## 18 March 2025 Honors and Awards

Overview		
Introduction	This guide provides the procedures for viewing, adding deleting Honors and Awards in Direct Access (DA).	g, correcting, and
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).	
	DA doesn't allow two of the same award types to be en same issue date. To work around this issue you must u issue dates.	
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	Торіс	See Page
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	Adding a New Honor/Award Adding an Additional Honor/Award of the Same Type	10 17
	Adding an Additional Honor/Award of the Same Type	
	Adding an Additional Honor/Award of the Same	17

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

**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	
2	Select the <b>Person Profiles</b> option.	
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	Identification Data	
	📄 Job Data	
	Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	

#### Procedures,

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Step				Action				
3		member's <b>Emp</b>	I ID. The C	Correct Hist	ory box i	s check	ed by de	efault.
	Click Sea							-
		Profiles						
	Enter any i	nformation you hav	e and click Se	arch. Leave fiel	lds blank fo	r a list of	all values.	
	Find	an Existing Value						
	Search	Criteria						
		Empl ID	begins with	1234567		Q	]	
		Profile Type	begins with			Q		
		Name	begins with					
		Last Name	begins with	<b>~</b>				
	Alternate	Character Name	begins with	<b>~</b>				
		History Corre	ect History	Case Sensiti	ve			
	Search	Clear Bas	sic Search 🛽 🖻	Save Search	Criteria			
4	The mem	ber's Person Pro	ofile page w	vill display.	Click the	Oualif	ications	tab.
	Person Pro	file						
		Empl ID Profile Type		Spike Person				
			Active	Person				
		*Description	Spike	×				
	Print 🖲 Co	mments		IO-last Aster				
			Profile A					
	Competen		Education N	lobility Waivers	CAN			
	III Q	103			1-5 of 8 🗸 🕨		∕iew All	
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		
	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		Î	
	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		Î	
	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		Î	
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		Î	
	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		Î	
		(mactivated) kille Qual	02/22/2013	Αμριονου/Οπισια	T-LIWC			

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	*Profile Status	Active 🗸			
	*Description	Spike	×		
🗐 Print 🖗 Ca	omments	Profile Actions	[Select Action]		<b>&gt;</b> (>)
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<b>野 Q</b>			▲ ▲ 1-5 of 6	]	View All
ID	Honor and Av	vard	View	w History	
CGMA	CG Unit Comn	nendation Ribbon			Î
CGMB	CG Meritorious	s Unit Comm Ribbo			Î
CGMT	CG Meritorious	s Team Comm Ribbo		1	Î
CGNA	CG COMDT L	r of Comm Ribbon			Î
CGNH	National Defen	se Service Medal			â
	lew Honors and Awards				

#### Procedures,

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	and Awards							
<b>₽</b> Q					1-	6 of 6 🔽		▶   Vie
ID	Honor and	Award				View H	listory	
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CGMB	CG Meritorio	ous Unit Comm	Ribbo					Î
CGMT	CG Meritorio	ous Team Com	m Ribbo				1	â
CGNA	CG COMDT	Ltr of Comm F	Ribbon					Î
CGNH	National De	fense Service N	ledal					â
CGSD	CG Good C	onduct Medal						Î
+ A	dd New Honors a	nd Awards						
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lisplay. Person I Update I	Click OK t Profile	Awards Empill Profile Type	<ul> <li>the prev</li> <li>1234567</li> <li>PERSON</li> </ul>	ious p eturn. Sel		Person to return	without a	any changes View All
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isplay. Person F Update F Jpdate item Details	Click OK t Profile Honors and A	Awards Empill Profile Type	D 1234567 e PERSON changes and re	ious p eturn. Sel	lect Cance	Person to return		
isplay. Person F Update I Update item Details *Award	Click OK t Profile Honors and A	Awards Empl II Profile Type ct OK to apply of 07/05/2018	D 1234567 PERSON Changes and re	ious p eturn. Sel	lect Cance	Person to return	► I	View All
lisplay. Person F Update F Jpdate item Details *Award	Click OK t Profile Honors and A details, then sele	Awards Empl II Profile Type ct OK to apply of 07/05/2018	D 1234567 PERSON Changes and re	ious p eturn. Sel	lect Cance	Person to return	► I	View All
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isplay. Person F Update I Update item Details *Award	Click OK t Profile Honors and A details, then sele Approval Date mor and Award *Status *Date Entered From Date To Date Grantor	Awards Empl II Profile Type ct OK to apply of 07/05/2018 CGMA Active 07/05/2018 09/01/2014 12/31/2016	D the prev	ious p eturn. Sel	lect Cance	Person to return	► I	View All

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ID	Honor an	d Award		View Hi	story
CGMA	CG Unit C	commendation Ribbon			Â
CGMB	CG Merito	prious Unit Comm Ribbo			Î
CGMT	CG Merito	orious Team Comm Ribbo		<b>I</b>	â
CGNA	CG COME	DT Ltr of Comm Ribbon			Î
CGNH	National D	efense Service Medal			Î
CGSD	CG Good	Conduct Medal			Â
+ A	dd New Honors	and Awards			
	-	nstance of the award, c m History	lick the <b>I</b>	lonor and	Award.
		-			
	and Award				
	2		1-2 of	2	View Al
Effectiv	e Date	Honor and Award			ID
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08/08/20	)18	OO Mentonous ream			

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Step		Action		
10	Click Cancel to return		vards Item History	list.
	View Honors and A	wards		
	1	Empl ID 1234567	Spike	
	Profi	le Type PERSON	Person	I
	This page displays the item	details.You are not authoriz	ed to update this Conter	nt Item.
	Details	Q    1	< 2 of 2 ♥ >	I View All
	Award Approval Date	e 08/31/2017	CG Maritorious Team	Comm Pibbo
	Honor and Award		017 CG Meritorious Team Comm Ribbo	
		s Active		
	Date Entered			
	From Date			
	To Date Granto			
	Granto			
		0		
		Cancel		
	Click <b>Return to Profi</b>			
	View Profile Item	HISTORY		
	Honors and Awards			
	E, Q	I4 4	1-2 of 2	View All
	Effective Date	Honor and Award		ID
	08/08/2018	CG Meritorious Team C	omm Ribbo	CGMT
	08/31/2017	CG Meritorious Team C	omm Ribbo	CGMT
	Return to Profile			

## Procedures,

Step			Action	l		
12	Click Return to S	earch to exi	t the member	's Person	Profile.	
	Competencies	Qualifications	Education	Mobility	Waivers	CAN
	<ul> <li>Honors and Awards</li> </ul>	5				
	E, Q			N (	1-5 of 6 🔽 🕨	I View All
	ID	Honor and Awar	rd		View Hist	tory
	CGMA	CG Unit Commer	ndation Ribbon			Û
	CGMB	CG Meritorious U	Jnit Comm Ribbo			Û
	CGMT	CG Meritorious T	eam Comm Ribbo		E.	Û
	CGNA	CG COMDT Ltr o	of Comm Ribbon			Û
	CGNH	National Defense	e Service Medal			Û
	<ul> <li>Add New Honors at</li> <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 Membersi</li> <li>Tests or Examinati</li> <li>Add New Tests or E</li> <li>Courses &amp; Training</li> </ul>	e Skills tifications and Certifications hips ons Examinations				
	Additional Training Add New Additional Save Return to Search					

