29 March 2024

## Honors, Awards, and Insignia

Overview		
Introduction	This guide provides the procedures for viewing, adding deleting Honors, Awards, and Insignia in Direct Acces	g, correcting, and s (DA).
Reference	<ul><li>(a) Coast Guard Military Medals and Awards Manual, M1650.25 (series)</li></ul>	COMDTINST
IMPORTANT	Do <b>NOT</b> future date any entry. This will result in error resulting in the file being rejected when transmitted to Manpower Data Center (DMDC).	rs to the data file the Defense
	DA doesn't allow two of the same award types to be en same issue date. To work around this issue, you must a issue dates.	tered with the use two different
Required Roles	The user must have the CG Admin Technician or CG A functional role to enter Honors and Awards into DA.	Admin Supervisor
Contents	Topia	Soo Dogo
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		]

### Overview, Continued

HelpfulArmed Forces Reserve Medal (AFRM): In order to qualify for theInformationAFRM, a member must also qualify for one of the devices. The AFRM<br/>will always have at least one device:

- **First Entry** Enter the Armed Forces Reserve Medal (CGMH) <u>AND</u> whichever device the member qualified for, the Hourglass (CGAFRMH) or Mobilization device (CGMOBDEV). For the Hourglass, include the type (bronze/silver/gold) in the comments. For the Mobilization device, include the event/contingency which qualified the member in the comments.
- **Subsequent Entries** Only enter the new device for which the member qualified (with the corresponding comment, i.e. CGAFRMH or CGMOBDEV). Do **NOT** enter the Numeric Device (CGAFRNMD).

#### Campaign Medals (Afghanistan / Iraq / Inherent Resolve):

Campaign Medals are only awarded once, and all campaigns participated in are represented by a separate campaign star. Campaign Medals will **always** have at least one campaign star.

- **First Entry** Enter the specific campaign medal (CGAFCM / CGICM / CGIR) <u>AND</u> the specific campaign star (see reference (a) to determine which campaign star to enter).
- **Subsequent Entries** Only enter the new campaign star the member qualifies for (see reference (a) to determine which campaign star to enter).

## Viewing an Honor/Award/Insignia

**Introduction** This section provides the procedures for viewing an honor/award in Direct Access (DA).

**Procedures** See below.

Step	Action
1	Click on the <b>Core HR</b> Tile.
	Core HR
1.5	Select the Person Profiles option.
	📄 Job Data
	Person Profiles
	Emergency Contact
	PHS Member Info Report
	Personal Data
	Statement of Creditable Svc
	Identification Data
	Disciplinary Actions
	Disciplinary Action Report
2	Enter the member's <b>Empl ID</b> . The <b>Correct History</b> boy is checked by default
2	Click Search
	Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🔽 1234567 Q
	Profile Type begins with
	Name begins with
	Last Name begins with
	Alternate Character Name begins with
	□ Include History ■Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

### Procedures,

continued

		Ac	tion				
The member	er's Person Profi	le page will	display	. Click t	he <b>Qualifi</b>	cations	tab
Person Pro	ofile						
	Empl ID	1234567		Spike			
	Profile Type	PERSON		Person			
	*Profile Status	Active 🔽					
	*Description	Spike		×			
🖨 Print 🕫 Co	omments	Profil	le Actions	[Select Action	]		~
Competen	Qualifications	Education	Mobility	Waivers	CAN		
- Compotone							
<ul> <li>Competend</li> </ul>	ties						
tress ⊂ Competence	cies				1-5 of 8 🗸 🕨	►   \	/iew /
ID	Competency	*Effective Dat	te Evaluat	tion Type	1-5 of 8	View History	/iew /
ID CRWRBM45	Competency RB-M BCM	•Effective Dat 01/01/2016	te Evaluat Approve	tion Type	1-5 of 8     Proficiency     3-Good	View History	/iew /
Competence     Q     ID     CRWRBM45     CRWSPC	Competency       RB-M BCM       SPC-LE BCM	*Effective Dat 01/01/2016 01/01/2016	te Evaluat Approve	tion Type ed/Official ed/Official	1-5 of 8     Proficiency     3-Good     3-Good	View History	/iew /
ID       CRWRBM45       CRWSPC       EPMEE5	Competency       RB-M BCM       SPC-LE BCM       EPME E5 ERATS	<ul> <li>Effective Data</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> </ul>	e Evaluat Approve Approve	tion Type ed/Official ed/Official ed/Official	I-5 of 8       Proficiency       3-Good       3-Good       3-Good	View History	/iew /
ID       CRWRBM45       CRWSPC       EPMEE5       MAREP	Competency       RB-M BCM       SPC-LE BCM       EPME E5 ERATS       (Inactivated) Pistol Qual	•Effective Date           01/01/2016           01/01/2016           01/01/2018           02/22/2015	e Evaluat Approve Approve Approve	tion Type ed/Official ed/Official ed/Official ed/Official	I-5 of 8 ▼       Proficiency       3-Good       3-Good       3-Good       3-Good       1-Little	View History	/iew /

### Procedures,

continued

р			Actio	n		
	The member's f	irst 5 Honors f more than :	s and Awards 5 awards exist	will display.	It may be nec	essary to
	Person Profile					
		Empl ID	1234567	Sp	ike	
		Profile Type	PERSON	Per	rson	
		*Profile Status	Active 🔽			
		*Description	Spike		×	
	Print DCommen	ts	Profile Actions	[Select Action]		> >>
	Competencies	Qualifications	Education	Mobility	Waivers CAN	
	<ul> <li>Honors and Awa</li> </ul>	rds				
	BF Q				1-5 of 6 🗸 🔸	View All
	ID	Honor and Av	vard		View History	
	CGMA	CG Unit Com	nendation Ribbon			Î
	CGMB	CG Meritorious	s Unit Comm Ribbo			â
	CGMT	CG Meritorious	s Team Comm Ribbo	)	1	â
	CGNA	CG COMDT L	tr of Comm Ribbon			Î
	CGNH	National Defer	se Service Medal			Â
	+ Add New Ho	nors and Awards				1

### Procedures,

continued

5				Action				
5	To view	a specific ins	tance, click t	he Honor	and Av	ward.		
	<ul> <li>Honors</li> </ul>	and Awards						
	■ Q				1-(	6 of 6 🔽 🕨	View 5	
	ID	Honor and Av	vard			View History		
	CGMA	CG Unit Comn	nendation Ribbon				Û	
	CGMB	CG Meritorious	s Unit Comm Ribbo				â	
	CGMT	CG Meritorious	s Team Comm Ribb	ю			â	
	CGNA	CG COMDT L	tr of Comm Ribbon				Î	
	CGNH	National Defer	nse Service Medal				Â	
	CGSD	CG Good Con	duct Medal				â	
	+ Ac	dd New Honors and	Awards					
	opullo	Honors and	Awards Empl ID	1234567		Spike		
	Update item	HONORS and a	Awards Empl ID Profile Type ct OK to apply cha	1234567 PERSON nges and retu	rn. Select (	Spike Person Cancel to return v	without any changes	S.
	Update item	HONORS and a	Awards Empl ID Profile Type ct OK to apply cha	1234567 PERSON nges and retu	rn. Select (	Spike Person Cancel to return v	without any changes	s.
	Update item Details *Award	Honors and and the sele	Awards Empl ID Profile Type ct OK to apply cha	1234567 PERSON nges and retu	rn. Select (	Spike Person Cancel to return	without any changes	S.
	Update item Details *Award	Honors and an details, then sele	Awards Empl ID Profile Type oct OK to apply cha	1234567 PERSON nges and retu	rn. Select ( 1 CG Unit C	Spike Person Cancel to return of 1 V	without any changes	S.
	Update item Details *Award	Honors and an details, then sele	Awards Empl ID Profile Type ect OK to apply cha 07/05/2018 CGMA Active	1234567 PERSON nges and retu	rn. Select ( 1 CG Unit (	Spike Person Cancel to return of 1	without any changes	s.
	Update item Details *Award He	Honors and a n details, then sele d Approval Date onor and Award *Status *Date Entered	Awards Empl ID Profile Type oct OK to apply cha 07/05/2018 CGMA Active 07/05/2018	1234567 PERSON nges and retu QIIK	rn. Select ( 1 CG Unit (	Spike Person Cancel to return of 1	without any changes	S.
	Update item Details *Award He	Honors and a n details, then sele d Approval Date onor and Award *Status *Date Entered From Date	Awards Empl ID Profile Type of OK to apply cha 07/05/2018 CGMA Active 07/05/2018 09/01/2014	1234567 PERSON nges and retu QIIK	rn. Select ( 1 CG Unit (	Spike Person Cancel to return of 1	without any changes	S.
	Update item Details *Award He	Honors and A n details, then sele d Approval Date onor and Award *Status *Date Entered From Date To Date	Awards Empl ID Profile Type of OK to apply cha 07/05/2018 CGMA Active 07/05/2018 09/01/2014 12/31/2016	1234567 PERSON nges and retu Q I K	rn. Select ( 1 CG Unit C	Spike Person Cancel to return of 1	without any changes	S.
	Update item Details *Award He	Honors and a n details, then sele d Approval Date onor and Award *Status *Date Entered From Date To Date Grantor	Awards Empl ID Profile Type of OK to apply cha 07/05/2018 CGMA Active 07/05/2018 09/01/2014 12/31/2016	1234567 PERSON nges and retu	rn. Select ( 1 CG Unit (	Spike Person Cancel to return of 1	without any changes	S.
	Update item Details *Award He	Honors and A n details, then sele d Approval Date onor and Award *Status *Date Entered From Date To Date Grantor	Awards Empl ID Profile Type of OK to apply cha 07/05/2018 CGMA Active 07/05/2018 09/01/2014 12/31/2016 254 characters res	1234567 PERSON nges and retur	rn. Select ( 1 CG Unit C	Spike Person Cancel to return of 1	without any changes	<b>S</b> .

