



Army

Defense Medical Human Resources System-internet (DMHRSi)



Human Resources

Slotting Personnel

Desk Guide

July 2016

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Introduction

The Defense Medical Human Resources System-internet (DMHRSi) is the AMEDD's Human Resources (HR) database for consolidated tracking of all assigned, attached, or borrowed human resource assets (military, civilians, contractors and volunteers), across the three Services (Army, Navy, and Air Force), working within our Medical Treatment Facilities (MTFs) and Dental Clinics. DMHRSi enables Commanders to standardize and optimize the management of human capital by improving decision making through the collection and analysis of critical human resources information. DMHRSi is AMEDD's primary database for consolidated Human Resource Management. HR personnel (Managers and Specialists) are responsible for ensuring all human resource records are up-to-date throughout the human resource life cycle of the assigned, attached, or borrowed employees. HR personnel must review human resource data transferred from Army source systems, i.e. Total Army Personnel Database (TAPDB) and Defense Civilian Personnel Data System (DCPDS) and validate this imported human resources information against other Army systems such as Electronic Military Personnel Office (eMILPO) and Medical Operational Data Systems (MODS) to ensure the validity and reliability of the data. HR personnel will transfer and input personnel data currently maintained in local databases and spreadsheets.

To be successful, Manpower, Human Resources (HR), and Labor Costs and Accounting (LCA) MUST work together.

Manpower – Organizational structure has to be accurate.

HR – Assignments and all related personnel data elements must be correct.

LCA – Timecards must be submitted in a timely and accurate manner.

This document tells you how to perform a function in DMHRSi and what to input into the various data fields which the Army currently utilizes.

In-Processing/Slotting Personnel

Scope

This section covers procedures for “slotting” personnel in the Defense Medical Human Resources System-internet (DMHRSi). “Slotting” is defined as aligning personnel in the Defense Medical Human Resources System-Internet (DMHRSi) to a position.

Notes:

- Be aware of the type of position (Authorized, Required, Local) slotting to. Based on the type of position, it may require different steps to slot.
- You assign to the “Organization”.
- You slot to the “Position”.
- Weekly interfaces update DMHRSi:

Type of Personnel	Source System	Schedule	Conditions
Military	Total Army Personnel Database (TAPDB)	Every Monday Night	<ul style="list-style-type: none"> • Demographic and para/line data • Data in DMHRSi not matching source will be updated in DMHRSi with source data • Those “not slotted” but assigned appear at the bottom of the paragraph assigned on the Position Control Roster; those “not slotted” in eMILPO appear at the bottom of the PCR
Civilian	Defense Civilian Personnel Data System (DCPDS)	Every Friday Night	<ul style="list-style-type: none"> • Demographic and assignment data fed to the UIC-level of detail (NOT to Para/Line) • Data in DMHRSi not matching source will be updated in DMHRSi with source data • Those “not slotted” appear at the bottom of the PCR

Policy

Military and Civilians (including Local Nationals)

All military and civilian personnel and positions within the organization, with the exception of Foreign Service National (FSN) civilians assigned to US Army Medical Research and Materiel Command (MRMC) and other personnel categories must be accounted for in DMHRSi. Military and civilian personnel (to include local nationals) are automatically uploaded into DMHRSi each week through the Total Army Personnel Database (TAPDB) and the Defense Civilian Personnel Data System (DCPDS). Units are responsible for aligning these personnel to a work center. Within that work center, personnel will be aligned in priority order to a Table of Distributions and Allowances (TDA) requirement with an authorization, a TDA requirement without an authorization, or to a local position.

Borrowed military and civilian personnel working in a work center for more than 30 days should have that work center entered as their "Group." Do not align borrowed personnel to a TDA requirement, authorization, or local position; that will be accomplished by the unit to which they are permanently assigned.

Personnel should not be double slotted in DMHRSi except for those unique situations, such as job sharing, in which two employees formally share a single position. In these cases, make notes of this in employee record.

Volunteers

Volunteers, producing clinical workload, should also be entered in DMHRSi and aligned to a work center.

Contractors

All medical and administrative contract personnel, with the exception of FSN contractors assigned to MRMC, must be entered in DMHRSi and aligned to a work center. Units have the option of aligning contract personnel to a TDA paragraph with or without creating local positions. Enter the contract number in the employee comments field (note: this is a change from previous guidance, if the contract number is already entered in the local billet comments, there is no requirement to move it to the employee comments.)

Non-appropriated Fund (NAF)

NAF personnel may be entered into DMHRSi at the discretion of the local unit commander. If a NAF employee is added to DMHRSi, a local organization titled "NAF Employees" must be created as a non-MEPRS reporting organization. A DMHRSi Human Resources record must also be created to add the NAF employee to the DMHRSi database. The employee is assigned to the Local Organization ("NAF Employees") and the "Group" is

used to reflect the paragraph in which the employee is working. The line number will be "99" to reflect the NAF employee as over-strength. The DMHRSi employee record must also identify the employee as NAF in the remarks field of the assignment section. (Note: NAF employees do not require a DMHRSi timecard.)

Tenant Personnel

Tenant personnel are personnel, (Military, Civilian, Contract and Volunteers) from other organization that has fully or in part a different mission than the hosting organization. Example is an outside research organization in a medical care facility. (If the personnel main mission is towards the work center organization's mission they would be considered borrowed manpower and would be in DMHRSi.)

Tenant personnel that are working in the work center and part time in the work center on the work center organization's mission should be placed in DMHRSi and only the time in which they are working on the work center organization's mission should be documented. But tenants that are working their own mission only that does not fall under the work center organization's mission should **not be** in DMHRSi (Tenant's like borrowed manpower are not align to a TDA requirement, authorization, or local position.



Before You Begin

1. Obtain all necessary information:

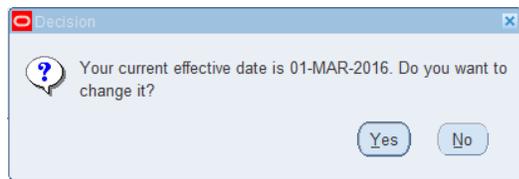
- Effective Date
- National Provider Identifier (NPI), as applicable.
- Equivalent Civilian Series Occupation Code for contractors and volunteers.
- Employee's position and para/line. Data information that can assist:
 - Position Control Roster
 - DMHRSi Employee Form & Local Position Worksheet

Example of position information:

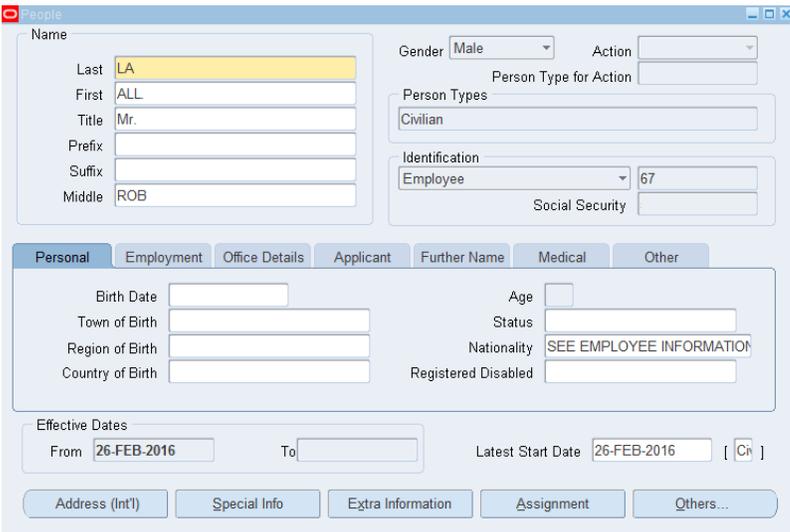
A.W2P1AA.201-01-1.ANESTHESIOLOGIST.O-5.A.59053

A	Army
W2P1AA	UIC
201	Para (TDA)
01	Line (TDA)
1	Line item (if there are multiple Reqs or Auths)
ANESTHESIOLOGIST	Position title (TDA)
O-5	Grade (TDA)
A	Manpower Type (A=Active Duty, C=Civilian, CON=Contract, G=Guard, V=Reserve, VOL=Volunteer)
59053	DMHRSi Position Number (randomly generated unique ID for position)

2. Check to see if the employee has a record in DMHRSi to determine if they are a:
- New DMHRSi employee
 - Rehire of existing DMHRSi employee

Steps	Action
1	<p>Find the employee's record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p> 
2	<p>The "Decision" form will be displayed: "<i>Your current effective date is ... Do you want to change it?</i>"</p>  <p>➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you'd like to change the effective date, click the "Yes" button and change the date.</p>

Steps	Action
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (Found on the PCR) <div data-bbox="483 468 1263 800" data-label="Form"> </div> <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). <p>BEST →</p> <ul style="list-style-type: none"> • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established.
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "<u>Q</u>K" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> <div data-bbox="321 1451 695 1528" data-label="Text"> <p>FRM-40212: Invalid value for field Record: 1/1</p> </div> <p>See Chapter 1 – How to Create an Employee Record.</p>

Steps	Action
5	<p>The "People" form is populated with the selected employee's information.</p>  <p>The screenshot shows a web form titled "People" with the following fields and values:</p> <ul style="list-style-type: none"> Name: Last: LA, First: ALL, Title: Mr., Middle: ROB Gender: Male Person Types: Civilian Identification: Employee, Social Security: 67 Personal Information: Birth Date, Town of Birth, Region of Birth, Country of Birth, Age, Status, Nationality (SEE EMPLOYEE INFORMATION), Registered Disabled Effective Dates: From: 26-FEB-2016, To: [empty], Latest Start Date: 26-FEB-2016 Buttons: Address (Int'l), Special Info, Extra Information, Assignment, Others...

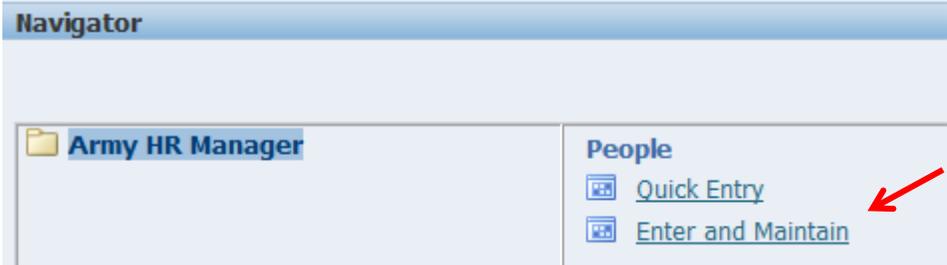
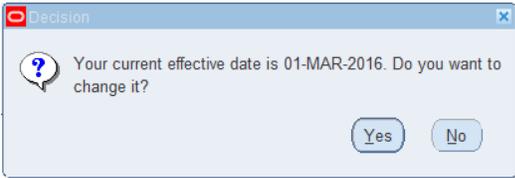
Chapter 1: Create Employee Record

DMHRSi Responsibilities

- Army HR Manager
- Army HR Specialist

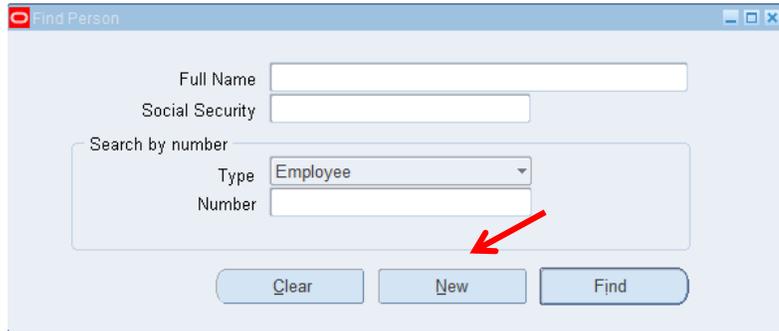
How to...Create a New Employee Record

- ✓ New Employee Record prior to interface feed.
- ✓ Contractors, Non-appropriated fund employees, and volunteers.

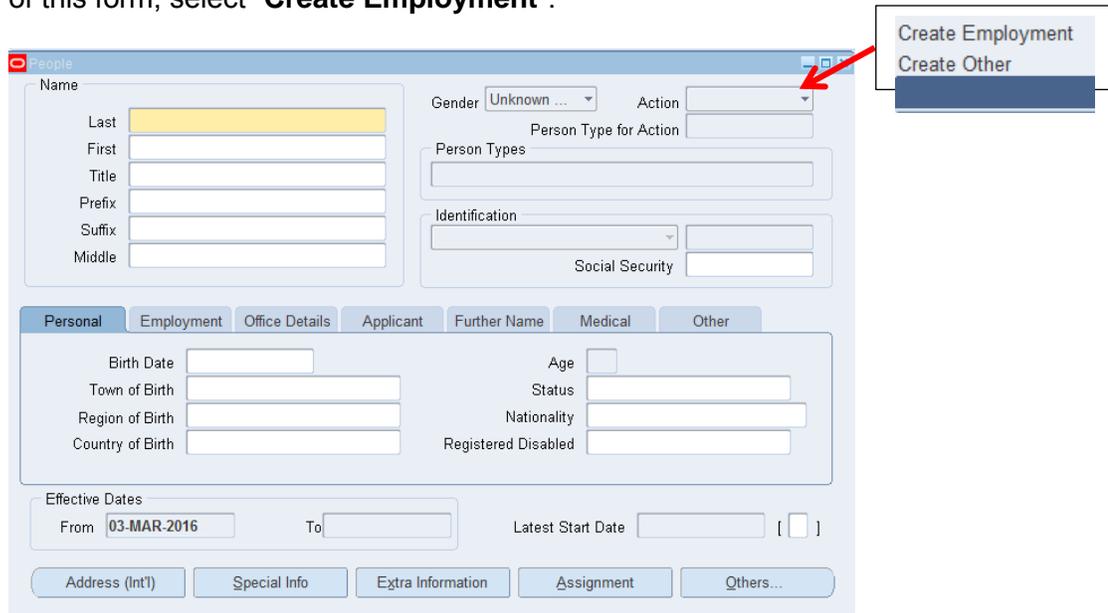
Steps	Action
1	<p>Select the "Enter and Maintain" option under the "People" node.</p> 
2	<p>The "Decision" form will be displayed: "<i>Your current effective date is ... Do you want to change it?</i>"</p>  <ul style="list-style-type: none"> ➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you'd like to change the effective date, click the "Yes" button and change the date.

