

















SS - Complete Member's Elections Activity Guide

Step	Action						
1.	Navigate to the Assignment Elections page. Click the NavBar icon. 						
2.	Continue to navigate to the Assignment Elections page. Click the Navigator icon. 						
3.	Continue to navigate to the Assignment Elections page. Click the Self Service menu folder. 						
4.	Continue to navigate to the Assignment Elections page. Click the My Assignment Elections menu item. 						
5.	Open the appropriate ACT Assignment ID link.  <table border="1" data-bbox="378 1570 1308 1629"> <thead> <tr> <th data-bbox="378 1570 857 1598">ACT Assignment ID</th> <th data-bbox="857 1570 1073 1598">Type</th> <th data-bbox="1073 1570 1308 1598">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 1598 857 1629">5 517481751</td> <td data-bbox="857 1598 1073 1629">Permanent</td> <td data-bbox="1073 1598 1308 1629">Not Started</td> </tr> </tbody> </table>	ACT Assignment ID	Type	Status	5 517481751	Permanent	Not Started
ACT Assignment ID	Type	Status					
5 517481751	Permanent	Not Started					
6.	When finished with the instructions, proceed to the next step. Click the Next button. 						

Step	Action
7.	<p>View the Tour Election options.</p> <p>Click the Tour Election drop-down arrow.</p> <p>*Tour Election </p>
8.	<p>Select the appropriate Tour Election option.</p> <p><u>All Others</u></p> <p>With Dependents</p>
9.	<p>Make the appropriate decision to travel with the first dependent.</p> <p>Click the Yes / No slider.</p> <p></p>
10.	<p>Make the appropriate decision to travel with the second dependent.</p> <p>Click the Yes / No slider.</p> <p></p>
11.	<p>Make the appropriate decision to travel with the third dependent.</p> <p>Click the Yes / No slider.</p> <p></p>
12.	<p>Make the appropriate decision to acknowledge the request for Command Sponsorship.</p> <p>Click the Yes / No slider.</p> <p></p>
13.	<p>Continue to request command sponsorship.</p> <p>Click the Submit button.</p> <p></p>
14.	<p>Proceed to the next step.</p> <p>Click the Next button.</p> <p></p>

Step	Action
15.	Accept the appropriate Entitlement ID. Click the Yes - No slider. 
16.	Save the elections. Click the Save button. 
17.	Proceed to the next step. Click the Next button. 
18.	Exit the Activity Guide. Click the Exit button. 
19.	Return to the Self Service homepage. Click the Home icon or use the Self Service link. 
20.	This completes the Complete Member's Elections Activity Guide topic. Key Takeaways: - Members receive an alert to complete the Elections Activity Guide. Another alert is received when it is completed. - Entitlements encompass the additional instructions and elections based on the assignment type. End of Procedure.