### Procedures,

continued

Award I	are multiple Profile Histor	instances of an awar	a, click the	aetalls icon	to view the
<ul> <li>Honor</li> </ul>	s and Awards				
tt C	L			1-6 of 6 🔽	View 5
ID	Honor and	Award		View Histo	ory
CGMA	CG Unit Co	mmendation Ribbon			â
CGMB	CG Meritori	ous Unit Comm Ribbo			Î
CGMT	CG Meritori	ous Team Comm Ribbo			â
CGNA	CG COMD	Ltr of Comm Ribbon			Â
CGNH	National De	fense Service Medal			â
CGSD	CG Good C	Conduct Medal			â
To view View	a specific in Profile Iter	stance of the award, m History	click the <b>H</b>	onor and A	ward.
	and Award	S			
Honor	Q		1-2 of 2	¥	VIEW AII
Honors Effecti	Q ve Date	Honor and Award	1-2 of 2		ID
Honors Effecti 08/08/2	Q ve Date 2018	Honor and Award	<ul> <li>1-2 of 2</li> <li>m Comm Rib</li> </ul>		ID CGMT
Honors Effecti 08/08/2 08/31/2	Q ve Date 2018 2017	Honor and Award CG Meritorious Tea CG Meritorious Tea	M Comm Rib		ID CGMT CGMT

Procedures,

continued

	Action		
Click Cancel to ret	urn to the Honors and Av	wards Item History	list.
view nonors and			
	Empl ID 1234567	Spike	
H his page displays the i	rofile Type PERSON	Person red to update this Conto	n nt Itom
This page displays the l		ed to update this Come	nt item.
Details	Q   I	<ul> <li>4 2 of 2 ✓</li> </ul>	View All
Award Approval	Date 08/31/2017	00 M - 1 - 1	0
Honor and Av	vard CGMT	CG Meritorious Team	Comm Ribbo
St	atus Active		
Date Ent	ered 08/31/2017		
From	Date		
To	Date Rose Cleveland COC		
Gra	ntor Dase Cleveland COC		
Γ			
	Cancel		
	6*1		
Click Return to Pr	ofile.		
view Profile Ite	em History		
Honors and Awar	ds		
₽; Q		1-2 of 2	View All
Effective Date	Honor and Award		ID
08/08/2018	CG Meritorious Team C	Comm Ribbo	CGMT
08/31/2017	CG Meritorious Team C	Comm Ribbo	CGMT
Return to Profile			
i totali to i Tolilo			

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## Viewing an Honor/Award/Insignia, Continued

### Procedures,

Step		Action		
11	Click Return to S	Search to exit the member's Perso	n Profile.	
	Competencies	Qualifications Education Mobility	Waivers CAN	
	<ul> <li>Honors and Award</li> </ul>	S		
	F) Q	14 - 4	1-5 of 6 🔽 🕨 🕨	View All
	ID	Honor and Award	View History	
	CGMA	CG Unit Commendation Ribbon		Ũ
	CGMB	CG Meritorious Unit Comm Ribbo		Ũ
	CGMT	CG Meritorious Team Comm Ribbo	<b>B</b>	Ũ
	CGNA	CG COMDT Ltr of Comm Ribbon		Ũ
	CGNH	National Defense Service Medal		Û
	<ul> <li>Add New Languag</li> <li>Licenses and Cert</li> <li>Add New Licenses</li> <li>Memberships</li> <li>Add New Members</li> <li>Tests or Examinat</li> <li>Add New Tests or</li> <li>Courses &amp; Training</li> <li>Additional Training</li> <li>Add New Additional</li> </ul>	e Skills rtifications and Certifications ships ions Examinations ng g al Training		

# Adding a New Honor/Award/Insignia

Introduction	This section provides the procedures for adding a new honor/award/insignia in Direct Access (DA).
	<b>NOTE:</b> The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an Honor/Award.
Duplicate Award Entries	DA does <b>NOT</b> allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a supported Command on the same day, DA will <b>NOT</b> allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures	See below.
------------	------------

Step	Action
1	Click on the Core HR Tile.
1.5	Select the <b>Person Profiles</b> option.
	🔚 Job Data
	Person Profiles
	Emergency Contact
	PHS Member Info Report
	Personal Data
	Statement of Creditable Svc
	Identification Data
	Disciplinary Actions
	Disciplinary Action Report
2	Enter the member's <b>Empl ID</b> . The <b>Correct History</b> box is checked by default. Click <b>Search</b> . <b>Person Profiles</b> Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🔽 1234567 Q
	Profile Type begins with
	Name begins with
	Last Name begins with
	Alternate Character Name begins with
	□Include History □Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

### Procedures,

continued

			Α	ction				
The membe	er's P	erson Profil	e page wil	l display	v. Click the	he <b>Qualifi</b>	cations	tab.
Person Pro	ofile							
		Empl ID	1234567		Spike			
		Profile Type	PERSON		Person			
		*Profile Status	Active 🔽					
		*Description	Spike		×			
🖨 Print 🕫 Co	omments		Pro	file Actions	[Select Action	]		~
Competen	cies	Qualifications	Education	Mobility	Waivers	CAN		
<ul> <li>Competend</li> </ul>	ies							
<b>≣</b> , Q						1-5 of 8 🗸 🕨	)   N	View /
ID	Comp	etency	*Effective D	ate Evalua	ation Type	Proficiency	View History	
ID CRWRBM45	Compo	etency BCM	*Effective D	Date Evalua	ation Type	Proficiency 3-Good	View History	Î
ID CRWRBM45 CRWSPC	Compo RB-M I SPC-L	etency BCM E BCM	•Effective D 01/01/2016 01/01/2016	Pate Evalua Approv Approv	ed/Official	Proficiency 3-Good 3-Good	View History	Î
ID CRWRBM45 CRWSPC EPMEE5	Composed RB-MI SPC-LI EPME	etency BCM E BCM E5 ERATS	<ul> <li>Effective D</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> </ul>	Pate Evalua Approv Approv Approv	ved/Official ved/Official ved/Official	Proficiency 3-Good 3-Good 3-Good	View History	Î
ID CRWRBM45 CRWSPC EPMEE5 MAREP	Composed RB-MI SPC-L EPME (Inactiv	etency BCM E BCM E5 ERATS vated) Pistol Qual	<ul> <li>Effective D</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> <li>02/22/2015</li> </ul>	Pate     Evaluation       Approv     Approv       Approv     Approv       Approv     Approv	ation Type       ved/Official       ved/Official       ved/Official       ved/Official	Proficiency 3-Good 3-Good 3-Good 1-Little	View History	1

