


ORPHANING AND DISPLACEMENTS JOB AID

This Job Aid assists HR Professionals with resolving Orphaning and Displacements in IPPS-A, including the Assignment Coordination and Tracking (ACT) Dashboard and Mass Update Resolution.

A Member is orphaned in IPPS-A when their currently assigned position, department assignment tracking, or job data is inactive before the Member's assignment projected end date.

A Member is displaced when the position they are assigned to has an adjusted State Parent Unit Identification Code (UIC), which impacts Army National Guard personnel; Parent Unit Designator (PUD); Major Army Command (MACOM); or Organizational Requisition Assignment Area (ORGRAA).

 *NOTE: See IPPS-A User Manual, Annex B, for more information.*

As a result of the termination/inactivation date, IPPS-A prevents users from selecting the position or department on or after the date. However, all Members already in the position or department cease to hold a valid position or department on the date of termination/inactivation.

The Assignment Dashboard displays projected, current, position, and/or department-based orphans and displacements.

The view is not restricted by row security.

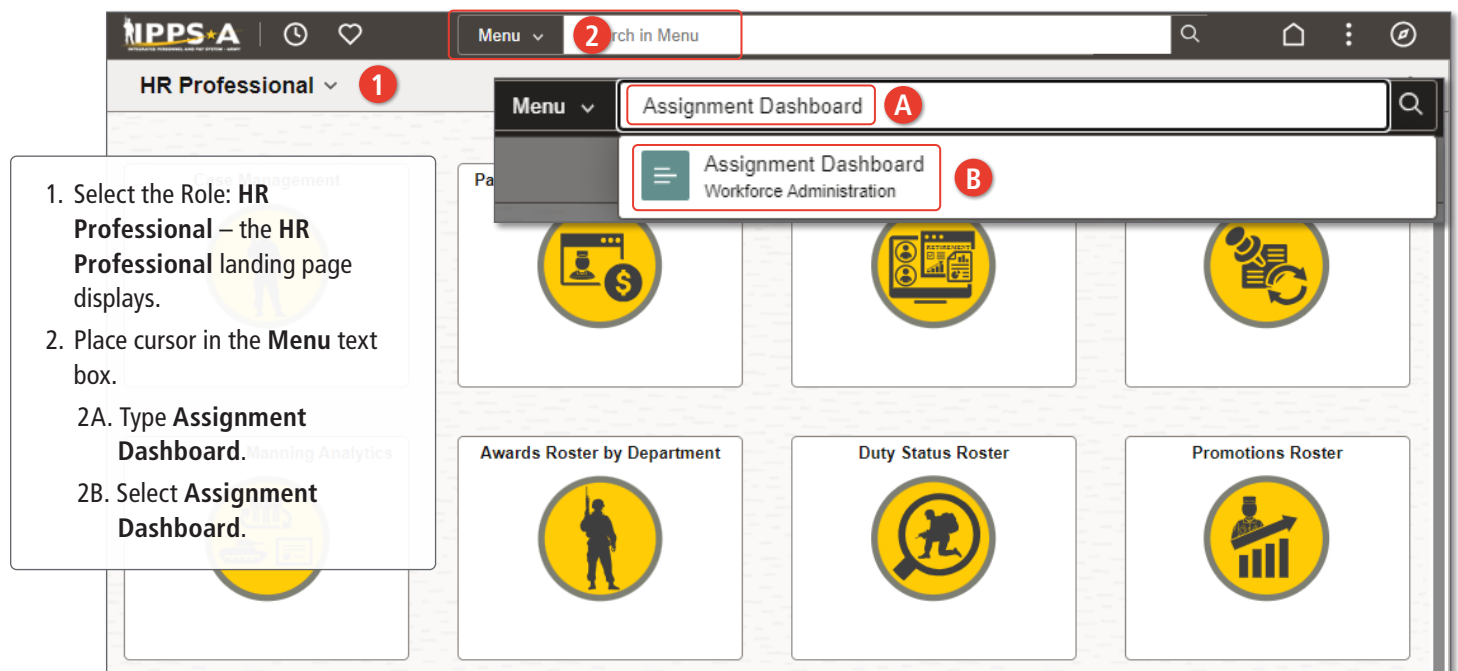
NAVIGATION: ACT DASHBOARD

Nav Bar > Menu > Workforce Administration > Assignment Tracking > Assignment Dashboard