## 18 March 2025 Adding a New Honor/Award

Introduction	This section provides the procedures for adding a new honor/award 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 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 Core HR tile.	
	Core HR	
	<b>*</b>	
2	Calcat the Demonstructure	
2	Select the <b>Person Profiles</b>	option.
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	F Identification Data	
	📔 Job Data	
	📔 Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	

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Step				Action				
3		member's <b>Emp</b>	I ID. The	Correct His	story boy	k is ch	ecked	by default.
	Click Sea							
		Profiles						
	Enter any	information you h	ave and cli	ck Search. Lea	ave fields l	blank fo	or a list	of all values.
	Find	d an Existing Val	ue					
	▼ Searc	h Criteria						
		Empl II	begins	with 🔽 1234	4567			۹
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		Name	e begins	with				
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	Alternate	e Character Nam	e begins	with				
	lnclud	e History 🔽 Co	rrect Histo	ory 🗆 Case S	Sensitive			
	Search	Clear	Basic Searc	ch 🖾 Save S	Search Crit	teria		
4	The mem	ber's Person Pro	ofile page	will display.	Click th	e Qua	alifica	tions tab.
	Person Pro			Spike				
		Profile Type P		Person				
		*Profile Status	active					
		*Description S	pike	×				
	🖨 Print 🔎 Cor	mments	Profile A	Actions [Select Action]			♥ ⊗	
	Competen	cies Qualifications	Education M	lobility Waivers	CAN			
	▼ Competenc □ □	ies		[	-5 of 8 🗸 🕨		View All	
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		
	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	, in the second	î	
	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	•	Î	
	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		î	
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		Î	
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		*Description	Spike		×		
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Compet	encies	Qualifications	Education	Mobility	y Waivers	s CAN	1
Honors a	and Awar	ds					
III Q					<ul> <li>1-5 of 6</li> </ul>	✓ →	<b>&gt;</b>
D		Honor and Av	vard		v	iew History	
CGMA		CG Unit Comn	nendation Ribbon				
CGMB		CG Meritorious	s Unit Comm Ribbo				
CGMT		CG Meritorious	s Team Comm Ribbo			<b>1</b>	
CGNA		CG COMDT L	r of Comm Ribbon				
CGNH		National Defer	se Service Medal				
+ Ado	d New Hon	ors and Awards					
		Honors and	l Awards.				
Honors a	nd Award	IS	K	< 1·	-6 of 6 🗸 🕨	▶   Vi	iew 5
ID	Honor a	Ind Award			View Histor		
CGMA	CG Unit	Commendation Ri	bbon			Î	
CGMB	CG Meri	itorious Unit Comm	Ribbo			Î	
CGMT	CG Meri	itorious Team Com	m Ribbo			â	
CGNA	CG COM	MDT Ltr of Comm F	Ribbon			Î	
	National	Defense Service	Medal			Î	
CGNH							
CGNH CGSD	CG Goo	d Conduct Medal				Î	

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			Action		
				1 .	e Award Approval Da as appropriate per t
chart belov			e. Opuale	each field a	as appropriate per t
Person Profile					
Add New Hono	ors and Awards				
	Em	pl ID 1234567	Spike		
Add itom datails. Solo	Profile		Persor		ect Apply and Add Another to continue ad
additional items.	ci on to apply change	s and return. Select Ganc		any any changes. Der	ect Apply and Add Another to continue ad
Details				Q	<ul> <li>✓ 1 of 1 ✓ ▶ ▶ ↓ View.</li> </ul>
[	*Award Approval E	ate 11/04/2020			+
	*Honor and Aw	ard	Q		
	*Sta	tus Active	$\checkmark$		
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	From D	ate			
	To E	ate	iii		
	Grai	itor		K	
		254 characters rema	ining		
ок	Cancel		Apply and Ad	Another	
			, ipply and ha		
Fie	eld		Ι	Description	l
*Award A	Approval	Enter the da	te the awar	d was signe	ed by the
Date (Re	equired)	authorizatio	n authority	Do NOT	future date.
			in autionity	Donol	
	-				
*Hone			ward Code	or use the l	ookup (magnifying
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Award (F	Required)		ward Code	or use the l	
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8	Once all fields have been	completed, cli	ck <b>OK</b> .	
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	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. Sele	ct Apply and Add Another to continue adding
	Details		Q I H	<ul> <li>✓ 1 of 1 → I View All</li> </ul>
	*Award Approval Date	06/30/2020		+
	*Honor and Award	CGFC	CG Commendation Medal	
	*Status	Active		
	From Date	07/24/2018		
	To Date	06/30/2020		
	Grantor			Ķ
		254 characters remaining		
	OK Cancel	٩	pply and Add Another	

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		Ac	tion			
Click Save.						
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
Honors and Award	S					
E; Q				<	5 of 7 🗸 🕨 🕨	View Al
ID	Honor and Award				View History	
CGFC	CG Commendation	Medal				Û
CGMA	CG Unit Commendat	tion Ribbon				Û
CGMB	CG Meritorious Unit	Comm Ribbo				Û
CGMT	CG Meritorious Team	n Comm Ribbo				Û
CGNA	CG COMDT Ltr of C	omm Ribbon				Û
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Add New Additiona	-					
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#### Procedures,

