

# RE-INITIATE MEMBER ELECTIONS JOB AID

This Job Aid assists in Re-Initiating a Member's Assignment Elections. This function is necessary to correct or simply change a Member's Entitlements.

IPPS-A includes the functionality to add, modify, and remove assignment entitlements and additional instructions from the Assignment Tracking module. Entitlement and additional instructions (Discretionary Elections) may be entered in an assignment during the creation process while the assignment is in draft. An assignment approval cannot occur without the completion of the Member Election Activity Guide.

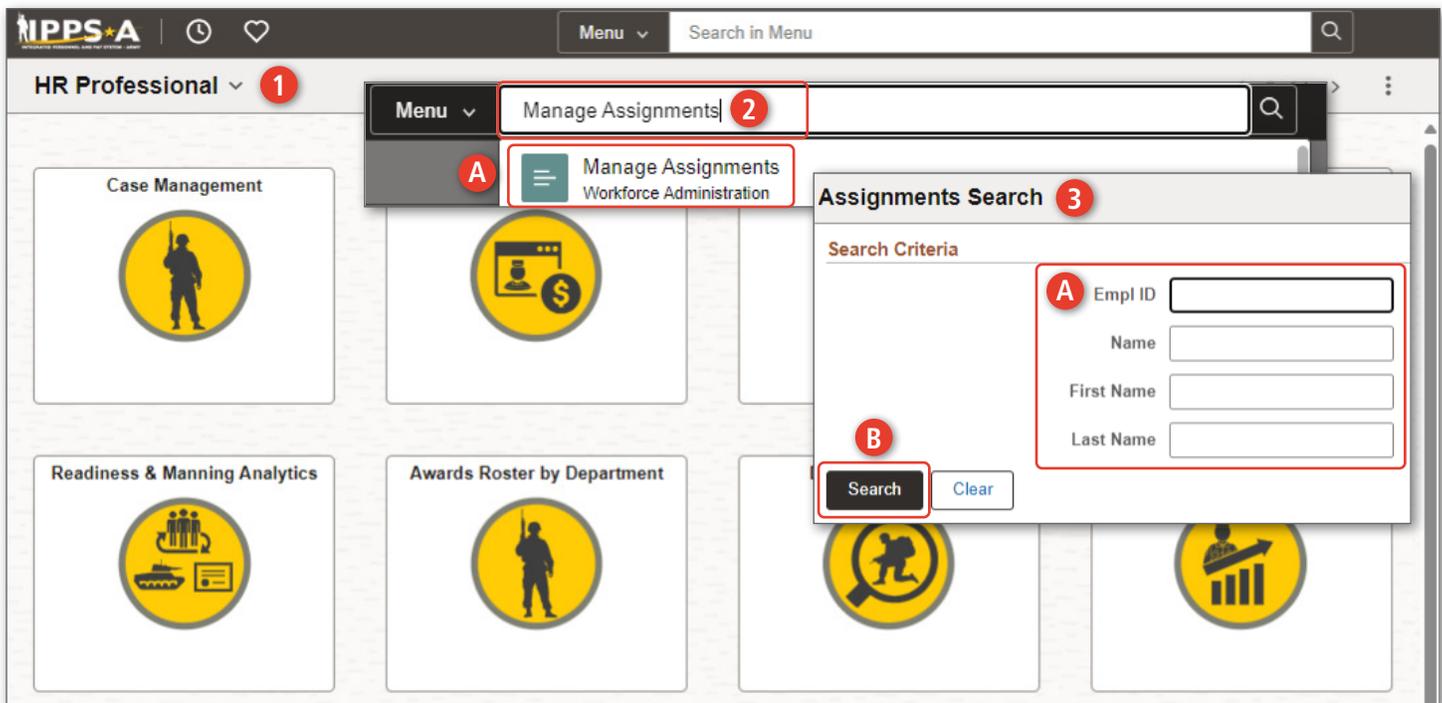
Member Elections consist of a few questions that determine entitlements such as dependent movement, Household Goods (HHG), etc. While the assignment is in a draft status, an authorized HR Professional, typically at a Military Personnel Division/Soldier Recovery Unit (MPD/SRU) may click the **Re-Initiate All Elections** button on the Additional Instructions tab of the assignment to change previously approved Member elections.