NAVIGATION: MASS UPDATE

Nav Bar > Menu > Workforce Administration > Mass Update R3 > Mass Update

ACT Dashboard




1. Select the Role: **HR Professional** – the **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box.
 - 2A. Type **Assignment Dashboard**.
 - 2B. Select **Assignment Dashboard**.

continued on next page ►

ACT Dashboard CONTINUED

3. The Assignment Dashboard landing page displays.
 - 3A. Select radio button for either All UICs, One UIC, UIC and Hierarchy, or a Set of UICs.
 - 3B. Enter UIC information.
 - 3C. Select Refresh Summary.

 *NOTE: Select the appropriate reporting lines number(s), under Assignment Summary (28-34), before selecting Refresh Summary.*

Assignment Dashboard 3

Assignment Summary | Assignment Details

Instructions

Below you will see the counts of the Assignment. You can click the number to see the details.

Search Parameters

User ID 0000000000.00 Summary Type
 *Business Unit ARACA Assignments
 Days To View 90

UIC Search Option

A All UICs One UIC UIC and Hierarchy Set of UICs

UIC Selection

UIC	Department
<input type="text"/>	

B

Department Attribute Option


C Refresh Summary

Assignment Summary D

Select		90 Days View
<input type="checkbox"/>	01 Future Approved PER Assignments (Auto Arrive)	
<input type="checkbox"/>	02 Future Approved TMP Assignments	
<input type="checkbox"/>	04 TMP with End Date Expirations	
<input type="checkbox"/>	05 Failure to GAIN (PERM)	
<input type="checkbox"/>	06 Failure to GAIN (TEMP)	
<input type="checkbox"/>	07 PER Assignments with Positions Due to Expire/Move	
<input type="checkbox"/>	08 TMP Assignments with Positions Due to Expire/Move	
<input type="checkbox"/>	09 Pending Assignments (To Be Approved)	
<input type="checkbox"/>	11 ERROR: Double Slotted Assignments	
<input type="checkbox"/>	12 ERROR: Multiple PER Assignments	
<input type="checkbox"/>	13 ERROR: Assignments with Inactive Positions	
<input type="checkbox"/>	14 ERROR: Assignments not Written to Job Data (Except PCA/IINT)	
<input type="checkbox"/>	15 Assignments in Draft	
<input type="checkbox"/>	16 PER Assignment <-> Position: DPOS/TRF May be Required	
<input type="checkbox"/>	19 PER Assignments: Excess due to MTOE Change TEMPLETS	
<input type="checkbox"/>	20 PER Assignments: Standard Excess TEMPLETS	
<input type="checkbox"/>	21 PER Assignments: Temporary Hold TEMPLETS	
<input type="checkbox"/>	23 Member Elections not completed for draft assignment	
<input type="checkbox"/>	24 HR/Unit elections not completed for draft assignment	
<input type="checkbox"/>	25 Approved CREL Past End Date	
<input type="checkbox"/>	26 Assignments in Waiver status	
<input type="checkbox"/>	27 Assignments in Pending Amendments	
<input checked="" type="checkbox"/>	28 Future Dated Inactive Dept/UIC Assignments	0
<input checked="" type="checkbox"/>	29 Future Dated Inactive Positions Assignments	0
<input checked="" type="checkbox"/>	30 Future Dated Displaced UIC Assignments	0
<input checked="" type="checkbox"/>	32 Existing Inactive Dept/UIC Assignments	0
<input checked="" type="checkbox"/>	33 Existing Inactive Positions Assignments	1
<input checked="" type="checkbox"/>	34 Existing Displaced UIC Assignments	0
<input type="checkbox"/>	90 JO Staged Assignments with Gap	
<input type="checkbox"/>	91 JO Encumbered Stg Assignments	

E

- 3D. Screen displays Assignment Summary.
- 3E. Select the Numbered Link greater than zero if applicable.

 *NOTE: Reporting lines 28-30 and 32-34 allow HR Professionals to see projected and current orphans and displacements that are position and/or department based. Reference User Manual table 12-5.*

ACT Dashboard CONTINUED

3F. Screen displays a byname roster of **Assignment Details**.