ID       Honor and Award       View History         CGFC       CG Commendation Medal       Image: CG Mail Commendation Ribbon         CGMA       CG Unit Commendation Ribbon       Image: CG Meritorious Unit Comm Ribbo         CGMT       CG Meritorious Team Comm Ribbo       Image: CG Meritorious Team Comm Ribbo		confirmation message will display. Click	Return to Se	earcn 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> </ul> ID       Honor and Award       View History         CGFC       CG Commendation Medal       Image: CGMA         CGMA       CG Unit Commendation Ribbon       Image: CGMB         CGMB       CG Meritorious Unit Comm Ribbo       Image: CGNA         CGNA       CG COMDT Ltr of Comm Ribbo       Image: CGNA         CGNA       CG COMDT Ltr of Comm Ribbon       Image: CGNA         +       Add New Honors and Awards       Image: Skills         +       Language Skills       Licenses and Certifications         +       Add New Licenses and Certifications         +       Add New Honors ships         +       Tests or Examinations         +       Add New Tests or Examinations         +       Add New Additional Training         +       Additional Training		•	val.	
Honors and Awards     II    ID    Honor and Award      ID   Honor and Award      ID   Honor and Award      ID   Honor and Award      ID   Honor and Award   View History      CGFC   CG Commendation Medal      CGMA   CG Unit Commendation Ribbon      CGMB   CG Meritorious Unit Comm Ribbo             CGMT CG Cod Meritorious Team Comm Ribbo    CGNA    CG COMDT Ltr of Comm Ribbon   CGNA   CG COMDT Ltr of Comm Ribbon      CGNA   CG COMDT Ltr of Comm Ribbon      Hold New Honors and Awards    > Language Skills   + Add New Honors and Awards   > Language Skills   + Language Skills   + Language Skills   + Language Skills   + Add New Leenses and Certifications   + Add New Hemberships   + Tests or Examinations   + Add New Tests or Examinations   + Add New Additional Training   + Add New Additional Training	O annual transient			
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CGFC       CG Commendation Medal       Immunity         CGMA       CG Unit Commendation Ribbon       Immunity         CGMB       CG Meritorious Unit Comm Ribbo       Immunity         CGMT       CG Meritorious Team Comm Ribbo       Immunity         CGNA       CG COMDT Ltr of Comm Ribbon       Immunity         CGNA       CG COMDT Ltr of Comm Ribbon       Immunity         + Add New Honors and Awards       Immunity       Immunity         > Language Skills       Immunity       Immunity         + Add New Language Skills       Immunity       Immunity         > Licenses and Certifications       Immunity       Immunity         + Add New Licenses and Certifications       Immunity       Immunity         * Memberships       Immunity       Immunity         + Add New Memberships       Immunity       Immunity         * Courses & Training       Additional Training	₽; Q	I 1.	5 of 7 🗸 🕨 🕨	View A
CGMA       CG Unit Commendation Ribbon       Image: CGMB         CGMB       CG Meritorious Unit Comm Ribbo       Image: CGMT         CGMT       CG Meritorious Team Comm Ribbo       Image: CGMT         CGNA       CG COMDT Ltr of Comm Ribbon       Image: CGMT         CGNA       CG COMDT Ltr of Comm Ribbon       Image: CGMT         + Add New Honors and Awards       Image: CGMT       Image: CGMT         + Add New Honors and Awards       Image: CGMT       Image: CGMT         + Add New Language Skills       Image: CGMT       Image: CGMT         + Add New Language Skills       Image: CGMT       Image: CGMT         + Add New Licenses and Certifications       Image: CGMT       Image: CGMT         + Add New Licenses and Certifications       Image: CGMT       Image: CGMT         + Add New Memberships       Image: CGMT       Image: CGMT         + Add New Tests or Examinations       Image: CGMT       Image: CGMT         + Add New Tests or Examinations       Image: CGMT       Image: CGMT         + Add New Additional Training       Image: CGMT       Image: CGMT         + Add New Additional Training       Image: CGMT       Image: CGMT	ID	Honor and Award	View History	
CGMB       CG Meritorious Unit Comm Ribbo       Image: CG Meritorious Team Comm Ribbo         CGMT       CG Meritorious Team Comm Ribbo       Image: CG Meritorious Team Comm Ribbo         CGNA       CG COMDT Ltr of Comm Ribbon       Image: CG Registry of Comm Ribbon         + Add New Honors and Awards       Language Skills         + Add New Language Skills       + Add New Language Skills         + Add New Language Skills       - Image: Certifications         + Add New Licenses and Certifications       - Image: Certifications         + Add New Licenses and Certifications       - Image: Certifications         + Add New Licenses and Certifications       - Image: Certifications         + Add New Licenses and Certifications       - Image: Certifications         + Add New Tests or Examinations       - Courses & Training         - Additional Training       - Add New Additional Training	CGFC	CG Commendation Medal		Û
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CGNA CG COMDT Ltr of Comm Ribbon   + 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	CGMB	CG Meritorious Unit Comm Ribbo		Û
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<ul> <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>Additional Training</li> <li>Add New Additional Training</li> </ul>	+ Add New Hono	rs and Awards		
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Additional Training Add New Additional Training	+ Add New Tests	or Examinations		
Add New Additional Training	Courses & Tra	ining		
	Additional Train	ning		
Save	+ Add New Additi	ional Training		
	Save			
Return to Search	Boturn to Soarch	-		

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
Duplicate Award Entries	Supervisor functional role to add an additional Honor/Award. 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.

	Action
Click on the Core HR tile.	
Core HR	
<b>*</b>	
Select the Person Profiles	option
Disciplinary Action Report	
Disciplinary Actions	
Emergency Contact	
Identification Data	
📄 Job Data	
📄 Personal Data	
DUO March as lafe Dan art	
PHS Member Into Report	
E Person Profiles	
T Statement of Creditable Svc	
	Select the Person Profiles Disciplinary Action Report Disciplinary Actions Emergency Contact Identification Data Job Data Personal Data PHS Member Info Report Person Profiles

#### Procedures,

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Enter the Click <b>Se</b>	e member's E	mpl ID. T	he Correct	History	DOX 19	s chec	ked by
	n Profiles						
	y information yo	u have and	click Search	Leave fie	lde bla	nk for	a list of a
	ly information ye	u nave anu	CIICK Search.	Leave lie	ius bia		
Fi	nd an Existing	Value					
▼ Sear	ch Criteria						
	Emp	pl ID begin	ns with 🔽 🥤	1234567			۹
	Profile 1	Type begin	ns with 🗸				Q
	N	ame begir	ns with 🗸				
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Inclu			story 🗆 Cas			ia	
			_			ia	
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#### Procedures,

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	's first 5 Hor			display.	It may	be necess
	All if more the	an 5 awards e	xist.			
Person Profil	e					
	Empl ID 123	4567	Spike			
	Profile Type PE		Person			
	*Profile Status Ac	tive 🔽				
	*Description Sp	ike		×		
Print Comm	nents	Profile Actions	[Select Ac	tion]		<b>v</b> 📎
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
<ul> <li>Honors and Av</li> </ul>	wards					
III Q				1-5 of 7	<b>∽</b> → →	View All
ID	Honor and Aw	ard		Vi	ew 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			1	Î
CGNA	CG COMDT Lt	of Comm Ribbon				Î
<ul> <li>Add New</li> </ul>	Honors and Awards					
Select the H	onor and Av	ard to be add	ded to.			
<ul> <li>Honors and A</li> </ul>	wards					
<b>■</b> Q				1-7 of 7 🔽		View 5
ID	Honor and Aw	ard		View His	tory	
CGFC	CG Commenda	tion Medal				Î
CGMA	CG Unit Comm	endation Ribbon				Î
	CG Meritorious	Unit Comm Ribbo				Î
CGMB						Î
CGMB	CG Meritorious	Team Comm Ribbo		L'		
		Team Comm Ribbo of Comm Ribbon				Î
CGMT	CG COMDT Ltr					<b>1</b>
CGMT CGNA	CG COMDT Ltr	of Comm Ribbon e Service Medal				