Steps	Action
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3	The "Find Person" form is displayed. Click the center button, "New".
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4	The "People" form is displayed. Click in the "Action" box at the top right hand corner of this form; select "Create Employment".
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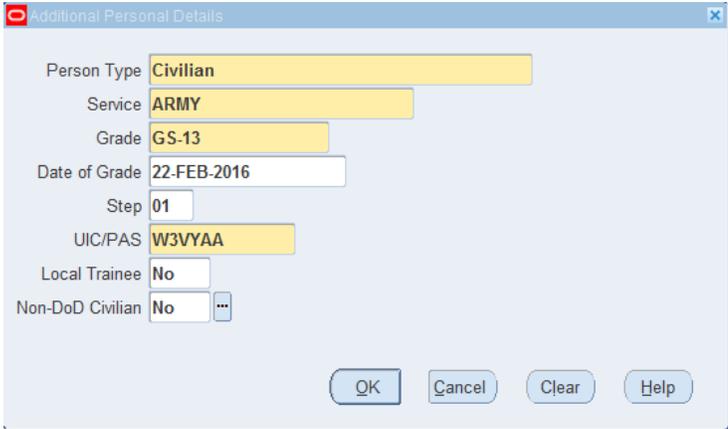
A 'Person Types' box will pop up; please select the appropriate person type from the list, and click 'OK'.

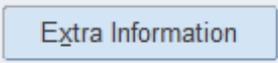
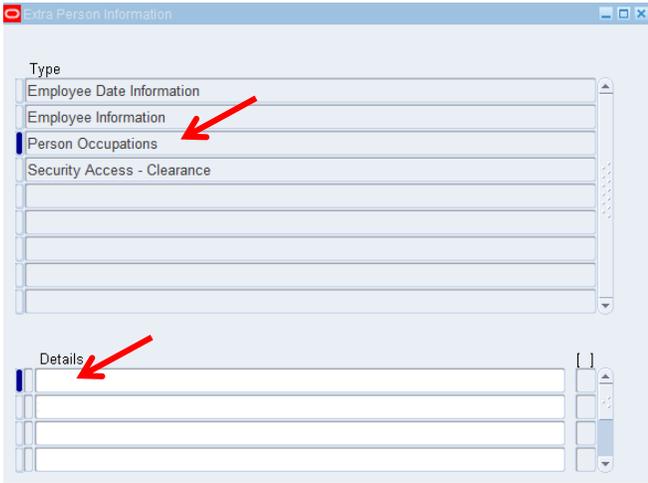


Steps	Action
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People Form
Numbers reflect corresponding step below.

5	<p>Enter the following demographic data on the People Form:</p> <ul style="list-style-type: none"> • Name (Last, First, Middle) [remember to use ALL CAPS] • Title • Gender • Social Security Number: If the employee is a Local National, do not enter a Social Security number; the Local National ID will be entered in the Descriptive Flexfield [<input type="checkbox"/>] located in the lower right-hand corner of the People Form covered in Steps 8 and 9 below.
6	<p>Click the "Personal" tab to make and enter the following fields:</p> <ul style="list-style-type: none"> • Birth Date • Age (Automatically calculated)
7	<p>Save your work. You can either click the "Save" icon  on the toolbar to save the file or select File > Save from the menu.</p> <p>Note: The "Employment", "Applicant", "Further Name", "Medical", and "Other" tabs are not used in DMHRSi.</p>
8	<p>Enter the Additional Personal Details. Click in the Descriptive Flexfield [<input type="checkbox"/>] located in the lower right-hand corner of the People Form.</p>

Steps	Action
9	<p>The "Additional Personal Details" form will open.</p> <p><u>See "How To...Complete Additional Personal Details Form" section to complete.</u></p> <p>Example below is "Civilian":</p>  <ul style="list-style-type: none"> • Person Type: Enter Person Type. <p>Note: The fields to update under "Additional Personal Details" change dependent on the Person Type selected.</p> <ul style="list-style-type: none"> ○ Active Duty ○ Active Duty Civilian ○ Active Duty Contractor ○ Active Duty Volunteer ○ Civilian ○ Civilian Contractor ○ Civilian Guard ○ Civilian Reserve ○ Civilian Volunteer ○ Contact ○ Contractor ○ Contractor Civilian ○ Contractor Guard ○ Contractor Reserve ○ Contractor Volunteer ○ Guard ○ Local National ○ Reserve ○ Volunteer ○ Volunteer Guard ○ Volunteer Reserve

Steps	Action
10	<p>Click the "OK" button when done.</p> <ul style="list-style-type: none"> When prompted with the "Choose an Option" decision form: <ul style="list-style-type: none"> Choose "Update" to track history, or "Correction" to overwrite previous entry. <p style="text-align: center;">The "People" form is now active.</p>
11	<p>Click on the "Extra Information" button on the People Form.</p> <div style="text-align: center;">  </div>
12	<p>The "Extra Person Information" form will open.</p> <p>Enter Person Occupation Information.</p> <p>Note:</p> <ul style="list-style-type: none"> DO NOT enter for Contractors and Volunteers. Most Extra Person Information is fed from a source system for Active Duty, Reserve, Guard, Civilian and Local Nationals, and if modified in DMHRSi may be overwritten by source system feeds. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Use the down-arrow key [↓] of the keyboard or the scroll bar on the right to locate "Person Occupations". Click on the "Person Occupations" bar. Click on the "Details" field.

Steps	Action
13	<div data-bbox="418 258 1328 709" data-label="Image"> </div> <p data-bbox="321 743 760 779">Enter the following information:</p> <ul data-bbox="370 783 1393 957" style="list-style-type: none"> • Start Date: This field indicates the record start date. • End Date: This field indicates the record end date, and should be left blank until the person is no longer performing this work. • Occupation Code: This field indicates the jobs the person is qualified to perform. <p data-bbox="321 989 760 1024">Click the “OK” button when done.</p> <ul data-bbox="370 1026 1409 1094" style="list-style-type: none"> • When prompted with the "Choose an Option" decision form: <ul data-bbox="370 1058 1409 1094" style="list-style-type: none"> ➤ Choose "Update" to track history, or "<u>C</u>orrection" to overwrite previous entry.
14	<p data-bbox="321 1115 516 1150">Close the form.</p> <p data-bbox="540 1146 1214 1182" style="color: red;">The "Extra Person Information" form is still active.</p> <ul data-bbox="370 1213 1377 1283" style="list-style-type: none"> • Click the "Oracle Applications" icon  in the upper left hand corner of the main "Extra Person Information" form and choose "Close" from the list. <p data-bbox="667 1318 1084 1354" style="color: red;">The "People" form is still active.</p>

How to...Complete Additional Personal Details Form

The screenshot shows a web-based form titled 'People'. The 'Name' section includes fields for Last, First, Title, Prefix, Suffix, and Middle. The 'Gender' and 'Action' dropdowns are visible. The 'Person Types' section shows 'Civilian' selected. The 'Identification' and 'Social Security' fields are also present. Below these are tabs for 'Personal', 'Employment', 'Office Details', 'Applicant', 'Further Name', 'Medical', and 'Other'. The 'Personal' tab is active, showing fields for Birth Date, Age, Town of Birth, Status, Region of Birth, Nationality, and Country of Birth. The 'Nationality' field contains the text 'SEE EMPLOYEE INFORMATION'. A yellow callout box with the text 'Additional Personal Details' and a red arrow points to the 'Nationality' field. Below the 'Personal' section are 'Effective Dates' (From and To) and 'Latest Start Date' fields. At the bottom are buttons for 'Address (Int'l)', 'Special Info', 'Extra Information', 'Assignment', and 'Others...'.

The following tables reflect single Person Type fields; however, the fields will be combined with dual Person Types; e.g, Active Duty/Civilian (see Table 8).

Table 1 - Active Duty

The screenshot shows a software window titled "Additional Personal Details" with a close button in the top right corner. The form contains the following fields:

- Person Type: A dropdown menu with "Active Duty" selected and highlighted in yellow.
- Service: A dropdown menu with a yellow highlight and a three-dot menu icon to its right.
- Grade: An empty text input field.
- Date of Rank: An empty date input field.
- UIC/PAS: A dropdown menu with a yellow highlight.
- Military Company: A long empty text input field.
- Local Trainee: An empty text input field.
- Trainee Type: An empty text input field.
- Foreign Military: An empty text input field.

At the bottom right of the window are four buttons: "OK", "Cancel", "Clear", and "Help". A horizontal scrollbar is visible below the input fields.

Notes:

Foreign Military will be classified as Active Duty and must have the boxed marked "Foreign Military" changed to "Yes"

Table 2 – Civilian

The screenshot shows a dialog box titled "Additional Personal Details" with a close button (X) in the top right corner. The dialog contains several input fields:

- Person Type:** A dropdown menu with "Civilian" selected and a three-dot menu icon to its right.
- Service:** A text input field.
- Grade:** A text input field.
- Date of Grade:** A date input field.
- Step:** A small text input field.
- UIC/PAS:** A text input field.
- Local Trainee:** A text input field.
- Non-DoD Civilian:** A text input field.

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Note:

Step: You must enter a 2-digit number. **DO NOT** leave this field blank, enter only a 1-digit step in this field, or enter "00".

Table 3 – Contractor

The screenshot shows a dialog box titled "Additional Personal Details" with a close button (X) in the top right corner. It contains several input fields: "Person Type" is a dropdown menu with "Contractor" selected; "Service" is a dropdown menu with a three-dot menu icon to its right; "UIC/PAS" is a text input field; "Contractor Type" is a small, empty dropdown menu; and "Timecard Required" is a text input field. At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Contractor Type

The screenshot shows a dialog box titled "Contractor Type" with a close button (X) in the top right corner. It features a "Find" search bar with a percentage sign (%). Below the search bar is a table with two columns: "Contractor Type" and "Description". The table lists three options: "NS" (NON-PERSONAL SERVICES CONTRACTOR), "RS" (RESOURCE SHARING CONTRACTOR), and "SC" (PERSONAL SERVICES CONTRACTOR). The "NS" row is highlighted. At the bottom, there are three buttons: "Find", "OK", and "Cancel".

Contractor Type	Description
NS	NON-PERSONAL SERVICES CONTRACTOR
RS	RESOURCE SHARING CONTRACTOR
SC	PERSONAL SERVICES CONTRACTOR

Note: Do not use RS or SC.

Table 4 – Reserve

The screenshot shows a software window titled "Additional Personal Details". The "Person Type" field is highlighted in yellow and contains the text "Reserve". Other fields include "Service" (yellow), "Grade" (empty), "Date of Rank" (empty), "UIC/PAS" (yellow), "Military Company" (empty), "Local Trainee" (empty), and "Reserve Type" (empty). At the bottom right are buttons for "OK", "Cancel", "Clear", and "Help".

Reserve Type

The screenshot shows a dialog box titled "Reserve Type". It has a "Find %" search field at the top. Below it is a table with two columns: "Reserve Type" and "Description". The table contains the following data:

Reserve Type	Description
A	ACTIVATED
I	IMA
R	ROTC
S	SELRES
T	TAR

At the bottom of the dialog are buttons for "Find", "OK", and "Cancel".

Notes:

- **Person Type = Activated Reserve/Guard (Non-Student):**
 - Reserve Type: A = ACTIVATED
- **Assignment Status = Reserve/Guard Drill Assignment:**
 - For Drilling Reserve (DIMA), Reserve Type: S = SELRES
 - For Reserve (IMA), Reserve Type: I = IMA

Table 5 – Local National

Additional Personal Details

Person Type **Local National**

Service

Grade

Step

UIC/PAS

Local Trainee

Local National Type

LN National Identifier

OK Cancel Clear Help

Local National Type

Local National Type

Find %

Local National Type	Description
D	DIRECT HIRE
F	FREE RECEIPT
I	INDIRECT HIRE

Find OK Cancel

Table 6 – Volunteer

Additional Personal Details

Person Type **Volunteer**

Service

UIC/PAS

Type of Volunteer

OK Cancel Clear Help

Volunteer Type

Type of Volunteer

Find %

Type of Volunteer	Description
OT	OTHER
RC	RED CROSS

Find OK Cancel

Notes:

- If traditional, enter “Red Cross”.
- If nontraditional, enter “Other”. Examples: Civilian students from local universities, VA employees and DA civilians assigned to other organizations.

Table 7 - Guard

The image shows a software dialog box titled "Additional Personal Details" with a close button in the top right corner. The dialog contains several input fields:

- Person Type:** A dropdown menu with "Guard" selected and highlighted in yellow.
- Service:** A dropdown menu with a yellow background and a three-dot menu icon on the right.
- Grade:** A text input field with a light blue background.
- Date of Rank:** A date selection field with a white background.
- UIC/PAS:** A text input field with a yellow background.
- Military Company:** A long text input field with a white background.
- Local Trainee:** A text input field with a white background.

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Table 8 – Active Duty/Civilian

Additional Personal Details

Person Type **Active Duty/Civilian**

AD Service

AD Grade

AD Date of Rank

AD UIC/PAS

AD Military Company

AD Local Trainee

AD Trainee Type

Civilian Service

Civilian Grade

Civilian Date of Grade

Civilian Step

Civilian UIC/PAS

Civilian Local Trainee

Non DoD Civilian

Active Duty Fields

Civilian Fields

OK Cancel Clear Help

How to ... Rehire Ex-Employee

Scope

This section covers procedures to “reactivate” an employee’s previous DMHRSi record. Once found, the employee must be “slotted” correctly based on the type of position the employee is coming to; e.g., authorized, required, local, etc., and as what type of employee; e.g., contractor, active duty, civilian, etc.

