

Honors, Awards, and Insignia

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Honors, Awards, and Insignia in Direct Access (DA).

Reference (a) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)

IMPORTANT Do **NOT** future date any entry. This will result in errors to the data file resulting in the file being rejected when transmitted to the Defense Manpower Data Center (DMDC).

DA doesn't allow two of the same award types to be entered with the same issue date. To work around this issue, you must use two different issue dates.

Required Roles The user must have the CG Admin Technician or CG Admin Supervisor functional role to enter Honors and Awards into DA.

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Overview, Continued

Helpful Information

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

- **First Entry** – Enter the Armed Forces Reserve Medal (CGMH) **AND** 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):

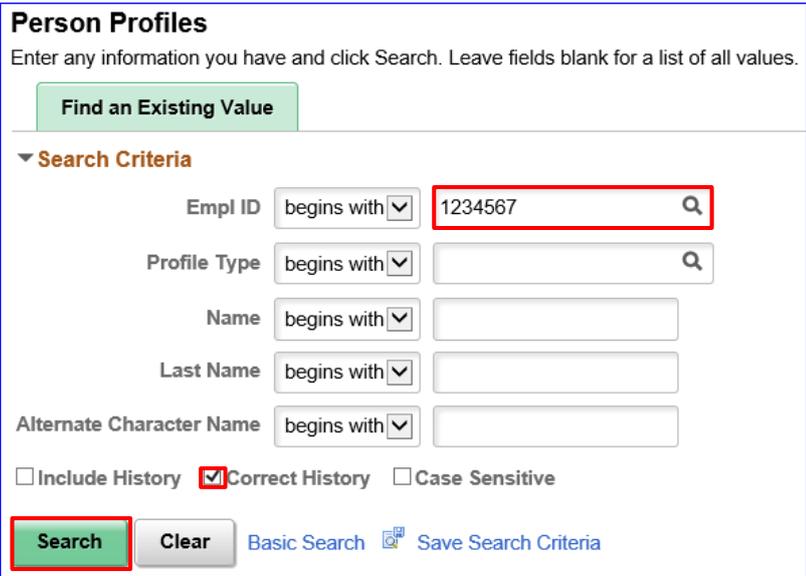
Campaign Medals are only awarded once, and all campaigns participated in are represented by a separate campaign star. Campaign Medals will **always** have at least one campaign star.

- **First Entry** – Enter the specific campaign medal (CGAFCM / CGICM / CGIR) **AND** 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
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

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Viewing an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																																										
3	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="331 483 1369 1272" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions [Select Action]</p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p> 1-5 of 8 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good			CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good			EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good			MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little			MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		
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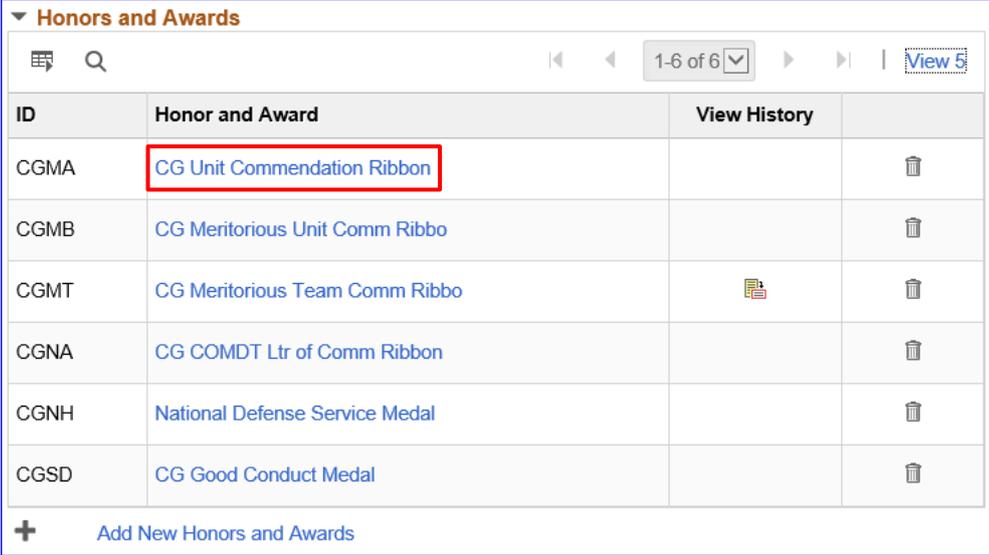
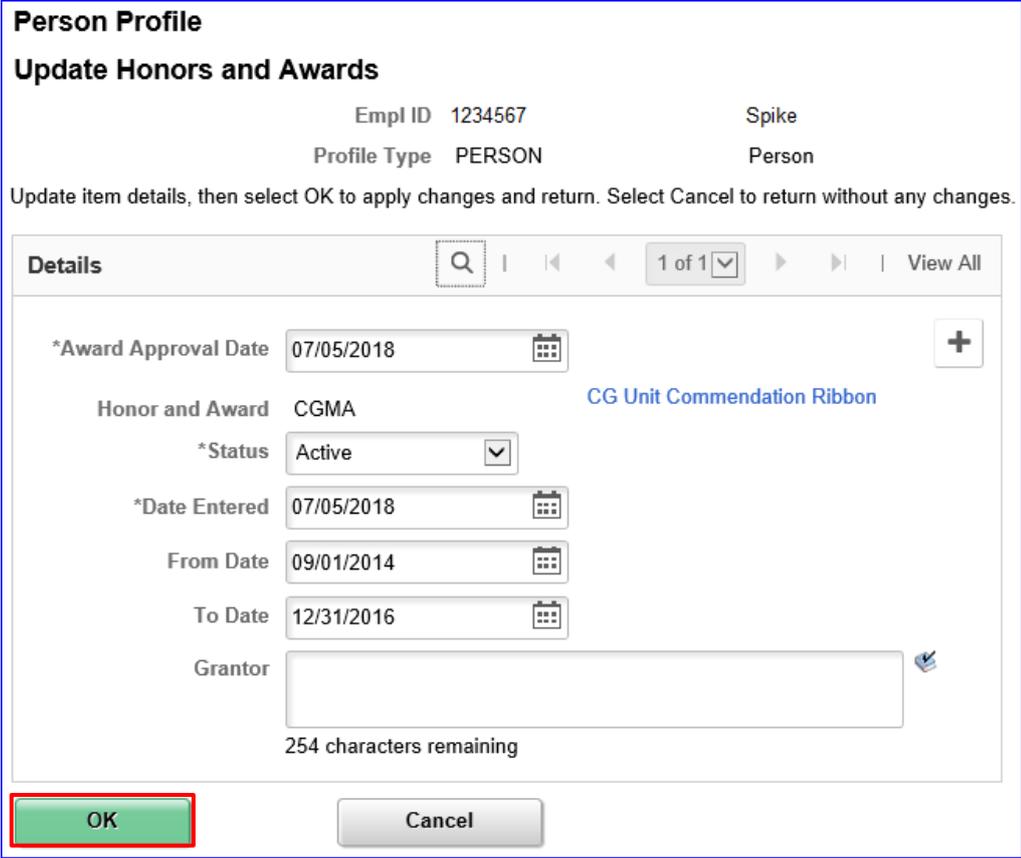
Procedures,
continued

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4	<p>The member's first 5 Honors and Awards will display. It may be necessary to click View All if more than 5 awards exist.</p> <div data-bbox="331 521 1369 1402" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <hr/> <p> <input type="button" value="Competencies"/> <input style="background-color: #e0ffe0;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Honors and Awards</p> <p> <input type="button" value="Grid"/> <input type="button" value="Search"/> <input type="text" value="1-5 of 6"/> <input type="button" value="View All"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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Procedures,
continued

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5	<p>To view a specific instance, click the Honor and Award.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table is a '+ Add New Honors and Awards' button.</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal			CGSD	CG Good Conduct Medal		
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6	<p>The member's Update Honors and Awards page for the selected award will display. Click OK to return to the previous page.</p>  <p>The screenshot shows the 'Update Honors and Awards' form with the following details:</p> <ul style="list-style-type: none"> Person Profile Update Honors and Awards Empl ID: 1234567 Profile Type: PERSON Spike: Person Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. Details section: <ul style="list-style-type: none"> *Award Approval Date: 07/05/2018 Honor and Award: CGMA (CG Unit Commendation Ribbon) *Status: Active *Date Entered: 07/05/2018 From Date: 09/01/2014 To Date: 12/31/2016 Grantor: (empty text box) Buttons: OK (highlighted with a red box) and Cancel. 																												