### Procedures,

continued

	aban'a fina	5 IIanan	Action	.11	lianlar	It max	. ha maa	
l ne men lick <b>Vi</b> e	w All if n	t 5 Honors hore than '	s and Awards w 5 awards exist	111 C	iispiay.	It may	be nec	essa
Person	Profile		o uwulus exist.					
		Empl ID	1234567		Spik	e		
		Profile Type	PERSON		Perso	on		
	*F	Profile Status	Active 🗸					
		*Description	Spike			×		
🖨 Print 🤅	Comments		Profile Actions	[Sel	ect Action]			
Compe	etencies	Qualifications	Education	Mob	oility W	aivers	CAN	
<ul> <li>Honors</li> </ul>	and Awards						•	
<b>≣</b> , Q					< 1-€	5 of 6 🗸		-
ID		Honor and Av	vard			View	History	
CGMA		CG Unit Comn	nendation Ribbon					
CGMB		CG Meritorious	s Unit Comm Ribbo					
CGMT		CG Meritorious	s Team Comm Ribbo				<b>1</b> 1	
CGNA		CG COMDT L	r of Comm Ribbon					
CGNH		National Defer	se Service Medal					
<b>+</b> A	dd New Honors	and Awards						
Click Ad	ld New H	onors and	l Awards.					
<ul> <li>Honors</li> </ul>	and Awards							
■; Q			<b>I</b> ∢	•	1-6 of 6 ⊻	•	Viev	v 5
ID	Honor and	Award			View H	listory		
CGMA	CG Unit Co	mmendation Ri	bbon				Î	
CGMB	CG Meritori	ous Unit Comm	Ribbo				â	
CGMT	CG Meritori	ous Team Com	m Ribbo		E	1	Î	
CGNA	CG COMD	FLtr of Comm F	Ribbon				Î	
CGNH	National De	fense Service N	ledal				â	
CGSD	CG Good C	onduct Medal					Î	

### Procedures,

	Action
The Add New Hono	rs and Awards page will display. The Award Approval Da
uto-populates with	the current date. Update each field as appropriate per t
Person Profile	
Add New Honors and Awar	ds
	Empl ID 1234567 Spike
Pro	file Type PERSON Person analysis and rature Select Cancel to rature without making any changes. Select Apply and Add Appthar to continue ad
additional items.	inges and return. Select Cancer to return without making any changes. Select Appy and Aud Another to Continue au
Details	Q       1 of 1 View
*Award Approv	/al Date 11/04/2020
*Honor and	I Award Q
	*Status Active
*Date	Entered
Fro	m Date
	To Date
	Grantor
	254 characters remaining
OK Ca	ncel Anniv and Add Another
Field	Description
*Award Approva	I Enter the date the award was signed by the
Date (Required)	authorization authority. Do NOT future date.
*Honor and	Enter the Award Code or use the lookup (magnifying
Award (Required	) glass (con) to search for the Award Code.
*Status	
( <b>Required</b> )	Defaults to Active. Do <b>NOT</b> change this field.
*Date Entered	Enter the current date.
(Required)	
From Date	If the award covers a specific time frame, enter the
(Optional)	begin date for the time frame.
To Date	If the award covers a specific time frame, enter the end
(Optional)	date for the time frame.
( - <b>L</b>	
C ć	
Grantor (Ontional)	Enter the agency, organization, or unit granting the

### Procedures,

continued

Step		Ac	tion					
7	Once all fields have been	completed, cli	ck <b>OK</b> .					
	Person Profile							
	Add New Honors and Awards	D 1234567	Spike					
	Profile Typ	e PERSON	Person					
	Add item details. Select OK to apply changes and additional items.	I return. Select Cancel to retu	n without making any	changes. Se	elect Apply	and Add Ano	ther to c	ontinue adding
	Details		(	Q I 14	1	1 of 1		View All
	*Award Approval Date	06/30/2020	1					+
	*Honor and Award	CGFC C	CG Commendatio	n Medal				
	*Status	Active 🔽						
	From Date	07/24/2018						
	To Date	06/30/2020						
	Grantor				¥			
		254 characters remaining						
	OK Cancel	٩	pply and Add Anothe	er				

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## Adding a New Honor/Award/Insignia, Continued

### Procedures,

continued

		Ac	tion			
Click Save.						
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
<ul> <li>Honors and Awar</li> </ul>	ds					
E, Q				1-5	of 7 🗸 🕨	View All
ID	Honor and Award				View History	
CGFC	CG Commendation	Medal				Û
CGMA	CG Unit Commend	ation Ribbon				Û
CGMB	CG Meritorious Uni	t Comm Ribbo				Û
CGMT	CG Meritorious Tea	am Comm Ribbo				Û
CGNA	CG COMDT Ltr of	Comm Ribbon				Û
<ul> <li>Licenses and Ce</li> <li>Add New Licenses</li> <li>Memberships</li> <li>Add New Member</li> <li>Tests or Examina</li> <li>Add New Tests or</li> <li>Courses &amp; Train</li> <li>Additional Trainin</li> <li>Add New Addition</li> </ul>	rtifications s and Certifications ships tions Examinations ing g al Training					
Return to Search						

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# Adding a New Honor/Award/Insignia, Continued

### Procedures,

Once saved, a	confirmation me	essage will display. Cl	ick <b>Return to</b>	Search to
exit the membe	er's profile.			
You have succes	sfully saved those pro	file changes that do not require a	pproval.	
Competencies	Qualifications	Education Mobility V	Vaivers CAN	
Honors and Aw	ards	14 4	1.5 of 7.54	N. J. Mony All
±; Q			1-5 01 7 🗸	
ID	Honor and Award		View History	·
CGFC	CG Commendation	n Medal		Û
CGMA	CG Unit Commend	lation Ribbon		Û
CGMB	CG Meritorious Un	it Comm Ribbo		Û
CGMT	CG Meritorious Tea	am Comm Ribbo		Û
CGNA	CG COMDT Ltr of	Comm Ribbon		Û
+ Add New Hono	re and Awards			
Language Ski	le			
Add New Lang	uade Skills			
I icenses and	Certifications			
Add New Licen	ses and Certifications			
Momborshine				
Add New Mem	hershins			
Tests or Event	notiona			
Add New Tests	or Examinations			
Courses & Tra	ining			
	-ing			
Add New Addit	ional Training			
Save				

Introduction	This section provides the procedures for adding an additional honor/award of the same type in Direct Access (DA).
	<b>NOTE:</b> The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an additional Honor/Award.
Duplicate Award Entries	DA does <b>NOT</b> allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a support Command on the same day, DA will <b>NOT</b> allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures See below
----------------------

Step	Action
1	Click on the <b>Core HR</b> Tile.
	Core HR
1.5	Select the <b>Person Profiles</b> option.
	🔚 Job Data
	Person Profiles
	Emergency Contact
	PHS Member Info Report
	Fresonal Data
	Statement of Creditable Svc
	Identification Data
	Disciplinary Actions
	Disciplinary Action Report
2	Enter the member's <b>Empl ID</b> . The <b>Correct History</b> box is checked by default.
	Click Search.
	Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	This all Existing Value
	Empl ID begins with 1234567 Q
	Profile Type begins with
	Name begins with
	Last Name begins with
	Alternate Character Name begins with
	□ Include History □Case Sensitive
	Search Clear Basic Search 🖉 Save Search Criteria

Procedures,

continued

			A	ction					
he membe	er's Person	Profile	page wil	l displa	ay.	. Click tl	ne Quali	fications	tab.
Person Pro	ofile								
		Empl ID 1	234567			Spike			
	Pro	file Type	PERSON			Person			
	*Profil	e Status	Active 🗸						
	*Des	scription	Spike			×			
🖨 Print 🕫 Co	omments		Pro	ofile Action	ıs [	[Select Action	]		~
Competen	cies Qualifi	cations	Education	Mobility	/	Waivers	CAN		
<ul> <li>Competend</li> </ul>	ies								
IIIF Q							1-5 of 8 🗸		View A
ID Q	Competency		*Effective D	Date Eva	luat	tion Type	1-5 of 8	View History	View A
■ Q ID CRWRBM45	Competency RB-M BCM		•Effective E	Date Eva	<b>luat</b>	tion Type	Proficience 3-Good	View History	View A
ID     CRWRBM45     CRWSPC	Competency RB-M BCM SPC-LE BCM		<ul> <li>Effective I</li> <li>01/01/2016</li> <li>01/01/2016</li> </ul>	Date Eva App App	luat rove rove	tion Type ed/Official ed/Official	Proficience 3-Good 3-Good	View History E	View A
ID   CRWRBM45   CRWSPC   EPMEE5	Competency       RB-M BCM       SPC-LE BCM       EPME E5 ERAT	TS	<ul> <li>Effective E</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> </ul>	Date Eva App App	luat rove rove	tion Type ed/Official ed/Official ed/Official	1-5 of 8 ♥ Proficience 3-Good 3-Good 3-Good	View History E	View A
ID   ID   CRWRBM45   CRWSPC   EPMEE5   MAREP	Competency       RB-M BCM       SPC-LE BCM       EPME E5 ERAT       (Inactivated) Pis	TS stol Qual	<ul> <li>Effective E</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>01/01/2018</li> <li>02/22/2015</li> </ul>	Date Eva App App App App	luat rove rove rove	tion Type ed/Official ed/Official ed/Official ed/Official	I-5 of 8       Proficience       3-Good       3-Good       3-Good       1-Little	View History	View A