DMHRSi Responsibilities

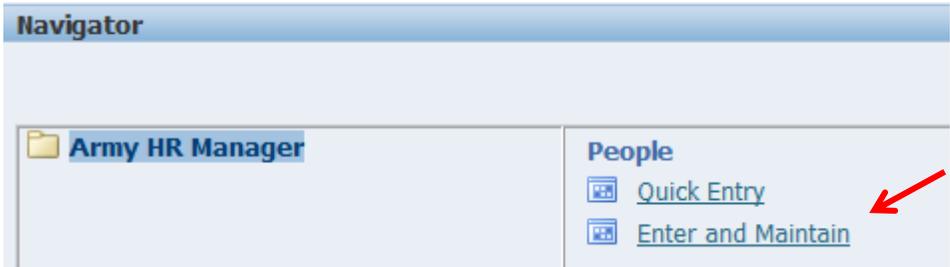
- Army HR Specialist (can only see Army employees within their specialist organizations indicated role)
- Army HR Manager (can only see Army employees)

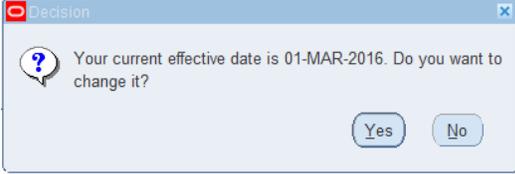
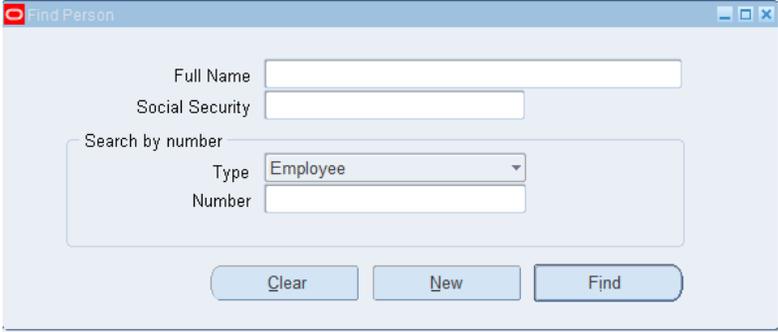


Before You Begin

3. Check to see if the employee has a DMHRSi record.
4. If a DMHRSi record is found, need to make sure the termination process was completed by ensuring that a “Final Process” date is on the “Terminate” form.

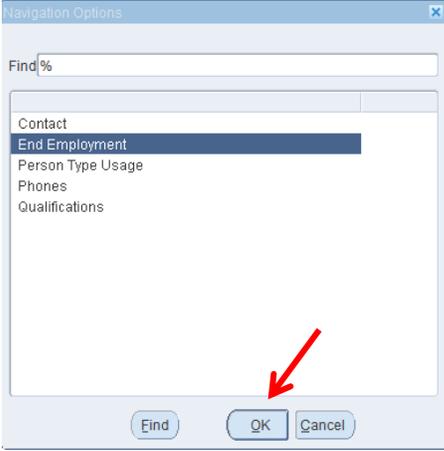
(See Steps 1-8 Below)

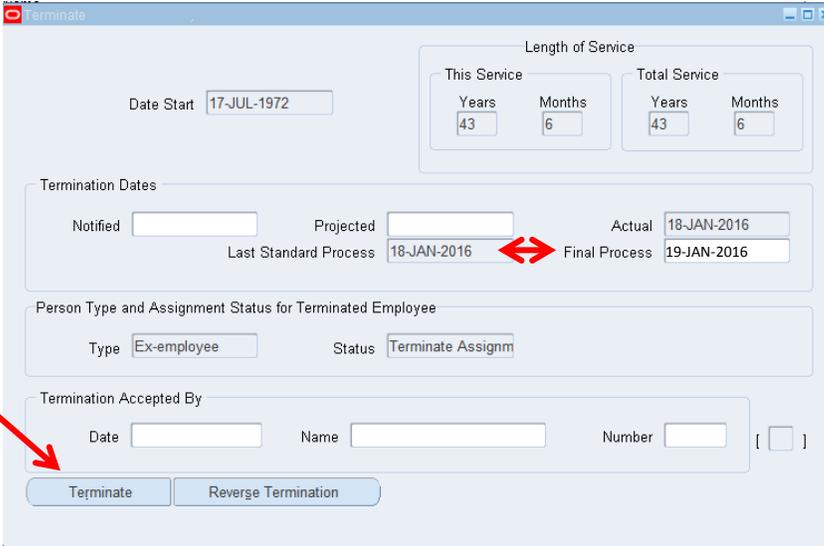
Steps	Action
1	<p>Find the employee’s record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p> 

Steps	Action
2	<p>The "Decision" form will be displayed: " <i>Your current effective date is ... Do you want to change it?</i>"</p>  <ul style="list-style-type: none"> ➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you'd like to change the effective date, click the "Yes" button and change the date.
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (If Known)  <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established. <p>BEST →</p>

Steps	Action
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "<u>OK</u>" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> <div data-bbox="321 548 691 621" style="border: 1px solid gray; padding: 2px;"> <p>FRM-40212: Invalid value for field Record: 1/1</p> </div>
5	<p>The "People" form is populated with the selected employee's information.</p> <div data-bbox="418 695 1349 1325" style="border: 1px solid gray; padding: 5px;"> </div> <ul style="list-style-type: none"> Click the "Others" button to open the "Navigation Options" form.

Steps	Action
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6	<p>Highlight the "End Employment" option, and click the "OK" button.</p> 
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7	<p>The "Terminate" form is displayed.</p>  <ul style="list-style-type: none"> • Final Process: If not already populated, enter as 1 day after the 'Last Standard Process' date field). • Click on the "Terminate" button. The transaction will automatically save.
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8	<p>Close the form.</p> <p>Click the "Oracle Applications" icon  in the upper left hand corner of the "Terminate" form and choose "Close" from the list.</p> <p style="color: red; text-align: center;">The "People" form is still active.</p>
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Steps	Action
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People Form

Numbers reflect corresponding step below.

9 Set the effective date for the rehire-date of the employee's record, if applicable.

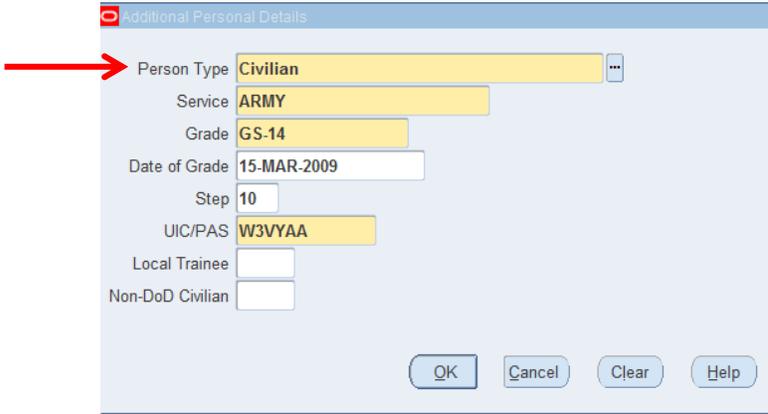
- Click the **"Alter Effective Date"** icon  from the toolbar.

- Enter the effective date for the hire in the "Effective Date" field in DD-MON-YYYY format or click the LOV icon  to use the [Calendar](#) form
- Once the date is entered, click the "OK" button.

Note: Resetting the date is also referred to as "Date Tracking". You can tell if you are date tracked in the upper left hand corner. If the date is different from the current date, it will display the "date track" date, if blank, then current date.  People: 29-FEB-2016
After all updates have been done to the record, be sure to **"Reset" to the current date** before exiting DMHRSi.

Steps	Action
10	<p>Create Employment.</p> <ul style="list-style-type: none"> Click the “Action” down arrow to open the list of values found in the upper right hand corner. <div data-bbox="756 363 1101 426" style="text-align: center;">  </div> <ul style="list-style-type: none"> Select “Create Employment” from the list of values. The “Person Types” find form displays. Select the appropriate “Person Type” from the list of values. <p>Note: The “Person Type for Action” field auto populates with the selected person type.</p> <ul style="list-style-type: none"> Click the "Save"  icon on the toolbar to save the file or select <u>F</u>ile > <u>S</u>ave from the menu. If “Choose an Option” decision form displays, select the “Update” button to keep a history of existing information. <p style="text-align: center; color: red;">The “People” form is still active.</p>
11	<p>Verify/Update the following demographic data:</p> <ul style="list-style-type: none"> Name (Last, First, Middle) Title Gender: This field displays the employee’s gender. Person Types: This field should now display the selected person type. Latest Start Date: This field should now display the employee’s rehire date. Employee: This number is automatically generated. Social Security: Displays the employee’s SSN; if the employee is a Local National, the SSN field should be left blank. <ul style="list-style-type: none"> Click the "Save"  icon on the toolbar to save the file or select <u>F</u>ile > <u>S</u>ave from the menu. If “Choose an Option” decision form displays, select the “Correction” button to correct the existing information.

Steps	Action
12	<p>Verify and update “Personal” tab.</p> <ul style="list-style-type: none">• Birth Date: Verify/Update.• Age: Automatically calculated.• Click the "Save"  icon on the toolbar to save the file or select <u>F</u>ile > <u>S</u>ave from the menu.• If "Choose an Option" decision form displays, select the "Correction" button to correct the existing information. <p>Note: The “<i>Employment</i>”, “<i>Applicant</i>”, “<i>Further Name</i>”, “<i>Medical</i>”, and “<i>Other</i>” tabs are not used in DMHR<i>Si</i>.</p> <p style="text-align: center;">The "People" form is still active.</p>

Steps	Action
13	<p>Validate/Update the “Additional Personal Details” for the primary person type.</p> <p>Note: Update the applicable employee information including the Additional Person Details to reflect the new person type, if changed.</p> <ul style="list-style-type: none"> Click the Descriptive Flexfield icon [] located in the lower right hand corner of the “Person” form. The “Additional Personnel Details” form displays. <p>Note: Fields displayed in the “Additional Personal Details” form are based on the <u>selected Person Type</u>. (Example below uses the person type “Civilian.”)</p> <div data-bbox="446 646 1214 1060" data-label="Form">  </div> <ul style="list-style-type: none"> Person Type. Click the LOV icon  to open the “Person Type” find form. Click “OK” once all your selections have been made. If “Choose an Option” decision form displays, select the “Correction” button to correct the existing information. Click the “Save”  icon on the toolbar to save the file or select File > Save from the menu. <p style="text-align: center;">The “Additional Personal Details” form is still active.</p> Click the “Save”  icon on the toolbar to save the file or select File > Save from the menu. <p style="text-align: center;">The “People” form is still active.</p>

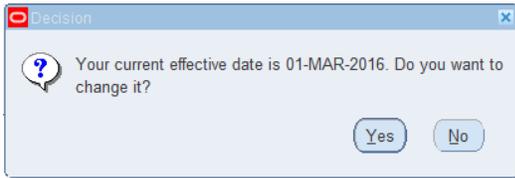
Chapter 2: DMHRSi Employee Record Exists – Slotting Personnel

DMHRSi Responsibilities

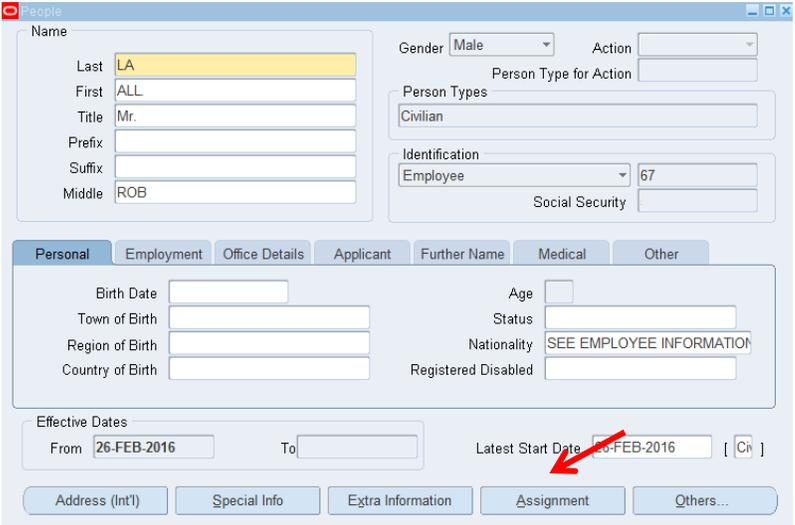
- Army HR Manager
- Army HR Specialist

How to...Slotting Personnel – Authorized Positions

- ✓ MATCHES TDA authorized position; e.g.,
 - Civilians: PP-SERS;
 - Military: TDA organization of the position they are officially assigned/slotted against in TABDB (eMILPO).
- ✓ Falls under the paragraph entered in the Organization field. Organizations that end in -H are not valid TDA organizations.

Steps	Action
1	<p>Find the employee’s record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p>  <p>The screenshot shows a 'Navigator' window with a tree view. 'Army HR Manager' is selected. To the right, under the 'People' section, there are two options: 'Quick Entry' and 'Enter and Maintain'. A red arrow points to the 'Enter and Maintain' option.</p>
2	<p>The "Decision" form will be displayed: "<i>Your current effective date is ... Do you want to change it?</i>"</p>  <p>The screenshot shows a dialog box titled 'Decision' with a question mark icon. The text inside reads: 'Your current effective date is 01-MAR-2016. Do you want to change it?'. There are 'Yes' and 'No' buttons at the bottom.</p> <ul style="list-style-type: none"> ➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you’d like to change the effective date, click the “Yes” button and change the date.

Steps	Action
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (Found on the PCR) <div data-bbox="483 468 1263 800" data-label="Form"> </div> <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). <p>BEST →</p> <ul style="list-style-type: none"> • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established.
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "<u>Q</u>K" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> <div data-bbox="321 1451 695 1528" data-label="Text"> <p>FRM-40212: Invalid value for field Record: 1/1</p> </div> <p>See Chapter 1 – How to Create an Employee Record.</p>

Steps	Action
5	<p>The "People" form is populated with the selected employee's information. Select the "Assignment" button.</p>  <p>The screenshot shows a web-based form titled "People" with several sections. The "Name" section includes fields for Last (LA), First (ALL), Title (Mr.), Prefix, Suffix, and Middle (ROB). The "Gender" is set to "Male" and "Action" is a dropdown menu. The "Person Types" section has a "Civilian" dropdown. The "Identification" section has a dropdown set to "Employee" and a "67" value. The "Effective Dates" section has "From" set to "26-FEB-2016" and "Latest Start Date" set to "26-FEB-2016". At the bottom, there are several buttons: "Address (Int'l)", "Special Info", "Extra Information", "Assignment" (highlighted with a red arrow), and "Others...".</p>

Steps	Action
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6

The "Assignment" form will appear. See "How To...Complete Assignment Form" section to complete.

