



MEMBER ARRIVAL AND DEPARTURE JOB AID

This Job Aid assists HR Professionals in understanding arrival and departure transactions.


 **NAVIGATION:** Navigator > Workforce Administration > Assignment Tracking > Manage Assignments


 **NOTE:** See IPPS-A User Manual, Chapter 12 for more information.

Arrival Overview

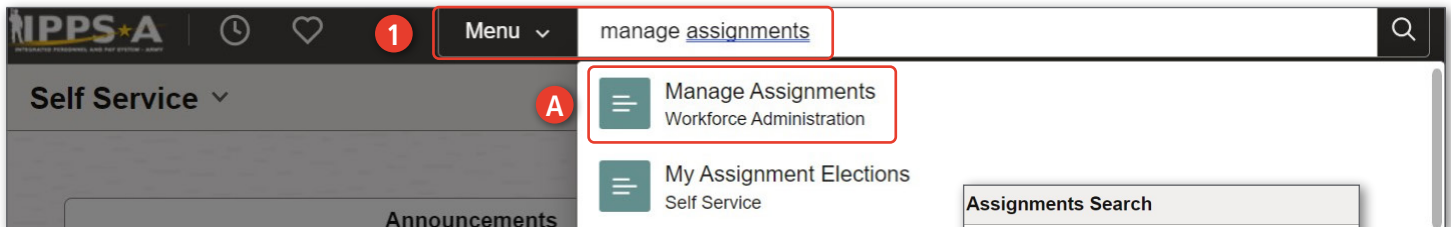
The arrival transaction is completed by the gaining unit/installation and finishes the move of the Member from one assignment to another.

An authorized HR Professional from the gaining unit enters the arrival transaction. An arrival transaction can only occur after a departure transaction from the previous assignment is recorded.

 **NOTE:** Member arrival to an assignment affects pay and benefit entitlements based on assignment type.

 **NOTE:** When processing an arrival with an approved "PCS Absence," the HR Professional is afforded the opportunity to modify the Authorized Travel (AT) days in the InTransit Grid, if required.

1. Enter **Manage Assignments** in the bar search menu.
 - 1A. Select **Manage Assignments**.



2. Enter **Empl ID**.
 - 2A. Select **Search**.

Assignments Search

Search Criteria

2 Empl ID

Name

First Name

A Last Name

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Arrival Overview CONTINUED

3. Screen displays **Permanent Assignments**.
 - 3A. Locate the **Approved Status** assignment.
 - 3B. Select **Other Actions** drop down arrow.
 - 3C. Select **Arrive Member** (the from assignment must be in a departure status).

Current/Approved (selected)
Pending/Working
Completed
Canceled

Organizational Instance

Business Unit: US Army Active Component Location: FORT XXXXX
 Component Category: ACMS-Force Structure Unit-Avail Pers Job Code: W420A HUMAN RESOURCES TECHNICIAN
 UIC: WBCDFG 0000 AB AB AAA AA AAA AAA Position: 08155916 Standard Excess
 Duty Status: Absence
 Duty Status Attribute

Permanent Assignments

Create Permanent Assignment: [Dropdown]

| ID/Source | Status | Compo | Action/Reason Code | Begin/End Dt | UIC | Position | Location | |
|-------------------------|----------------------|--------|---------------------|--------------------------|-------------------------------------|-----------------------------|------------------------|-------------------------------------|
| 119592058 Online Asg | Departed A | Active | PCA Reassignment | 11/18/2023 11/20/2023 | WBCDFG 0000 AB AB AAA AA AAA AAA | 08155916 Standard Excess | 00144705 FORT XXXXX | Other Actions [Dropdown] View Order |
| 119592754 Online Asg | Approved A | Active | PCA Reassignment | 11/21/2023 12/10/2038 | WBCDFG 0000 AB AB AAA AA AAA AAA | 06234325 Standard Excess | 00144707 FORT XXXXX | Other Actions [Dropdown] View Order |

Actions [Dropdown]

- Deferment
- Curtail/Extend
- Location Change
- Arrive Member** [C]
- Revoke Amendment
- Position Change
- TDY Event
- Asgn From Change
- Update Position Qualification

4. Select **Submit Arrival** to complete the process.
5. Select **Return to Landing Page**.

Submit Arrival [4]

Assignment Header Information

Assignment: Permanent Assignment ID: 119592754
 Employee Record: 0 Assignment Seq: 0
 Assignment Status: Approved User Action: 0001 Reassignment
 Workflow Status: Approved