 *NAVIGATION: HR Professional > Navigator > Menu > Workforce Administration, Assignment Tracking, Manage Assignments*

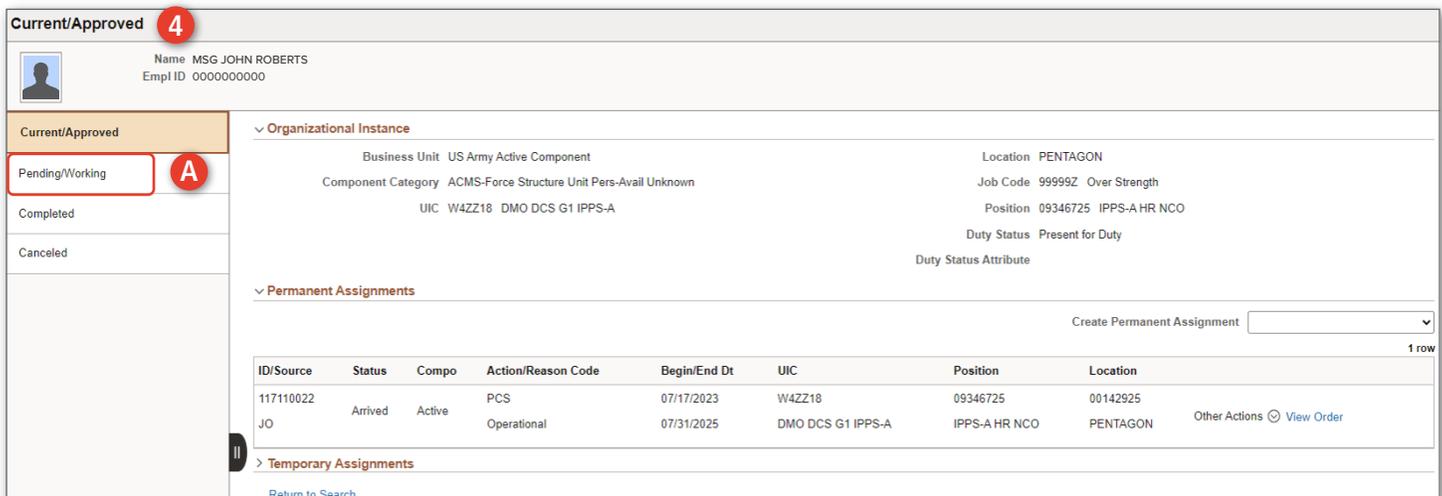
 *REFERENCE:  
User Manual, Ch. 12*

## Re-Initiate Member Elections

1. Select the Role: **HR Professional**. The **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box; type **Manage Assignments**.
  - 2A. Select **Manage Assignments**.
3. The **Assignment Search** screen displays.
  - 3A. Enter all applicable criteria for the Member.
  - 3B. Select **Search**.
4. The **Current/Approved** landing page displays.
  - 4A. Find and select the **Pending/Working** tab on the left panel.



The screenshot shows the IPPS-A HR Professional interface. The 'Menu' dropdown is open, and 'Manage Assignments' is selected. The 'Assignments Search' modal is open, showing search criteria fields for Empl ID, Name, First Name, and Last Name, with a 'Search' button highlighted.



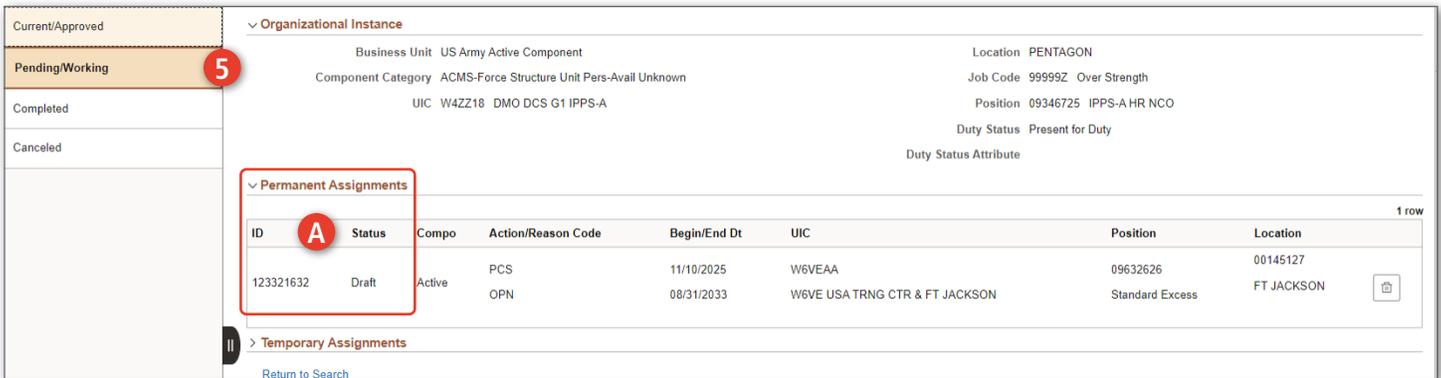
The screenshot shows the IPPS-A Current/Approved member page for MSG JOHN ROBERTS. The 'Pending/Working' tab is selected on the left panel. The main content area shows organizational instance details and a table of permanent assignments.