#### Procedures,

continued

Step		Α	ction		
7	The Update Honors and				pe any of
	the fields. Click the (		a new row.		
	Update Honors and	Awards			
	Empl ID	1234567	Spike		
	Profile Type	PERSON	Perso	on	
	Update item details, then sele	ct OK to apply change	and return. Sel	lect Cancel to return with	out any changes.
	Details	Q	]	1 of 1	View All
	*Award Approval Date	07/31/2019			+
	Honor and Award	CGNA	CG C	OMDT Ltr of Comm Ribb	on
	*Status	Active	<b>~</b>		
	*Date Entered	07/31/2019			
	From Date				
	To Date				
	Grantor	Base Cleveland			₩.
		240 characters remain	ing		
	ок	Cancel			

#### Procedures,

	Action
ields from the previo	Date will default to the current date. Some of the other us row will carry over to the new row. <b>Update each fie</b>
s appropriate per t Details	he chart below. Q     I of 2 > > >   View A
*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
	240 characters remaining
ОК	Cancel
Field	Description
*Award Approval Date (Required)	Enter the date the award was signed by the authorization authority. Do <b>NOT</b> 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 <b>NOT</b> 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.
(Optional)	

Procedures,

continued

Step		Action	
9	Once all fields have b	een completed, click OK.	
	Details	Q     1 of 2	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	Ś
		244 characters remaining	J
	ок	Cancel	

#### Procedures,

continued

Step		Action	
10	Click Save.		
	Competencies	Qualifications Education Mobility Waivers	CAN
	<ul> <li>Honors and Awards</li> </ul>	5	
	EF Q	∉ ∢ 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	R Û
	CGNA	CG COMDT Ltr of Comm Ribbon	e û
	CGNH	National Defense Service Medal	Û
	CGSD	CG Good Conduct Medal	Û
	<ul> <li>Add New Honors at</li> <li>Language Skills</li> <li>Add New Language</li> <li>Licenses and Cerrit</li> <li>Add New Licenses</li> <li>Memberships</li> <li>Add New Members</li> <li>Tests or Examinati</li> <li>Add New Tests or Examinati</li> <li>Add New Tests or Examinati</li> <li>Add New Tests or Examinati</li> <li>Add New Additional Training</li> <li>Add New Additional Save</li> </ul>	e Skills tifications and Certifications hips ons Examinations	

#### Procedures,

			tion						
Once saved, a confirmation message will display. Click <b>Return to Search</b> to									
exit the member					1				
You have success	fully saved those pr	ofile changes th	at do not requi	re approval.	J				
Competencies	Qualifications	Education	Mobility	Waivers	CAN				
<ul> <li>Honors and Awar</li> </ul>	ds								
E; Q			H	1-	7 of 7 🔽	View 5			
ID	Honor and Awar	d			View History				
CGFC	CG Commendation	on Medal				Û			
CGMA	CG Unit Commer	idation Ribbon				Û			
CGMB	CG Meritorious U	nit Comm Ribbo				Û			
CGMT	CG Meritorious T	eam Comm Ribb	)		Ē	Û			
CGNA	CG COMDT Ltr of Comm Ribbon					Û			
CGNH	National Defense		Û						
CGSD	CG Good Conduc	t Medal				Û			
<ul> <li>Language Skills</li> <li>Add New Langua</li> <li>Licenses and Co</li> <li>Add New License</li> <li>Memberships</li> <li>Add New Membe</li> <li>Tests or Examina</li> <li>Add New Tests o</li> <li>Courses &amp; Train</li> <li>Additional Trainin</li> <li>Add New Addition</li> </ul>	ge Skills ertifications es and Certifications rships rtions r Examinations ing								
T Add New Addition	iai iraining								
Save									
Return to Search	]								

## 18 March 2025 Correcting an Honor/Award

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 Core HR tile.	
	Core HR	
	<b>*</b>	
2	Calcat the Demonstructure Calcat	
2	Select the <b>Person Profiles</b>	option.
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	F Identification Data	
	📔 Job Data	
	📔 Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	

#### Procedures,

continued

Step				Action							
3		e member's <b>Em</b>	pl ID. T	he Correct	History	box is	s checl	ked by default.			
	Click Se										
Person Profiles											
	Enter any information you have and click Search. Leave fields blank for a list of all values.										
	Fin	d an Existing V	alue								
	- Searc	ch Criteria									
		Empl	ID begin	ns with 🔽 1	1234567			Q			
		Profile Ty	pe begin	ns with 🗸				Q			
		Nai	ne begin	ns with 🗸							
		Last Na	me begin	ns with 🗸							
	Alternat	te Character Na	ne begin	ns with 🗸							
	lnclue	de History 🗹	orrect His	story 🗆 Cas	se Sensiti	ve					
	Searc	h Clear	Basic Sea	arch 🖾 Sav	ve Search	Criteri	a				
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		*Description	ipike	×							
	Print 🖗 Co	omments	Profile A	Actions [Select Action	1]		⊻ ⊗				
	Competen		Education N	lobility Waivers	CAN						
	Competencies     Q     I-5 of 8     I     View All										
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History					
	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	₽ <b>1</b>	î				
	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	P	Î				
	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		î				
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		Î				
	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		Î				
	+ Add New	Competencies									

#### Procedures,

The member's	s first 5 Honor		ction	enlav. It m	av he n	eces
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Person Profile		Jawaruse	A15t.			
	Empl ID 1234	567	Spike			
	Profile Type PER	SON	Person			
	*Profile Status Activ	/e 💙				
	*Description Spike	ş		×		
Print © Comme	nts	Profile Actions	[Select Action]			✓ ⊗
		Frome Actions	[Select Action]			•
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
<ul> <li>Honors and Awa</li> </ul>	ards					
llang ⊂				-5 of 7 🗸 🔸	→ → v	/iew All
ID	Honor and Awar	ď		View Histor	у	
CGFC	CG Commendati	on Medal			1	Î
CGMA	CG Unit Commer	CG Unit Commendation Ribbon			1	Î
CGMB	CG Meritorious U	Meritorious Unit Comm Ribbo			1	Î
CGMT	CG Meritorious T	CG Meritorious Team Comm Ribbo			1	Î
CGNA	CG COMDT Ltr c	OMDT Ltr of Comm Ribbon			1	Î
+ Add New H	onors and Awards					
Select the Ho	nor and Awa	rd to be up	dated or co	orrected.		
<ul> <li>Honors and Awa</li> </ul>	irds					
<b>₽</b> Q			1-7	of 7 🗸 🕨	View	/ 5
ID	Honor and Award	1		View History		
CGFC	CG Commendation	n Medal			Î	
CGMA	CG Unit Commence	lation Ribbon			Î	
CGMB	CG Meritorious Un	torious Unit Comm Ribbo			Î	
CGMT	CG Meritorious Te	Meritorious Team Comm Ribbo			Î	
0.0111		CG COMDT Ltr of Comm Ribbon			Î	
CGNA	CG COMDT Ltr of				-	
	CG COMDT Ltr of National Defense \$	Service Medal			Î	
CGNA					Î	