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Viewing an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																												
7	<p>If there are multiple instances of an award, click the details icon to view the Award Profile History.</p> <div data-bbox="328 521 1369 1106" style="border: 1px solid black; padding: 5px;"> <p>Honors and Awards</p> <p>☰ 🔍 1-6 of 6 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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8	<p>To view a specific instance of the award, click the Honor and Award.</p> <div data-bbox="328 1182 1369 1709" style="border: 1px solid black; padding: 5px;"> <p>View Profile Item History</p> <p>Honors and Awards</p> <p>☰ 🔍 1-2 of 2 View All</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Honor and Award</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td>08/08/2018</td> <td>CG Meritorious Team Comm Ribbo</td> <td>CGMT</td> </tr> <tr> <td>08/31/2017</td> <td>CG Meritorious Team Comm Ribbo</td> <td>CGMT</td> </tr> </tbody> </table> <p>Return to Profile</p> </div>	Effective Date	Honor and Award	ID	08/08/2018	CG Meritorious Team Comm Ribbo	CGMT	08/31/2017	CG Meritorious Team Comm Ribbo	CGMT																			
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Procedures,
continued

Step	Action												
9	<p>Click Cancel to return to the Honors and Awards Item History list.</p> <div data-bbox="331 483 1361 1245" style="border: 1px solid blue; padding: 5px;"> <p>View Honors and Awards</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>This page displays the item details. You are not authorized to update this Content Item.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Details Q ◀ ◻ ▶ ▶▶ 2 of 2 ▾ View All</p> </div> <p>Award Approval Date 08/31/2017 CG Meritorious Team Comm Ribbo</p> <p>Honor and Award CGMT</p> <p>Status Active</p> <p>Date Entered 08/31/2017</p> <p>From Date</p> <p>To Date</p> <p>Grantor Base Cleveland COC</p> <div style="border: 2px solid red; width: fit-content; margin: 10px auto; padding: 5px 15px;">Cancel</div> </div>												
10	<p>Click Return to Profile.</p> <div data-bbox="331 1323 1361 1839" style="border: 1px solid blue; padding: 5px;"> <p>View Profile Item History</p> <p>Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>☰ Q ◀ ◻ ▶ ▶▶ 1-2 of 2 ▾ View All</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Effective Date</th> <th style="width: 50%;">Honor and Award</th> <th style="width: 10%;">ID</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>08/08/2018</td> <td>CG Meritorious Team Comm Ribbo</td> <td>CGMT</td> <td></td> </tr> <tr> <td>08/31/2017</td> <td>CG Meritorious Team Comm Ribbo</td> <td>CGMT</td> <td></td> </tr> </tbody> </table> <div style="border: 2px solid red; width: fit-content; margin-top: 10px; padding: 5px 15px;">Return to Profile</div> </div>	Effective Date	Honor and Award	ID		08/08/2018	CG Meritorious Team Comm Ribbo	CGMT		08/31/2017	CG Meritorious Team Comm Ribbo	CGMT	
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Procedures,
continued

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11	<p>Click Return to Search to exit the member's Person Profile.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 🗨️ 🔍 1-5 of 6 ▾ ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p> + Add New Honors and Awards </p> <p> ▶ Language Skills </p> <p> + Add New Language Skills </p> <p> ▶ Licenses and Certifications </p> <p> + Add New Licenses and Certifications </p> <p> ▶ Memberships </p> <p> + Add New Memberships </p> <p> ▶ Tests or Examinations </p> <p> + Add New Tests or Examinations </p> <p> ▶ Courses & Training </p> <p> ▶ Additional Training </p> <p> + Add New Additional Training </p> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Save"/> </div> <div style="margin-top: 10px; text-align: center;"> Return to Search </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️
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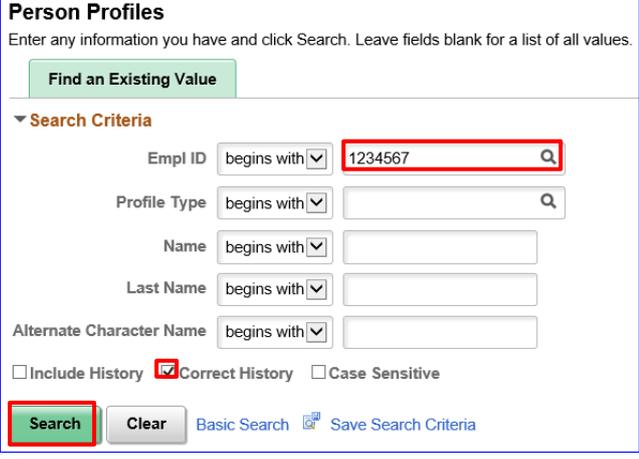
Adding a New Honor/Award/Insignia

Introduction This section provides the procedures for adding a new honor/award/insignia in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an Honor/Award.

Duplicate Award Entries DA does **NOT** 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 **NOT** 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.