- a. Delete any existing data in the Position and Job fields **ONLY** if it does not match position to slot.
 - When prompted with the "Choose an Option" decision form:
 - Choose "Update" to track history, or
 - "Correction" to overwrite previous entry.
 - If prompted, hit "Save"
- b. Click on the "Position" field and select the LOV icon [] to open the "Positions" find form.
- c. In the "Find" form, enter a whole or partial word followed by % wildcard, or just % wildcard to see all values.

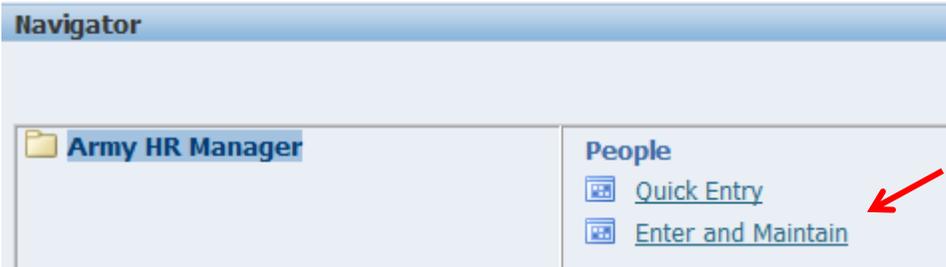
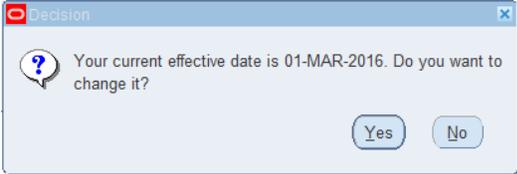
Hint: To narrow your search to a specific UIC, para, grade, etc, enter the criteria into the Position string with "%" as a wildcard. For example, if you know the UIC, para, and line, you could enter '%W2P1%201%01%' and it would limit the results returned. At a minimum, enter the first 4 of the UIC.

- d. Choose "Yes" when the "Decision" form is displayed: "Changing the position will change the values for grade...Do you want to accept the default values?"
The "Grade," and "Job" fields will be automatically updated based on the position you chose.

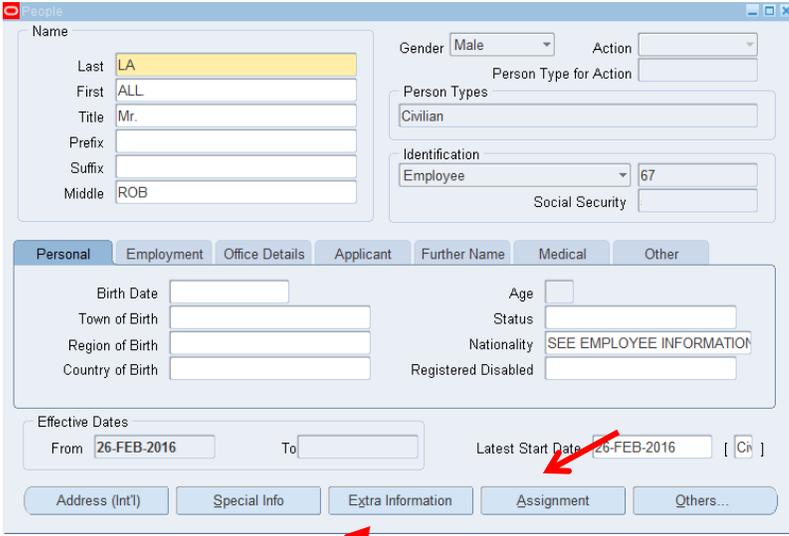
NOTE: If a person is already assigned to this Position, the "Caution" message box will be invoked, asking, "A person is already assigned to this Actual Position. Are you sure that you want to multi- encumber this position? Click 'OK' to accept this position assignment". **(Normally, positions are not multi-encumber)**
 *****May need to place information if the original POSCO and the positions does not match to place the original POSCO in the Actual Job in the Flex Field of the Assignment page*****

- e. Click the "Save"  icon on the toolbar to save the file or select File > Save from the menu.

How to...Slotting Personnel – Required or Local Positions

Steps	Action
1	<p>Find the employee's record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p>  <p>The screenshot shows a 'Navigator' window with a tree view. Under the 'People' node, the 'Enter and Maintain' option is highlighted with a red arrow.</p>
2	<p>The "Decision" form will be displayed: "<i>Your current effective date is ... Do you want to change it?</i>"</p>  <p>The screenshot shows a 'Decision' dialog box with a question mark icon and the text: 'Your current effective date is 01-MAR-2016. Do you want to change it?'. There are 'Yes' and 'No' buttons at the bottom.</p> <ul style="list-style-type: none"> ➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you'd like to change the effective date, click the "Yes" button and change the date.

Steps	Action
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (Found on the PCR) <div data-bbox="480 468 1260 800" data-label="Form"> </div> <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). <p>BEST →</p> <ul style="list-style-type: none"> • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established.
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "OK" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> <div data-bbox="310 1451 683 1528" data-label="Text"> <p>FRM-40212: Invalid value for field Record: 1/1</p> </div> <p>See Chapter 1 – How to Create an Employee Record.</p>

Steps	Action
5	<p>The "People" form is populated with the selected employee's information. Select the "Assignment" button.</p>  <p>Note:</p> <ul style="list-style-type: none"> Civilians and Military must have a "Person Occupation Code" under "Extra Information" on the People form in addition to a civilian job series of MOS/AOC in the "Job" field on the "Assignment screen.

Steps	Action
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6

The “Assignment” form will appear.

See “How To...Complete Assignment Form” section to complete.

Note:

- **Contractors and Volunteers must have a civilian job series in the “Job” field on the Assignment form.**

Warning: All personnel must manually update and maintain fields in the Additional Assignment Details flexfield.

The screenshot shows the 'Assignment' form with the following fields and values:

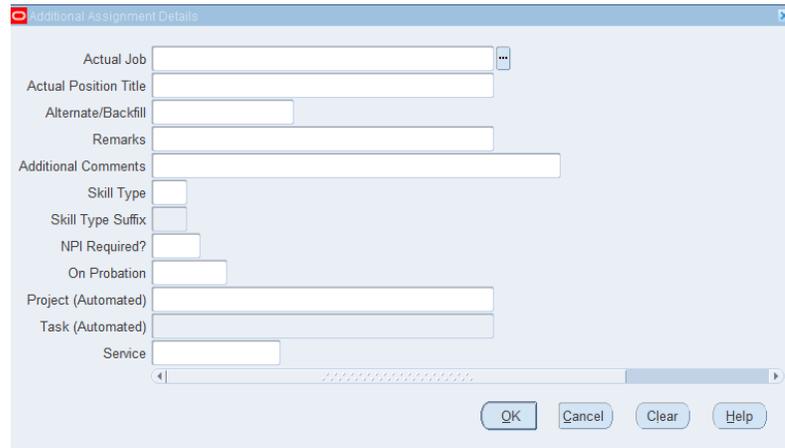
- Organization: W3VYAA-HHC, US ARMY MEDICAL COM
- Group: W3VYAA-HHC, US ARMY MEDICAL COMM
- Job: C.OC.0301.Miscellaneous Administration ar
- Position: [Empty]
- Grade: [Empty]
- Payroll: [Empty]
- Location: W3VYAA
- Status: Primary Assignment
- Vacancy: [Empty]
- Assignment Number: 67
- Collective Agreement: [Empty]
- Assignment Category: Fulltime-Regular
- Employee Category: [Empty]

Below the main form are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Salary Basis', 'Review Salary' (Every [] []), and 'Review Performance' (Every [] []). 'Effective Dates' are shown as 'From 26-FEB-2016' and 'To []'. At the bottom right, there is a flexfield icon [...] with a red arrow pointing to it.

From the Assignment form, click on the **Assignment Descriptive Flexfield** icon at the bottom right of the form.

Steps	Action
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7	The " Additional Assignment Details " form displays.
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- **Actual Job**: Used to document an assignment to a job which differs from the source system feed or assignment. It is not applicable for records not fed from a source system because these records would not have a discrepancy between working and actual TDA documentation.
- **Actual Position Title**: Provides an optional free text format for documenting position titles that differ from those in the Position description (Optional)
- **Alternate/Backfill**: Not used by the Army – Leave line blank
- **Remarks**: This field is used to add remarks (Free-text field). This will show on the Position Control Roster (PCR).
- **Skill Type/Skill Type Suffix**:
 - **Active Duty and Civilians**: Must match the Service Unique Occupation Code in the Person Occupation field.
 - **Reservists**: Must match the Service Unique Occupation Code in the Primary Reservist Person Occupation field.
 - **Contractors, Volunteers, and Local Nationals**: Must match the Occupation Code in the Job field.
- **NPI Required**: The requirement for obtaining a National Provider Identifier (NPI) is tied to an individual's primary occupation code. There are exceptions to this rule when an individual would or would not be required based upon their assignment.
- **On Probation**: (Optional)

Steps	Action
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8

- **Service:** Click the LOV icon  and select “**Army**” from the list of values. This will reveal additional Army fields to be completed.
- **CCNUM (Army only):** Free-text field. Type in the appropriate CCNUM for the position to which the employee will be slotted. (e.g., 0164). **This will open the “Actual Position” field.**
- **Actual Position:** Click the LOV icon  and select the actual position from the list of values.

***Hint:** To narrow your search to a specific UIC, para, grade, etc, enter the criteria into the Position string with “%” as a wildcard. For example, if you know the UIC, para, and line, you could enter ‘%W2P1%201%01%’ and it would limit the results returned. At a minimum, enter the first 4 of the UIC.*

Steps	Action
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8
Cont'd

The screenshot shows a window titled 'Additional Assignment Details'. It contains the following fields: Actual Job, Actual Position Title, Alternate/Backfill, Remarks, Additional Comments, Skill Type, Skill Type Suffix, NPI Required?, On Probation, Project (Automated), Task (Automated), Service (set to ARMY), CCNUM, Actual Position (with a red arrow pointing to its dropdown arrow), Excess Flag, and APC. At the bottom are buttons for OK, Cancel, Clear, and Help.

- **Excess Flag (Army only)**: Click the LOV  and select the correct value, if applicable.
 - This field allows Army activities to document hires against a position that are in excess of current TDA document authorizations
 - Use this field very carefully as it will directly impact the calculations on the Position Control Roster (PCR).
 - Only make an employee as excess if they are multiple encumbered.
 - If the employee who is filling the position first vacates it, HR needs to remove the excess flag from the person who was multiple encumbered against it.

Excess Flag	Description	Type
77	Contractor Overstrength	All Contractors
88	Military Overstrength	
88B	Military Overstrength	
88P	Military Overstrength	
88R	Military Overstrength	All Reserve (Non-Students)
88S	Military Overstrength	All Military Students
99	Civilian Overstrength	
99B	Civilian Overstrength	
99S	Civilian Overstrength	All Civilian Students
99V	Civilian Overstrength	All Volunteers

Steps	Action
9	<ul style="list-style-type: none"> • Click the "<u>O</u>K" button when done. • If the "Choose an Option" form displays, then choose the "<u>U</u>ppdate" option to track history or "<u>C</u>orrection" to overwrite previous entry. • Click the "Save"  icon on the toolbar to save the file or select <u>F</u>ile > <u>S</u>ave from the menu. <p><i>NOTE: If a person is already assigned to this Position, the "Caution" message box will be invoked, asking, "A person is already assigned to this Actual Position. Are you sure that you want to multi-encumber this position? Click 'OK' to accept this position assignment".</i></p>

How to...Complete Assignment Form

Table 1 – Civilian

The screenshot shows the 'Assignment(LAV)' form with the following populated fields:

- Organization: W3VYAA-HHC, US ARMY MEDICAL COMM
- Group: W3VYAA-HHC, US ARMY MEDICAL COMM
- Job: C.OC.0301.Miscellaneous Administration an
- Position: (blank)
- Grade: (blank)
- Payroll: (blank)
- Location: W3VYAA
- Status: Primary Assignment
- Vacancy: (blank)
- Assignment Number: 67
- Collective Agreement: (blank)
- Assignment Category: Fulltime-Regular
- Employee Category: (blank)

Below the main form are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' section includes fields for 'Salary Basis', 'Review Salary' (Every [] []), and 'Review Performance' (Every [] []). The 'Effective Dates' section shows 'From' as 26-FEB-2016 and 'To' as (blank). There are also 'Reviews' and 'Performance' buttons at the bottom.