#### Procedures,

continued

If necessary, cli	ck View All to display all rows for the selected award.
Details	Q   I of 2
*Award Approva	l Date 08/05/2020
Honor and	Award CGNA CG COMDT Ltr of Comm Ribbon
×	Status Active
*Date E	ntered 11/04/2020
From	n Date 02/15/2020
T	Date 04/30/2020
G	rantor PPC Topeka
	244 characters remaining
ок	Cancel
	Current

#### Procedures,

continued

Locate the row to be		ctio	n may be edited, as necess	arv	Once al
corrections have bee	n made, click <b>OK</b>		i may be carted, as necessi	ur y	. Once u
NOTE: Do NOT fu	ture date any entry	у.			
Details		Q	1-2 of 2		View 1
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Honor and Award	CGMT		CG Meritorious Team Comm Ribbo		
*Status	Active 🗸				
*Date Entered	08/08/2018				
From Date	05/01/2018				
To Date	09/14/2018				
Grantor	PSU 309			Ľ	
	247 characters remaining				
		_			
*Award Approval Date	08/31/2017				+ -
Honor and Award	CGMT		CG Meritorious Team Comm Ribbo		
*Status	Active 💌				
*Date Entered	08/31/2017				
From Date					
To Date					
Grantor	Base Cleveland COC			Ľ	
	236 characters remaining				
ок	Cancel				

#### Procedures,

continued

Click Save.									
Competencies	Qualifications	Education	Mobility	Waivers	CAN				
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ID	Honor and Award	ł		View Hist	tory				
CGMA	CG Unit Commen	dation Ribbon				Î			
CGMB	CG Meritorious Ur	CG Meritorious Unit Comm Ribbo				Î			
CGMT	CG Meritorious Te	CG Meritorious Team Comm Ribbo				Î			
CGNA	CG COMDT Ltr of	Comm Ribbon				Î			
CGNH	National Defense Service Medal					Î			
<ul> <li>Add New Langu:</li> <li>Licenses and C</li> <li>Add New Licens</li> <li>Memberships</li> </ul>									
+ Add New Memb	erships								
• Tests or Examin									
<ul> <li>Add New Tests</li> <li>Courses &amp; Trai</li> </ul>									
<ul> <li>Courses &amp; Training</li> <li>Additional Training</li> </ul>									
Add New Additional Training									
Save									
oure	J								

#### Procedures,

exit the member's profile.											
✓ You have successfully saved those profile changes that do not require approval.											
Competenc	ies Qualifications	Education Mobility	Waivers CA	N							
<ul> <li>Honors and</li> </ul>	Awarde										
₽ Q	Awards	∢ ∢ [	1-5 of 6 🗸 🕨	View All							
ID	Honor and Awar	d	View History								
CGMA	CG Unit Commen	CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo									
CGMB	CG Meritorious U										
CGMT	CG Meritorious Te	eam Comm Ribbo		Û							
CGNA	CG COMDT Ltr o	CG COMDT Ltr of Comm Ribbon									
CGNH	National Defense	Service Medal		î							
<ul> <li>Licenses at Add New L</li> <li>Membersh</li> <li>Add New N</li> <li>Add New N</li> <li>Tests or Ex.</li> <li>Add New T</li> </ul>	anguage Skills and Certifications Licenses and Certifications hips Memberships										
Courses &	<ul> <li>Additional Training</li> </ul>										
	iraining	Add New Additional Training									
Additional 1	-		+ Add New Additional Training								
Additional	-										

## 18 March 2025 Deleting a Single Honor/Award

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.					



Step		Action
1	Click on the Core HR ti	le.
	Core HR	
	🎍 💄	
	<b>e.</b>	
2	Select the Person Profil	es option.
	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	E Identification Data	
	📄 Job Data	
	_	
	📔 Personal Data	
	PHS Member Info Report	
	Person Profiles	
	Statement of Creditable Svc	

#### Procedures,

continued

Step				Action							
3		e member's <b>Em</b>	pl ID. T	he Correct	History	box is	s check	ked by default.			
	Click Se										
	Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.										
	Fin	d an Existing V	alue								
	▼ Sear	ch Criteria									
		Empl	ID begin	is with 🗸 1	234567			Q			
		Profile Ty	pe begin	is with 🗸				Q			
		Nai	me begin	is with 🗸							
		Last Na	me begin	is with 🗸							
	Alternat	te Character Na	me begin	is with 🗸							
		de History 🗹	orrect His	tory 🗆 Cas	se Sensiti	ve					
	Searc	h Clear	Basic Sea	arch 🖾 Sav	ve Search	Criteri	ia				
4	The mem Person Pro	Empl ID 1 Profile Type F	234567	<b>ge Will displ</b> a <u>Spike</u> Person	ay. Click	the C	Qualif	<b>ications</b> tab.			
		*Description	spike	×							
	🖨 Print 🖲 Co	omments	Profile A	Actions [Select Action	]		♥ ⊗				
	Competen	cies Qualifications	Education	lobility Waivers	CAN						
	▼ Competencies           III         Q         III         View All										
	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History					
	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	P	Î				
	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	₽ <b>1</b>	î				
	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		Û				
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		Û				
	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		Î				
	+ Add New	Competencies									