Procedures,

-1 1	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	1 .	Action		-
he member	's first 5 Ho	nors and Av	vards will d	lisplay. It ma	iy be nece
IICK VIEW A	II if more th	ian 5 awards	s exist.		
r erson r rome	E UD 400	4507	Spike		
	Empl ID 123 Profile Type PE	4567 RSON	Person		
k	Profile Status Ac	tive 🗸	1 010011		
	*Description Spi	ke	×		
Print Commer	nts	Profile Actions	[Select Action]		♥ ⊗
Competencies	Qualifications	Education	Mobility Wa	aivers CAN	
<ul> <li>Honors and Awa</li> </ul>	rds				
<b>■</b> Q				-5 of 7 🗸 🔸 🙌	View All
ID	Honor and Awa	ard		View History	
CGFC	CG Commenda	tion Medal			Î
CGMA	CG Unit Comm	endation Ribbon			Î
CGMB	CG Meritorious	Unit Comm Ribbo			Î
CGMT	CG Meritorious	Team Comm Ribbo			Î
CGNA	CG COMDT Ltr	of Comm Ribbon			Î
L	onors and Awards				
Add New H					
Add New H	shore and rando				
Select the Ho	onor and A	ward to be a	added to.		
Select the Honors and A	onor and Av	ward to be a	added to.		
Celect the Ho → Honors and Av ■ Q	onor and Av	ward to be a	added to.	1-7 of 7	▶   <u>View</u>
Celect the Ho Honors and Ar	onor and A wards Honor and	ward to be a	added to.	1-7 of 7 View History	▶   <u>Niew</u>
Add New H  Select the H  Honors and A  T  CGFC	Denor and A wards Honor and CG Comme	ward to be a Award ndation Medal	added to.	1-7 of 7 View History	▶   <u>Niew</u>
CGFC CGMA	Denor and A wards Honor and CG Comme CG Unit Co	ward to be a Award Indation Medal	added to.	1-7 of 7 View History	▶   <u>View</u>
Add New H  Select the H  Honors and A  H  CGFC  CGMA  CGMB	Phonor and A       Wards       Honor and       CG Comme       CG Unit Co       CG Meritoria	ward to be a Award Indation Medal Immendation Ribbon ous Unit Comm Rib	added to.	1-7 of 7 View History	N I Niew
CGMA CGMT Add New H Conversion C	Honor and Available       Wards       Honor and       CG Comme       CG Unit Co       CG Meritoria       CG Meritoria	ward to be a Award Indation Medal Immendation Ribboo Ious Unit Comm Rib Ious Team Comm R	added to.	1-7 of 7 View History View History	I         Miew           □         □           □         □           □         □           □         □           □         □           □         □           □         □
CGFC CGMA CGMB CGNA CGNA	Date of the second s	ward to be a Award Indation Medal Immendation Ribbon ous Unit Comm Rib ous Team Comm R	added to.	1-7 of 7 View History View History	I     Miew       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I
Add New H  Select the H  Honors and A  Honors and A  GGFC  CGFC  CGMA  CGMB  CGMT  CGNA  CGNH	Phonor and Avaluation       Honor and       CG Comme       CG Unit Co       CG Meritoria       CG Meritoria       CG Common       CG Meritoria       CG Common       National De	ward to be a Award Indation Medal Immendation Ribbor Jous Unit Comm Rib Jous Team Comm R F Ltr of Comm Ribbor fense Service Meda	added to.	1-7 of 7 View History View History E E E E E E E E E E E E E E E E E E E	I     Miew       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I
CGNA CGNH CGSD Celect the He Color and Av C	CG Comme       CG Comme       CG Unit Co       CG Meritoria       CG Comme       CG Meritoria       CG Comme       CG Meritoria       CG Comme       CG Meritoria       CG Comme       CG Comme       CG Meritoria       CG COMDI       National De       CG Good C	ward to be a Award Indation Medal Immendation Ribbo Ious Unit Comm Rib Ious Team Comm Ribbo fense Service Meda Ionduct Medal	added to.	1-7 of 7        View History       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0 <td< td=""><td>I     Meew       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I</td></td<>	I     Meew       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I       I     I

Procedures,

continued

Step			Action			
6	The Update Honors and	nd Awards pag	ge will dis	splay. <b>Do NOT</b>	' overtype	e any of
	the fields. Click the (	(+) button to a	dd a new	row.		
	Update Honors and	Awards				
	Empl ID	1234567		Spike		
	Profile Type	PERSON		Person		
	Update item details, then sele	ct OK to apply cha	nges and retu	urn. Select Cancel to r	eturn without	any changes.
	Details		Q	1 of 1		View All
	*Award Approval Date	07/31/2019				+
	Honor and Award	CGNA		CG COMDT Ltr of C	omm Ribbon	
	*Status	Active	~			
	*Date Entered	07/31/2019				
	From Date					
	To Date					
	Grantor	Base Cleveland				K
		240 characters ren	naining			
	ОК	Cano	el			

Procedures,

	Action
The Award Approv	al Date will default to the current date. Some of the other
fields from the prev as appropriate per	the chart below
Details	
*Award Approval Date	11/04/2020 × ⅲ
Honor and Award	CGNA CG COMDT Ltr of Comm Ribbon
*Status	Active
*Date Entered	07/31/2019
From Date	
To Date	
Grantor	Base Cleveland
	200 have been seen s
	240 characters remaining
ок	Cancel
Field	Description
	P
*Award Approva	al Enter the date the award was signed by the
*Award Approva Date (Required)	al Enter the date the award was signed by the authorization authority. Do <b>NOT</b> future date.
*Award Approva Date (Required) *Honor and	al Enter the date the award was signed by the authorization authority. Do <b>NOT</b> future date.
*Award Approva Date (Required) *Honor and Award (Required)	<ul> <li>al Enter the date the award was signed by the authorization authority. Do NOT future date.</li> <li>Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.</li> </ul>
*Award Approva Date (Required) *Honor and Award (Required)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         Defaults to Active. Do NOT change this field.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b)       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         b)       Defaults to Active. Do NOT change this field.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b)       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         b)       Defaults to Active. Do NOT change this field.         Enter the current date.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b)       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         b)       Defaults to Active. Do NOT change this field.         Enter the current date.       Enter the current date.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required) From Date (Optional)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         Benter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         Defaults to Active. Do NOT change this field.         Enter the current date.         If the award covers a specific time frame, enter the begin date for the time frame.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required) From Date (Optional)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b)       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         b)       Defaults to Active. Do NOT change this field.         Enter the current date.       If the award covers a specific time frame, enter the begin date for the time frame.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required) From Date (Optional)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         b       Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         b       Defaults to Active. Do NOT change this field.         c       Enter the current date.         l       If the award covers a specific time frame, enter the begin date for the time frame.         l       If the award covers a specific time frame, enter the endate for the time frame.
*Award Approva Date (Required) *Honor and Award (Required) *Status (Required) *Date Entered (Required) From Date (Optional) To Date (Optional)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         Defaults to Active. Do NOT change this field.         Enter the current date.         If the award covers a specific time frame, enter the begin date for the time frame.         If the award covers a specific time frame, enter the endate for the time frame.
*Award Approva Date (Required) Award (Required) *Status (Required) *Date Entered (Required) From Date (Optional) Grantor (Optional)	al       Enter the date the award was signed by the authorization authority. Do NOT future date.         Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.         Defaults to Active. Do NOT change this field.         Enter the current date.         If the award covers a specific time frame, enter the begin date for the time frame.         If the award covers a specific time frame, enter the endate for the time frame.         Enter the agency, organization, or unit granting the award.