Assignment Field	Civilian (Permanent Employee)
Organization	<ul style="list-style-type: none"> Should match the TDA organization of the current FY position they are officially assigned against in DCPDS or were hired against. If they are not slotted exactly, the Organization will need to be manually updated to the exact Organization they are actually working in the facility.
Group	Will be where they actually work. This should be the same as organization but may be different if there have been changes to your TDA.
Job	Enter the appropriate Occupation Code.
Position	<ul style="list-style-type: none"> If they are assigned against a required and authorized position, it will be exactly as listed in DCPDS or what they were hired against. If they are assigned against a required but not authorized position, it will be blank on the main "Assignment" screen but listed in the field called "Actual Position" field on the "Additional Assignment Details" sub-screen. If they are hired as excess for a current TDA position, they may be multiple encumbered (double or triple slotted). If they are hired for a future TDA position this will be left blank and a local position may be identified in the "Actual Position" field on the "Additional Assignment Details" sub-screen. Local positions are not mandatory. Civilians will never be slotted in a military position.
Assignment Category	Full-time Regular

Assignment Field	Civilian (Permanent Employee)
Assignment Status	Primary Assignment

Note: *If they are still on active duty terminal leave from a MEDCOM UIC, their person type will still be Active Duty/Civilian because a timecard will also be completed by their last active duty assignment; even if their active duty assignment is the same as their civilian assignment. See Dual Component section for directions on their assignment.*

Note: *If they are assigned to a different MEDCOM Organization but will be working in your facility for any period of time, their person type must be updated to Civilian/Volunteer. If your facility does not “MEPRS” money to the other site, or Civilian/Contractor if they do “MEPRS” money for the employee, their time at your facility must be charged as either Volunteer or Contractor. See Dual Component section for directions on their assignment.*

Table 2 – Active Duty Army (Not a Student or GME/GDE Resident/Fellow)

Assignment Field	Active Duty Army (Not a Student or GME/GDE Resident/Fellow)
Organization	<ul style="list-style-type: none"> • Should match the TDA organization of the position they are officially assigned/slotted against in eMILPO. If they are assigned to a non MEDCOM UIC, it will be listed as “A-NON DHP”. • If they are assigned to a MEPRS facility and not slotted in eMILPO, the Organization will need to be manually updated to the TDA organization where they are actually working. (ie. SURPLUS, EXCESS, INCOMING PERSONNEL or KNOWN LOSS). • If they are assigned to a non-MEPRS facility and not slotted in eMILPO, the Organization should remain the header organization of the facility or “A-NON DHP” for non MEDCOM UIC’s. <p>Note: <i>The Organization will not be changed for soldiers attached or TDY.</i></p>
Group	<ul style="list-style-type: none"> • If they are slotted and actually working in the same Organization, the Group will be the same. • If they are slotted and actually working in a different Organization, the Group will reflect where they are actually working. • If they are not slotted, the Group will reflect where they are actually working. • If they are attached or TDY to a MEPRS facility, the Group will be updated to the attached/TDY location for the duration of the temporary assignment. <p>Note: <i>HR personnel at the attached/TDY location are responsible for ensuring</i></p>

Assignment Field	Active Duty Army (Not a Student or GME/GDE Resident/Fellow)
	<i>attached/TDY soldiers are placed back in the appropriate organization from where they were before the attachment/TDY. If necessary, contact the DMHRSi clerk at the other facility for assistance.</i>
Job	Enter the appropriate AOC/MOS for the position in which they are working.
Position	<ul style="list-style-type: none"> • Will be exactly as listed in eMILPO. • If they are not slotted in eMILPO, this field will be left blank. • May be multiple encumbered (double slotted) if no other applicable position exists in the organization. • Military will never be slotted in a civilian or local position.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment <i>Note: While soldiers are deployed, the status will be changed to “Deployed”. When they return, it must be updated back to “Primary Assignment”.</i>

Note: *If they are assigned to a non-MEPRS facility but will be working in a MEPRS facility only to maintain their credentials, their person type must be updated to Active Duty/Volunteer. Their time must be charged as a Volunteer. See Dual Component section for directions on their assignment. If they are working under a formal staffing agreement, their time may be captured as active duty.*

Table 3 – Local National

Assignment Field	Local National
Organization	Will match the TDA organization of the current FY position they are officially assigned against in DCPDS or were hired against.
Group	Will be where they actually work. This should be the same as organization but may be different if there have been changes to your TDA.
Job	Enter the appropriate Occupation Code.
Position	<ul style="list-style-type: none"> • If they are assigned against a required and authorized position, it should be exactly as listed on the TDA. • If they are assigned against a required but not authorized position it will be blank on the main assignment screen, and listed in the field called “Actual Position” on the “Additional Assignment Details” sub-screen. • If they are hired as excess for a current TDA position, they may be multiple encumbered (double or triple slotted). • If they are hired for a future TDA position, the position will be left blank and a local position may be identified in the field called “Actual Position” on the “Additional Assignment Details” sub-screen. Local positions are not mandatory. • Local Nationals will never be slotted in a military position.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Table 4 – Contractor

The screenshot shows the 'AssignmentLAV' application window. It contains several input fields and dropdown menus. The 'Organization' field is populated with 'W3VYAA-HHC, US ARMY MEDICAL COMM'. The 'Group' field is also populated with 'W3VYAA-HHC, US ARMY MEDICAL COMM'. The 'Job' field contains 'C.OC.0301.Miscellaneous Administration ar'. The 'Location' field is 'W3VYAA'. The 'Status' dropdown is set to 'Primary Assignment'. The 'Assignment Number' is '67' and the 'Assignment Category' is 'Fulltime-Regular'. Below these fields are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Salary Basis', 'Review Salary' (Every), and 'Review Performance' (Every) fields. 'Effective Dates' are shown as 'From 26-FEB-2016' and 'To'. There are 'Reviews' and 'Performance' buttons at the bottom.

Assignment Field	Contractor
Organization	Will be where they actually work.
Group	Will be same as organization.
Job	Required to populate with civilian job series equivalent.
Position	<ul style="list-style-type: none"> Will be blank unless they are filling a vacant civilian requirement. Contractors will never be slotted in a military or local position.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Note: If they are still on active duty terminal leave from a MEDCOM UIC, their person type will still be Active Duty/Contractor because a timecard will also be completed by their last active duty assignment; even if their active duty assignment is the same as their contractor assignment. See Dual Component section below for directions on their assignment.

Note: If they are still on LWOP as a civilian employee from a MEDCOM UIC, their person type will be Civilian/Contractor because a timecard will also be completed by their last civilian assignment. See Dual Component section for directions on their assignment.

Table 5 – Activated Reserve/Guard (Non-Student)

Note: These soldiers are NOT considered Active Duty in DMHRSi terminology.

The screenshot shows the AssignmentLAV application window. The top section contains input fields for Organization (W3VYAA-HHC, US ARMY MEDICAL COMM), Job (C.OC.0301.Miscellaneous Administration ar), Grade, Location (W3VYAA), Group (W3VYAA-HHC, US ARMY MEDICAL COMM), Position, Payroll, Status (Primary Assignment), and Vacancy. Below this are fields for Assignment Number (67), Assignment Category (Fulltime-Regular), Collective Agreement, and Employee Category. A tabbed interface below shows 'Salary Information' selected, with sub-fields for Salary Basis, Review Salary (Every), and Review Performance (Every). At the bottom, there are 'Effective Dates' (From 26-FEB-2016) and buttons for 'Reviews' and 'Performance'.

Assignment Field	Activated Reserve/Guard (Non-Student)
Organization	Will be listed as “US ARMY RESERVE (USAR) MEDICAL” or “US ARMY NATIONAL GUARD”.
Group	<ul style="list-style-type: none"> When activated, it will be where they are actually working. If not activated, will be “US ARMY RESERVE (USAR) MEDICAL” or “US ARMY NATIONAL GUARD”.
Job	Enter the appropriate MOS/AOC for the position in which they are working.
Position	Leave blank. Reserve personnel do not hold TDA positions.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Note: If they are a civilian still on LWOP from a MEDCOM UIC, their person type will be Civilian/Reserve or Civilian/Guard because a timecard will also be completed by their last civilian assignment; even if their reserve/guard assignment is the same as their civilian assignment. See Dual Component section for directions on their assignment.

Note: If they were a contractor from a MEDCOM UIC, their person type will be changed from Contractor/Reserve or Contractor/Guard back to Reserve or Guard. Contractors do not retain their contractor status while activated.

Table 6 – Active Duty Army (GME/GDE Resident or Fellow)

The screenshot shows the 'AssignmentLAV' application window. It contains several input fields and dropdown menus. The 'Organization' field is populated with 'W3VYAA-HHC, US ARMY MEDICAL COMM'. The 'Group' field is also populated with 'W3VYAA-HHC, US ARMY MEDICAL COMM'. The 'Job' field contains 'C.OC.0301.Miscellaneous Administration ar'. The 'Location' field contains 'W3VYAA'. The 'Status' dropdown menu is set to 'Primary Assignment'. Other fields like 'Assignment Number' (67), 'Assignment Category' (Fulltime-Regular), and 'Effective Dates' (From 26-FEB-2016) are also visible.

Assignment Field	Active Duty Army (GME/GDE Resident or Fellow)
Organization	<p>Residents and Fellows assignment information must be manually updated in DMHRSi to the appropriate local organization created for residents and fellows; regardless if they are slotted or not in eMILPO. The reason for this is that they have a different MEPRS code.</p> <p>Note: The Organization should not be changed for residents or fellows attached or TDY.</p>
Group	<ul style="list-style-type: none"> Use the local organization that was created for the specific GME program the employee is enrolled. If they are TDY to a DMHRSi facility, the Group will be updated to the TDY location for the duration of the temporary assignment. <p>Note: HR personnel at the TDY location are responsible for ensuring TDY soldiers are placed back in the appropriate organization where they were before the TDY. If necessary, contact the DMHRSi clerk at the other facility for assistance.</p>
Job	Enter the appropriate AOC for the position in which they are working.
Position	<p>Once you have updated the Organization to the local organization, this field will have blanked out on the main “Assignment” screen.</p> <ul style="list-style-type: none"> Leave blank on the main “Assignment” screen. Update the “Actual Position” field on the “Additional Assignment Details” sub-screen with the TDA position information as listed in eMILPO. May be multiple encumbered (double slotted) if no other applicable position exists in the organization. Military will never be slotted in a civilian or local position.
Assignment Category	GDE/GME Full-time
Assignment Status	Primary Assignment

Table 7 – Active Duty Army (All Students/PGY Assigned/Attached to a Student UIC)

Assignment Field	Active Duty Army (All Students/PGY Assigned/Attached to a Student UIC)
Organization	<ul style="list-style-type: none"> If assigned, must be manually updated to the appropriate local organization created for their training program. The reason is that each training program has a different MEPRS code. If attached or TDY, the organization must match the TDA organization where they are officially assigned in eMILPO. If they are assigned to a non MEDCOM UIC, it will be listed as “A-NON DHP”. <p>Note: The Organization will not be changed for soldiers attached or TDY.</p>
Group	<ul style="list-style-type: none"> If assigned, will match the local organization exactly. If attached or TDY, must match the appropriate local organization created for their training program. <p>Note: HR personnel at the attached/TDY location are responsible for ensuring attached/TDY soldiers are placed back in the appropriate organization where they were before the attachment/TDY. If necessary, contact the DMHRSi clerk at the other facility for assistance.</p>
Job	Enter the appropriate MOS/AOC for the training program.
Position	<ul style="list-style-type: none"> If assigned to the student UIC this will be left blank. If attached or TDY, leave the position information from the assigned organization, if populated.
Assignment Category	<ul style="list-style-type: none"> If a medical intern (PGY1) enter GME Full-Time. For others, enter Full-Time Regular.
Assignment Status	Primary Assignment

Table 8 – Activated Reserve/Guard (Student)

This is a reservist or guard that has been activated because they have to go through training, but when training is over, they go back to their reserve or guard unit. They are only activated during their training, however long that may be.

Assignment Field	Activated Reserve/Guard (Student)
Organization	Will be listed as “US ARMY RESERVE (USAR) MEDICAL” or “US ARMY NATIONAL GUARD”.
Group	Will be the appropriate local organization created for their training program.
Job	Enter the appropriate MOS/AOC for the training program.
Position	Leave Blank. Reserve Students do not have a TDA position.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Note: If they are a civilian still on LWOP from a MEDCOM UIC, their person type will be Civilian/Reserve or Civilian/Guard because a timecard will also be completed by their last civilian assignment; even if their reserve or guard assignment is the same as their civilian assignment. See Dual Component section below for directions on their assignment.

Note: If they were a contractor from a MEDCOM UIC, their person type will be changed from Contractor/Reserve Contractor/Guard to Reserve or Guard. Contractors do not retain their contractor status while activated.

Table 9 – Drilling Reserve (DIMA)

The screenshot shows the 'AssignmentLAV' application window. It contains several input fields and tabs. The 'Organization' field is populated with 'W3VYAA-HHC, US ARMY MEDICAL COM'. The 'Job' field contains 'C.OC.0301.Miscellaneous Administration ar'. The 'Location' field is 'W3VYAA'. The 'Status' dropdown is set to 'Primary Assignment'. The 'Assignment Number' is '67' and the 'Assignment Category' is 'Fulltime-Regular'. There are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. Below these are sections for 'Review Salary' and 'Review Performance', and 'Effective Dates' with a 'From' date of '26-FEB-2016'.

Assignment Field	Drilling Reserve (DIMA)
Organization	Will be listed as “US ARMY RESERVE (USAR) MEDICAL”.
Group	It will be where they are actually working. This will be different from the organization.
Job	Enter the appropriate MOS/AOC for the position in which they are working.
Position	Leave blank. Reserve personnel do not hold TDA positions.
Assignment Category	Full-time Regular
Assignment Status	Reserve/Guard Drill Assignment

Note: If they are also a civilian or contractor at a MEDCOM UIC, their person type will be Civilian/Reserve or Contractor/Reserve; even if their reserve assignment is the same as their civilian or contractor assignment. See Dual Component section for directions on their assignment.

Note: Local site guidance on timecard submission. Drilling Reservist will not need to in and out process each weekend. The Organization will always be the USAR and the Group will be created initially for the Drilling Assignment and will not change.

Table 10 – Reserve (IMA)

Assignment Field	Reserve (IMA)
Organization	<p>DIMA's are actually assigned to the active duty UIC. (This is how it will come across on the source feed.)</p> <ul style="list-style-type: none"> • If they are not activated, it will be "US ARMY RESERVE (USAR) MEDICAL" so they do not continually show up on reports. • If they are drilling or activated, it will be the organization where they are actually working.
Group	Will always match the Organization.
Job	Enter the appropriate MOS/AOC for the position in which they are working.
Position	Leave blank. Reserve personnel do not hold TDA positions.
Assignment Category	Full-time Regular
Assignment Status	Reserve/Drilling Assignment

Note: If they are also a civilian or contractor at a MEDCOM UIC, their person type will be Civilian/Reserve or Contractor/Reserve; even if their reserve assignment is the same as their civilian or contractor assignment. The reason being is that you must account for both person types. See Dual Component section below for directions on their assignment.

Table 11 – Borrowed (Air Force, Navy Service Member or Public Health)

Public Health: You will submit a completed DMHR Si HR Employee Assignment Worksheet to your Regional DMHR Si POC. All PH employees will be classified as active duty Navy, but utilizing the PH rank.

Note: If you do not have the DMHR Si In-processing Role, you cannot input a Public Health employee

Borrowed Civilians: When you receive an employee from another site or service who is going to work at your facility, you must contact your local MEPRS office first to determine whether the employee will be a funded civilian or an unfunded contractor. In most cases, the employee will be an unfunded contractor status and therefore you must update the record to reflect the dual status. If your site would like to receive approval to have fully funded borrowed employees, in which their case, you only need to update the Group, your local MEPRS office must request this through the Army MEPRS Program office.