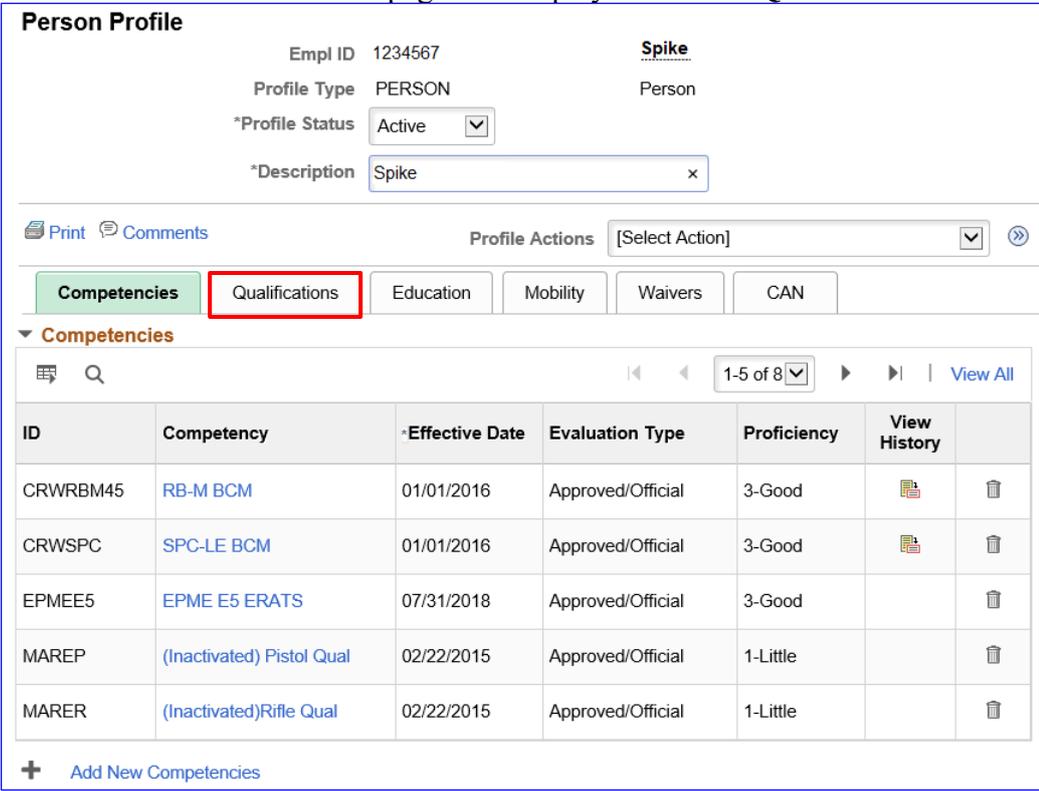
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4	<p>The member's first 5 Honors and Awards will display. It may be necessary to click View All if more than 5 awards exist.</p> <div data-bbox="327 501 1366 1379" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p> 1-5 of 6 <input type="button" value="v"/> </p> <table border="1" data-bbox="331 972 1361 1317"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal						
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5	<p>Click Add New Honors and Awards.</p> <div data-bbox="327 1435 1270 1955" style="border: 1px solid black; padding: 5px;"> <p>▼ Honors and Awards</p> <p> 1-6 of 6 <input type="button" value="v"/> </p> <table border="1" data-bbox="331 1525 1262 1912"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal			CGSD	CG Good Conduct Medal		
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Adding a New Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																
6	<p>The Add New Honors and Awards page will display. The Award Approval Date auto-populates with the current date. Update each field as appropriate per the chart below.</p> <div data-bbox="331 555 1369 1182" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Add New Honors and Awards</p> <p style="text-align: right;">Empl ID 1234567 Spike</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p><small>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details 1 of 1 View All</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>*Award Approval Date <input type="text" value="11/04/2020"/> +</p> <p>*Honor and Award <input type="text"/> 🔍</p> <p>*Status <input type="text" value="Active"/> ▼</p> <p>*Date Entered <input type="text"/> 📅</p> <p>From Date <input type="text"/> 📅</p> <p>To Date <input type="text"/> 📅</p> <p>Grantor <input type="text"/> 👤</p> <p style="text-align: center;"><small>254 characters remaining</small></p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>*Award Approval Date (Required)</td> <td>Enter the date the award was signed by the authorization authority. Do NOT future date.</td> </tr> <tr> <td>*Honor and Award (Required)</td> <td>Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.</td> </tr> <tr> <td>*Status (Required)</td> <td>Defaults to Active. Do NOT change this field.</td> </tr> <tr> <td>*Date Entered (Required)</td> <td>Enter the current date.</td> </tr> <tr> <td>From Date (Optional)</td> <td>If the award covers a specific time frame, enter the begin date for the time frame.</td> </tr> <tr> <td>To Date (Optional)</td> <td>If the award covers a specific time frame, enter the end date for the time frame.</td> </tr> <tr> <td>Grantor (Optional)</td> <td>Enter the agency, organization, or unit granting the award.</td> </tr> </tbody> </table>	Field	Description	*Award Approval Date (Required)	Enter the date the award was signed by the authorization authority. Do NOT future date.	*Honor and Award (Required)	Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.	*Status (Required)	Defaults to Active. Do NOT change this field.	*Date Entered (Required)	Enter the current date.	From Date (Optional)	If the award covers a specific time frame, enter the begin date for the time frame.	To Date (Optional)	If the award covers a specific time frame, enter the end date for the time frame.	Grantor (Optional)	Enter the agency, organization, or unit granting the award.
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Adding a New Honor/Award/Insignia, Continued

Procedures, continued

Step	Action
7	<p>Once all fields have been completed, click OK.</p> <div data-bbox="331 483 1369 1066"><p>Person Profile</p><p>Add New Honors and Awards</p><p>Empl ID 1234567 Spike Profile Type PERSON Person</p><p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p><div data-bbox="336 663 1364 1014"><p>Details 1 of 1 View All</p><p>*Award Approval Date 06/30/2020 +</p><p>*Honor and Award CGFC CG Commendation Medal</p><p>*Status Active</p><p>From Date 07/24/2018</p><p>To Date 06/30/2020</p><p>Grantor <input type="text"/> 254 characters remaining</p></div><p>OK Cancel Apply and Add Another</p></div>

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Adding a New Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
8	<p>Click Save.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> 1-5 of 7 ▼ View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 10%;">ID</th> <th style="width: 60%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> </tbody> </table> <ul style="list-style-type: none"> + Add New Honors and Awards <li style="padding-left: 20px;">▶ Language Skills + Add New Language Skills <li style="padding-left: 20px;">▶ Licenses and Certifications + Add New Licenses and Certifications <li style="padding-left: 20px;">▶ Memberships + Add New Memberships <li style="padding-left: 20px;">▶ Tests or Examinations + Add New Tests or Examinations <li style="padding-left: 20px;">▶ Courses & Training <li style="padding-left: 20px;">▶ Additional Training + Add New Additional Training <div style="margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; padding: 5px 15px; margin-right: 10px;">Save</div> <div style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px;">Return to Search</div> </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		🗑	CGMA	CG Unit Commendation Ribbon		🗑	CGMB	CG Meritorious Unit Comm Ribbo		🗑	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑	CGNA	CG COMDT Ltr of Comm Ribbon		🗑
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Adding a New Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Q 1-5 of 7 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> </tbody> </table> </div> <p>+ Add New Honors and Awards</p> <p>▸ Language Skills</p> <p>+ Add New Language Skills</p> <p>▸ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▸ Memberships</p> <p>+ Add New Memberships</p> <p>▸ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▸ Courses & Training</p> <p>▸ Additional Training</p> <p>+ Add New Additional Training</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 10px;"> Return to Search </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		🗑	CGMA	CG Unit Commendation Ribbon		🗑	CGMB	CG Meritorious Unit Comm Ribbo		🗑	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑	CGNA	CG COMDT Ltr of Comm Ribbon		🗑
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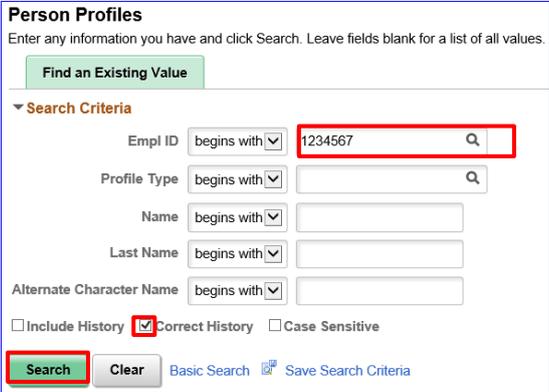
Adding an Additional Honor/Award of the Same Type

Introduction This section provides the procedures for adding an additional honor/award of the same type in Direct Access (DA).