Procedures,

continued

Step		Action
8	Once all fields have b	een completed, click OK.
	Details	Q   I d d 1 of 2 ▶ ▶I   View All
	*Award Approval Date	08/05/2020 📰 🗕 –
	Honor and Award	CGNA CG COMDT Ltr of Comm Ribbon
	*Status	Active
	*Date Entered	11/04/2020
	From Date	02/15/2020
	To Date	04/30/2020
	Grantor	PPC Topeka 🥙
		244 characters remaining
	ок	Cancel

Procedures,

continued

Step		Action		
9	Click Save.			
	Competencies	Qualifications Education Mobility Waivers	CAN	
	<ul> <li>Honors and Awards</li> </ul>	S		
	F) Q	Id d 1.	-7 of 7 🔽	View 5
	ID	Honor and Award	View History	
	CGFC	CG Commendation Medal		Û
	CGMA	CG Unit Commendation Ribbon		Û
	CGMB	CG Meritorious Unit Comm Ribbo		Û
	CGMT	CG Meritorious Team Comm Ribbo	Ē	Û
	CGNA	CG COMDT Ltr of Comm Ribbon	Ē	Û
	CGNH	National Defense Service Medal		Û
	CGSD	CG Good Conduct Medal		Û
	<ul> <li>Language Skills</li> <li>Add New Language</li> <li>Licenses and Cerr</li> <li>Add New Licenses</li> <li>Memberships</li> <li>Add New Members</li> <li>Tests or Examinati</li> <li>Add New Tests or E</li> <li>Courses &amp; Training</li> <li>Additional Training</li> <li>Add New Additional</li> <li>Save</li> <li>Return to Search</li> </ul>	e Skills tifications and Certifications hips ons Examinations 19 1 Training		

Procedures,

	iny saved diose profile changes diat do	not require approval.		
Competencies	Qualifications Education Me	obility Waivers	CAN	
Honors and Awar	8	14 4 1.7	of 7	View 5
	Honor and Award	14 4 1-7	View History	I VIEW J
CGFC	CG Commendation Medal		view matory	Û
CGMA	CG Unit Commendation Ribbon			Û
CGMB	CG Meritorious Unit Comm Ribbo			Û
CGMT	CG Meritorious Team Comm Ribbo		B	Ū
CGNA	CG COMDT Ltr of Comm Ribbon		B	Û
CGNH	National Defense Service Medal			Û
CGSD	CG Good Conduct Medal			Û
<ul> <li>Add New Langua</li> <li>Licenses and Co</li> <li>Add New License</li> <li>Memberships</li> <li>Add New Member</li> <li>Tests or Examination</li> <li>Courses &amp; Traination</li> <li>Additional Traination</li> <li>Add New Addition</li> </ul>	e Skills rtifications and Certifications ships ions Examinations ng g al Training			

# Correcting an Honor/Award/Insignia

Introduction	This section provides the procedures for correcting and honor/award in Direct Access (DA).
	<b>NOTE:</b> The user must have the CG Admin Technician or CG Admin Supervisor functional role to correct an Honor/Award.
Duplicate Award Entries	DA does <b>NOT</b> allow duplicate award entries. For example, if a member was awarded a Letter of Commendation by their Parent Command and another Letter of Commendation by a support Command on the same day, DA will <b>NOT</b> allow the same award to be entered for the same Award Approval Date. The Award Approval Date will need to be changed to allow for the entry of the second award.

Procedures	See below.
------------	------------

Step	Action
1	Click on the <b>Core HR</b> Tile.
1.5	Select the <b>Person Profiles</b> option.
	🔁 Job Data
	Person Profiles
	Emergency Contact
	PHS Member Into Report
	Statement of Creditable Svc
	Identification Data
	E Disciplinary Actions
	E Disciplinary Action Report
2	Enter the member's <b>Empl ID</b> . The <b>Correct History</b> box is checked by default. Click <b>Search</b> . <b>Person Profiles</b> Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🔽 1234567 Q
	Profile Type begins with 🗹 🔍 🔍
	Name begins with 🔽
	Last Name begins with 🗸
	Alternate Character Name begins with
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

## Correcting an Honor/Award/Insignia, Continued

### Procedures,

continued

			Α	ction				
The membe	er's P	erson Profil	e page wil	l display	. Click t	he <b>Qualifi</b>	cations	tab
Person Pro	ofile							
		Empl ID	1234567		Spike			
		Profile Type	PERSON		Person			
		*Profile Status	Active 🔽					
		*Description	Spike		×			
🖨 Print 🕫 Co	omments		Pro	file Actions	[Select Action	]		~
Competen	icies	Qualifications	Education	Mobility	Waivers	CAN		
<ul> <li>Competend</li> </ul>	cies							
III Q					- 14 - 14 E	1 E of 9 M		liow l
, - <b>x</b>						1-5 01 8		VICVV /
ID	Comp	etency	•Effective D	ate Evalua	tion Type	Proficiency	View History	
ID CRWRBM45	Comp RB-M	etency BCM	*Effective D	ate Evalua Approv	<b>tion Type</b> ed/Official	Proficiency 3-Good	View History	î
ID CRWRBM45 CRWSPC	Comp RB-M SPC-L	etency BCM E BCM	<ul> <li>Effective D</li> <li>01/01/2016</li> <li>01/01/2016</li> </ul>	Pate Evalua Approv Approv	tion Type ed/Official ed/Official	Proficiency 3-Good 3-Good	View History	1 Î
ID CRWRBM45 CRWSPC EPMEE5	Comp RB-M SPC-L EPME	etency BCM E BCM E5 ERATS	<ul> <li>Effective D</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> </ul>	Approv Approv Approv	tion Type ed/Official ed/Official ed/Official	Proficiency 3-Good 3-Good 3-Good	View History E	1
ID CRWRBM45 CRWSPC EPMEE5 MAREP	Comp RB-M SPC-L EPME (Inactin	etency BCM E BCM E5 ERATS vated) Pistol Qual	<ul> <li>Effective D</li> <li>01/01/2016</li> <li>01/01/2016</li> <li>07/31/2018</li> <li>02/22/2015</li> </ul>	Approv Approv Approv Approv Approv	tion Type ed/Official ed/Official ed/Official ed/Official	Proficiency       3-Good       3-Good       3-Good       1-Little	View History E	

## Correcting an Honor/Award/Insignia, Continued

### Procedures,

Γ1	£	Action	1	1
The member's olick View Al	if more than	s and Awards will ( 5 awards exist	display. It m	hay be necess
Person Profile		J awards exist.		
	Empl ID 12345	67 Spike		
	Profile Type PERS	SON Person		
*	Profile Status Activ	e 🔽		
	*Description Spike		×	
Print Commer	nts F	Profile Actions [Select Action	n]	<b>&gt;</b> (2)
Competencies	Qualifications	Education Mobility	Waivers	CAN
<ul> <li>Honors and Awa</li> </ul>	irds	· · · ·		' '
III Q		I4 4	1-5 of 7 🗸 🔶	View All
ID	Honor and Aware	- 1	View Histor	у
CGFC	CG Commendatio	n Medal		â
CGMA	CG Unit Commen	dation Ribbon		Î
CGMB	CG Meritorious U	nit Comm Ribbo		Î
CGMT	CG Meritorious Te	am Comm Ribbo		Î
CGNA	CG COMDT Ltr of	Comm Ribbon		Î
+ Add New H	onors and Awards			
Select the Hor	nor and Awar	<b>d</b> to be updated or	corrected.	
<ul> <li>Honors and Awa</li> </ul>	rds			
₽ Q		I -	1-7 of 7 🗸 🕨	View 5
ID	Honor and Award		View History	
CGFC	CG Commendation	Medal		Î
CGMA	CG Unit Commenda	ation Ribbon		Î
	CG Meritorious Uni	t Comm Ribbo		Î
CGMB				
CGMB	CG Meritorious Tea	m Comm Ribbo		Î
CGMB CGMT CGNA	CG Meritorious Tea	m Comm Ribbo		<u> </u>
CGMB CGMT CGNA CGNH	CG Meritorious Tea CG COMDT Ltr of ( National Defense S	m Comm Ribbo Comm Ribbon ervice Medal	R.	
CGMB CGMT CGNA CGNH CGSD	CG Meritorious Tea CG COMDT Ltr of C National Defense S CG Good Conduct	m Comm Ribbo Comm Ribbon ervice Medal Medal		

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## Correcting an Honor/Award/Insignia, Continued

### Procedures,

continued

If necessary, click Vie	Action ew All to display all rows for the selected award.
Details	Q   I of 2
*Award Approval Date	08/05/2020 🗰 –
Honor and Award	CGNA CG COMDT Ltr of Comm Ribbon
*Status	Active
*Date Entered	11/04/2020
From Date	02/15/2020
To Date	04/30/2020
Grantor	PPC Topeka
	244 characters remaining
ок	Cancel