The screenshot shows the 'AssignmentLAV' application window. It contains several input fields and tabs. The 'Organization' field is populated with 'W3VYAA-HHC, US ARMY MEDICAL COM'. The 'Group' field is also populated with 'W3VYAA-HHC, US ARMY MEDICAL COMM'. The 'Job' field contains 'C.OC.0301.Miscellaneous Administration ar'. The 'Location' field is 'W3VYAA'. The 'Status' field is 'Primary Assignment'. The 'Assignment Number' is '67' and the 'Assignment Category' is 'Fulltime-Regular'. There are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Salary Basis', 'Review Salary' (Every), and 'Review Performance' (Every) fields. The 'Effective Dates' section shows 'From 26-FEB-2016' and 'To' fields. There are 'Reviews' and 'Performance' buttons at the bottom.

Assignment Field	Borrowed (Air Force, Navy Service Member or Public Health)
Organization	Must be assigned as listed in other service source system or N-NON DHP for Public Health
Group	<ul style="list-style-type: none"> • If assigned to a facility where DMHR Si is operational, change the Group to where will be working at your facility. • If assigned to a facility where DMHR Si is NOT operational, change the Group to where they are working in your facility or local organization if they are enrolled into the GME/GDE program.
Job	Leave job information from the assigned service data or Navy Occupation Code for Public Health.
Position	Leave the TDA position from their assigned unit or leave blank.

Assignment Field	Borrowed (Air Force, Navy Service Member or Public Health)
Assignment Category	<ul style="list-style-type: none"> • If not GME, enter Full-Time Regular. • If GME, enter GME Full-Time Regular.
Assignment Status	Leave the Status from their assigned unit.

Table 12 – Traditional Volunteer and Non-Traditional Volunteer

Assignment Field	Traditional Volunteer and Non-Traditional Volunteer
Organization	Will be where they actually work.
Group	Will be same as organization.
Job	Required to populate with civilian job series equivalent.
Position	Leave blank. Volunteers do not hold TDA positions.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Note: If they are still on active duty terminal leave from a MEDCOM UIC, their person type will still be Active Duty/Volunteer because a timecard will also be completed by their last active duty assignment; even if their active duty assignment is the same as their volunteer assignment. See Dual Component section for directions on their assignment.

Table 13 – Foreign Military

The screenshot shows the 'Assignment(LAV)' window with the following data entered:

- Organization: W3VYAA-HHC, US ARMY MEDICAL COMM
- Group: W3VYAA-HHC, US ARMY MEDICAL COMM
- Job: C.OC.0301.Miscellaneous Administration ar
- Position: (blank)
- Grade: (blank)
- Payroll: (blank)
- Location: W3VYAA
- Status: Primary Assignment
- Vacancy: (blank)
- Assignment Number: 67
- Collective Agreement: (blank)
- Assignment Category: Fulltime-Regular
- Employee Category: (blank)

Below the main form, there are tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Salary Basis' (blank), 'Review Salary' (Every [blank]), and 'Review Performance' (Every [blank]). 'Effective Dates' are shown as 'From 26-FEB-2016' to 'To [blank]'. There are buttons for 'Reviews' and 'Performance' at the bottom.

Assignment Field	Foreign Military
Organization	A-Non DHP.
Group	Will be where they actually work.
Job	Required to populate with military series equivalent.
Position	Leave blank. Foreign Military do not hold TDA positions.
Assignment Category	Full-time Regular
Assignment Status	Primary Assignment

Chapter 3: Dual Component – In-Processing

What is Dual Component?

Most personnel working within the MHS are single component personnel. In other words, they have one person type. There are also personnel with a **primary (P)** and secondary person type. The Primary Person Type is defined as the Person Type to which the employee is assigned during the majority of his/her time. For Dual Component, the primary person type is indicated first (e.g. **Civilian**/Reserve), and the secondary person type is indicated second (e.g. Civilian/**Reserve**).

Examples of Dual Component personnel include:

- Active Duty/Civilian: Active Duty (P) on Terminal Leave who is also a Civilian
- Active Duty/Contractor: Active Duty (P) on Terminal Leave who is also a Contractor
- Active Duty/Volunteer: Active Duty (P) Employee who is also a Volunteer
- Civilian/Reserve: Civilian (P) Employee who is also a member of the Reserve Forces
- Civilian/Guard: Civilian (P) Employee who is also a member of the Guard Forces
- Civilian/Contractor: Civilian (P) Employee who is also a Contract Employee
- Civilian/Volunteer: Civilian (P) Employee who is also a Volunteer Employee
- Contractor/Reserve: Contract (P) Employee who is also a member of the Reserve Forces
- Contractor/Guard: Contract (P) Employee who is also a member of the Guard Forces
- Contractor/Civilian (Non-DOD Civilian): Contract (P) Employee who is also a Non-DoD Civilian Trainee
- Contractor/Volunteer: Contract (P) Employee who is also a Volunteer
- Volunteer/Reserve: Volunteer (P) Employee who is also a member of the Reserve Forces
- Volunteer/Guard: Volunteer (P) Employee who is also a member of the Guard Forces

The essential data fields in DMHR*Si* for both the Primary and Secondary Person Types must be validated and updated as necessary: The source system for Active Duty, Reserve, Guard, and Civilian personnel must be updated regardless of whether the person type is primary or secondary.

Dual Component personnel must have two assignments on the assignment screen. The HR record should have one Primary Assignment and one Secondary Assignment. If the secondary assignment Group organization is an Army organization, these personnel will show up on the Batch and Timecard Status report. Dual Component personnel **MUST** select their person type when documenting time.

How to...Active Duty/Civilian or Active Duty/Contractor

(1) This would be an Active Duty person who is on transition leave but also hired as a civilian or contractor. In-processing for this person type must be completed in two separate phases.

(2) Phase I. While they are on transition leave.

a. Person Occupation for Active Duty/Civilian: Their primary occupation code must be the military equivalent. Their civilian occupation code (if applicable) must be listed as a secondary occupation code.

b. Assignment Set Up

- Active Duty Component: Their assignment will be set up exactly as listed for a single component. The active duty assignment status will remain as "Primary Assignment".

Fig. 1

The screenshot shows a software window titled "Assignment(LAUSIER, DIANE BB)". The form contains the following fields and values:

Organization	W222AALO-MAINTAINANCE	Group	W222AALO-MAINTAINANCE
Job	A.AA.61H.Family Physician	Position	A.W222AA.301-25-3.FAM PHYS.O-2.A.90118
Grade		Payroll	
Location	W222AA	Status	Primary Assignment
Assignment Number	10539	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below these fields are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing:

- Salary Basis: []
- Review Salary: Every [] []
- Review Performance: Every [] []
- Effective Dates: From 01-JUN-2007 To [] []

At the bottom are buttons for "Reviews" and "Performance".

Assignment Form

- Civilian or Contractor Component: Their assignment will be set up exactly as listed for a single component, except the assignment type will be “Secondary Assignment” instead of “Primary Assignment”. Tab down to create this assignment.

Fig. 2

The screenshot shows a software window titled "Assignment: 01-JUN-2009(LAUSIER, DIANE BB)". The form contains the following fields and values:

Organization	W222AA-FAMILY PRACTICE	Group	W222AA-FAMILY PRACTICE
Job	C.OC.0602.Medical Officer Series	Position	
Grade		Payroll	
Location	W222AA	Status	Terminate Assignment
Assignment Number	10539.2	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below these fields are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing "Salary Basis" and two "Review" sections: "Review Salary" and "Review Performance", each with "Every" and a date field. At the bottom, "Effective Dates" are shown as "From 01-JUN-2009" and "To" with a date field. There are also "Reviews" and "Performance" buttons at the bottom.

Assignment Form

(3) Phase II. Once their terminal leave is completed, the following fields need to be updated. This phase is completed by the Civilian HR Office; not the losing Military HR Office.

a. Change to either single component or Civilian/Reserve or Contractor/Reserve if they still have a service obligation. Make sure their assignments are then set based on that person type(s).

b. Person Occupation for Active Duty/Civilian.

- Military Person Occupation (Primary) will be end dated.
- Civilian Person Occupation (Secondary) will be end-dated.
- New Civilian Person Occupation (Primary) will be created.
- New Reserve Occupation (Reserve) will be created.

c. Person Occupation for Active Duty/Contractor.

- Military Person Occupation (Primary) will be end dated.

d. Assignment Set Up:

- Organization and Group for the “Primary Assignment” will be updated to reflect the new civilian assignment. The effective date will be the day after the transition leave is completed.

Fig. 3

Assignment: 01-JUN-2009(LAUSIER, DIANE BB)

Organization	W222AA-FAMILY PRACTICE	Group	W222AA-FAMILY PRACTICE
Job	C.OC.0602.Medical Officer Series	Position	
Grade		Payroll	
Location	W222AA	Status	Terminate Assignment
Assignment Number	10539-2	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: []

Review Salary: Every [] []

Review Performance: Every [] []

Effective Dates: From 01-JUN-2009 To []

Reviews | Performance

Assignment Form

a. If they were changed to single component, the “Assignment Status” on the “Secondary Assignment” (temporary civilian or contractor) will be updated to “Terminate Assignment”. If they were changed to Civilian/Reserve or Contractor/Reserve, update the assignment according to reserve assignments. Make sure to change the “Status” from “Secondary Assignment” to “Reserve/Guard Drill Assignment”.

How to...Active Duty/Volunteer

(1) This would be an Active Duty person who is assigned to a non-MEPRs facility but works in an Army MEPRs facility only to keep up their credentials. Their hours in the MEPRs facility must be charged as Volunteer hours.

(2) Assignment Set Up:

a. Active Duty Component: Their assignment will be set up exactly as listed for a single component.

Fig. 4

The screenshot shows a software window titled "Assignment(SAWYER, ARA BB)". The form contains the following fields and values:

Organization	A-NON DHP MEDICAL	Group	A-NON DHP MEDICAL
Job	A-AA.67F.Optomety	Position	
Grade	O-5	Payroll	
Location	DOD	Status	Primary Assignment
Assignment Number	10509	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below these fields are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing "Salary Basis" and "Review Salary" (Every) and "Review Performance" (Every) fields. At the bottom, "Effective Dates" are shown as "From 01-MAY-2009" and "To" (empty). There are also "Reviews" and "Performance" buttons at the bottom left.

Assignment Form

b. Volunteer Component: Their assignment will be set up exactly as listed for a single component, except the assignment status will be "Secondary Assignment" instead of "Primary Assignment".

Fig. 5

Assignment(SAWYER, ARA BB)

Organization	W222AA-HUMAN RESOURCES	Group	W222AA-HUMAN RESOURCES
Job	A.AA.67F.Optomety	Position	
Grade		Payroll	
Location	W222AA	Status	Secondary Assignment

Assignment Number	10509.2	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis

Review Salary	Every		Review Performance	Every	
---------------	-------	--	--------------------	-------	--

Effective Dates

From	01-MAY-2009	To	
------	-------------	----	--

Reviews | Performance

Assignment Form

How to...Civilian/Reserve or Contractor/Reserve

(1) This would be a Civilian or Contactor who is also in the Reserves.

(2) Person Occupation: They must have a primary civilian occupation code and a primary reserve/guard occupation code.

Fig. 6

Additional Personal Details

Person Type	CivilianReserve
Civilian Service	ARMY
Civilian Grade	GS-11
Civilian Date of Grade	03.MAY.2008
Civilian Step	01
Civilian UIC/PAS	W222AA
Civilian Local Trainee	
Non-DoD Civilian	
Reserve Service	ARMY
Reserve Grade	E-8 MASTER SERGEANT, FIRST SERGEANT
Reserve Date of Rank	12.DEC.2007
Reserve UIC/PAS	DOD
Reserve Military Company	
Reserve Local Trainee	
Reserve Type	

Buttons: OK, Cancel, Clear, Help

Additional Personal Details Form

(3) Contractor and Reserve Type: Make sure both are populated.

Fig. 7

Assignment(KEENAN, ABRAVAS BA)

Organization	W222AA-HUMAN RESOURCES	Group	W222AA-HUMAN RESOURCES
Job	C.OC.0343.Management and Program A	Position	A.W222AA.222-01-1.MGT ANALYST.GS-11.0
Grade	GS-11	Payroll	
Location	W222AA	Status	Primary Assignment
Assignment Number	6843	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis

Review Salary: Every [] []

Review Performance: Every [] []

Effective Dates: From 01-JUN-2007 To [] []

Buttons: Reviews, Performance

Assignment Form

(4) Assignment Set Up:

- a. Civilian or Contractor Component: Their assignment will be set up exactly as listed for a single component.

Fig. 8

Assignment(KEENAN, ABRA'XAS BA)

Organization	US ARMY RESERVE USAR NON-MEDICAL	Group	US ARMY RESERVE USAR NON-MEDICAL
Job	A.AM.42A.Human Resources Specialist	Position	
Grade		Payroll	
Location	DOD	Status	Reserve/Guard Drill Assignment
Assignment Number	6843.2	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis

Review Salary Every

Review Performance Every

Effective Dates
From 01-MAY-2009 To

Reviews Performance

Assignment Form

- b. Reserve Component: Their assignment will be set up exactly as listed for a single component, except the “Assignment Status” should be “Reserve/Guard Drill Assignment” instead of “Primary Assignment”.

Note: When you are initially changing a record from Reserve to Civilian/Reserve or Contactor/Reserve, you need to make sure you create the civilian or contractor assignment on the first screen and arrow down to create or recreate the reserve assignment.

How to...Civilian/Volunteer or Contractor/Volunteer

(1) This would be a Civilian or Contactor who is also a volunteer.

(2) Assignment Set Up:

a. Civilian or Contractor Component: Their assignment will be set up exactly as listed for a single component.

b. Volunteer Component: Their assignment will be set up exactly as listed for a single component, except the assignment status should be “Secondary Assignment” instead of “Primary “Assignment”.

Fig. 9

The screenshot shows a software window titled "Assignment(WOOD, FRANK)". The form contains the following fields and values:

Organization	W222AA-FAMILY PRACTICE	Group	W222AA-FAMILY PRACTICE
Job	C.OC.0660.Pharmacist Series	Position	
Grade		Payroll	
Location	W222AA	Status	Primary Assignment
Assignment Number	12669	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below these fields are tabs for "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing "Salary Basis" and two "Review" sections:

- Review Salary:** Every [] []
- Review Performance:** Every [] []

At the bottom, the "Effective Dates" section shows "From 07-JAN-2009" and "To []". There are also "Reviews" and "Performance" buttons at the very bottom.