NOTE: 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 **NOT** 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 **NOT** 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
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

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Adding an Additional Honor/Award of the Same Type, Continued

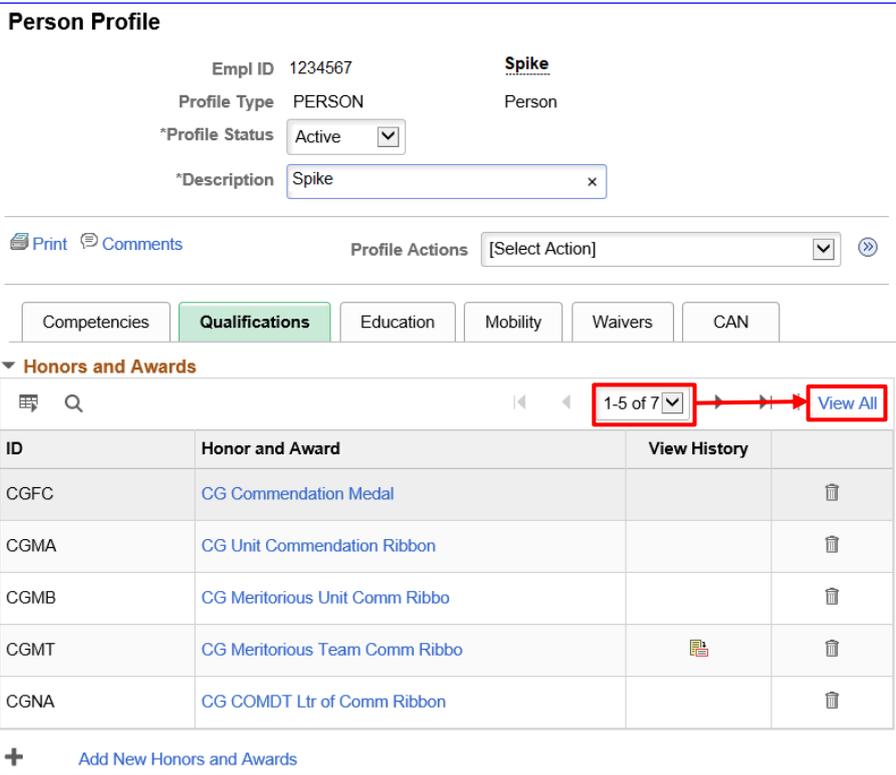
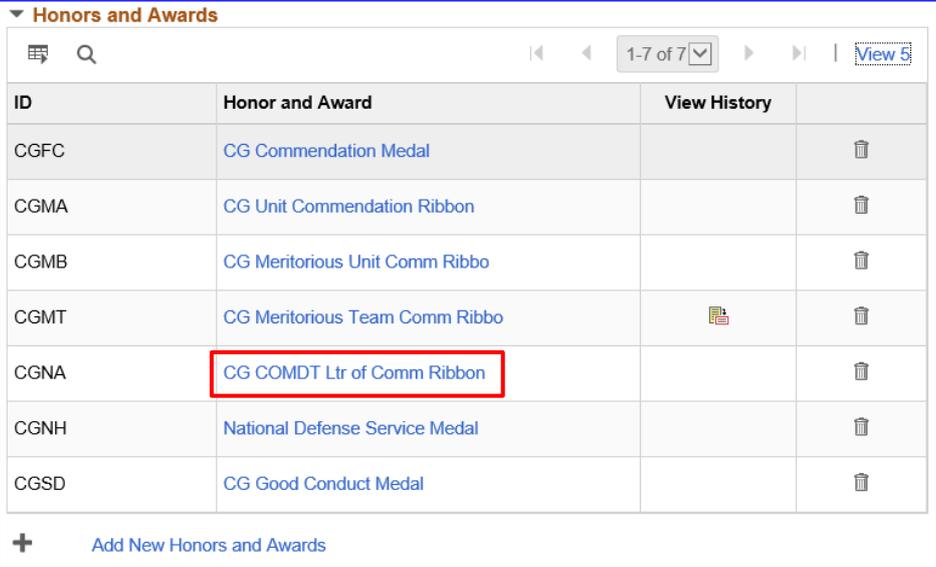
Procedures,
continued

Step	Action																																				
3	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 517 1369 1305" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p><input type="text"/> 1-5 of 8 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Procedures,
continued

Step	Action																
7	<p>The Award Approval Date will default to the current date. Some of the other fields from the previous row will carry over to the new row. Update each field as appropriate per the chart below.</p> <div data-bbox="327 595 1275 1167" style="border: 1px solid blue; padding: 5px;"> <p>The screenshot shows a 'Details' form with the following fields highlighted in a red box:</p> <ul style="list-style-type: none"> *Award Approval Date: 11/04/2020 Honor and Award: CGNA (with a magnifying glass icon and 'CG COMDT Ltr of Comm Ribbon' text) *Status: Active *Date Entered: 07/31/2019 From Date: (empty) To Date: (empty) Grantor: Base Cleveland (with a character count of 240 characters remaining) <p>Buttons for 'OK' and 'Cancel' are visible at the bottom of the form.</p> </div> <table border="1" data-bbox="327 1200 1370 1946"> <thead> <tr> <th data-bbox="327 1200 614 1240">Field</th> <th data-bbox="614 1200 1370 1240">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1240 614 1339">*Award Approval Date (Required)</td> <td data-bbox="614 1240 1370 1339">Enter the date the award was signed by the authorization authority. Do NOT future date.</td> </tr> <tr> <td data-bbox="327 1339 614 1467">*Honor and Award (Required)</td> <td data-bbox="614 1339 1370 1467">Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.</td> </tr> <tr> <td data-bbox="327 1467 614 1565">*Status (Required)</td> <td data-bbox="614 1467 1370 1565">Defaults to Active. Do NOT change this field.</td> </tr> <tr> <td data-bbox="327 1565 614 1664">*Date Entered (Required)</td> <td data-bbox="614 1565 1370 1664">Enter the current date.</td> </tr> <tr> <td data-bbox="327 1664 614 1762">From Date (Optional)</td> <td data-bbox="614 1664 1370 1762">If the award covers a specific time frame, enter the begin date for the time frame.</td> </tr> <tr> <td data-bbox="327 1762 614 1861">To Date (Optional)</td> <td data-bbox="614 1762 1370 1861">If the award covers a specific time frame, enter the end date for the time frame.</td> </tr> <tr> <td data-bbox="327 1861 614 1946">Grantor (Optional)</td> <td data-bbox="614 1861 1370 1946">Enter the agency, organization, or unit granting the award.</td> </tr> </tbody> </table>	Field	Description	*Award Approval Date (Required)	Enter the date the award was signed by the authorization authority. Do NOT future date.	*Honor and Award (Required)	Enter the Award Code or use the lookup (magnifying glass icon) to search for the Award Code.	*Status (Required)	Defaults to Active. Do NOT change this field.	*Date Entered (Required)	Enter the current date.	From Date (Optional)	If the award covers a specific time frame, enter the begin date for the time frame.	To Date (Optional)	If the award covers a specific time frame, enter the end date for the time frame.	Grantor (Optional)	Enter the agency, organization, or unit granting the award.
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Continued on next page

Adding an Additional Honor/Award of the Same Type, Continued

Procedures,
continued

Step	Action
8	<p data-bbox="328 495 938 521">Once all fields have been completed, click OK.</p> <div data-bbox="328 521 1369 1171"><p data-bbox="347 546 427 573">Details</p><p data-bbox="794 546 1347 573">1 of 2 View All</p><p data-bbox="368 629 900 667">*Award Approval Date 08/05/2020   </p><p data-bbox="416 689 1225 716">Honor and Award CGNA CG COMDT Ltr of Comm Ribbon</p><p data-bbox="520 734 847 772">*Status Active </p><p data-bbox="456 790 900 828">*Date Entered 11/04/2020 </p><p data-bbox="488 846 900 884">From Date 02/15/2020 </p><p data-bbox="520 902 900 940">To Date 04/30/2020 </p><p data-bbox="520 958 1246 1032">Grantor PPC Topeka </p><p data-bbox="608 1043 852 1070">244 characters remaining</p><p data-bbox="336 1111 517 1160">OK</p><p data-bbox="671 1111 879 1160">Cancel</p></div>