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
117110022	Arrived	Active	PCS	07/17/2023	W4ZZ18	09346725	00142925
JO			Operational	07/31/2025	DMO DCS G1 IPPS-A	IPPS-A HR NCO	PENTAGON

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**Re-Initiate Member Elections CONTINUED**

5. The Pending/Working screen displays.
  - 5A. Under the **Permanent Assignments** section locate and select the appropriate assignment with **Status Draft**.
6. The **Assignment Details** screen displays.
  - 6A. Select **Re-Initiate All Elections**.
7. The **Re-Initiating Elections** screen displays.
  - 7A. Select **Yes** to complete process.



Current/Approved

**Pending/Working** 5

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location PENTAGON

Component Category ACMS-Force Structure Unit Pers-Avail Unknown Job Code 99999Z Over Strength

UIC W4ZZ18 DMO DCS G1 IPPS-A Position 09346725 IPPS-A HR NCO

Duty Status Present for Duty

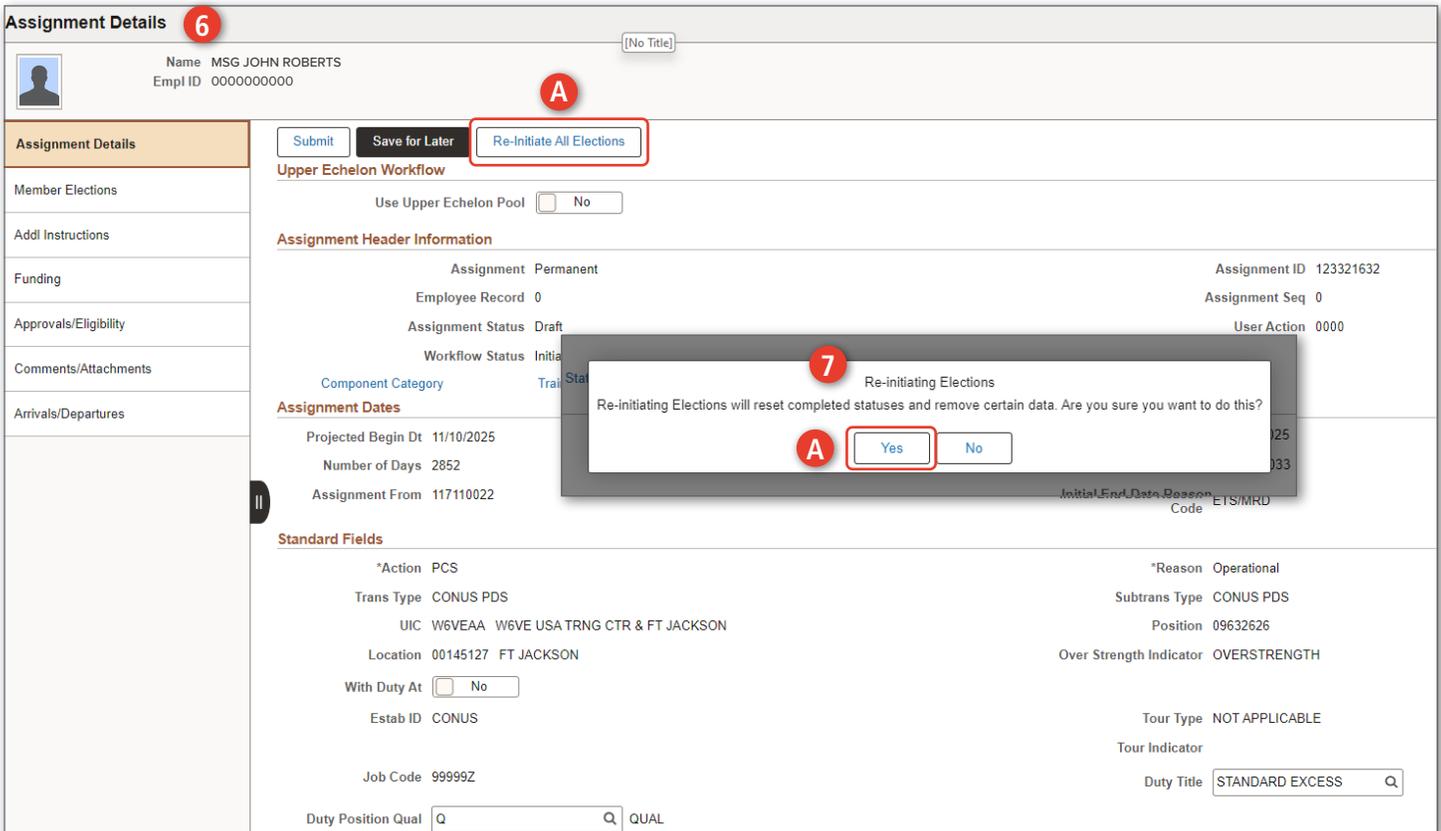
Duty Status Attribute

Permanent Assignments

ID	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location
123321632	Draft	Active	PCS OPN	11/10/2025 08/31/2033	W6VEAA W6VE USA TRNG CTR & FT JACKSON	09632626 Standard Excess	00145127 FT JACKSON

Temporary Assignments

Return to Search



**Assignment Details** 6

Name MSG JOHN ROBERTS  
Empl ID 000000000

Assignment Details

Member Elections

Add Instructions

Funding

Approvals/Eligibility

Comments/Attachments

Arrivals/Departures

Submit Save for Later **Re-Initiate All Elections** A

Upper Echelon Workflow

Use Upper Echelon Pool  No

Assignment Header Information

Assignment Permanent Assignment ID 123321632

Employee Record 0 Assignment Seq 0

Assignment Status Draft User Action 0000

Workflow Status Initial

Component Category Trail Sta

Assignment Dates

Projected Begin Dt 11/10/2025

Number of Days 2852

Assignment From 117110022

Standard Fields

\*Action PCS \*Reason Operational

Trans Type CONUS PDS Subtrans Type CONUS PDS

UIC W6VEAA W6VE USA TRNG CTR & FT JACKSON Position 09632626

Location 00145127 FT JACKSON Over Strength Indicator OVERSTRENGTH