Assignment Form

Fig. 10

Assignment(CANE, CANDY)

Organization	W222AA-FAMILY PRACTICE	Group	W222AA-FAMILY PRACTICE
Job	C.OC.0610.Nurse Series	Position	
Grade		Payroll	
Location	W222AA	Status	Secondary Assignment

Assignment Number	10995-2	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: []

Review Salary	Review Performance
Every [] []	Every [] []

Effective Dates

From	23-APR-2009	To	[]
------	-------------	----	-----

Reviews | Performance

Assignment Form

How to...Civilian/Contractor

(1) This would be a Civilian who is on LWOP but hired as a contractor OR a Civilian who is assigned to a non-MEPRS facility but is working in AND is paid for by a MEPRS facility.

(2) Assignment Set Up:

a. Civilian Component: Their assignment will be set up exactly as listed for a single component.

b. Contractor Component: Their assignment should be set up exactly as listed for a single component, except the assignment status will be "Secondary Assignment" instead of "Primary Assignment".

How to...Volunteer/Reserve

- (1) This would be a Volunteer who is also in the Reserves.
- (2) Person Occupation: They must have a primary reserve/guard occupation code.
- (3) Reserve Type: Make sure the reserve type field is populated.
- (4) Assignment Set Up:
 - a. Volunteer Component: Their assignment will be set up exactly as listed for a single component.

Fig. 11

The screenshot shows a software window titled "Assignment(WOOD, FRANK)". The form contains the following fields and values:

Organization	W222AA-FAMILY PRACTICE	Group	W222AA-FAMILY PRACTICE
Job	C.OC.0660.Pharmacist Series	Position	
Grade		Payroll	
Location	W222AA	Status	Primary Assignment
Assignment Number	12669	Collective Agreement	
Assignment Category	Fulltime-Regular	Employee Category	

Below these fields are several tabs: "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing "Salary Basis" and two review sections:

Review Salary	Every			Review Performance	Every		
----------------------	-------	--	--	---------------------------	-------	--	--

At the bottom, the "Effective Dates" section shows "From 07-JAN-2009" and "To" followed by a date picker icon. There are also "Reviews" and "Performance" buttons at the very bottom.

Assignment Form

b. Reserve Component: Their assignment will be set up exactly as listed for a single component, except the assignment status will be “Reserve/Guard Drill Assignment” instead of “Primary Assignment”.

Note: When you are initially changing a record from Reserve to Volunteer/Reserve, you need to make sure you create the volunteer assignment on the first screen and arrow down to create or recreate the reserve assignment.

Fig. 12

The screenshot shows a web-based form titled "Assignment(KEENAN, ABRAKAS BA)". The form is divided into several sections:

- Organization:** US ARMY RESERVE USAR NON-MEDICAL
- Group:** US ARMY RESERVE USAR NON-MEDICAL
- Job:** A.AM.42A.Human Resources Specialist
- Position:** (Empty field)
- Grade:** (Empty field)
- Payroll:** (Empty field)
- Location:** DOD
- Status:** Reserve/Guard Drill Assignment
- Assignment Number:** 6843-2
- Collective Agreement:** (Empty field)
- Assignment Category:** Fulltime-Regular
- Employee Category:** (Empty field with a dropdown arrow)

Below these fields are several tabs: "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is active, showing:

- Salary Basis:** (Empty field)
- Review Salary:** Every (Empty field) (Empty field)
- Review Performance:** Every (Empty field) (Empty field)
- Effective Dates:** From 01-MAY-2009 To (Empty field)

At the bottom of the form are two buttons: "Reviews" and "Performance".

Assignment Form

Out-Processing/End Employment

Chapter 1: Moving Employees to Out-Processing Organizations

Scope

This section covers procedures to assign an employee to an “out-processing organization” and is only to be used with military and civilian employees (*source-fed employees*).

Applies to:

Type of Personnel	Source System
Military	Total Army Personnel Database (TAPDB)
Civilian	Defense Civilian Personnel Data System (DCPDS)

What is an “out-processing” organization?

It is a local organization (built by whoever creates local organizations) that contains the UIC and the words “OUT PROCESS TRANSITION”; for example:

*Name of Organization and Group: W2DNAALO-OUT PROCESS TRANSITION
Long Title: OUT PROC-LO-OUT PROCESS TRANSITION*

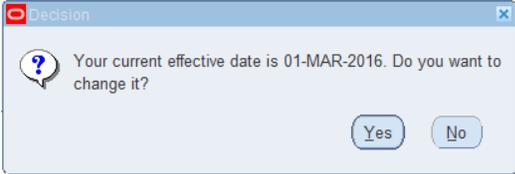
Why assign an employee to an out-processing organization?

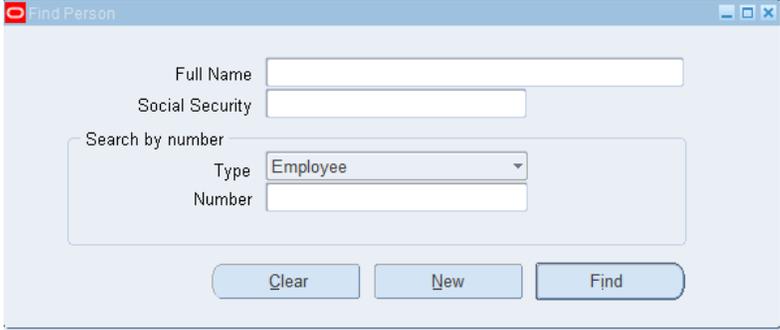
- *The DMHRSi record will not be overwritten by the source feed (it recognizes the UIC).*
- *Identifies out-processed employees on reports (e.g., right side of the Position Control Roster).*

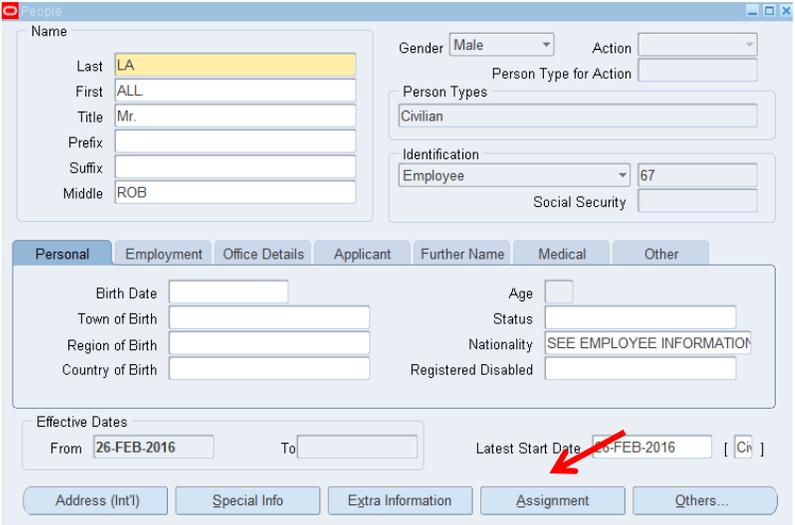
DMHRSi Responsibilities

- Army HR Manager
- Army HR Specialist

How to...Move Employees to Out-Processing Organization

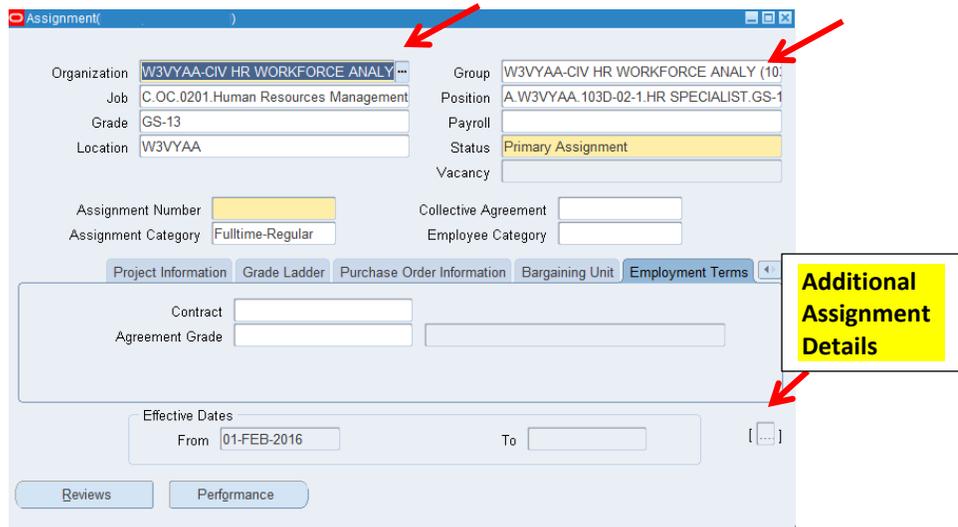
Steps	Action
1	<p>Find the employee's record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p>  <p>The screenshot shows a 'Navigator' window with a tree view containing 'Army HR Manager'. To the right, under the 'People' heading, there are two menu items: 'Quick Entry' and 'Enter and Maintain'. A red arrow points to the 'Enter and Maintain' option.</p>
2	<p>The "Decision" form will be displayed: "Your current effective date is ... Do you want to change it?"</p>  <p>The screenshot shows a dialog box titled 'Decision' with a question mark icon. The text inside reads: 'Your current effective date is 01-MAR-2016. Do you want to change it?'. There are 'Yes' and 'No' buttons at the bottom.</p> <p>➤ Click the "Yes" button and change the date to the date after the employee out-processes.</p>

Steps	Action
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (Found on the PCR)  <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). <p>BEST →</p> <ul style="list-style-type: none"> • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established.
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "OK" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> 

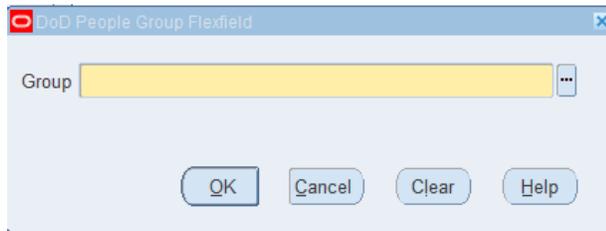
Steps	Action
5	<p>The "People" form is populated with the selected employee's information. Select the "Assignment" button.</p>  <p>The screenshot shows a web-based form titled "People" with several sections. The "Name" section includes fields for Last (LA), First (ALL), Title (Mr.), Prefix, Suffix, and Middle (ROB). The "Gender" is set to "Male" and "Action" is a dropdown menu. The "Person Types" section has a "Civilian" dropdown. The "Identification" section has a dropdown set to "Employee" and a "67" value. The "Social Security" field is empty. Below these are tabs for "Personal", "Employment", "Office Details", "Applicant", "Further Name", "Medical", and "Other". The "Personal" tab is active, showing fields for Birth Date, Age, Town of Birth, Status, Region of Birth, Nationality (SEE EMPLOYEE INFORMATION), Country of Birth, and Registered Disabled. The "Effective Dates" section has "From" set to "26-FEB-2016" and "To" empty. The "Latest Start Date" is set to "26-FEB-2016" with a red arrow pointing to it. At the bottom, there are buttons for "Address (Int'l)", "Special Info", "Extra Information", "Assignment" (highlighted with a red arrow), and "Others..."</p>

Steps Action

6 The "Assignment" form will appear.



- Click on the "Organization" field and select the LOV icon [] to open the "Organizations" find form.
- In the "Find" form, enter a whole or partial words followed by % wildcard; e.g., %W3VYAA%OUT%. Click on Find. Select the Organization and click OK.
- When prompted with the "Choose an Option" decision form: Choose "Update" – Keep history of existing information.
- The DoD Group Flexfield will appear automatically. Select the LOV icon [] to open the "Group" find form.



- In the "Find" form, enter a whole or partial words followed by % wildcard; e.g., %W3VYAA%OUT%. Click on Find. Select the Group and click OK. Click OK again in the DoD Group Flexfield.
NOTE: This will remove information in the Position field.

Organization	W3VYAALO-OUT PROCESS TRANSITION	Group	W3VYAALO-OUT PROCESS TRANSITION
Job	C.OC.0201.Human Resources Management	Position	
Grade	GS-13	Payroll	
Location	W3VYAA	Status	Primary Assignment
		Vacancy	

Steps	Action
	f. Click on the Additional Assignment Details icon  located in the lower right hand corner. Clear out all information in all fields because it will not be cleared automatically and will carry over into next assignment.
7	Click the "Save"  icon on the toolbar to save the file or select <u>F</u> ile > <u>S</u> ave from the menu.

Chapter 2: Terminate Personnel

Scope

This section covers procedures to end a record for *non-source-fed employees* and *for employees who are no longer coming across on the source feed*.

Does Not Apply To:

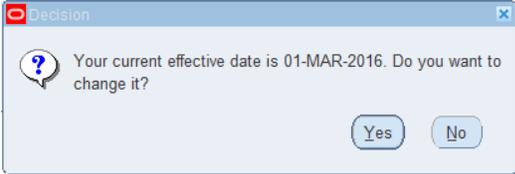
Type of Personnel	Source System
Military	Total Army Personnel Database (TAPDB)
Civilian	Defense Civilian Personnel Data System (DCPDS)

Note: Military and Civilian employees normally will not be terminated. Single component contractors, local nationals, foreign military and volunteers should always be terminated. Dual component contractors and volunteers should be changed back to single component and their contractor/reserve assignment terminated.