Continued on next page

Adding an Additional Honor/Award of the Same Type, Continued

Procedures,
continued

Step	Action																																
9	<p data-bbox="325 488 475 519">Click Save.</p> <div data-bbox="325 519 1362 1854" style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p data-bbox="338 593 555 616">▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> 🗨️ 🔍 1-7 of 7 View 5 </div> <table border="1" data-bbox="338 674 1362 1115"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p data-bbox="338 1137 632 1160">+ Add New Honors and Awards</p> <p data-bbox="357 1187 533 1209">▶ Language Skills</p> <p data-bbox="338 1240 600 1263">+ Add New Language Skills</p> <p data-bbox="357 1294 641 1317">▶ Licenses and Certifications</p> <p data-bbox="338 1348 689 1370">+ Add New Licenses and Certifications</p> <p data-bbox="357 1402 507 1424">▶ Memberships</p> <p data-bbox="338 1456 580 1478">+ Add New Memberships</p> <p data-bbox="357 1509 580 1532">▶ Tests or Examinations</p> <p data-bbox="338 1545 651 1568">+ Add New Tests or Examinations</p> <p data-bbox="357 1599 564 1621">▶ Courses & Training</p> <p data-bbox="357 1653 549 1675">▶ Additional Training</p> <p data-bbox="338 1688 622 1711">+ Add New Additional Training</p> <div style="margin-top: 10px;"> <div data-bbox="344 1733 526 1778" style="border: 2px solid red; padding: 5px; display: inline-block; margin-right: 10px;">Save</div> <div data-bbox="344 1800 539 1845" style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Return to Search</div> </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		🗑️	CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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Adding an Additional Honor/Award of the Same Type, Continued

Procedures,
continued

Step	Action																																
10	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> 🗨️ 🔍 1-7 of 7 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td>🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid red; padding: 2px 10px; display: inline-block;">Return to Search</div> </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		🗑️	CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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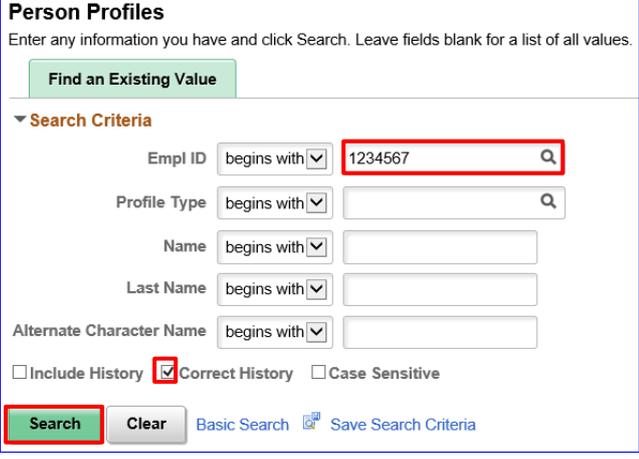
Correcting an Honor/Award/Insignia

Introduction This section provides the procedures for correcting and honor/award in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to correct an Honor/Award.

Duplicate Award Entries DA does **NOT** 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 **NOT** 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
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 
<p>2</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Continued on next page

Correcting an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																																										
3	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="331 483 1369 1272" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions [Select Action]</p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p> 1-5 of 8 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good			CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good			EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good			MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little			MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		
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Correcting an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																																
<p>4</p>	<p>The member's first 5 Honors and Awards will display. It may be necessary to click View All if more than 5 awards exist.</p> <div data-bbox="327 499 1267 1317" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="button" value="x"/></p> <hr/> <p><input type="button" value="Print"/> <input type="button" value="Comments"/></p> <p style="text-align: right;">Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="x"/></p> <hr/> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <hr/> <p>Honors and Awards</p> <p><input type="button" value="list"/> <input type="button" value="Q"/> 1-5 of 7 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td><input type="button" value="list"/></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		<input type="button" value="trash"/>	CGMA	CG Unit Commendation Ribbon		<input type="button" value="trash"/>	CGMB	CG Meritorious Unit Comm Ribbo		<input type="button" value="trash"/>	CGMT	CG Meritorious Team Comm Ribbo	<input type="button" value="list"/>	<input type="button" value="trash"/>	CGNA	CG COMDT Ltr of Comm Ribbon		<input type="button" value="trash"/>								
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<p>5</p>	<p>Select the Honor and Award to be updated or corrected.</p> <div data-bbox="327 1368 1230 1917" style="border: 1px solid blue; padding: 5px;"> <p>Honors and Awards</p> <p><input type="button" value="list"/> <input type="button" value="Q"/> 1-7 of 7 <input type="button" value="v"/> View 5</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGMT</td> <td style="border: 2px solid red;">CG Meritorious Team Comm Ribbo</td> <td><input type="button" value="list"/></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		<input type="button" value="trash"/>	CGMA	CG Unit Commendation Ribbon		<input type="button" value="trash"/>	CGMB	CG Meritorious Unit Comm Ribbo		<input type="button" value="trash"/>	CGMT	CG Meritorious Team Comm Ribbo	<input type="button" value="list"/>	<input type="button" value="trash"/>	CGNA	CG COMDT Ltr of Comm Ribbon		<input type="button" value="trash"/>	CGNH	National Defense Service Medal		<input type="button" value="trash"/>	CGSD	CG Good Conduct Medal		<input type="button" value="trash"/>
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Correcting an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action
6	<p data-bbox="328 461 1230 488">If necessary, click View All to display all rows for the selected award.</p> <div data-bbox="328 488 1369 1133"><p data-bbox="347 510 427 537">Details</p><p data-bbox="1002 510 1098 537">1 of 2 </p><p data-bbox="1265 510 1345 537">View All</p><p data-bbox="371 595 900 629">*Award Approval Date 08/05/2020 </p><p data-bbox="1241 577 1345 629"> </p><p data-bbox="419 656 1230 683">Honor and Award CGNA CG COMDT Ltr of Comm Ribbon</p><p data-bbox="523 701 847 734">*Status Active </p><p data-bbox="451 757 900 790">*Date Entered 11/04/2020 </p><p data-bbox="491 813 900 846">From Date 02/15/2020 </p><p data-bbox="515 869 900 902">To Date 04/30/2020 </p><p data-bbox="515 925 1246 999">Grantor PPC Topeka </p><p data-bbox="611 1003 850 1030">244 characters remaining</p><p data-bbox="336 1070 517 1122">OK</p><p data-bbox="671 1070 879 1122">Cancel</p></div>

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Correcting an Honor/Award/Insignia, Continued

