


UPDATING A MCC JOB AID

This Job Aid assists in updating a Military Component Category (MILCOMCAT or MCC) on behalf of a Member.

In IPPS-A, MILCOMCAT designation allows Soldiers to change between Current Organizations (CURORGs) (i.e., Army Reserve to Active Duty, Trainee Transient Holding Student (TTHS) to Avail, etc.) without separating a Soldier from one component to another.

Instead, a Soldier will transfer between components with the same Soldier record with an updated MILCOMCAT.

MILCOMCAT displays in the Assignment module under Organizational Instance — and many other screens across IPPS-A. It is recommended that all changes to MCC be made in the Assignment module under Component Category.

 *NOTE: See IPPS-A User Manual > BPR > Table 1-1 BPR Change Summary*

Updating Military Component Category (MCC)

1. Select the Role: **HR Professional** from the dropdown listing
2. Place cursor in the **Menu** text box, type **Manage Assignments**, select it from the dropdown displaying

Current/Approved 5

Name SPC JOHN SMITH
Empl ID 000000000

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location

Component Category ACMS-Force Structure Unit-Avail Pers Job Code

UIC WAYPA0 0010 AV BN 02 CO A ASSAULT CO Position 02662660 #3 UH-60 Crewchief

Duty Status Present for Duty

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
115178279	Arrived	Active	PCA	08/04/2022	WAYPA0	02662660	00022257
eMILPO			Reassignment	03/08/2026	0010 AV BN 02 CO A ASSAULT CO	#3 UH-60 Crewchief	FT DRUM

Assignments Search 3

Assignments Search Page

Search Criteria

Empl ID 000000000

Name

First Name

Last Name

Search Clear

Other Actions 6

View Order

Actions

Curtail/Extend

Location Change

Position Change

TDY Event

Update Training Status

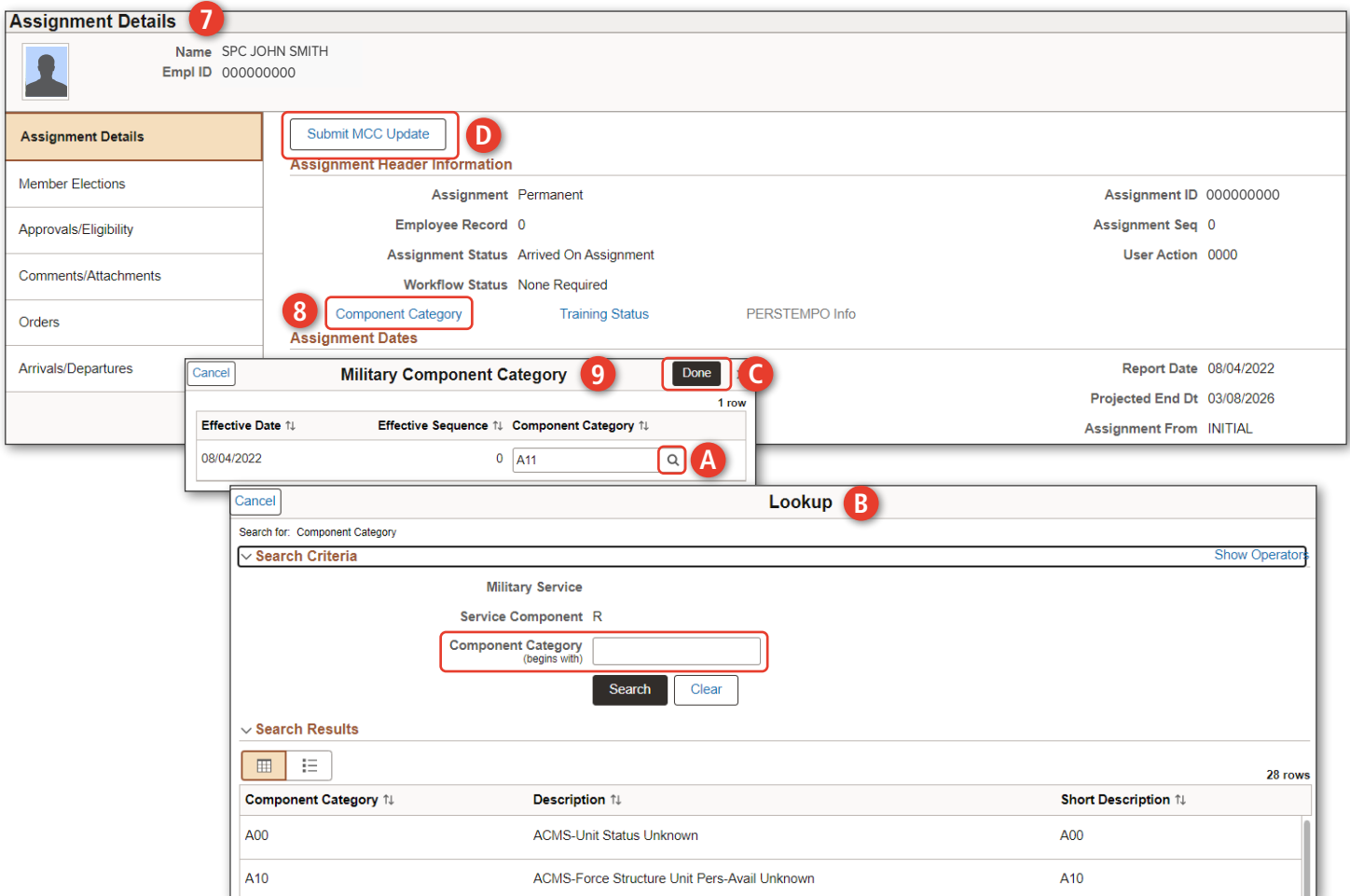
Update Component Category

Update Position Qualification

3. The **Assignments Search** screen displays
4. Enter all applicable criteria for the Member, and select **Search**
5. The **Current/Approved** screen displays
6. Select **Other Actions**.
 - 6A. Select **Update Component Category** from the dropdown listing

Updating MCC CONTINUED

7. The Assignment Details screen displays
8. Select **Component Category**



Assignment Details 7

Name SPC JOHN SMITH
Empl ID 00000000

Assignment Details 8

Submit MCC Update D

Assignment Header Information

Assignment Permanent Assignment ID 00000000
Employee Record 0 Assignment Seq 0
Assignment Status Arrived On Assignment User Action 0000
Workflow Status None Required
Training Status PERSTEMPO Info

Component Category 8

Military Component Category 9

Done C

Report Date 08/04/2022
Projected End Dt 03/08/2026
Assignment From INITIAL

Effective Date Effective Sequence Component Category 1 row

08/04/2022 0 A11 A

Lookup B

Search for: Component Category

Search Criteria Show Operators

Military Service

Service Component R

Component Category (begins with)

Search Clear

Search Results 28 rows

Component Category	Description	Short Description
A00	ACMS-Unit Status Unknown	A00
A10	ACMS-Force Structure Unit Pers-Avail Unknown	A10

9. The **Military Component Category** screen displays
 - 9A. Select the magnifying glass icon to search for the desired **Component Category**
 - 9B. The **Lookup** dropdown listing displays, HR Professionals may search for the desired **Component Category** to autofill the **Component Category** column on the **Military Component Category** screen
 - 9C. Select **Done** to return to the **Assignment Details** screen
 - 9D. Select **Submit MCC Update**, the MCC displays the update on the **Current/Approved** screen, below the **Organizational Instance** header