

Honors and Awards

Overview

Introduction This guide provides the procedures for viewing, adding, correcting, and deleting Honors and Awards 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):


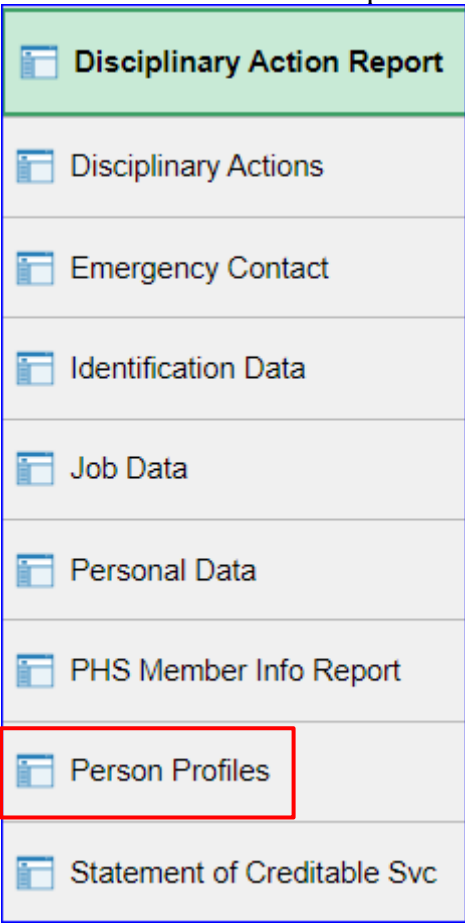
Campaign Medals are only awarded once, and all campaigns participated in are represented by a separate campaign star. Campaign Medals will **always** have at least one campaign star.

- **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).
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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	<p>Click on the Core HR tile.</p>  <p>The image shows a square tile with a white background. At the top, the text "Core HR" is displayed in blue. Below the text is an icon consisting of three stylized human figures in blue, yellow, and red, connected by a dotted line.</p>
2	<p>Select the Person Profiles option.</p>  <p>The image shows a vertical list of menu items, each with a small blue icon to its left. The items are: "Disciplinary Action Report" (highlighted with a green background), "Disciplinary Actions", "Emergency Contact", "Identification Data", "Job Data", "Personal Data", "PHS Member Info Report", "Person Profiles" (highlighted with a red border), and "Statement of Creditable Svc".</p>

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Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="331 495 1297 1182" style="border: 1px solid black; padding: 10px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f0e0; padding: 5px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="347 667 558 696" style="margin-top: 10px;"> <p>▼ Search Criteria</p> </div> <div data-bbox="550 712 1184 1025" style="margin-top: 10px;"> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> </div> <div data-bbox="347 1048 997 1077" style="margin-top: 10px;"> <p><input type="checkbox"/> Include History <input checked="" style="border: 2px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="339 1115 1050 1167" style="margin-top: 10px;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="331 1245 1254 1944" style="border: 1px solid black; padding: 10px;"> <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> <p>Print Comments Profile Actions [Select Action]</p> <p style="background-color: #e0e0e0; padding: 5px; display: flex; justify-content: space-between;"> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p style="text-align: right;">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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Viewing an Honor/Award, Continued