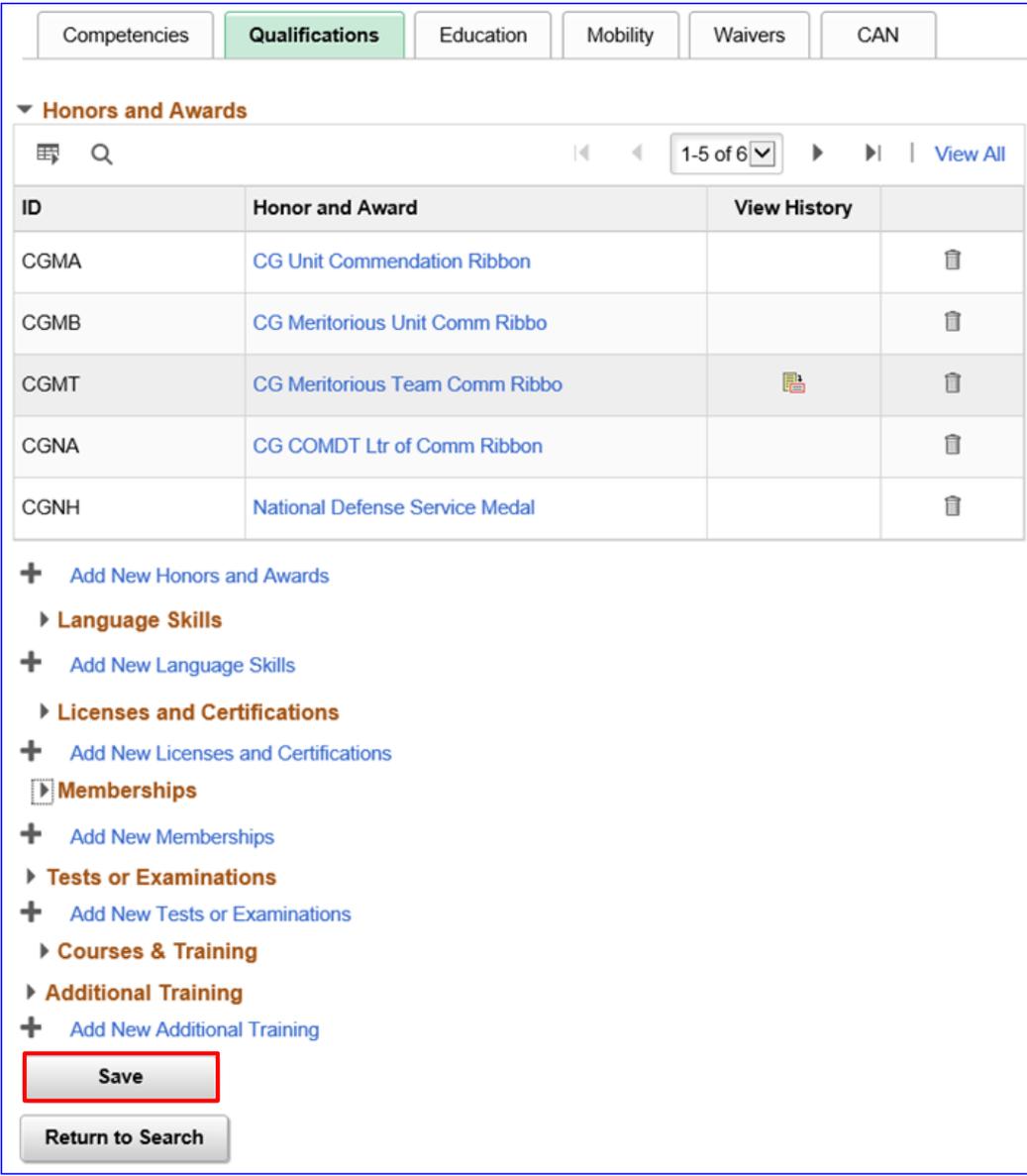
Procedures,
continued

Step	Action
7	<p>Locate the row to be corrected. Each field may be edited, as necessary. Once all corrections have been made, click OK.</p> <p>NOTE: Do NOT future date any entry.</p> <div data-bbox="328 595 1366 1648" style="border: 1px solid blue; padding: 5px;"> <p>Details 1-2 of 2 View 1</p> <hr/> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>*Award Approval Date <input type="text" value="08/08/2018"/> </p> <p>Honor and Award CGMT CG Meritorious Team Comm Ribbo</p> <p>*Status <input type="text" value="Active"/> </p> <p>*Date Entered <input type="text" value="08/08/2018"/> </p> <p>From Date <input type="text" value="05/01/2018"/> </p> <p>To Date <input type="text" value="09/14/2018"/> </p> <p>Grantor <input type="text" value="PSU 309"/> </p> <p>247 characters remaining</p> </div> <div> <p>*Award Approval Date <input type="text" value="08/31/2017"/> </p> <p>Honor and Award CGMT CG Meritorious Team Comm Ribbo</p> <p>*Status <input type="text" value="Active"/> </p> <p>*Date Entered <input type="text" value="08/31/2017"/> </p> <p>From Date <input type="text"/> </p> <p>To Date <input type="text"/> </p> <p>Grantor <input type="text" value="Base Cleveland COC"/> </p> <p>236 characters remaining</p> </div> <div style="margin-top: 10px;"> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> </div>

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Correcting an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
8	<p>Click Save.</p>  <p>The screenshot shows the 'Qualifications' tab selected. Under the 'Honors and Awards' section, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table are several expandable sections: 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, Additional Training, and Add New Additional Training. At the bottom, the 'Save' button is highlighted with a red box, and there is a 'Return to Search' button.</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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Correcting an Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="327 521 1364 1749" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-top: 10px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ☰ Q 1-5 of 6 ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;"> Return to Search </div> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️
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Deleting a Single Honor/Award/Insignia

Introduction This section provides the procedures for deleting a single honor/award in Direct Access (DA).

NOTE: 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.

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.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 

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Deleting a Single Honor/Award/Insignia, Continued

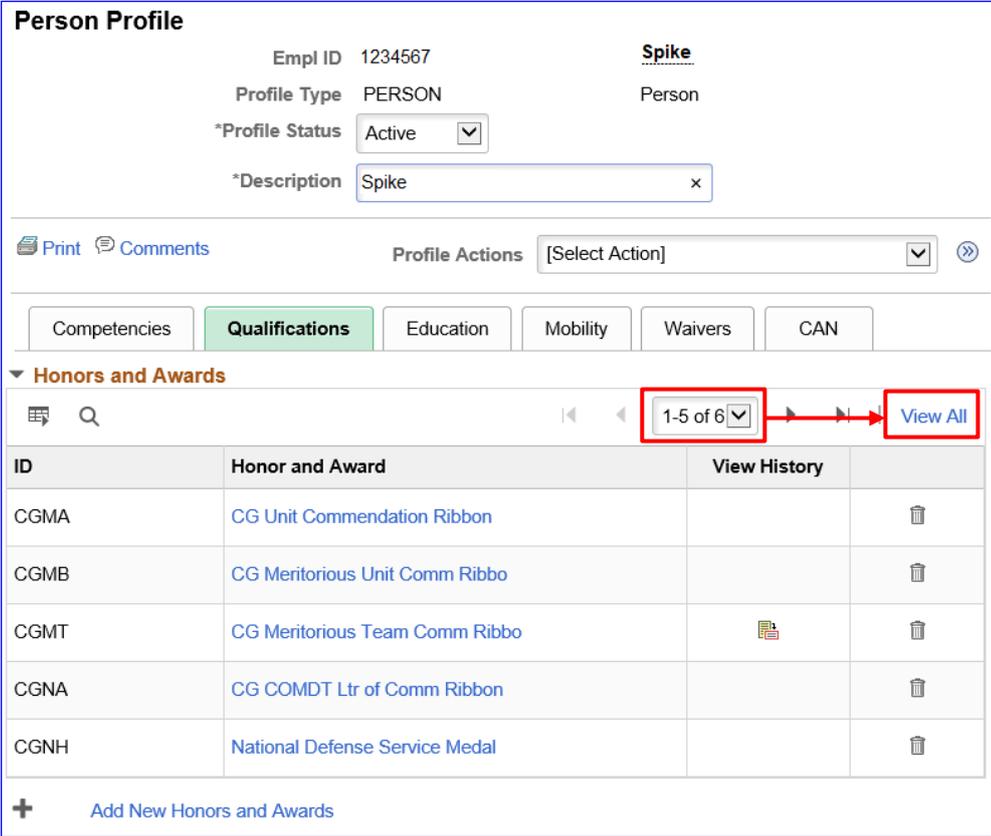
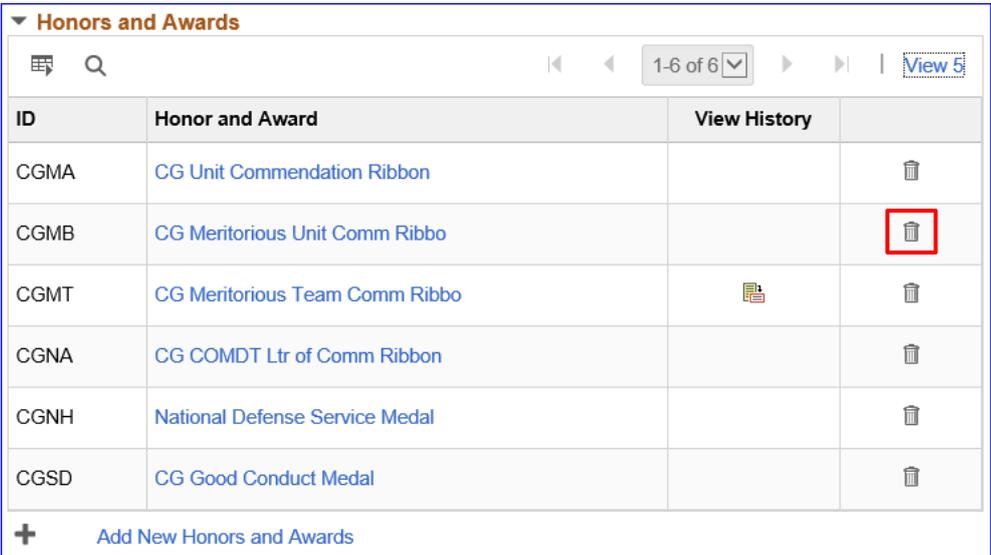
Procedures,
continued