## Correcting an Honor/Award/Insignia, Continued

Procedures,

continued

Step		A	Action	
7	Locate the row to be corrections have bee	corrected. Each and made, click <b>OK</b>	field may be edited, as necessary	. Once all
	Details		Q   4 4 1-2 of 2	View 1
	*Award Approval Date	08/08/2018	<b></b>	+ -
	Honor and Award	CGMT	CG Meritorious Team Comm Ribbo	
	*Date Entered	08/08/2018		
	From Date	05/01/2018		
	To Date	09/14/2018		
	Giantoi	PSU 309		
		247 characters remaining		
	*Award Approval Date	08/31/2017	<b></b>	+ -
	Honor and Award	CGMT	CG Meritorious Team Comm Ribbo	
	*Status	Active 🔽		
	*Date Entered	08/31/2017	<b></b>	
	From Date			
	To Date			
	Grantor	Base Cleveland COC	æ	
		236 characters remaining		
	ок	Cancel		

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## Correcting an Honor/Award/Insignia, Continued

### Procedures,

continued

		Actior	1						
Click Save.									
Competencies	Qualifications	Education	Mobility	Waivers	CAN				
✓ Honors and Awards									
₽F Q			H •	1-5 of 6 🗸 🕨	► View	w All			
ID	Honor and Aware	d		View Hist	ory				
GMA	CG Unit Commen	dation Ribbon			Î				
GMB	CG Meritorious Ur	nit Comm Ribbo			Î				
GMT	CG Meritorious Te	am Comm Ribbo	1	Û					
GNA	CG COMDT Ltr of	Comm Ribbon		Î					
GNH	National Defense	Service Medal		Î					
<ul> <li>Language Skills</li> <li>Add New Langua</li> <li>Licenses and Comparison</li> </ul>	ge Skills ertifications								
<ul> <li>Add New Licenses and Certifications</li> <li>Memberships</li> </ul>									
+ Add New Memberships									
Tests or Examinations									
Add New Tests or Examinations     Courses & Training									
Additional Training									
Add New Additional Training									
Save	lai fraining								
Peturn to Secret	1								
Return to Search									

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# Correcting an Honor/Award/Insignia, Continued

### Procedures,

Action									
Once saved, a confirmation message will display. Click <b>Return to Search</b> to									
exit the member's profile.									
You nave successfully saved those profile changes that do not require approval.									
Competence	cies	Qualifications	Education	Mobility	Waivers	CAN			
<ul> <li>Honors and</li> </ul>	Award	s							
₽F Q				<b>I I I</b>	1-5 of 6 🗸 🕨		View All		
ID		Honor and Award	View Hist	tory					
CGMA		CG Unit Commen	dation Ribbon				Î		
CGMB		CG Meritorious Ur	nit Comm Ribbo				Î		
CGMT		CG Meritorious Te			Û				
CGNA		CG COMDT Ltr of			Û				
CGNH		National Defense			Î				
<ul> <li>Add New I</li> <li>Licenses I</li> <li>Add New I</li> <li>Membersh</li> <li>Add New I</li> <li>Tests or Ex</li> <li>Add New I</li> <li>Courses 8</li> </ul>	Languag and Cer Licenses hips Members caminat Tests or	e Skills rtifications and Certifications ships ions Examinations ng							
Additional	Trainin	g							
+ Add New	Additiona	al Training							
Save									
	_	I							
Return to Se	arch								

# Deleting a Single Honor/Award/Insignia

Introduction	This section provides the procedures for deleting a single honor/award in Direct Access (DA).				
	<b>NOTE:</b> The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Honor/Award.				
Important Information	As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Honor/Award. If the record is erroneously deleted, it will have to be recreated.				
	<b>NOTE:</b> If this is an Honor/Award that has just been entered, the minus (–) button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click <b>Return to Search</b> and then re-enter the member's profile.				

**Procedures** See below.

Step		Action
1	Click on the Core HR	R Tile.
1.5	Select the Person Pro	offiles option.

### Procedures,

continued

Step					Act	ion			
2	Enter th	e member's	Empl ID.	Th	e Cori	ect Hi	istory	box i	s checked by default.
	Click Se	earch.							
	Person	Profiles							
	Enter any in	nformation you have	e and click Sear	ch. Le	ave fields	blank for a	list of all	values.	
	Find	an Existing Value							
	Search	Criteria							
		Empl ID	begins with $\checkmark$	123	4567		Q		
		Profile Type	begins with $\checkmark$				Q		
		Name	begins with $\checkmark$						
		Last Name	begins with $\checkmark$						
	Alternate	Character Name	begins with $\checkmark$						
	Include	History 🔽 Corre	ct History	Case	Sensitive				
	Search	Clear Bas	ic Search	Save	Search Cri	teria			
	ocuron.			ouve	Scarch on	tona			
2	T1					1	Clis	1_ 41	
3	Person Pro	nder s Perso	on Prome	page	e will c	lispiay.	. Che	k the	Quantications tab.
		Empl ID	1234567		Spike				
		*Profile Status	Active		reison				
		*Description	Spike		×				
	🖨 Print 🕫 Co	omments	Profile	Actions	[Select Actio	n]		♥ ⊗	
	Competer	cies Qualifications	Education	lobility	Waivers	CAN			
	<ul> <li>Competend</li> </ul>	cies							
	■ Q					1-5 of 8 🔽	Ar     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A     A  A     A     A     A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A  A   A   A   A	View All	
	ID	Competency	*Effective Date	Evalua	tion Type	Proficiency	History	1	
	CRWRBM45	RB-M BCM	01/01/2016	Approv	ed/Official	3-Good		Î	
	CRWSPC	SPC-LE BCM	01/01/2016	Approv	ed/Official	3-Good	<b>.</b>	Î	
	EPMEE5	EPME E5 ERATS	07/31/2018	Approv	ed/Official	3-Good		Î	
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approv	ed/Official	1-Little		Û	
	MARER	(Inactivated)Rifle Qual	02/22/2015	Approv	ed/Official	1-Little		Î	
	+ Add New	Competencies							
									<b></b>

### Procedures,

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<b>T</b> 1 1			A	ction			
The membe	er's fi	irst 5 Hono	rs and Awar	ds will dis	splay. It r	nay be r	necessary
click View	All if	f more than	5 awards ex	xist.			
Person Pro	file		1001507		Spike		
		Empl ID	1234567		Dereen		
		*Drofile Status	PERSON		Person		
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		*Description	Spike		×		
🗐 Print 🖗 Cor	mments		Profile Action	ISelect Act	ion]		
Competenc	ies	Qualifications	Education	Mobility	Waivers	CAN	
<ul> <li>Honors and</li> </ul>	Award	s			<b></b>	•	
<b>₽</b> Q					1-5 of 6 🗸	► ►	View All
ID		Honor and Aw	ard		View	History	
CGMA		CG Unit Comm	endation Ribbon				Î
CGMB		CG Meritorious	Unit Comm Ribbo				Î
CGMT		CG Meritorious	Team Comm Ribb	00		1	Î
CGNA	GNA CG COMDT Ltr of Comm Rib						Î
CGNH		National Defen	se Service Medal				Î
+ Add Ne	ew Honc	ors and Awards					
To delete a the <b>trashca</b> • Honors and = Q	n Hoi I <b>n ico</b> d Awar	nor/Award on of the Ho	that the mer onor and Aw	nber has o vard to be	only a sing deleted.	gle insta	nce of, cl
To delete a the <b>trashca</b> • Honors and (III)	n Hoi i <b>n ico</b> d Awar Honor	nor/Award on of the Ho rds and Award	that the mer onor and Aw	nber has c vard to be	only a sing deleted.	gle insta	nce of, cl
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To delete a the <b>trashca</b> <b>Honors and</b> <b>ID</b> CGMA CGMB	n Hor n ico d Awar Honor CG Un	nor/Award on of the Ho rds and Award it Commendation eritorious Unit Co	that the mer onor and Aw	nber has o vard to be	only a sing deleted. 1-6 of 6 V View H	gle insta	nce of, cl
To delete a the <b>trashca</b> <b>Honors and</b> <b>GMA</b> CGMB CGMT	n Hon in ico d Awar Honor CG Un CG Me	nor/Award on of the Ho ds and Award it Commendation eritorious Unit Co eritorious Team (	that the mer onor and Aw n Ribbon mm Ribbo	nber has c vard to be	only a sing deleted.	sle instat	nce of, cl
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### Procedures,