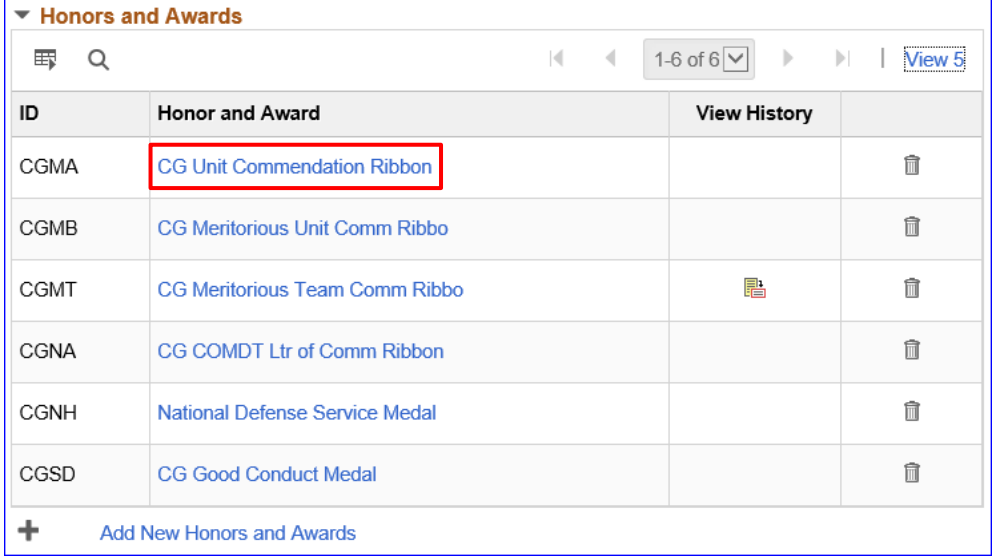
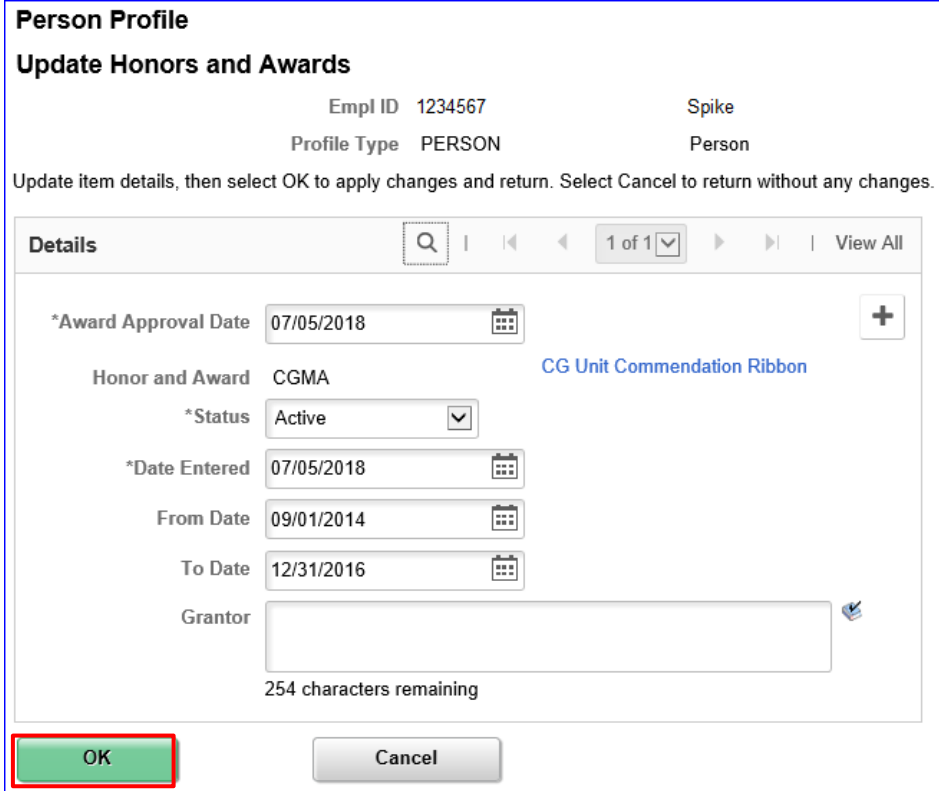
Procedures,
continued

Step	Action																								
5	<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="331 490 1369 1368" 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="331 965 1369 1308"> <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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Viewing an Honor/Award, Continued




Procedures,
continued

Step	Action																												
6	<p>To view a specific instance, click the Honor and Award.</p>  <p>The screenshot shows a table titled "Honors and Awards" 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>At the bottom of the list is a button: + 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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7	<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 for the "CG Unit Commendation Ribbon" (CGMA). The form includes the following fields:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON Spike: Person *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) <p>At the bottom of the form are two buttons: OK (highlighted with a red box) and Cancel.</p>																												

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Viewing an Honor/Award, Continued

Procedures,
continued

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8	<p>If there are multiple instances of an award, click the details icon to view the Award Profile History.</p> <div data-bbox="328 495 1369 1077" style="border: 1px solid blue; 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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9	<p>To view a specific instance of the award, click the Honor and Award.</p> <div data-bbox="328 1155 1369 1682" style="border: 1px solid blue; 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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Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action																					
<p>10</p>	<p>Click Cancel to return to the Honors and Awards Item History list.</p> <div data-bbox="327 452 1369 1214" 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 2 of 2 View All</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Award Approval Date</td> <td>08/31/2017</td> <td></td> </tr> <tr> <td>Honor and Award</td> <td>CGMT</td> <td style="text-align: right;">CG Meritorious Team Comm Ribbo</td> </tr> <tr> <td>Status</td> <td>Active</td> <td></td> </tr> <tr> <td>Date Entered</td> <td>08/31/2017</td> <td></td> </tr> <tr> <td>From Date</td> <td></td> <td></td> </tr> <tr> <td>To Date</td> <td></td> <td></td> </tr> <tr> <td>Grantor</td> <td colspan="2">Base Cleveland COC</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Cancel</p> </div>	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	
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<p>11</p>	<p>Click Return to Profile.</p> <div data-bbox="327 1288 1369 1818" 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>1-2 of 2 View All</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <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> <p style="margin-top: 10px;">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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Viewing an Honor/Award, Continued