3G. The **Recommended Resolution Method** column provides how the HR Professional should correct the orphan or displacement. This scenario directs the HR Professional to Manage Assignments.

3H. Select the **Details** link.

Assignment Dashboard

Assignment Summary **Assignment Details** **F**

Existing Inactive Positions Assignments

Export Assignment Details

Assignment Details

Details	Empl ID	Empl Rcd	Name	Begin Date	End Date	Assignment ID	Action	Reason	Trans	Subtrans
Details H	00000000	0	SFC JOHN DAVIS	08/23/2022	10/15/2023	114644927	PCS	OPN	CONUS PDS	CONUS PDS

Location	Position Number	Position Descr	Job Code	Jobcode Descr	Bus Unit	UIC	ACT Status	POS Location	Recommended Resolution Method
00026784	02913350	Ammunition Supply Sergeant	E89B	AMMUNITION SPECIALIST	ARACA	000000	Arrived On Assignment	00026784	Resolve With Manage Assignments: POS Inactivation Date = 2023-10-16

4. The **Current/Approved Manage Assignments** landing page displays.

4A. Select the **Create Permanent Assignment** drop-down.

4B. Select **Reassignment**.

Current/Approved **4**

Name SFC JOHN DAVIS
Empl ID 0000000000

Current/Approved

- Current/Approved
- Pending/Working
- Completed
- Canceled

Organizational Instance

Business Unit US Army Active Component Location FT CARSON
Component Category ACMS-Force Structure Unit-Avail Pers Job Code E89B AMMUNITION SPECIALIST
UIC 000000 Position 02913350 Ammunition Supply Sergeant
Duty Status Present for Duty
Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC
000000000	Arrived	Active	PCS	08/23/2022	000000
eMILPO			Operational	10/15/2023	

Create Permanent Assignment **A**

- Create Permanent Assignment
- Position
- 02913350
- Ammunition Supply Sergeant
- Active Return to Reception
- Active to DFR
- COT SRU
- DFR to Active
- OPN Prisoner 31-180 Days
- Operational Civ PCF
- Operational Mil PCF
- Operational SRU
- RA DEP AIT
- RA DEP OCS
- ROT Prisoner 31-180 Days
- Reassignment** **B**
- Rotational Civ PCF

ACT Dashboard CONTINUED

5. The **Assignment Details** screen displays.

5A. Input data in the **Assignment Dates** section that have an asterisk (*).

5B. Input data in the **Standard Fields** section: UIC, Position, Job Code, Duty Title, and Duty Position Qual fields.

5C. Under the **Movement Fields** section; Select **Movement ID** lookup tool; Select a Movement ID.

5D. Scroll back to the top of page; Select **Submit**.



NOTE: Assignment begin date is the day after the inactive assignment date.

Assignment Header Information 5

Assignment Permanent	Assignment ID NEW
Employee Record 0	Assignment Seq 0
Assignment Status Draft	User Action 0001 Reassignment
Workflow Status Initiated	
Component Category	Training Status PERSTEMPO Info

Assignment Dates A

*Projected Begin Dt 10/16/2023	*Report Date 10/16/2023	
Number of Days 2116	Projected End Dt 07/31/2029	
*Assignment From 114644927		

Standard Fields B

*Action PCA	*Reason Reassignment
*UIC 000000	Position 06275888
Location 00026784 FT CARSON	Over Strength Indicator OVERSTRENGTH
With Duty At <input type="checkbox"/> No	Tour Type NOT APPLICABLE
Estab ID CONUS	Tour Indicator
Job Code E89B AMMUNITION SPECIALIST	Duty Title AMMUNITION SPECIALIST
Duty Position Qual Q QUAL	

Movement Fields C

* Movement ID 291	Description
	Asgmt Loss Reason
	MPA Reason VOL REQ
	Reenlistment Eligibility REENL ELIG 1
	Action Type Voluntary

Assignment Details

	Name SFC JOHN DAVIS
	Empl ID 000000000

Assignment Details

Submit


Save for Later

Assignment Header Information

ACT Dashboard CONTINUED

- 6. The Current/Approved Manage Assignments landing page displays.
 - 6A. Select the **Other Actions** drop-down on the Arrived Assignment.
 - 6B. Select **Depart Member**.
 - 6C. Select **Submit Departure**.