Component Category: Training Status PERSTEMPO Info

Assignment Arrivals

| Arrival Sequence# | Arrival Date | Arrival Status | Assignment Departed From | Last Updated By | Last Updated |
|-------------------|--------------|----------------|--------------------------|-----------------|----------------------|
| 1 | 11/21/2023 | Revoke Arrival | 119592058 | 0000000000.00 | 04/03/2024 4:16:33PM |
| 2 | 11/21/2023 | Active | 119592058 | 0000000000.00 | 04/03/2024 4:22:09PM |

Audit Fields

Last Updated By: 0000000000.00 Last Update Date/Time: 04/03/24 4:16:33PM
 Source: Online Assignment Source ID

Return to Landing Page [5]


NOTE: Screen displays Permanent Assignments, Status reflects Arrived.

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Departure Overview

The departure transaction is completed by the losing unit/installation and initiates the move of the Member from one assignment to another.

A Departure transaction can only be executed when the following conditions are met: (1) A Member is arrived on the assignment, and (2) They are to be departed from and the next assignment is in an approved status.

 *NOTE: Submission of a departure does not require Approvals, but does generate a duty status update.*

1. Enter **Manage Assignments** in the bar search menu.
 - 1A. Select **Manage Assignments**.

2. Enter **Empl ID**.
 - 2A. Select **Search**.

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Departure Overview CONTINUED

- 3. Screen displays **Permanent Assignments**.
- 3A. Select **Other Actions** drop down arrow.
- 3B. Select **Depart Member**.

Current/Approved

- Pending/Working
- Completed
- Canceled

Organizational Instance

Business Unit: US Army Active Component
 Component Category: ACMS-Force Structure Unit Pers-Avail Unknown
 UIC: WBCDFG 0000 AB AB AAA AA AAA AAA
 Location: FORT XXXXX
 Job Code: 99999Z Over Strength
 Position: 08310812 Directed Military Overstrength
 Duty Status: Present for Duty
 Duty Status Attribute

Permanent Assignments

Create Permanent Assignment [dropdown]

| ID/Source | Status | Compo | Action/Reason Code | Begin/End Dt | UIC | Position | Location |
|---------------------|----------|--------|--------------------|--------------------------|-----------------------------|--|------------------------|
| 114604845 eMILPO | Arrived | Active | PCS Operational | 06/21/2022 04/30/2024 | WBCDFG 0000 AB AB AAA AA | 08310812 Directed Military Overstrength | 00110075 FORT XXXXX |
| 120641937 JO | Approved | Active | PCS Operational | 05/01/2024 05/15/2032 | WBCDFG 0000 AB AB AAA AA | 06281960 Standard Excess | |

Actions

- Curtail/Extend
- Location Change
- Depart Member**
- Revoke Amendment
- Position Change
- Update Training Status
- Update Component Category
- Update Position Qualification

- 4. Select **Submit Departure** to complete the process; the screen will automatically transition to the **Manage Assignments Page**.

Arrivals/Departures

Assignment Details

Member Elections

Add Instructions

Funding

Approvals/Eligibility

Comments/Attachments

Orders

Arrivals/Departures

Submit Departure

Assignment Header Information

Assignment: Permanent
 Employee Record: 0
 Assignment Status: Arrived On Assignment
 Workflow Status: Approved
 Assignment ID: 114604845
 Assignment Seq: 1
 User Action: 8001 System Curtail/ Extend
 Stat Auth

Assignment Transit

| In Transit Type | Calculated Days | Days Adjustment | Status | Approval Status | DTOD Mileage | Last Updated By | Last Updated |
|-----------------|-----------------|-----------------|--------|-----------------|-----------------|--------------------|--------------|
| 1 PCS Leave | 2 | 0 | Active | | 0 0000000000.00 | 04/03/24 4:58:19PM | |

Assignment Departures

| Departure Sequence | Depart Date | Depart Status | Assignment Depart To | Last Updated By | Last Updated |
|--------------------|-------------|---------------|----------------------|-----------------|----------------------|
| 1 | 04/28/2024 | Active | 120641937 | 0000000000.00 | 04/03/2024 4:58:19PM |

Audit Fields

Last Updated By: 0000000000.00
 Last Update Date/Time: 02/27/24 3:37:35PM
 Source: eMILPO Conversion R3
 Source ID: 96664

NOTE: Screen displays Permanent Assignments; Status reflects Departed.