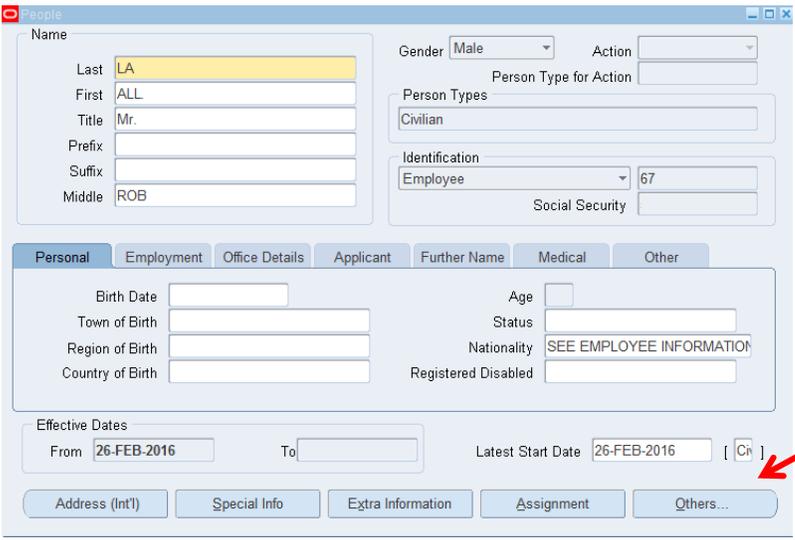
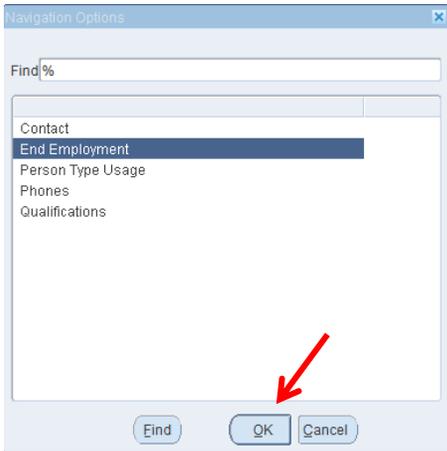
DMHRSi Responsibilities

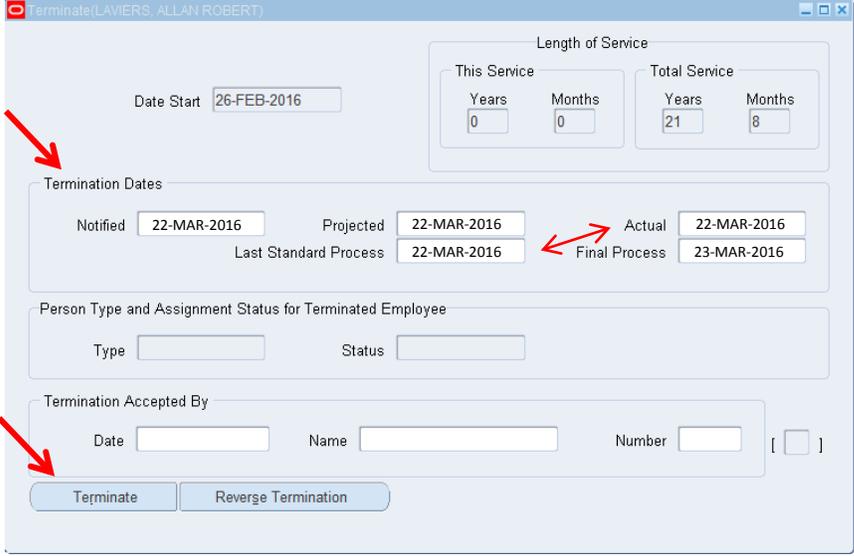
- Army HR Manager
- Army HR Specialist

How to...End Employment (Terminate Personnel)

Steps	Action
1	<p>Find the employee's record in DMHRSi. Select the "Enter and Maintain" option under the "People" node.</p>  <p>The screenshot shows a 'Navigator' window with a tree view. Under the 'Army HR Manager' folder, there is a 'People' section. Under 'People', there are two options: 'Quick Entry' and 'Enter and Maintain'. A red arrow points to the 'Enter and Maintain' option.</p>
2	<p>The "Decision" form will be displayed: "Your current effective date is ... Do you want to change it?"</p>  <p>The screenshot shows a dialog box titled 'Decision' with a question mark icon. The text inside reads: 'Your current effective date is 01-MAR-2016. Do you want to change it?'. There are two buttons at the bottom: 'Yes' and 'No'.</p> <ul style="list-style-type: none"> ➤ Click the "<u>N</u>o" button to accept the effective date. ➤ If you'd like to change the effective date, click the "Yes" button and change the date.

Steps	Action
3	<p>Use the "Find Person" form to enter employee information. To search for an employee, enter query into one of the following parameter fields:</p> <ul style="list-style-type: none"> • Full Name • Social Security • Number (Employee) (Found on the PCR) <div data-bbox="483 468 1263 800" data-label="Form"> </div> <p>Query Hints:</p> <ul style="list-style-type: none"> • Full Name: To narrow your search, enter last name, followed by the % wildcard and first name (i.e. DOE%JOHN). <p>BEST →</p> <ul style="list-style-type: none"> • Social Security: Must include dashes when using a Social Security Number to query a record. • Number: This is the DMHRSi employee number. This number is automatically assigned by the system when employee record is established.
4	<p>Click on the "Find" button. Select an employee from the list, and then click the "OK" button.</p> <p>Note1: If there is more than one record that matches the search text, the "Person Search" form with all matching employees is displayed. If there is only one matching record, the "Person Search" screen is skipped and the "People" screen for the queried employee automatically displays.</p> <p>Note2: If no record is found, then in the lower left hand corner it will read:</p> <div data-bbox="321 1451 695 1528" data-label="Text"> <p>FRM-40212: Invalid value for field Record: 1/1</p> </div>

Steps	Action
5	<p>The "People" form is populated with the selected employee's information.</p>  <ul style="list-style-type: none"> • Click the "Others" button to open the "Navigation Options" form.
6	<p>Highlight the "End Employment" option, and click the "OK" button.</p> 

Steps	Action
7	<p>The "Terminate" form is displayed.</p>  <p>Enter the following fields under Termination Dates:</p> <ul style="list-style-type: none"> • Notified • Projected • Actual • Last Standard Process: This date will auto-populate with the same date that you entered in the "Actual" field. • Final Process Date: Should be 1 day later than Actual. • Click on the "Terminate" button. The transaction will automatically be saved.
8	<p>Close the form.</p> <p>Click the "Oracle Applications" icon  in the upper left hand corner of the "Terminate" form and choose "Close" from the list.</p>

Chapter 3: Dual Component – Out-Processing

How to...Active Duty/Civilian or Active Duty/Contractor

The processing of this particular person type is actually the most complicated. Please refer to the section on In-processing for this person type. That section addresses how to properly out-process the active duty part in conjunction with in-processing them as a civilian or contractor.

How to...Active Duty/Volunteer

(1) When this active duty soldier will no longer be working hours in the facility, they will be out-processed so they do not keep showing up on reports.

(2) Update the person type back to single component Active Duty.

(3) On the volunteer “Assignment” screen, date track forward to the day after they will no longer be working in the facility. Change the assignment status from “Secondary Assignment” to “Terminate Assignment”.

Fig. 7-1

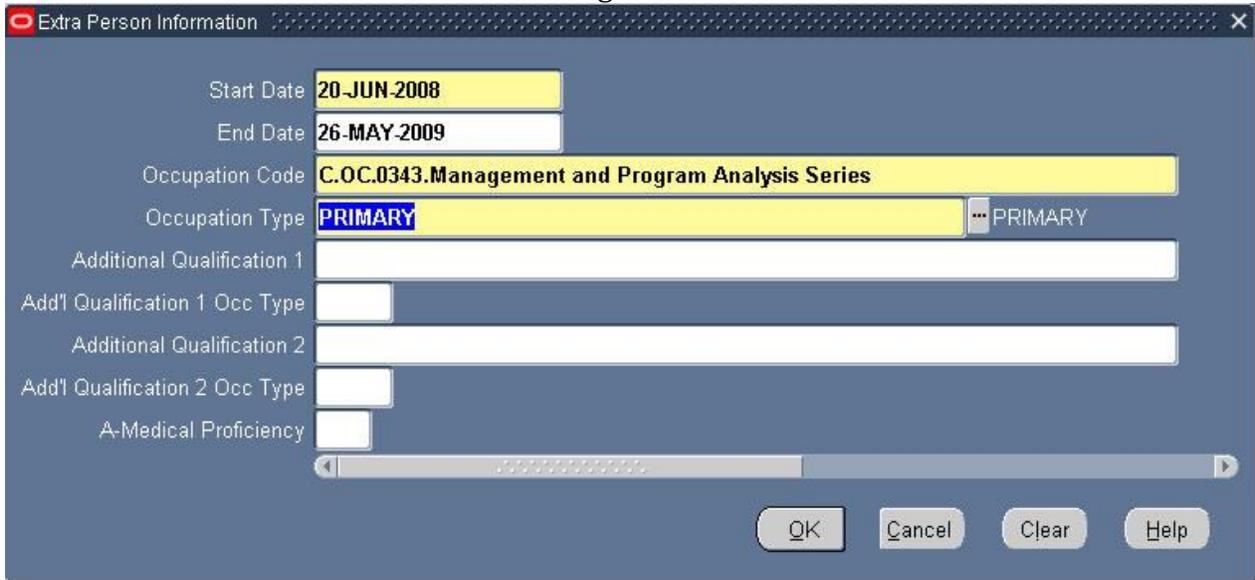
The screenshot displays the 'Assignment' screen for 'KEENAN, ABRAXAS BA'. The interface is a web-based form with a dark blue header and a light blue body. The top section contains fields for Organization (W222AA-FAMILY PRACTICE), Job (A.AM.42A.Human Resources Specialist), Location (DOD), and Status (Terminate Assignment). Below this, there are fields for Assignment Number (6043-2), Assignment Category (Fulltime-Regular), and Employee Category. The bottom section features a 'Salary Information' tab, a 'Salary Basis' field, and two 'Review' sections: 'Review Salary' and 'Review Performance', each with an 'Every' field. At the bottom, there is an 'Effective Dates' section with a 'From' field (01-MAY-2009) and a 'To' field. The screen also includes navigation buttons for 'Reviews' and 'Performance'.

How to...Civilian Reserve or Contractor/Reserve

(1) Update the person type back to single component Reserve. Do not terminate this employee, regardless if they are a civilian or contractor.

(2) End date the Civilian Person Occupation code, if applicable.

Fig. 7-2



The screenshot shows a dialog box titled "Extra Person Information" with a close button (X) in the top right corner. The fields are as follows:

Start Date	20-JUN-2008
End Date	26-MAY-2009
Occupation Code	C.OC.0343.Management and Program Analysis Series
Occupation Type	PRIMARY PRIMARY
Additional Qualification 1	
Add'l Qualification 1 Occ Type	
Additional Qualification 2	
Add'l Qualification 2 Occ Type	
A-Medical Proficiency	

At the bottom of the dialog box, there are four buttons: OK, Cancel, Clear, and Help.

(3) Leave the Reserve Person Occupation Code as is.

(4) The "Primary Assignment", set it up exactly as listed for a single component reserve. (i.e. Update both the Organization and Group to "US ARMY RESERVES (USAR) MEDICAL"). Leave the assignment "Status" as "Primary Assignment".

(5) On the previous reserve assignment; simply update the "Status" from "Reserve/Guard Drill Assignment" to "Terminate Assignment".

How to...Civilian/Volunteer or Contractor/Volunteer

(1) Update the person type back to single component Volunteer. Do not terminate this employee regardless, if they are a civilian or contractor.

(2) End date the Civilian Person Occupation code, if applicable. (refer to Fig. 7-2)

(3) The “Primary Assignment”, set it up exactly as listed for a single component volunteer.

(4) On the previous volunteer assignment; simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.

How to...Civilian/Contractor

(1) If the dual component scenario was created because they are a “borrowed” civilian, please do the following:

- a. Update the person type back to single component Civilian.
- b. On the secondary assignment; simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.
- c. Leave the primary civilian assignment as is.

(2) If a civilian who has been on LWOP and working as a contractor has found a new civilian position handle as follows:

- a. Update the person type back to single component Civilian.
- b. If the Civilian Person Occupation Code has changed, end date the old one and create a new one.
- c. Update the primary assignment according to the new civilian assignment.
- d. On the secondary assignment; simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.

(3) If a civilian who has been on LWOP and working as a contractor will no longer be a contractor but is still a civilian on LWOP, it would be handled as follows:

- a. Update the person type back to single component Civilian.

b. On the secondary assignment; simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.

c. Leave the primary civilian assignment as is.

(4) If a civilian who has been on LWOP and working as a contractor has officially been dropped from the civilian system and will continue as a contractor it would be handled as follows:

a. Update the person type back to single component Contractor.

b. End date the Civilian Person Occupation Code.

c. Update the primary assignment according to the contractor assignment.

d. On the secondary assignment, simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.

(5) If a civilian who has been on LWOP and working as a contractor has officially been dropped from the civilian system and is no longer going to be a contractor it would be handled as follows:

a. Update the person type back to single component Civilian.

b. Update the primary assignment to “A-NON DHP”.

c. On the secondary assignment; simply update the “Status” from “Secondary Assignment” to “Terminate Assignment”.

Note: You do not want to just terminate this employee because there may be a time delay until they officially come off the source feed. If they are terminated the system business rules will rehire them and place them in your facility.

How to...Volunteer/Reserve

(1) Update the person type back to single component Reserve. Do not terminate this employee, regardless that they are a volunteer.

(2) On the primary assignment update it exactly as listed for a single component reserve.

(3) On the previous reserve assignment, simply update the “Status” from “Reserve/Guard Drill Assignment” to “Terminate Assignment”.

Maintenance

Maintain Personnel Data

Ensure individual employee personnel data is accurate and up-to-date at all times. HR personnel will update the following information as needed:

- (1) Name.
- (2) Social Security Number/Local National Number.
- (3) Rank/Grade.
- (4) Date of Rank/Grade.
- (5) Date of Birth.
- (6) Person Type.
- (7) Employee Information.
- (8) Person Occupation Code.
- (9) Assignment data.
- (10) National Provider Identifier.
- (11) Email address.

Reassign Work Positions

Reassign employees to the proper department /division/section/clinic as they move within the organization.

1. HR personnel will reassign employees to the appropriate Organization based on where they are officially assigned in eMILPO or DCPDS.

Note: If the feed comes in and places them at the high level Organization, reassign them to the appropriate Organization based on where they are assigned in eMILPO or DCPDS.

2. HR personnel will reassign employees to the appropriate Group based on where they are actually working in the facility.

Minimize Errors

Review your Position Control Roster often and after source feeds and TDA updates.