Current/Approved 6



Name SFC JOHN DAVIS
Empl ID 0000000000

Current/Approved

- Pending/Working
- Completed
- Canceled

Organizational Instance

Business Unit US Army Active Component Location FT CARSON

Component Category ACMS-Force Structure Unit-Avail Pers Job Code E89B AMMUNITION SPECIALIST

UIC 000000000 Position 02913350 Ammunition Supply Sergeant

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
000000000	Arrived	Active	PCS	08/23/2022	000000	02913350	00026784
eMILPO	Arrived	Active	Operational	10/15/2023		Ammunition Supply Sergeant	FT CARSON
000000000	Approved	Active	PCA	10/16/2023	000000	06275888	
Online Asg	Approved	Active	Reassignment	07/31/2029		Standard Excess	

A Other Actions View Order

Actions ×

- Curtail/Extend
- Location Change
- B Depart Member
- Position Change
- Event
- Update Training Status
- Update Component Category
- Update Position Qualification
- Update RCE

View Order

Arrivals/Departures

- Assignment Details
- Member Elections
- Add Instructions
- Funding
- Approvals/Eligibility

C Submit Departure

Assignment Header Information

Assignment Permanent

Employee Record 0

Assignment Status Arrived On Assign

Workflow Status None Required

Component Category Training Sta

Assignment Departures

ACT Dashboard CONTINUED

- 6D. Select **Other Actions** drop-down on Approved Assignment.
- 6E. Select **Arrive Member**.
- 6F. Select **Submit Arrival**.
- 6G. The **Current/Approved** landing page refreshes and reflects Member as **Arrived** on Assignment.

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Departed	Active	PCS	08/23/2022	000000	02913350	00026784	
eMILPO			Operational	10/15/2023		Ammunition Supply Sergeant	FT CARSON	Other Actions View Order
000000000	Approved	Active	PCA	10/16/2023	000000	06275888	00026784	
Online Asg			Reassignment	07/31/2029		Standard Excess	FT CARSON	D Other Actions View Order

Arrivals/Departures

Assignment Details	Submit Arrival F
Member Elections	Arrive Member E
Approvals/Eligibility	Position Change
Comments/Attachments	TDY Event
Orders	Asgn From Change
	Update Position Qualification View Order

Assignment Header Information

Assignment Permanent
Employee Record 0
Assignment Status Approved
Workflow Status Approved

Component Category Training Status PERSTEMPO Info

Assignment Arrivals

Current/Approved

Name SFC JOHN DAVIS
Empl ID 000000000

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location FT CARSON

Component Category ACMS-Force Structure Unit-Avail Pers Job Code E89B AMMUNITION SPECIALIST

