

# UPDATE RECORDS FOR BOARDS (HR PRO) JOB AID

This Job Aid assists HR Professionals in executing required and necessary updates to a Member's records prior to a board.

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

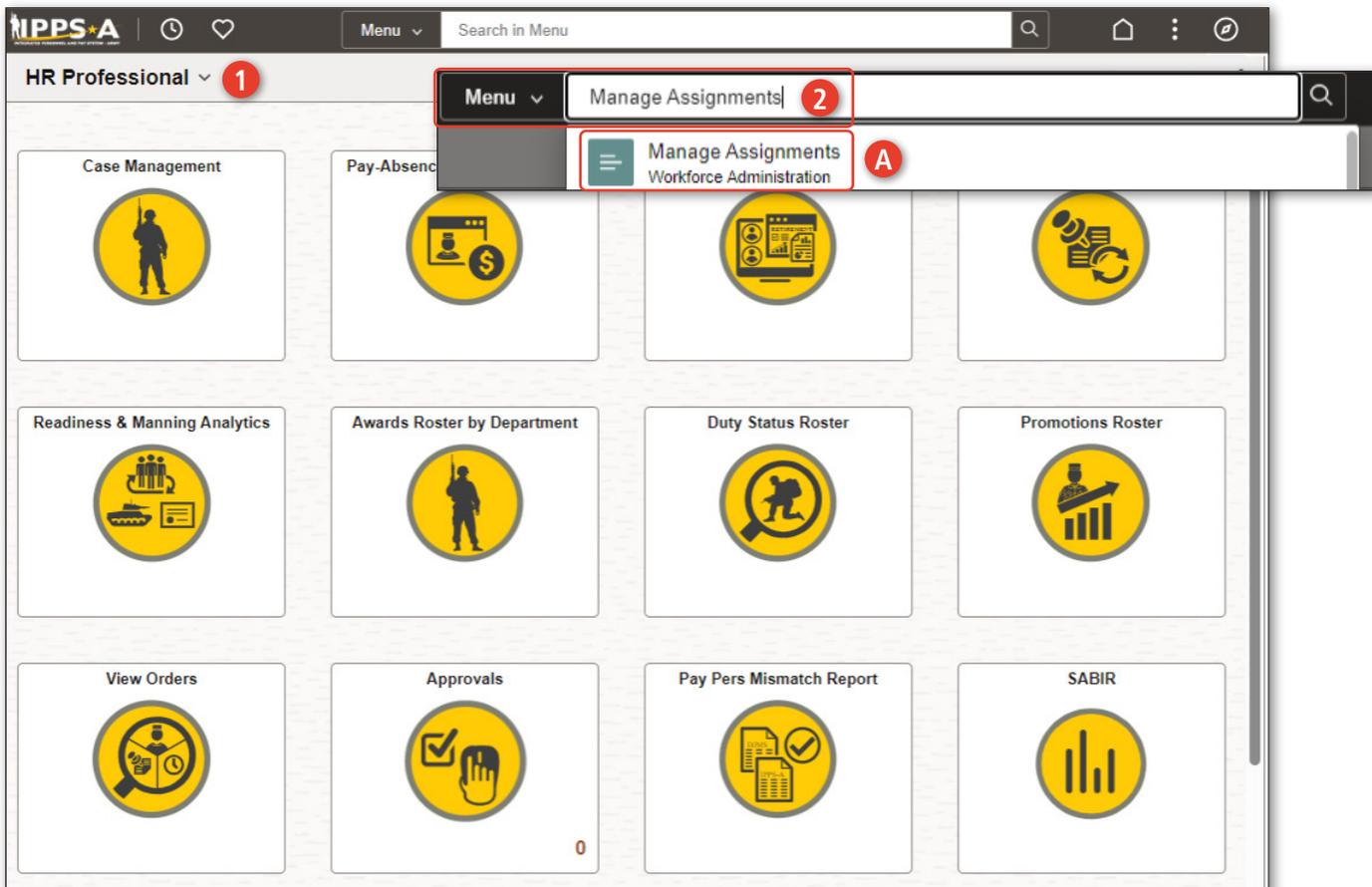
 **REFERENCE:** User Manual, Ch. 12

## SECTION 1: Update Duty Title

The first section assists HR Professionals in executing a position duty title update for an assignment that is in a Completed status via the Manage Assignments section. This transaction is often completed when the Member held a surplus/excess templet.

 **NOTE:** In a future release, a Member's Assignment Duty Title will reflect the Duty Title that is reflected in the Member's Evaluation.

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**.



continued on next page ►

## Update Duty Title CONTINUED

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 **Completed** tab on the left panel.