#### Procedures,

Г1	1		-	tion		1	
			rs and Award		play. It n	hay be i	iecessary
Person F		i more than	5 awarus ex	.15t.			
reisonii	Tome	Empl ID	1234567		Spike		
		Profile Type			Person		
		*Profile Status					
		*Description	Spike		×		
			opino				
🗐 Print 🖻	Comments		Profile Action	s [Select Acti	on]		<b>~</b> (
Compet	tencies	Qualifications	Education	Mobility	Waivers	CAN	
<ul> <li>Honors a</li> </ul>	and Awar	ds					_
III Q					1-5 of 6 🗸		View Al
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 Ribbo	D	[	4	Î
CGNA		CG COMDT Lt	r of Comm Ribbon				Î
CGNH		National Defen	se Service Medal				Î
+ Ad	d New Hon	ors and Awards					
To delete	an Ho	nor/Award	that the men	ber has o	nlv a sino	le insta	nce of a
	ican ico	on of the Ho	onor and Aw				
he trash • Honors	and Awa	on of the Ho		ard to be	deleted.		
he trash ▼ Honors	and Awa	on of the Ho rds	onor and Aw	ard to be	deleted.		
the trash Honors U	And Awa	on of the Hords	n Ribbon	ard to be	deleted.		View 5
He trash Honors → Honors → Q ID CGMA	Acan ico and Awa Hono CG Ui CG M	on of the Ho rds r and Award nit Commendation	n Ribbon	ard to be	deleted.	story	View 5
<ul> <li>Honors</li> <li>Honors</li> <li>Q</li> <li>ID</li> <li>CGMA</li> <li>CGMB</li> </ul>	Hono CG U CG M CG M	on of the Ho rds r and Award nit Commendation eritorious Unit Co	n Ribbon omm Ribbo Comm Ribbo	ard to be	deleted.	story	I View 5
<ul> <li>Honors</li> <li>Honors</li> <li>Q</li> <li>ID</li> <li>CGMA</li> <li>CGMB</li> <li>CGMT</li> </ul>	Hono CG U CG M CG M CG M	on of the Ho rds r and Award nit Commendation eritorious Unit Co eritorious Team (	n Ribbon omm Ribbo Comm Ribbo	ard to be	deleted.	story	<u>View 5</u>
<ul> <li>Honors</li> <li>Honors</li> <li>Q</li> <li>ID</li> <li>CGMA</li> <li>CGMB</li> <li>CGMT</li> <li>CGNA</li> </ul>	Hono CG U CG M CG M CG C CG C Natior	on of the Ho rds r and Award nit Commendation eritorious Unit Co eritorious Team ( OMDT Ltr of Corr	n Ribbon omm Ribbo Comm Ribbo	ard to be	deleted.	story	<u>Miew 5</u>

#### Procedures,

continued

Step			Action				
7	A warning prompt	t will display. C	Click OK to	o continu	ie.		
	Delete current/selecte	ed rows from this pag	ge? The delet	e will occu	r when the trar	nsaction	is saved.
		0	ĸ	Cancel			
8	Click Save.						
	Competencies	Qualifications	Education	Mobility	Waivers	CA	N
	<ul> <li>Honors and Award</li> </ul>	ls					
	₽F Q			€	1-5 of 5 🗸	► ►	View 5
	ID	Honor and Award			View Hist	tory	
	CGMA	CG Unit Commenda	tion Ribbon				Î
	CGMT	CG Meritorious Tear	m Comm Ribbo				1
	CGNA	CG COMDT Ltr of C	omm Ribbon				Î
	CGNH	National Defense Se	ervice Medal				Î
	CGSD	CG Good Conduct N	ledal				î
	+ Add New Honors a	and Awards					
	Language Skills						
	+ Add New Languag	e Skills					
	Licenses and Ce						
	Add New Licenses	and Certifications					
	Memberships						
	Add New Members						
	Tests or Examinat						
	<ul> <li>Add New Tests or</li> <li>Courses &amp; Traini</li> </ul>						
	Additional Trainin						
	Add New Addition:	-					
	Save	-					
	Paturn to Soarch						
	Return to Search						

#### Procedures,

🗹 You have successfu	ully saved those pro	ofile changes th	nat do not req	uire approval.	
Competencies	Qualifications	Education	Mobility	Waivers	CAN
<ul> <li>Honors and Award</li> </ul>	ds				
BF Q			·	1-5 of 5 🗸 🕨	▶   View 5
ID	Honor and Awar	ł		View History	
CGMA	CG Unit Commen	dation Ribbon			Î
CGMT	CG Meritorious Te	am Comm Ribbo	D	ľ	D
CGNA	CG COMDT Ltr of	Comm Ribbon			Î
CGNH	National Defense	Service Medal			Î
CGSD	CG Good Conduc	t Medal			Î
<ul> <li>Add New Honors :</li> <li>Language Skills</li> <li>Add New Language</li> <li>Licenses and Ce</li> <li>Add New Licenses</li> <li>Memberships</li> <li>Add New Memberships</li> <li>Add New Memberships</li> <li>Add New Tests or Examinate</li> <li>Add New Tests or</li> <li>Courses &amp; Trainint</li> <li>Additional Trainint</li> <li>Add New Addition</li> <li>Save</li> <li>Return to Search</li> </ul>	ge Skills ertifications s and Certifications ships tions Examinations ing				

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 attempting to delete an Honor/Award using the trashcan icon when multiple instances exist, this warning will display. Click OK and continue. 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.

It is possible to delete the wrong record(s) when the member has multiple instances of the same Honor/Award. If the record is deleted, it will have to be recreated.

**NOTE:** If this is an Honor/Award that has just been entered, the minus (–) button may not appear until leaving and returning to the page. Just click **Return to Search** and then re-enter the member's profile.

**Procedures** See below.

Step	Action
1	Click on the <b>Core HR</b> tile.
2	Select the Person Profiles option.   Disciplinary Action Report   Disciplinary Actions   Emergency Contact   Identification Data   Job Data   Personal Data   PHS Member Info Report   Person Profiles   Statement of Creditable Svc

#### Procedures,

continued

Step				Actio	n			
3	Enter the	member's	Empl ID.	The Correct	e <b>t History</b> box	is checke	d by de	fault.
	Click Sea	arch.						
	Person F							
	Enter any inf	formation you hav	e and click Sear	ch. Leave fields b	lank for a list of all val	ues.		
	Find a	n Existing Value						
	Search (	Criteria						
		Empl ID	begins with $\checkmark$	1234567	Q			
		Profile Type	begins with $\checkmark$		Q			
		Name	begins with					
		Last Name	begins with					
	Alternate C	haracter Name	begins with					
	Include H	listory	ect History	Case Sensitive				
	Search	Clear Ba	sic Search 📓	Save Search Crit	eria			
4	The mem	ber's Perso	n Profile p	age will dis	play. Click the	e Qualific	ations	tab.
	Person P	rofile						
			Empl ID 1234	1567	Angel			
				RSON	Person			
		*Pro	file Status Acti	ve 🗸				
		*D	escription Ang	el	×			
	🗐 Print 🕲	Comments		Profile Ac	tions [Select Action]			<b>&gt;</b> >>>
	Compet	encies Qual	ifications	ducation Mol	bility Waivers	CAN		
	<ul> <li>Compete</li> </ul>					0/11		
	<b>₽</b> Q				∢ ∢ 1	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		â
	PAO	Payment Approv	ving Official	04/07/2015	Approved/Official	Good		Î
	YNC	YNC ERATS		01/10/2020	Approved/Official	Good	1	Î
	YNL1	Legal Techician		08/19/2011	Approved/Official	Good		Î
	L							