UIC 000000 Position 06275888 Standard Excess

Duty Status Present for Duty

Duty Status Attribute

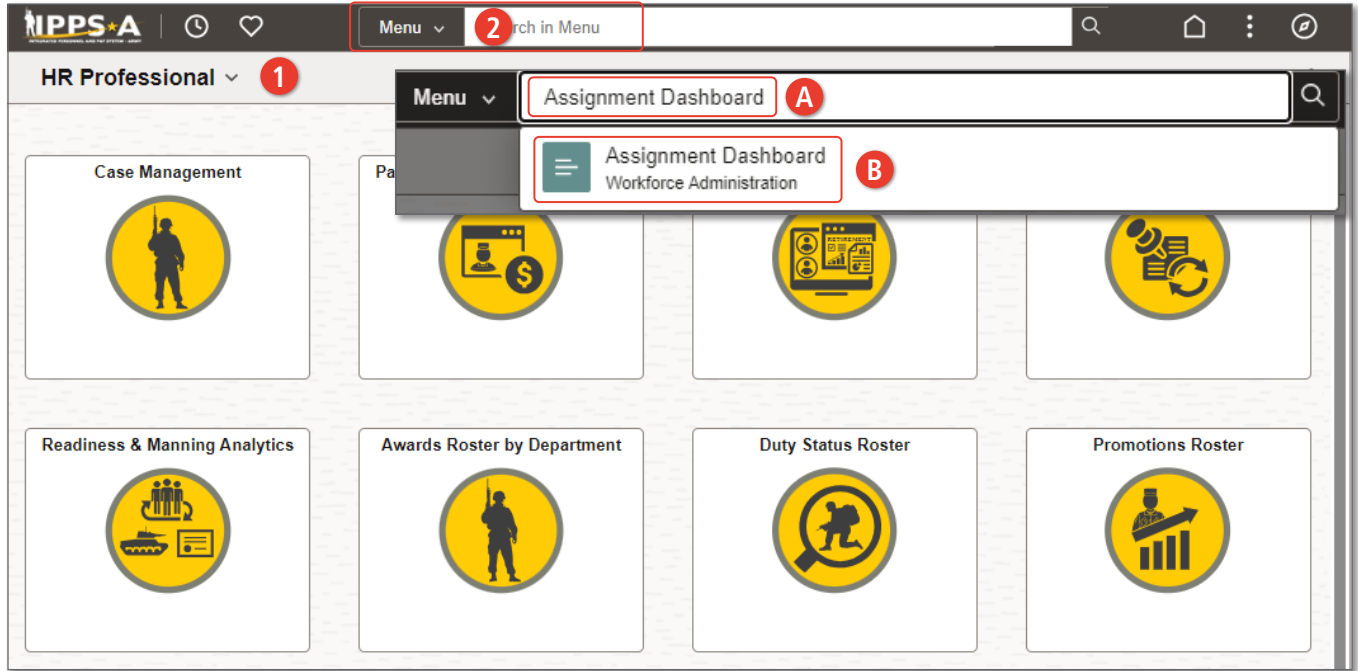
Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
000000000	Arrived G		PCA	10/16/2023	000000	06275888	00026784	
Online Asg			Reassignment	07/31/2029		Standard Excess	FT CARSON	Other Actions View Order

Mass Update Resolution

1. Select the Role: **HR Professional** – the **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box.
 - 2A. Type **Assignment Dashboard**.
 - 2B. Select **Assignment Dashboard**.



Mass Update Resolution CONTINUED

Assignment Dashboard 3

Assignment Summary | Assignment Details

Instructions

Below you will see the counts of the Assignment. You can click the number to see the details.

Search Parameters

User ID 0000000000.00
 *Business Unit ARACA
 Days To View 90
 Summary Type
 Assignments

UIC Search Option

A All UICs One UIC UIC and Hierarchy Set of UICs

UIC Selection


UIC	Department
<input type="text"/>	

B

Department Attribute Option

C Refresh Summary

3. The Assignment Dashboard landing page displays.
 - 3A. Select radio button for either **All UICs**, **One UIC**, **UIC and Hierarchy**, or a **Set of UICs**.
 - 3B. Enter **UIC** information.
 - 3C. Select **Refresh Summary**.

 *NOTE: Select the appropriate reporting lines number(s), under Assignment Summary (28-34), before selecting Refresh Summary.*

Assignment Summary D

Select	Line	Description	Count
<input type="checkbox"/>	01	Future App	
<input type="checkbox"/>	02	Future App	
<input type="checkbox"/>	04	TMP with	
<input type="checkbox"/>	05	Failure to	
<input type="checkbox"/>	06	Failure to	
<input type="checkbox"/>	07	PER Assign	
<input type="checkbox"/>	08	TMP Assign	
<input type="checkbox"/>	09	Pending A	
<input type="checkbox"/>	11	ERROR: D	
<input type="checkbox"/>	12	ERROR: M	
<input type="checkbox"/>	13	ERROR: A	
<input type="checkbox"/>	14	ERROR: A	
<input type="checkbox"/>	15	Assignment	
<input type="checkbox"/>	16	PER Assign	
<input type="checkbox"/>	19	PER Assign	
<input type="checkbox"/>	20	PER Assign	
<input type="checkbox"/>	21	PER Assignments: Temporary Hold TEMPLETS	
<input type="checkbox"/>	23	Member Elections not completed for draft assignment	
<input type="checkbox"/>	24	HR/Unit elections not completed for draft assignment	
<input type="checkbox"/>	25	Approved CREL Past End Date	
<input type="checkbox"/>	26	Assignments in Waiver status	
<input type="checkbox"/>	27	Assignments in Pending Amendments	
<input checked="" type="checkbox"/>	28	Future Dated Inactive Dept/UIC Assignments	0
<input checked="" type="checkbox"/>	29	Future Dated Inactive Positions Assignments	0
<input checked="" type="checkbox"/>	30	Future Dated Displaced UIC Assignments	0
<input checked="" type="checkbox"/>	32	Existing Inactive Dept/UIC Assignments	0
<input checked="" type="checkbox"/>	33	Existing Inactive Positions Assignments	1
<input checked="" type="checkbox"/>	34	Existing Displaced UIC Assignments	0
<input type="checkbox"/>	90	JO Staged Assignments with Gap	
<input type="checkbox"/>	91	JO Encumbered Stg Assignments	