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Step		Action									
6	A warning prompt	will display. Click OK to continue	•								
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.										
	OK Cancel										
7	Click Save.										
	Competencies	Qualifications Education Mobility	Waivers (	CAN							
	Honors and Awards	S	5 - 65 - N								
	ttip Q		-5 of 5 🚩 🕨	View 5							
	ID	Honor and Award	View History								
	CGMA	CG Unit Commendation Ribbon		Î							
	CGMT	CG Meritorious Team Comm Ribbo									
	CGNA	CG COMDT Ltr of Comm Ribbon		Î							
	CGNH	National Defense Service Medal		î							
	CGSD	CG Good Conduct Medal		Î							
	+ Add New Honors a	nd Awards									
	Language Skills										
	<ul> <li>Add New Language</li> </ul>	e Skills									
	Licenses and Cert	tifications									
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	Memberships										
	Add New Members	hips									
	Tests or Examinati     Add New Tests or E	ons Examinations									
	Courses & Trainir	19									
	Additional Training	-									
	<ul> <li>Add New Additional</li> </ul>	I Training									
	Save										
	Return to Search										
	Return to Search										

### Procedures,

Competencies Qualifications   Education Mobility   Waivers CAN     Competencies Qualifications   Education Mobility   Waivers CAN     Honors and Awards   CGMA CG Unit Commendation Ribbon   CGMA CG Cond Control Team Comm Ribbo   CGNA CG COMDT Ltr of Comm Ribbon   CGNH National Defense Service Medal   CGSD CG Good Conduct Medal     + Add New Honors and Awards   + Language Skills   + Add New Licenses and Certifications   + Add New Licenses and Certifications   + Add New Tests or Examinations   + Add New Tests or Examinations   + Add New Tests or Examinations   + Add New Additional Training	man saved a sor	firmation mag	Action	mlay Cli	al Datum t	a Saamah ta
✓ You have successfully saved those profile changes that do not require approval.         Competencies       Qualifications       Education       Mobility       Waivers       CAN         ▼ Honors and Awards         ID       Honor and Award       View History         CGMA       CG Unit Commendation Ribbon       Implement       Implement         CGMA       CG Unit Commendation Ribbon       Implement       Implement         CGMA       CG COMDT Ltr of Comm Ribbon       Implement       Implement         CGNA       CG COMDT Ltr of Comm Ribbon       Implement       Implement         CGSD       CG Good Conduct Medal       Implement       Implement         +       Add New Honors and Awards       >       Language Skills       +         +       Licenses and Certifications       +       Add New Language Skills       +         +       Add New Lenses and Certifications       +       Add New Tests or Examinations       +         +       Add New Tests or Examinations       +       Add New Additional Training         +       Add New Additional Training       +       Add New Additional Training	exit the member's	profile.	sage will dis	splay. Ch	ck <b>Kelu</b> ffi i	o Search to
Competencies       Qualifications       Education       Mobility       Waivers       CAN <ul> <li>Honors and Awards</li> <li>Q</li> <li>Honor and Award</li> <li>View History</li> <li>CGMA</li> <li>CG Unit Commendation Ribbon</li> <li>CGMT</li> <li>CG Maritorious Team Comm Ribbo</li> <li>CGNA</li> <li>CG COMDT Ltr of Comm Ribbon</li> <li>CGNH</li> <li>National Defense Service Medal</li> <li>CGSD</li> <li>CG Good Conduct Medal</li> <li>CGSD</li> <li>Add New Licenses and Certifications</li> <li>Memberships</li> <li>Tests or Examinations</li> <li>Courses &amp; Training</li> <li>Add New Tests or Examinations</li> <li>Courses &amp; Training</li> <li>Add New Additional Training</li> <li>Mathematical Conduct Additional Training</li> <li>Courses &amp; Training</li> <li>Coursea Additional Training</li> <li>Coursea</li></ul>	🗹 You have successf	ully saved those pro	ofile changes th	at do not req	uire approval.	
▼ Honors and Awards   ID Honor and Award   ID Honor and Award   CGMA CG Unit Commendation Ribbon   CGMA CG Meritorious Team Comm Ribbo   CGNA CG COMDT Ltr of Comm Ribbon   CGNH National Defense Service Medal   CGSD CG Good Conduct Medal   CGSD CG Good Conduct Medal   + Add New Honors and Awards   > Language Skills   + Licenses and Certifications   + Add New Licenses and Certifications   + Add New Memberships   > Tests or Examinations   > Courses & Training   + Add New Additional Training	Competencies	Qualifications	Education	Mobility	Waivers	CAN
Q Honor and Award View History   ID Honor and Award View History   CGMA CG Unit Commendation Ribbon III   CGMA CG Meritorious Team Comm Ribbo IIII   CGNA CG COMDT Ltr of Comm Ribbon IIII   CGNH National Defense Service Medal IIIII   CGSD CG Good Conduct Medal IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	<ul> <li>Honors and Awar</li> </ul>	ds				
IDHonor and AwardView HistoryCGMACG Unit Commendation RibbonIIICGMTCG Meritorious Team Comm RibboIIIICGNACG COMDT Ltr of Comm RibbonIIIICGNHNational Defense Service MedalIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	BF Q				1-5 of 5 🔽 🕨	View 5
CGMACG Unit Commendation RibbonImage: CG Martine CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibbonImage: CG Meritorious Team Comm Ribbon<	ID	Honor and Awar	d		View Histor	у
CGMT CG Meritorious Team Comm Ribbo   CGNA CG COMDT Ltr of Comm Ribbon   CGNH National Defense Service Medal   CGSD CG Good Conduct Medal   CGSD CG Good Conduct Medal   + Add New Honors and Awards   + Language Skills   + Language Skills   + Licenses and Certifications   + Add New Licenses and Certifications   + Add New Licenses and Certifications   + Add New Memberships   + Tests or Examinations   + Add New Tests or Examinations   + Courses & Training   + Add New Additional Training	CGMA	CG Unit Commen	dation Ribbon			Î
CGNA CG COMDT Ltr of Comm Ribbon Image: CGNH   National Defense Service Medal Image: CGSD   CGSD CG Good Conduct Medal   Add New Honors and Awards   Add New Honors and Awards   Language Skills   Add New Language Skills   Licenses and Certifications   Add New Licenses and Certifications   Memberships   Add New Memberships   Tests or Examinations   Add New Tests or Examinations   Courses & Training   Add New Additional Training	CGMT	CG Meritorious Te	eam Comm Ribbo	þ		
CGNH National Defense Service Medal   CGSD CG Good Conduct Medal   CG Good Conduct Medal Image Service Medal   Add New Honors and Awards   Language Skills   Language Skills   Add New Language Skills   Licenses and Certifications   Add New Memberships   Tests or Examinations   Add New Tests or Examinations   Courses & Training   Add New Additional Training	CGNA	CG COMDT Ltr of	f Comm Ribbon			Û
CGSD CG Good Conduct Medal   + Add New Honors and Awards   • Language Skills   + Add New Language Skills   • Licenses and Certifications   + Add New Licenses and Certifications   • Memberships   + Add New Memberships   • Tests or Examinations   + Add New Tests or Examinations   • Courses & Training   + Add New Additional Training	CGNH	National Defense	Service Medal			Î
<ul> <li>Add New Honors and Awards</li> <li>Language Skills</li> <li>Add New Language Skills</li> <li>Licenses and Certifications</li> <li>Add New Licenses and Certifications</li> <li>Memberships</li> <li>Add New Memberships</li> <li>Tests or Examinations</li> <li>Add New Tests or Examinations</li> <li>Courses &amp; Training</li> <li>Add New Additional Training</li> <li>Add New Additional Training</li> </ul>	CGSD	CG Good Conduc	t Medal			Î
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Additional Training     Add New Additional Training	Courses & Train	ing				
Add New Additional Training	Additional Trainit	-				
• Add Hold Hanning	Add New Addition	ng Nal Training				
Cauca	Cauca	la training				
	Return to Search					

Introduction	This section provides the procedures for deleting one instance of an honor/award when multiple instances exist in Direct Access (DA). <b>NOTE:</b> The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Honor/Award.
Important Information	If the user attempts to delete an Honor/Award using the trashcan icon when multiple instances exist, this warning prompt will display. Click OK and continue with this section of the guide. You cannot delete an item with Multiple instances. You MUST delete them individually in the details page. The PeopleCode program executed an Error statement, which has produced this message.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same Honor/Award. If the record is erroneously deleted, it will have to be recreated.

**NOTE:** If this is an Honor/Award that has just been entered, the minus (–) button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click **Return to Search** and then re-enter the member's profile.