**Assignments Search** 3

Search Criteria

A Empl ID

Name

First Name

Last Name

B

**Current/Approved** 4

Name SSG MARIA GARCIA  
Empl ID 000000000

Current/Approved

Pending/Working

Completed A

Canceled

Organizational Instance

Business Unit US Army Reserve Location FORT KNOX

Component Category Ready Reserve-Mbr Retire Physical Disability Job Code E35N SIGNALS INTELLIGENCE ANALYST

UIC W98207 Perm Disability Ret List Position R000002 Retired List

Duty Status Absence

Duty Status Attribute

Permanent Assignments Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
121591300	Arrived	Reserve	PCA	05/07/2024	W98207	R000002	00152373	
Online Asg			Retirement - Mandatory	05/28/2024	Perm Disability Ret List	Retired List	FORT KNOX	Other Actions <input type="button" value="View Order"/>

Temporary Assignments

Conditional Release Assignments

[Return to Search](#)

5. The **Completed** screen displays.
  - 5A. Under the **Permanent Assignments** section, locate the appropriate assignment.
  - 5B. Select the **Other Actions** drop down arrow.
  - 5C. Select **Update Duty Title**.

**Current/Approved** 5

Pending/Working

Completed

Canceled

Completed A

Organizational Instance

Business Unit US Army Reserve Location FORT KNOX

Component Category Ready Reserve-Mbr Retire Physical Disability Job Code E35N SIGNALS INTELLIGENCE ANALYST

UIC W98207 Perm Disability Ret List Position R000002 Retired List

Duty Status Absence

Duty Status Attribute

Permanent Assignments

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114662128	Completed	Active	PCS	08/22/2021	W00101	02389787	00038600	
eMILPO			TNG	05/06/2024	W001 704 MI BDE HHC	SR SIGINT SERGEANT	FT GEORG	
121591297	Completed	Active	XFR	05/06/2024	W00101	06261238	00038600	
Online Asg			SEP	05/06/2024	W001 704 MI BDE HHC	Standard Excess	FT GEORGE MEADE	Other Actions <input type="button" value="View Order"/>

Temporary Assignments

Conditional Release

[Return to Search](#)

**Actions**  C

B

continued on next page ▶

**Update Duty Title CONTINUED**

**Assignment Details** 6

Name SSG MARIA GARCIA  
Empl ID 000000000

**Assignment Details** 7

**Assignment Header Information**

Assignment	Permanent	Assignment ID	114662128
Employee Record	0	Assignment Seq	1
Assignment Status	Completed	User Action	8001 System Curtail/ Extend
Workflow Status	None Required	Stat Auth	
Component Category	Training Status	PERSTEMPO Info	View/Update TDY Event

**Assignment Dates**

Projected Begin Dt	08/22/2021	Report Date	08/22/2021
Number of Days	0	Projected End Dt	05/06/2024
Change Effective Date	08/22/2021	Assignment From	INITIAL
Initial End Date Reason Code			

**Standard Fields**

*Action	PCS	*Reason	Training
Trans Type	CONUS Training	Subtrans Type	CONUS PDS
UIC	W00101 W001 704 MI BDE HHC	Position	02389787
Location	00038600 FT GEORGE MEADE	Over Strength Indicator	NOT OVERSTRENGTH
With Duty At		Tour Type	NOT APPLICABLE
Estab ID	CONUS	Tour Indicator	
Job Code	E35N SIGNALS INTELLIGENCE ANALYST	Duty Title	21062 FUNCT MANAGER <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>

**Lookup** B

Search for: Duty Title

**Search Criteria**

**Search Results**

Only the first 100 results can be displayed.

100 rows

Duty Title ↕
21062 FUNCT MANAGER <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span>
9990 REASSIGNABLE OVERSTRENGTH
9991 - SMP
9992 - AWAITING ASSIGNMENT
9993 - KNOWN/PROJECTED LOSS
9994 - ATTACHED PERSONNEL
9995 - UNIT REORGANIZATION
9997 - PROJECTED GAIN
9998 WARRANT OFFICER CANDIDATE
A/IMH-6 CREW CHIEF
A/IMH-6 HEL TI
A/IMH-6 REP
A/IMH-6 REP/TM CH
A/IMH-6 SR SYS SUPV
A/IMH-6 SYS REP

6. The **Assignment Details** screen displays.
  - 6A. Under the **Standard Fields** section, select the **Duty Title** magnifying glass icon to select the appropriate duty title from search or list.
  - 6B. The **Lookup** screen displays.
  - 6C. Select the desired **Duty Title** from the dropdown listing.
7. Select **Submit Duty Title Update** to complete the process.

continued on next page ▶

### SECTION 2: Update Historical Assignments (Assignment History)

The second section assists HR Professionals in executing a Job Code (Military Occupational Specialty (MOS)) or position duty title update for a historical assignment from legacy interfaces via the Manage Converted Assignments section. In many cases, Members request date adjustments, duty title updates, or the addition of a missing temporary assignment. A Member must provide a Legacy Soldier Record Brief (SRB), assignment order or evaluation as Key Supporting Documents (KSDs).