E

- 3D. Screen displays **Assignment Summary**.
- 3E. Select the **Numbered Link** greater than zero if applicable.
- 3F. Screen displays a byname roster of **Assignment Details**.
- 3G. The **Recommended Resolution Method** column provides how the HR Professional should correct the orphan or displacement. This scenario directs the HR Professional to **Manage Assignments**.

Assignment Dashboard


Assignment Summary | Assignment Details

Existing Inactive Dept/UIC Assignments

Export Assignment Details

Assignment Details F

Details	Empl ID	Empl Rcd	Name	Begin Date
Details	0000000000	0	PFC THOMAS ANDERSON	04/03/2023

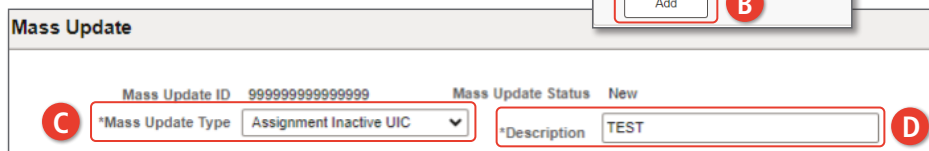
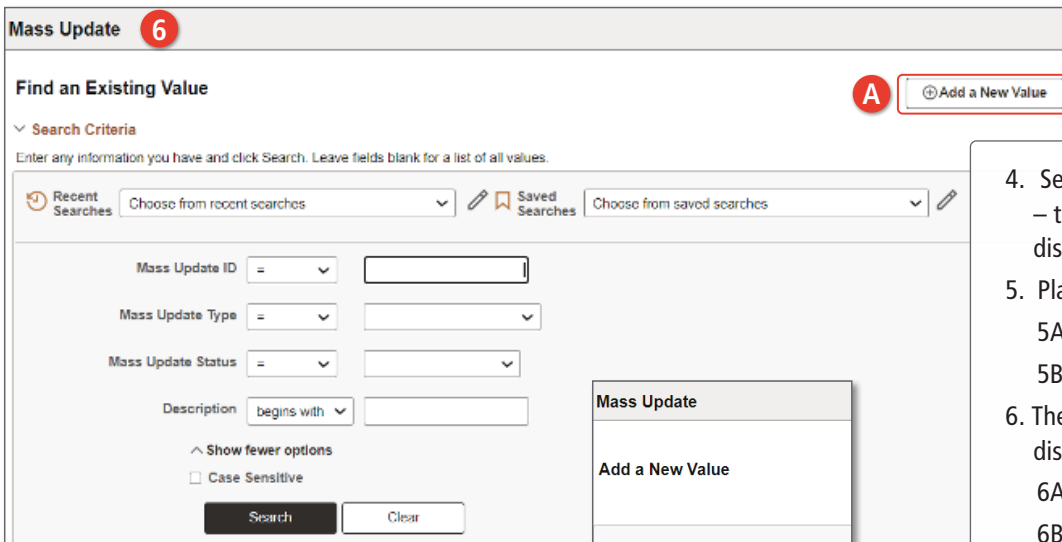
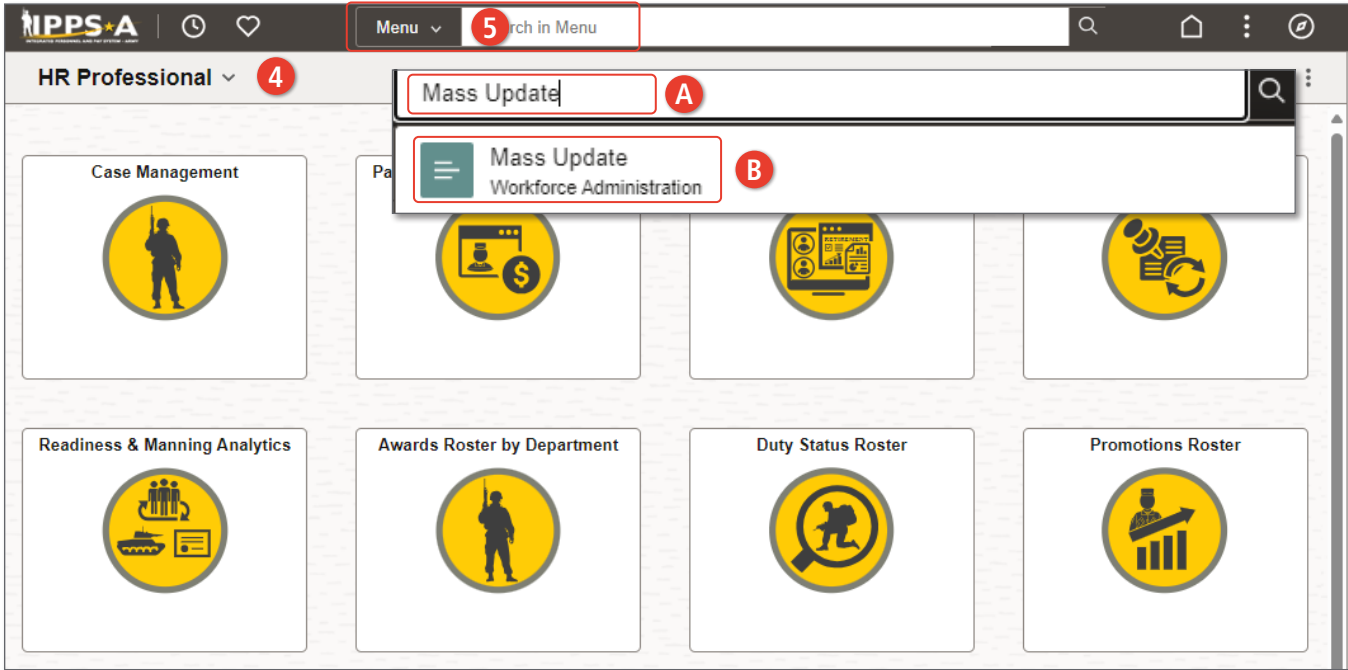
 *NOTE: Reporting lines 28-30 and 32-34 allow HR Professionals to see projected and current orphans and displacements that are position and/or department based. Reference table 12-5 User Manual.*