With Duty At  No

Estab ID CONUS Tour Type NOT APPLICABLE

Job Code 99999Z Tour Indicator

Duty Position Qual Q QUAL Duty Title STANDARD EXCESS

Re-initiating Elections

Re-initiating Elections will reset completed statuses and remove certain data. Are you sure you want to do this?

**Yes** No

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## Re-Initiate Member Elections CONTINUED

### ADDITIONAL INSTRUCTIONS

1. Once HR Professional has Re-Initiated All Elections – Member/HR Professional/MPD/SRU may toggle and enter necessary information for Entitlements under Discretionary Elections.
2. Complete the applicable tiles on the left of the screen and then select **Submit**.

Name: MSG JOHN ROBERTS  
Empl ID: 0000000000

Assignment Details

2
Submit
Save for Later
Re-Initiate All Elections

Member Elections

Upper Echelon Workflow

Use Upper Echelon Pool  No

Add Instructions

**Assignment Header Information**

Assignment	Permanent	Assignment ID	123321632
Employee Record	0	Assignment Seq	0
Assignment Status	Draft	User Action	0000
Workflow Status	Initiated		
Component Category	Training Status	PERSTEMPO Info	

Special Instructions

Arrivals/Departures

**Discretionary Elections**

Discretionary Elections Status: Pending

Entitlement ID	Description	Approved
1 10	Use of an existing Government facility would adversely affect the performance of the assigned mission.	<input type="checkbox"/> No
2 100	Government quarters and meals will be used, if available.	<input type="checkbox"/> No
3 102	This is an involuntary reassignment for the convenience of the government.	<input type="checkbox"/> No
4 103	Dependents are Command Sponsored.	<input type="checkbox"/> No
5 106	You are not authorized movement of your dependents (if any) and household goods at government expense. Per diem is not authorized.	<input type="checkbox"/> No
6 107	A second POV is authorized to PCS location for mileage reimbursement if criteria is met in JTR.	<input type="checkbox"/> No
7 111	Failure to comply with this order may subject you to UCMJ action.	<input type="checkbox"/> No