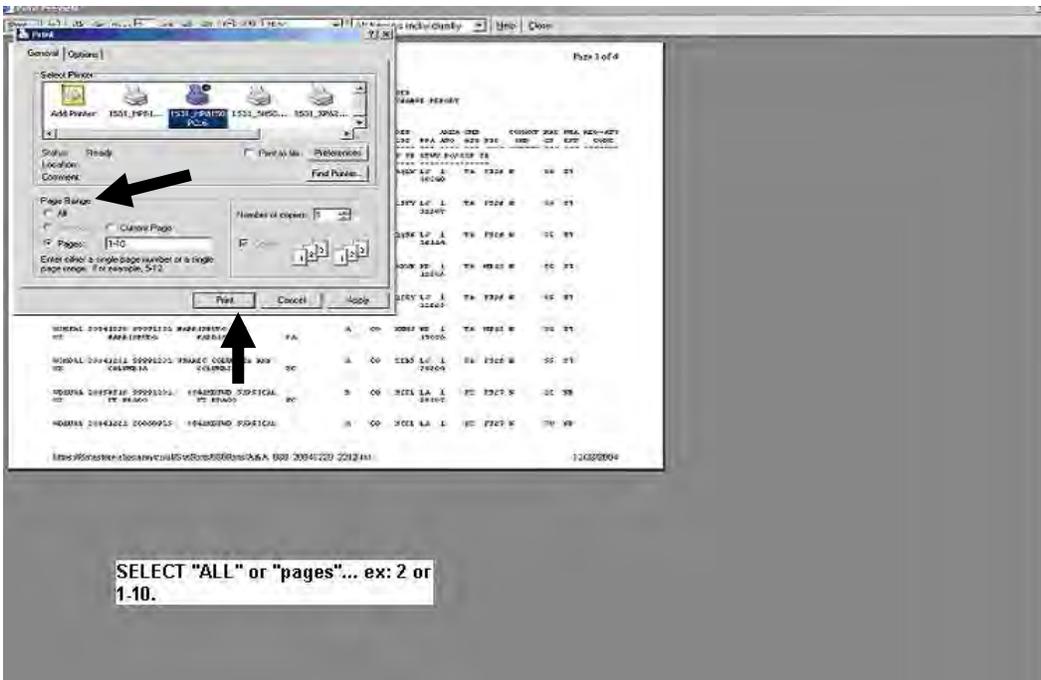
- Step 5: Press “Page Setup”



- Step 8: Select PRINT



- Step 9: Choose a Page Range.



NOTE: STEPS 7-9 will need to be done every time a Report is printed.

The point of contact is the eMILPO Help Desk at COML: 1-866-433-9196, or (703) 456-2431.