Location	Position Number	Position Descr	Job Code	Jobcode Descr	Bus Unit	UIC	ACT Status	POS Location	Recommended Resolution Method
00120343	08503122	Standard Excess	E74D	CHEMICAL, BIOLOGICAL, RADIOLOG	ARACA	000000	Arrived On Assignment	00120343	Resolve With Mass Change: UIC Inactivation Date = 2023-07-14 and is greater than the Asgn Begin Dat

G

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Mass Update Resolution CONTINUED



4. Select the Role: **HR Professional** – the HR Professional landing page displays.
5. Place cursor in the **Menu** text box.
 - 5A. Type **Mass Update**.
 - 5B. Select **Mass Update**.
6. The **Mass Update** landing page display.
 - 6A. Select **Add a New Value**.
 - 6B. Select **Add**.
 - 6C. Select **Mass Update Type**; Select **Assignment Inactive UIC**.
 - 6D. In the **Description** field; Input desired naming convention.

Mass Update Resolution CONTINUED

7. Use the *Search Method*:

7A. Select radio button for either **One UIC**, **UIC and Hierarchy**, or **Set of UICs**.

7B. Enter **UIC** information.

7C. Select **Search**.

7D. Enter **Default** information for Members.

7E. Select **Apply**.

7F. Members assigned to the UIC will appear under **Population** with defaulted information.

Mass Update 7

Population

Groupbox

Search Option

One UIC UIC and Hierarchy Set of UICs A

C

UIC B

Date Search Option

Current Date Range

Additional Search Criteria

Location

Mass Update for Attachment -- Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and click the "Search" button to populate the Member grid with anyone matching that criteria. Alternatively, download the file template by clicking the "Download File" button, populating the data in the file, and then populate the grid by clicking the "Upload File" and selecting the file for upload.