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

 **REFERENCE:** User Manual, Ch. 12

 **NOTE:** In a future release, a Member's Assignment Duty Title will reflect the Duty Title that is reflected in the Member's Evaluation.

1. Select the Role: **HR Professional**. The **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box, and type **Manage Converted Assignments**.
  - 2A. Select **Manage Converted Assignments**.
3. The **Assignment LITE Search** screen displays.
  - 3A. Enter all applicable criteria for the Member.
  - 3B. Select **Search**.

continued on next page ►

**Update Historical Assignments (Assignment History) CONTINUED**

4. The Manage Converted Assignments screen displays.

4A. Locate and select the appropriate assignment.

**Manage Converted Assignments** 4

**Name** SSG MARIA GARCIA  
**Empl ID** 0000000000  
**UIC** W98Z07 Perm Disability Ret List  
**Rank** SSG

**Location** FORT KNOX  
**Job Code** E35N SIGNALS INTELLIGENCE ANALYST  
**HR Status** Active  
**Business Unit** ARRCA

[Return to Search](#) [Add Historical Assignment](#)

Business Unit/ Empl Rcd#	Assignment ID/ Type	Command/ EffSeq	Begin/ End Dates	Action/ Reason	JobCode / Duty Title	UIC / Service Comp	Home Dept/ Descr	Country / City / State	Delete
ARRCA 0 <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">A</span>	103910000 PER	1	03/14/2014 05/26/2014	PCA ABN	E09B TRAINEE UNASSIGNED	W6GAAA V	W6GAAAARRC	USA FT KNOX KY	
ARACA 0	103910001 PER	1	05/27/2014 04/16/2015	PCS ACC	E09B TRAINEE UNASSIGNED	W6GAAA R	W6GAAAARAC	USA FT KNOX KY	
ARRCA 0	103910002 PER	0	05/27/2014 04/16/2015	XFR TAN	E09B TRAINEE UNASSIGNED	W6GAAA V	W6GAAAARRC	USA FT KNOX KY	
ARACA 0	103910003 PER	AS 0	04/17/2015 09/19/2017	PCS	E35N TDNAANALYST	W00112 R	W00112ARAC	USA FT GEORGE MD	
ARACA 0	103910004 PER	AS 0	09/20/2017 12/31/2017	PCS	E35N SIGINT ANALYST	W6RLB1 R	W6RLB1ARAC	USA SCHOFIELD HI	

continued on next page ▶

## Update Historical Assignments (Assignment History) CONTINUED

Cancel
**5** Update Assignment
**6**

**Name** SSG MARIA GARCIA  
**Empl ID** 000000000  
**Empl Record** 0

**Service Component** V Reserve

**Assignment** Permanent

**\*Begin Date** 03/14/2014

**\*Action** PCA Permanent Change of Assignment

**\*UIC** W6GRAA W6GR US ARMY PRE ACCESSIONS GR

**\*Location** 0000139743 FT KNOX KY

**Unit Country** USA United States

**Unit City** FT KNOX

**Job Code (MOS)** E09B  **A** SEE UNASSIGNED

**Duty Position Qual**

**Tour Type**

**Tour Comp Stat**

**Record Status**

**ACT Assignment ID** 103910000  
**Assignment Seq** 0  
**Rank** SSG

**Component Category** RH IRR-Delayed Entry Program

**Business Unit** ARRCA US Army Reserve

**\*End Date** 05/26/2014

**\*Reason Code** ABN Non Prior Service Gain

**Department** W6GRAAARI

**Estab ID** CONUS

**Unit State** KY Kentucky

**Command**

**Duty Title** TRAINEE UNAS **D**

**MMID**

**Separation Prog**

**Asgn Loss Reason**

**MPA Reason**

**Reenlistment Elig**

**MPA Type**

**Attachment Reason**

**Exec Order No.** 0

**ASTPRG**

**Statutory Authority**

**Attachment Type**

**Campaign ID**

**ASGLSR Date**

**Asgn Workflow Status** Completed

**Lookup**

Search for: Job Code (MOS)

**B**

**> Search Criteria**

**Search Results**

Job Code	Description
99999A	Invalid Jobcode
99999C	Civilian
99999Z	Over Strength
E00D	SPECIAL DUTY ASSIGNMENT
E00E	SERGEANT MAJOR (SGM) MOS IMMAT
E00F	MOS IMMATERIAL NATIONAL GUARD
E00G	MOS IMMATERIAL U.S. ARMY RESER
E00H	COMMAND SERGEANT MAJOR (CSM) C
E00J	COMMAND SERGEANT MAJOR (CSM) E

5. Update Assignment screen displays.

5A. To update the Member's **Job Code (MOS)**, find and select the **Job Code (MOS)** magnifying glass icon.

5B. The **Lookup** screen displays.

5C. Select the desired **Job Code** from the dropdown listing.

5D. To update the Member's Duty Title, find and select the **Duty Title** text box and enter desired title.

6. Select **Apply**.

6A. Select **Done** to complete the process.