Step	Action																																				
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 495 1082 1032" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f0e0; padding: 2px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="327 622 1082 1032" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																				
3	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1111 1091 1686" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="x"/></p> <p>*Description Spike <input type="button" value="x"/></p> <p>Print Comments Profile Actions [Select Action] <input type="button" value="Q"/></p> <p style="background-color: #e0f0e0; padding: 2px; display: inline-block;">Competencies</p> <p style="background-color: #ffe0e0; padding: 2px; display: inline-block; border: 1px solid red;">Qualifications</p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; margin-left: 5px;">Education</p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; margin-left: 5px;">Mobility</p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; margin-left: 5px;">Waivers</p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; margin-left: 5px;">CAN</p> <p>Competencies</p> <p>1-5 of 8 <input type="button" value="View All"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="View History"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="View History"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Competencies</p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="View History"/> <input type="button" value="Delete"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="View History"/> <input type="button" value="Delete"/>	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good	<input type="button" value="Delete"/>	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little	<input type="button" value="Delete"/>	MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	<input type="button" value="Delete"/>
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Deleting a Single Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																												
<p>4</p>	<p>The member's first 5 Honors and Awards will display. It may be necessary to click View All if more than 5 awards exist.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Honors and Awards</p> <p>1-5 of 6 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal						
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<p>5</p>	<p>To delete an Honor/Award that the member has only a single instance of, click the trashcan icon of the Honor and Award to be deleted.</p>  <p>Honors and Awards</p> <p>1-6 of 6 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal			CGSD	CG Good Conduct Medal		
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Deleting a Single Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
6	<p>A warning prompt will display. Click OK to continue.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="text-align: center; margin-top: 10px;"> OK Cancel </div> </div>																								
7	<p>Click Save.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-top: 5px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ☰ 🔍 1-5 of 5 ▶▶ View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>+ Add New Honors and Awards</p> <ul style="list-style-type: none"> ▶ Language Skills <p>+ Add New Language Skills</p> <ul style="list-style-type: none"> ▶ Licenses and Certifications <p>+ Add New Licenses and Certifications</p> <ul style="list-style-type: none"> ▶ Memberships <p>+ Add New Memberships</p> <ul style="list-style-type: none"> ▶ Tests or Examinations <p>+ Add New Tests or Examinations</p> <ul style="list-style-type: none"> ▶ Courses & Training <ul style="list-style-type: none"> ▶ Additional Training <p>+ Add New Additional Training</p> </div> <div style="margin-top: 10px; text-align: center;"> Save Return to Search </div> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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Deleting a Single Honor/Award/Insignia, Continued

Procedures,
continued

Step	Action																								
8	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="327 521 1361 1758" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div style="display: flex; border-bottom: 1px solid gray; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Competencies</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px; background-color: #e0f2f1;">Qualifications</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Education</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Mobility</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Waivers</div> <div style="border: 1px solid gray; padding: 2px 5px;">CAN</div> </div> <div style="margin-bottom: 5px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid gray; padding: 5px 0;"> 🔍 1-5 of 5 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> </div> <div style="margin-bottom: 5px;"> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> </div> <div style="margin-bottom: 5px; text-align: center;"> <input type="button" value="Save"/> </div> <div style="border: 1px solid red; padding: 2px; text-align: center; margin-bottom: 5px;"> <input type="button" value="Return to Search"/> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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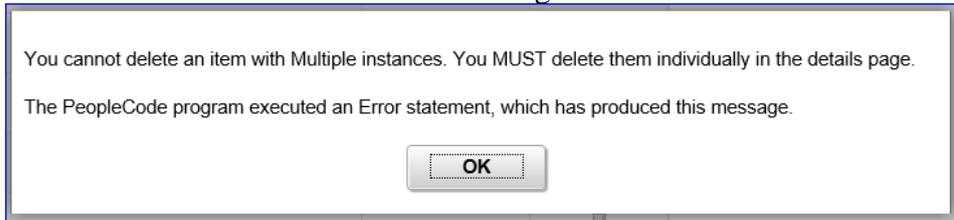
Deleting One Honor/Award when Multiple Instances Exist

Introduction This section provides the procedures for deleting one instance of an honor/award when multiple instances exist in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Honor/Award.

Important Information

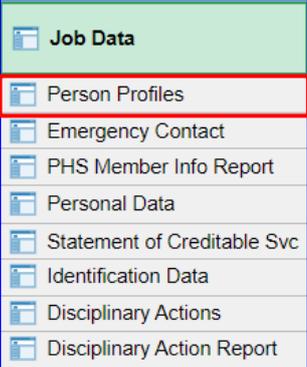
If the user attempts to delete an Honor/Award using the trashcan icon when multiple instances exist, this warning prompt will display. Click OK and continue with this section of the guide.



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.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>1.5</p>	<p>Select the Person Profiles option.</p> 

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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																			
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="328 557 1106 1111" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f0e0; padding: 2px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="339 689 513 719" style="margin-top: 10px;"> <p>▼ Search Criteria</p> </div> <div data-bbox="504 736 1018 981" style="margin-top: 5px;"> <p>Empl ID begins with <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> </div> <div data-bbox="339 1001 865 1030" style="margin-top: 5px;"> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="339 1059 909 1093" style="margin-top: 5px;"> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																			
3	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="328 1184 1369 1917" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Angel</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description <input type="text" value="Angel"/> <input type="button" value="x"/></p> <p><input type="button" value="Print"/> <input type="button" value="Comments"/> Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="x"/></p> <p style="margin-top: 10px;"> <input checked="" type="button" value="Competencies"/> <input checked="" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Competencies</p> <p style="margin-left: 20px;"> <input type="button" value="list"/> <input type="button" value="Q"/> 1-4 of 4 <input type="button" value="v"/> View All </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>EPMEE7</td> <td>EPME E7 ERATS</td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="list"/></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>YNC</td> <td>YNC ERATS</td> <td>01/10/2020</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="list"/></td> <td><input type="button" value="trash"/></td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td><input type="button" value="trash"/></td> </tr> </tbody> </table> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History		EPMEE7	EPME E7 ERATS	01/16/2020	Approved/Official	Good	<input type="button" value="list"/>	<input type="button" value="trash"/>	PAO	Payment Approving Official	04/07/2015	Approved/Official	Good		<input type="button" value="trash"/>	YNC	YNC ERATS	01/10/2020	Approved/Official	Good	<input type="button" value="list"/>	<input type="button" value="trash"/>	YNL1	Legal Technician	08/19/2011	Approved/Official	Good		<input type="button" value="trash"/>
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Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
4	<p>The member's first 5 Honors and Awards will display. It may be necessary to click View All if more than 5 awards exist.</p> <div data-bbox="327 555 1369 1451" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Angel</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Angel <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <hr/> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p> 1-5 of 9 <input type="button" value="v"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMN	CG Pistol Marksman Ribbon			CGMT	CG Meritorious Team Comm Ribbo		
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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																								
5	<p>Select the Honor and Award in which one of the instances needs to be deleted.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> ☰ 🔍 1-9 of 9 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGHC</td> <td style="border: 2px solid red;">CG Achievement Medal</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGPUC</td> <td>CG Presidential Unit Citation</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <div style="margin-top: 5px;"> + Add New Honors and Awards </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl		🗑️	CGHC	CG Achievement Medal	📄	🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMN	CG Pistol Marksman Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon	📄	🗑️	CGNH	National Defense Service Medal		🗑️	CGPUC	CG Presidential Unit Citation		🗑️	CGSD	CG Good Conduct Medal	📄	🗑️
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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
6	<p>Click View All to display all the rows for this Honor and Award.</p> <div data-bbox="328 517 1366 1413" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Update Honors and Awards</p> <p style="text-align: right;">Empl ID 1234567 Angel</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Details Q < << 1 of 5 >> > >> View All</p> <p>*Award Approval Date <input type="text" value="05/26/2020"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Honor and Award CGHC CG Achievement Medal</p> <p>*Status <input type="text" value="Active"/> <input type="button" value="v"/></p> <p>*Date Entered <input type="text" value="05/26/2020"/> <input type="button" value="calendar"/></p> <p>From Date <input type="text" value="06/01/2015"/> <input type="button" value="calendar"/></p> <p>To Date <input type="text" value="06/30/2020"/> <input type="button" value="calendar"/></p> <p>Grantor <input type="text" value="BASE CLEVELAND"/> <input type="button" value="copy"/></p> <p style="text-align: right;">240 characters remaining</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures, continued