#### Procedures,

continued

Step		Action	
5		t 5 Honors and Awards will display. hore than 5 awards exist.	It may be necessary to
	Person Profile		
		Empl ID 1234567 Angel	
	Pro	ofile Type PERSON Person	
	*Prof	ile Status Active	
	*De	escription Angel ×	
	Print © Comments	Profile Actions [Select Action]	> >>
	Competencies	Qualifications Education Mobility	Waivers CAN
	<ul> <li>Honors and Awards</li> </ul>		
	₽ Q	∢ ∢ [1-5	i of 9
	ID	Honor and Award	View History
	CGGWOTS	Global War Terror Service Medl	Î
	CGHC	CG Achievement Medal	
	CGMB	CG Meritorious Unit Comm Ribbo	Ŵ
	CGMN	CG Pistol Marksman Ribbon	Î
	CGMT	CG Meritorious Team Comm Ribbo	
	Add New Honor	s and Awards	· · ·

#### Procedures,

continued

Competencies	Qualifications Education Mobility	Waivers CAN	N
<ul> <li>Honors and Awa</li> </ul>	ırds		
<b>₽</b> Q	[4 4	1-9 of 9 🗸	View
ID	Honor and Award	View History	
CGGWOTS	Global War Terror Service Medl		Î
CGHC	CG Achievement Medal		Î
CGMB	CG Meritorious Unit Comm Ribbo		Î
CGMN	CG Pistol Marksman Ribbon		Î
CGMT	CG Meritorious Team Comm Ribbo		Î
CGNA	CG COMDT Ltr of Comm Ribbon		Î
CGNH	National Defense Service Medal		Î
CGPUC	CG Presidential Unit Citation		Î
CGSD	CG Good Conduct Medal		Î

#### Procedures,

continued

Click Wierry All to dia		Action	II	- d A	1	
Click View All to dis	play all the re	ows for this	s Honor a	id Award	1.	
Update Honors and	Awards					
	Empl ID	1234567		Angel		
	Profile Type	PERSON		Person		
Update item details, then sele	ect OK to apply ch	anges and retu	rn. Select Ca	ncel to returi	n withou	t any changes.
Details		Q	1	of 5 🗸 🕨	ÞI	View All
*Award Approval Date	05/26/2020					+ -
Honor and Award	CGHC		CG Achieven	nent Medal		
*Status	Active	$\checkmark$				
*Date Entered	05/26/2020					
From Date	06/01/2015					
To Date	06/30/2020					
Grantor	BASE CLEVELA	ND				ب
	240 characters re	maining				
ок	Car	icel				

Procedures,

continued

	A	Acti	on						
Locate the row to be	deleted and click	the	(-)	but	ton	•			
Details		Q	I	۹.		1-5 of 5 🗸	•	$\left\  \cdot \right\ $	View 1
*Award Approval Date	05/26/2020	 							+ -
Honor and Award	CGHC		CG /	Achie	vemer	nt Medal			
*Status	Active 🔽								
*Date Entered	05/26/2020								
From Date	06/01/2015								
To Date	06/30/2020								
Grantor	BASE CLEVELAND							۲	
	240 characters remaining							J	
*Award Approval Date	01/31/2017								+ -
Honor and Award	CGHC		CG /	Achie	vemer	nt Medal			
*Status	Active 🔽								
*Date Entered	01/31/2017								
From Date	01/01/2016	:::							
To Date	12/31/2016								
Grantor	BASE CLEVELAND							۲	
	240 characters remaining							J	
*Award Approval Date	05/12/2015								+ -
Honor and Award	CGHC		CG /	Achie	vemer	nt Medal			
*Status	Active 🔽								
*Date Entered	05/12/2015								
From Date	01/01/2014								
To Date	07/31/2015								
Grantor	CGDNINE							۲	
	247 characters remaining							J	
*Δward Δpproval Date	05/21/2012	<b>T</b>							+ -
	Details         *Award Approval Date         Honor and Award         *Status         *Date Entered         From Date         To Date         Grantor         *Award Approval Date         Honor and Award         *Award Approval Date         Honor and Award         *Status         *Date Entered         From Date         To Date         To Date         Grantor	Locate the row to be deleted and click Details  *Award Approval Date 05/26/2020 Honor and Award CGHC *Status Active V *Date Entered 05/26/2020 From Date 06/01/2015 To Date 06/01/2015 To Date 06/30/2020 Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 Honor and Award CGHC *Status Active V *Date Entered 01/31/2017 From Date 01/01/2016 To Date 12/31/2016 Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 05/12/2015 Honor and Award CGHC *Status Active V *Date Entered 05/12/2015 Honor and Award CGHC *Status Active V *Date Entered 05/12/2015 Honor and Award CGHC *Status Active V *Date Entered 05/12/2015 Honor and Award CGHC *Status Active V *Date Entered 05/12/2015 Honor and Award CGHC *Status Active V *Date Entered 05/12/2015 Grantor CGDNINE 247 characters remaining	Locate the row to be deleted and click the Details Q *Award Approval Date 05/26/2020 III Honor and Award CGHC *Status Active Date Entered 05/26/2020 III From Date 06/01/2015 III From Date 06/01/2015 III Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 III Honor and Award CGHC *Status Active P To Date 10/1/2016 III From Date 12/31/2016 IIII Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 III Honor and Award CGHC Status CGHC CGHC CGHC CGAC CGHC CGHC CGHC CGAC Status CGHC CGHC *Status CGHC *Status CGHC *Status CGHC *Status CGHC *Status CGHC *Status CGHC CGHC *Status CGHC CGHC *Status *Date Entered 05/12/2015 III CGDNINE 247 characters remaining	Locate the row to be deleted and click the (–) Details Q I *Award Approval Date 05/26/2020 *Status Active V *Date Entered 05/26/2020 From Date 06/01/2015 To Date 06/01/2015 To Date 06/30/2020 BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 *Date Entered 01/31/2017 Time of 01/01/2016 To Date 01/01/2016 To Date 12/31/2017 From Date 01/01/2016 Time 01/01/2016 Time 01/01/2016 Time 01/01/2016 Time 01/01/2016 Time 05/12/2015 Honor and Award CGHC CG / *Status Active V *Date Entered 05/12/2015 Honor and Award CGHC CG / *Status Active V *Date Entered 05/12/2015 From Date 05/12/2015 Time 01/01/2014 Time 01/01/2014 Time 01/01/2015 From Date 01/01/2015 Time 01/01/2015 Ti	Locate the row to be deleted and click the (-) but Details Q    Award Approval Date 05/26/2020 CG Achier *Status Active Date Entered 05/26/2020 CG Achier *Status Active Date 06/30/2020 CG Achier CG Achier *Status Active Date 01/31/2017 CG Honor and Award CGHC CG Achier *Status Active CG Achier *Status Active *Date Entered 05/12/2015 CG Achier *Status *CG Achier *Statu	Locate the row to be deleted and click the (-) button. Details Q   < < *Award Approval Date 05/26/2020 [::: Honor and Award CGHC CG Achievement *Date Entered 05/26/2020 [::: From Date 05/26/2020 [::: To Date 05/20/2020 [::: Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 [:: Honor and Award CGHC CG Achievement *Status Active Y *Date Entered 01/31/2017 [:: From Date 01/01/2016 [::: To Date 12/31/2016 [::: To Date 12/31/2016 [::: Active Y *Date Entered 05/12/2015 [::: CG Achievement *Award Approval Date 05/12/2015 [::: CG Achievement CG Achievement CG Achievement CG Achievement *Award Approval Date 05/12/2015 [::: From Date 05/12/2015 [::: CG Achievement CG Achievement	Locate the row to be deleted and click the (-) button. Details Q   < 15 of 5 *Award Approval Date 05/26/2020 CG Achievement Medal *Status Active DG/01/2015 CG Achievement Medal *Date Entered 05/26/2020 CG Achievement Medal *Date Entered 05/26/2020 CG Achievement Medal CG Achievement Medal *Award Approval Date 01/31/2017 CG Achievement Medal *Award Approval Date 01/31/2017 CG Achievement Medal *Status Active CG Achievement Medal *Award Approval Date 01/31/2017 CG Achievement Medal *Status Active CG Achievement Medal *Award Approval Date 05/12/2015 **** Honor and Award CGHC CG Achievement Medal *Award Approval Date 05/12/2015 **** CG Achievement Medal *Award Approval Date 05/12/2015 **** To Date 05/12/2015 **** CG Achievement Medal *CG A	Locate the row to be deleted and click the (-) button. Details Q   ( 15 of 5)) *Award Approval Date 05/26/2020 *Boate Entered 05/26/2020 *Date Entered 05/26/2020 From Date 05/26/2020 From Date 05/26/2020 From Date 05/26/2020 Grantor BASE CLEVELAND 240 characters remaining *Award Approval Date 01/31/2017 From Date 05/12/2015 CG Achievement Medal *Award Approval Date 05/12/2015 From Date 05/12/2015 Honor and Award CGHC CG Achievement Medal *Award Approval Date 05/12/2015 From Date 05/12/2015 From Date 05/12/2015 CG Achievement Medal *Award Approval Date 05/12/2015 CG Achievement Medal *Ative V *Date Entered 05/12/2015 From Date 07/31/2015 CG Achievement Medal *Ative V *Date Entered 05/12/2015 CG Achievement Medal *Ative V *Date Entered 05/12/2015 CG Achievement Medal *Status Active V *Date Entered 05/12/2015 EXAMPLE *Date Entered 05/12/2015 ***********************************	Locate the row to be deleted and click the (-) button. Details Q I I I I S of 5 I P I Award Approval Date B5/26/2020 B5/26/201 B5/26/2015 B5/26/201 B5/26/2015 B5/26/201 B5/2