Procedu	res See below.							
Step	Action							
1	Click on the Core HR	`ile.						
1.5	Select the <b>Person Profi</b>	es option.						
	📔 Person Profiles							
	Emergency Contact							
	PHS Member Info Report							
	📄 Personal Data							
	E Statement of Creditable Svc							
	Identification Data							
	Disciplinary Actions							
	E Disciplinary Action Report							

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Procedures,

Step				Actio	n			
2	Enter the	member's	Empl ID.	The Correc	e <b>t History</b> box	is checke	d by de	fault.
	Click Sea	nrch.						
	Person P	rofiles						
	Enter any info	ormation you hav	e and click Sear	ch. Leave fields b	lank for a list of all va	ues.		
	Find ar	n Existing Value						
	Search C	Criteria						
		Empl ID	begins with	1234567	Q			
		Profile Type	begins with		Q			
		Name	begins with					
		Last Name	begins with					
	Alternate Cl	haracter Name	begins with					
	□ Include H	listory Corre	ect History	Case Sensitive				
	Search	Clear Ba	sic Search 🛛 🛱	Save Search Crite	eria			
						]		
3	The mem	ber's Perso	n Profile p	age will dis	play. Click th	e Qualific	ations	tab.
	Person Pr	rofile						
			Empl ID 1234	1567	Angel			
		Pr *Pro	file Status	RSON	Person			
		*D	escription An		×			
					^			
		Comments		Profile Ac	tions [Select Action]			
	Compete	encies Qual	ifications	ducation Mol	bility Waivers	CAN		
	<ul> <li>Competer</li> </ul>	ncies						
	<b>≣</b> , Q					4 of 4		View All
	ID	Competency		*Effective Date	Evaluation Type	Proficiency	View History	
	EPMEE7	EPME E7 ERAT	ſS	01/16/2020	Approved/Official	Good	ŧ.	Î
	PAO	Payment Approv	ving Official	04/07/2015	Approved/Official	Good		Î
	YNC	YNC ERATS		01/10/2020	Approved/Official	Good	<b>*</b>	Î
	YNL1	Legal Techician		08/19/2011	Approved/Official	Good		Î
	L				1			

Procedures,

continued

		Α	ction			
The member	's first 5 Ho	onors and Awa	rds will display.	It may be nec	essary to	
Click View A	All if more t	han 5 awards e	exist.			
Person Pro	nie 		Angel			
	Empl	ID 1234567				
	Profile Ty	pe PERSON	Person			
	^Profile Stat	us Active 🖌				
	*Descripti	on Angel	×			
🖨 Print 🕫 Cor	nments	Profile Actio	ns [Select Action]		> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Competenc	ies Qualifi	cations Educat	ion Mobility	Waivers CAN	4	
<ul> <li>Honors and</li> </ul>	Awards					
<b>■</b> , Q			∢ ∢ 1-5	of 9 🗸 🕨	View All	
ID	Hono	or and Award		View History		
CGGWOTS	Globa	al War Terror Service	Medl		Î	
CGHC	CG A	chievement Medal	<b>1</b> 1	Î		
CGMB	CG N	leritorious Unit Comm		Î		
CGMN	CG P	CG Pistol Marksman Ribbon				
CGMT	CG M	leritorious Team Com	m Ribbo		Î	
+ Add No	ew Honors and A	wards		1	1	

Procedures,

continued

	Action									
Select the Hon	or and Award i	n which one	of the ins	tances needs to	be deleted.					
Competencies	Competencies Qualifications Education Mobility Waivers CAN									
<ul> <li>Honors and Aw</li> </ul>	ards									
lang Q				1-9 of 9 🔽	View 5					
ID	Honor and Awa	ard		View History						
CGGWOTS	Global War Terr	or Service Medl			â					
CGHC	CG Achievemer	nt Medal			Î					
CGMB	CG Meritorious	Unit Comm Ribbo			Â					
CGMN	CG Pistol Marks	man Ribbon			Â					
CGMT	CG Meritorious	Team Comm Ribb	00		Â					
CGNA	CG COMDT Ltr	of Comm Ribbon			Â					
CGNH	National Defens	e Service Medal			Â					
CGPUC	CG Presidential	CG Presidential Unit Citation								
CGSD	CG Good Cond	uct Medal		I.	Î					
+ Add New H	Honors and Awards									

Procedures,

continued

play all the re	for this	Uono	r and Aw	and		
play all the re	ows for this	5 10110	r and Aw	aru.		
Awards						
Empl ID	1234567		Ang	jel		
Profile Type	PERSON		Per	son		
ect OK to apply ch	anges and retu	ırn. Select	Cancel to re	eturn w	ithout	any changes
	Q	(	1 of 5 🗸	►		View All
05/26/2020						+ -
CGHC		CG Achie	evement Med	lal		
Active	$\checkmark$					
05/26/2020						
06/01/2015						
06/30/2020						
BASE CLEVELA	ND					Č
240 characters re	maining					
Can	icel					
	Awards Empl ID Profile Type ect OK to apply ch 05/26/2020 CGHC Active 05/26/2020 06/01/2015 06/30/2020 BASE CLEVELA 240 characters re Car	Awards Empl ID 1234567 Profile Type PERSON ect OK to apply changes and retu 05/26/2020 CGHC Active 05/26/2020 06/01/2015 06/30/2020 EASE CLEVELAND 240 characters remaining	Awards Empl ID 1234567 Profile Type PERSON ect OK to apply changes and return. Select O5/26/2020 CGHC Active O5/26/2020 CGHC O5/26/2020 CGHC O5/26/2020 CGHC CG Achie O5/26/2020 Example C O5/26/2020 CG Achie O5/26/2020 CG Achie O5/26/2020 CG Achie O5/26/2020 Example C CG Achie O5/26/2020 CG Achie O5/26/2020 Example C CG Achie CG Achie CG Achie O5/26/2020 Example C CG Achie CG Achie C CG Achie C CG Achie C CG Achie C C C C C C C C C C C C C	Awards Empl ID 1234567 Ang Profile Type PERSON Per ect OK to apply changes and return. Select Cancel to re 05/26/2020 CGHC CGHC CGAchievement Med 05/26/2020 CGHC 05/26/2020 CGHC 05/26/2020 CGHC 05/26/2020 CGHC CG Achievement Med 05/26/2020 CGHC CGHC CG Achievement Med 05/26/2020 CGHC CGHC CG Achievement Med CGHC CGHC CGHC CGHC CGHC CGHC CGHC CGH	play all the rows for this Honor and Award.     Awards   Empl ID 1234567   Profile Type   PERSON   Person   ect OK to apply changes and return. Select Cancel to return w   05/26/2020   05/26/2020   05/26/2020   05/26/2020   05/26/2020   05/26/2020   06/01/2015   06/30/2020   Empl ID 1234567   Angel   Profile Type   PERSON   Person   ect OK to apply changes and return. Select Cancel to return w   05/26/2020   06/01/2015   06/30/2020   EMASE CLEVELAND   240 characters remaining	play all the rows for this Honor and Award. Awards Empl ID 1234567 Angel Profile Type PERSON Person ect OK to apply changes and return. Select Cancel to return without 05/26/2020 CGHC CG Achievement Medal Active 05/26/2020 06/01/2015 06/30/2020 BASE CLEVELAND 240 characters remaining Cancel

Procedures,

continued

	A	Act:	ion							
Locate the row to b	e deleted and click	th	e (–)	) bu	itto	n.				
Details	(	Q		•	4	1-5 of	5	•	$\left\ \cdot\right\ $	View 1
*Award Approval Date	05/26/2020									+ -
Honor and Award	CGHC		CG A	chieve	emen	t Medal				
*Status	Active 🗸									
*Date Entered	05/26/2020									
From Date	06/01/2015									
To Date	06/30/2020									
Grantor	BASE CLEVELAND							¢		
	240 characters remaining									
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Honor and Award	CGHC		CG A	chieve	emen	t Medal				
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To Date	12/31/2016									
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	240 characters remaining									
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Honor and Award	CGHC		CG A	chieve	emen	t Medal				
*Status	Active 🔽									
*Date Entered	05/12/2015									
From Date	01/01/2014									
To Date	07/31/2015									
Grantor	CGDNINE							*		
	247 characters remaining									
*Award Approval Data	05/21/2012									+ -

Procedures,

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Step	Action
8	A warning prompt will display. Click <b>OK</b> to continue.
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.

Procedures,

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	Click OK.				
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10	Click Save.			
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Procedures,

	fully saved those profile changes that do not require a	pproval.	
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