Step	Action
7	<p data-bbox="325 488 1018 521">Locate the row to be deleted and click the (-) button.</p> <div data-bbox="325 521 1331 1935" style="border: 1px solid black; padding: 5px;"> <p data-bbox="344 539 1310 566">Details 1-5 of 5 View 1</p> <hr/> <div data-bbox="368 607 1305 645"> <p>*Award Approval Date: 05/26/2020 + -</p> </div> <div data-bbox="411 667 1054 696"> <p>Honor and Award: CGHC CG Achievement Medal</p> </div> <div data-bbox="501 707 794 741"> <p>*Status: Active v</p> </div> <div data-bbox="443 757 842 790"> <p>*Date Entered: 05/26/2020</p> </div> <div data-bbox="475 808 842 842"> <p>From Date: 06/01/2015</p> </div> <div data-bbox="501 860 842 893"> <p>To Date: 06/30/2020</p> </div> <div data-bbox="501 909 1182 1003"> <p>Grantor: BASE CLEVELAND 🔍 240 characters remaining</p> </div> <hr/> <div data-bbox="368 1048 1305 1081"> <p>*Award Approval Date: 01/31/2017 + -</p> </div> <div data-bbox="411 1104 1054 1133"> <p>Honor and Award: CGHC CG Achievement Medal</p> </div> <div data-bbox="501 1144 794 1178"> <p>*Status: Active v</p> </div> <div data-bbox="443 1193 842 1227"> <p>*Date Entered: 01/31/2017</p> </div> <div data-bbox="475 1245 842 1279"> <p>From Date: 01/01/2016</p> </div> <div data-bbox="501 1296 842 1330"> <p>To Date: 12/31/2016</p> </div> <div data-bbox="501 1346 1182 1440"> <p>Grantor: BASE CLEVELAND 🔍 240 characters remaining</p> </div> <hr/> <div data-bbox="368 1485 1305 1518"> <p>*Award Approval Date: 05/12/2015 + -</p> </div> <div data-bbox="411 1541 1054 1570"> <p>Honor and Award: CGHC CG Achievement Medal</p> </div> <div data-bbox="501 1581 794 1615"> <p>*Status: Active v</p> </div> <div data-bbox="443 1630 842 1664"> <p>*Date Entered: 05/12/2015</p> </div> <div data-bbox="475 1682 842 1715"> <p>From Date: 01/01/2014</p> </div> <div data-bbox="501 1733 842 1767"> <p>To Date: 07/31/2015</p> </div> <div data-bbox="501 1783 1182 1877"> <p>Grantor: CGDNINE 🔍 247 characters remaining</p> </div> <hr/> <div data-bbox="368 1921 1305 1955"> <p>*Award Approval Date: 05/21/2012 + -</p> </div> </div>

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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p data-bbox="328 495 1366 528">A warning prompt will display. Click OK to continue.</p> <div data-bbox="328 528 1366 696" style="border: 1px solid blue; padding: 5px;"><p data-bbox="344 551 1350 573">Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p><div data-bbox="679 595 1023 663" style="text-align: center;"><input data-bbox="679 595 847 663" type="button" value="OK"/> <input data-bbox="855 595 1023 663" type="button" value="Cancel"/></div></div>

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
9	<p data-bbox="328 488 464 521">Click OK.</p> <div data-bbox="328 521 1099 1982"> <p>The screenshot displays a 'Details' view of a list of awards. At the top, there are navigation controls including a search icon, left and right arrows, a dropdown menu showing '1-4 of 4', and a 'View 1' link. Below this, four award entries are listed, each with expandable (+) and collapse (-) buttons on the right. Each entry contains the following information:</p> <ul style="list-style-type: none"> *Award Approval Date: 05/28/2020, 05/12/2015, 05/21/2012, 06/12/2009 Honor and Award: CGHC (CG Achievement Medal) *Status: Active *Date Entered: 05/28/2020, 05/12/2015, 05/21/2012, 06/12/2009 From Date: 08/01/2015, 01/01/2014, 07/01/2009, 07/01/2008 To Date: 08/30/2020, 07/31/2015, 05/20/2012, 06/12/2009 Grantor: BASE CLEVELAND (240 characters remaining), CGDNINE (247 characters remaining), PSC (251 characters remaining), TRACEN Cape May (239 characters remaining) <p>At the bottom of the screenshot, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.</p> </div>

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
10	<p data-bbox="328 488 480 521">Click Save.</p> <div data-bbox="328 521 1369 1731" style="border: 1px solid black; padding: 5px;"> <div data-bbox="352 528 1257 577" style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div data-bbox="339 613 574 642" style="margin-top: 10px;"> <p>▼ Honors and Awards</p> </div> <div data-bbox="339 645 1358 698" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Q 1-5 of 9 ▶▶ View All </div> </div> <table border="1" data-bbox="339 701 1358 1055" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <div data-bbox="339 1077 718 1585" style="margin-top: 10px;"> <ul style="list-style-type: none"> + Add New Honors and Awards <li style="padding-left: 20px;">▶ Language Skills + Add New Language Skills <li style="padding-left: 20px;">▶ Licenses and Certifications + Add New Licenses and Certifications <li style="padding-left: 20px;">▶ Memberships + Add New Memberships <li style="padding-left: 20px;">▶ Tests or Examinations + Add New Tests or Examinations <li style="padding-left: 20px;">▶ Courses & Training <li style="padding-left: 20px;">▶ Additional Training + Add New Additional Training </div> <div data-bbox="344 1601 544 1653" style="margin-top: 10px; border: 2px solid red; padding: 5px; display: inline-block;"> Save </div> <div data-bbox="344 1675 552 1727" style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; display: inline-block;"> Return to Search </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl		🗑️	CGHC	CG Achievement Medal	📄	🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMN	CG Pistol Marksman Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️
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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
11	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Honors and Awards</p> <p> <input type="text"/> 1-5 of 9 View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> </tbody> </table> <p> + 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 ▶ Additional Training + Add New Additional Training </p> <p style="text-align: center;"><input type="button" value="Save"/></p> <p style="text-align: center;"><input type="button" value="Return to Search"/></p> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMN	CG Pistol Marksman Ribbon			CGMT	CG Meritorious Team Comm Ribbo		
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