Procedures,

continued

Step	Action
9	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.           OK         Cancel

Procedures,

continued

)			Action		
	Click OK.				
	Details	Q	1-4 of 4 🗸		View 1
	*Award Approval Date	05/26/2020			+ -
	Honor and Award	CGHC	CG Achievement Medal		
	*Status	Active 🗹			
	*Date Entered	05/26/2020			
	From Date	06/01/2015			
	To Date	06/30/2020			
	Grantor	BASE CLEVELAND		۲	
		240 characters remaining			
	*Award Approval Date	05/12/2015			+ -
	Honor and Award	CGHC	CG Achievement Medal		
	*Status	Active 🔽			
	*Date Entered	05/12/2015			
	From Date	01/01/2014			
	To Date	07/31/2015			
	Grantor	CGDNINE		æ	
		247 characters remaining			
	*Award Approval Date	05/21/2012			+ -
	Honor and Award		CG Achievement Medal		
	*Status	Active 🔽			
	*Date Entered	05/21/2012			
	From Date	07/01/2009			
		05/20/2012			
		PSC			
		251 characters remaining			
	*Award Approval Date	06/12/2009			+ -
	Honor and Award	CGHC	CG Achievement Medal		
	*Status	Active 💌			
	*Date Entered	06/12/2009			
	From Date	07/01/2006			
	To Date	06/12/2009			
	Grantor	TRACEN Cape May		۲	
		239 characters remaining			
	ок	Cancel			

Procedures,

continued

Competencies       Qualifications       Education       Mobility       Waivers       CAN <ul> <li>Honors and Awards</li> <li>Q</li> <li>Honor and Award</li> <li>View History</li> </ul> D             Honor and Award             View History                CGGWOTS             Global War Terror Service Medi             Image: CGHC             CG Achievement Medal             Image: CGMB             Image: CGMR             Image: CG Meritorious Unit Comm Ribbo             Image: CGMN             CG Pistol Marksman Ribbon             Image: CGMN             CG Pistol Marksman Ribbon             Image: CGMN             CG Meritorious Team Comm Ribbo             Image: CGMN             Image: CG Meritorious Team Comm Ribbo             Image: CGMN             Image: CG Meritorious Team Comm Ribbo             Image: CGMN			Action	ı			
Honors and Awards    ID Honor and Award   ID Honor and Award   ID Honor and Award   ID Honor and Award   ID Global War Terror Service Medl   ID ID   CGHC CG Achievement Medal   CGMB CG Meritorious Unit Comm Ribbo   CGMN CG Pistol Marksman Ribbon   CGMT CG Meritorious Team Comm Ribbo   CGMT CG Meritorious Team Comm Ribbo   CGMT CG Meritorious Team Comm Ribbo   + Add New Honors and Awards   > Language Skills   + Language Skills   + Language Skills   + Add New Licenses and Certifications   + Add New Licenses and Certifications   + Add New Licenses and Certifications   + Add New Tests or Examinations   + Add New Tests or Examinations   > Courses & Training   + Add New Additional Training	Click Save.						
ID Honor and Award View History   ID Honor and Award View History   CGGWOTS Global War Terror Service Medl Image: CGGWOTS   CGHC CG Achievement Medal Image: CGGWOTS   CGMB CG Meritorious Unit Comm Ribbo Image: CGGWOTS   CGMN CG Pistol Marksman Ribbon Image: CGGWOTS   CGMT CG Meritorious Team Comm Ribbo Image: CGGWOTS   CGMT CG Meritorious Team Comm Ribbo Image: CGGWOTS   + Add New Honors and Awards Image: CGGWOTS   > Language Skills Image: CGTE Comment Comment Ribbo   + Add New Language Skills Image: CGGWOTS   > Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Licenses and Certifications Image: CGTE Comment Ribbo   + Add New Memberships Image: CGTE Comment Ribbo   + Add New Tests or Examinations Image: CGTE Comment Ribbo   > Courses & Training Add New Tests or Examinations   > Courses & Training Add New Additional Training	Competencies	Qualifications	Education	Mobility	Waivers	CAN	
ID       Honor and Award       View History         CGGWOTS       Global War Terror Service Medl       Image: CG Geometric Medal       Image: CG Geometrice Medal       Imag	<ul> <li>Honors and Awar</li> </ul>	ds					
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