***Note - With Mass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate S1 Pool for approval.**

Entry Defaults:

- The "Begin Date" and "End Date" are the days that the Member will be on the Assignment.
- The "Trans" field has all values related to an Attachment Assignment configured in the FAB5.
- The "Sub Trans" field has all values related to a Trans selected.
- The "UIC" field contains all active UIC's in the system.
- The "Position" field contains all active Positions related to the UIC.
- The "Duty Title" field contains the Position description and the description of all JobCodes related to the members grade. The Position Description will be defaulted if one is not selected.
- The "Position Qualification" field contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted if one is not selected.
- The "Assignment From" field contains all active Assignments for a member in the system. The members existing home assignment record will be defaulted if one is not selected.

NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that it completed successfully or with error. If there were errors, they can be resolved/reworked within the original Mass Update request or handled as individual entries outside of the Mass Update process.

Apply Default

*Assignment ID

*UIC D

*Position


Jobcode


E

Population F

Mass Update Records

Include	*Empl ID	Name	*Assignment ID	*UIC	*Position	Jobcode	Duty Title	Movement ID
<input checked="" type="checkbox"/>	0000000000 <input type="text" value=""/>	PFC THOMAS ANDERSON	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

 **NOTE:** HR Professionals can elect to Download File, input information, and Upload file for processing.

 **NOTE:** Before entering data under Apply Default, Members will appear under Population; HR Professional can scroll to the bottom of the Member list and elect to Include All or Exclude All Members on the list.

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Mass Update Resolution CONTINUED

8. Use the *File Upload Method*:

8A. Do not enter a UIC; Scroll to the bottom of the **Mass Update** landing page. Select **Download File** and save to desired location; input Default Values listed on CSV file.

8B. Select **Upload File**.

8C. Select **Choose File**; Select CSV file.

8D. Select **Upload**.

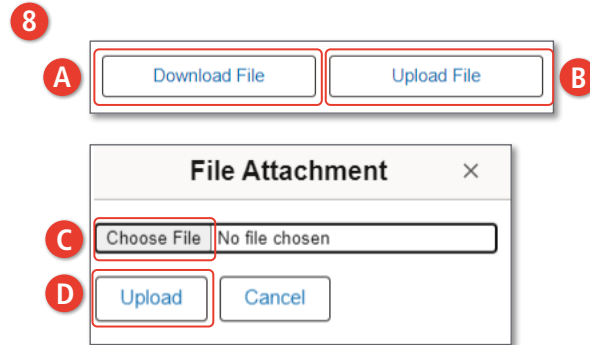
8E. Screen displays Members under **Population** with default fields filled in.

8F. Enter description information if adding attachments.

8G. Select **Attach**.

8H. Select (+) to add additional attachments.

8I. Select **Process Mass Update** after the search or file upload method.



Population **E**

Mass Update Records

Include	*Empl ID	Name	*Assignment ID	*UIC	*Position	Jobcode	Duty Title	Movement ID		
<input checked="" type="checkbox"/>	0000000000	PFC THOMAS ANDERSON							+	-

Attachments

*Description	Attached File	Attach	View
<input type="text"/>		<input type="button" value="Attach"/>	<input type="button" value="View"/>

Comments

I

Mass Update Resolution CONTINUED

9. Screen displays notification the Mass Update Process Initiated; select **OK**.
10. Scroll to the top of the page; Select **Process Monitor**.
11. The **Process Monitor** screen displays.
 - 11A. Once the Run Status shows Success, the mass transaction request has processed.

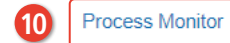
Mass Update Process Initiated - Process Instance 2311173 (20500,1)

The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above process instance.



Mass Update

Mass Update ID 13797 Mass Update Status Saved
 Mass Update Type Assignment Inactive UIC Description TEST



Process Monitor 11

Process List Server List

View Process Requests

User ID Type Last Days
 Server Name Instance Range
 Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2311173		MU_13797	Application Engine	IP_MASS	0000000000.00	10/20/2023 2:02:11PM GMT	Success	Posted	Details	Actions