Procedures,
continued

Step	Action																								
12	<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></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> <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;"> 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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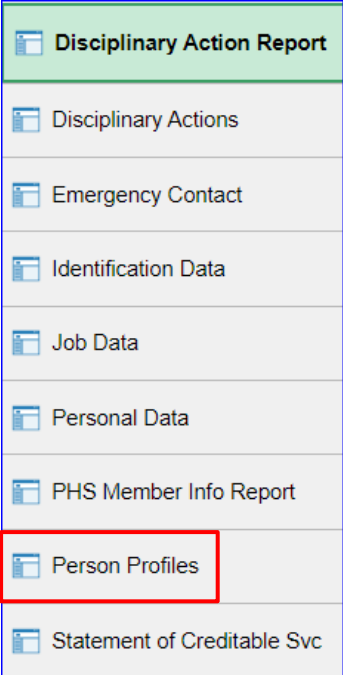
Adding a New Honor/Award

Introduction This section provides the procedures for adding a new honor/award 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 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
1	Click on the Core HR tile. 
2	Select the Person Profiles option. 

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Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 488 1369 1232" style="border: 1px solid blue; padding: 10px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="343 674 577 707" style="margin-top: 10px;"> <p>▼ Search Criteria</p> </div> <div data-bbox="512 728 1254 1066" style="margin-top: 10px;"> <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="343 1084 1048 1122" style="margin-top: 10px;"> <p><input type="checkbox"/> Include History <input checked="" style="border: 2px solid red;" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="343 1155 1106 1218" style="margin-top: 10px;"> <p>Search Clear Basic Search Save Search Criteria</p> </div>																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1294 1209 1960" style="border: 1px solid blue; padding: 10px;"> <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="button" value="x"/></p> <p>Print Comments Profile Actions [Select Action] <input type="button" value="v"/></p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; border: 2px solid red;">Competencies</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; border: 2px solid red; margin-left: 10px;">Qualifications</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; margin-left: 10px;">Education</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; margin-left: 10px;">Mobility</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; margin-left: 10px;">Waivers</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block; margin-left: 10px;">CAN</p> <p>▼ Competencies</p> <p><input type="button" value="list icon"/> <input type="button" value="search icon"/> 1-5 of 8 <input type="button" value="left"/> <input type="button" value="right"/> 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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Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action																												
<p>5</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="327 488 1369 1370" 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" 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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<p>6</p>	<p>Click Add New Honors and Awards.</p> <div data-bbox="327 1444 1268 1975" 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" 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> <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, Continued

Procedures,
continued

Step	Action																
7	<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="331 524 1366 1151" style="border: 1px solid black; padding: 5px;"> <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 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;"> <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; font-size: small;">254 characters remaining</p> </div> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/> </p> </div> </div>																
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Continued on next page

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action
8	<p>Once all fields have been completed, click OK.</p> <div data-bbox="331 454 1369 1037"><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="336 633 1364 981"><p>Details Q << < 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"/></p><p>254 characters remaining</p></div><div data-bbox="336 992 1093 1037"><p>OK Cancel Apply and Add Another</p></div></div>

Continued on next page

Adding a New Honor/Award, Continued

Procedures,
continued

Step	Action																								
9	<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;"> <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>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="margin-left: 20px;">▶ Language Skills + Add New Language Skills <li style="margin-left: 20px;">▶ Licenses and Certifications + Add New Licenses and Certifications <li style="margin-left: 20px;">▶ Memberships + Add New Memberships <li style="margin-left: 20px;">▶ Tests or Examinations + Add New Tests or Examinations <li style="margin-left: 20px;">▶ Courses & Training <li style="margin-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, 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;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </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="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ⌵ 🔍 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> <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="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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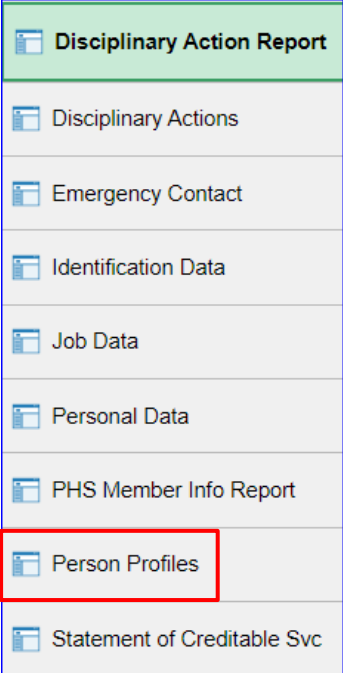
Adding an Additional Honor/Award of the Same Type

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
1	Click on the Core HR tile. 
2	Select the Person Profiles option. 

Continued on next page

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

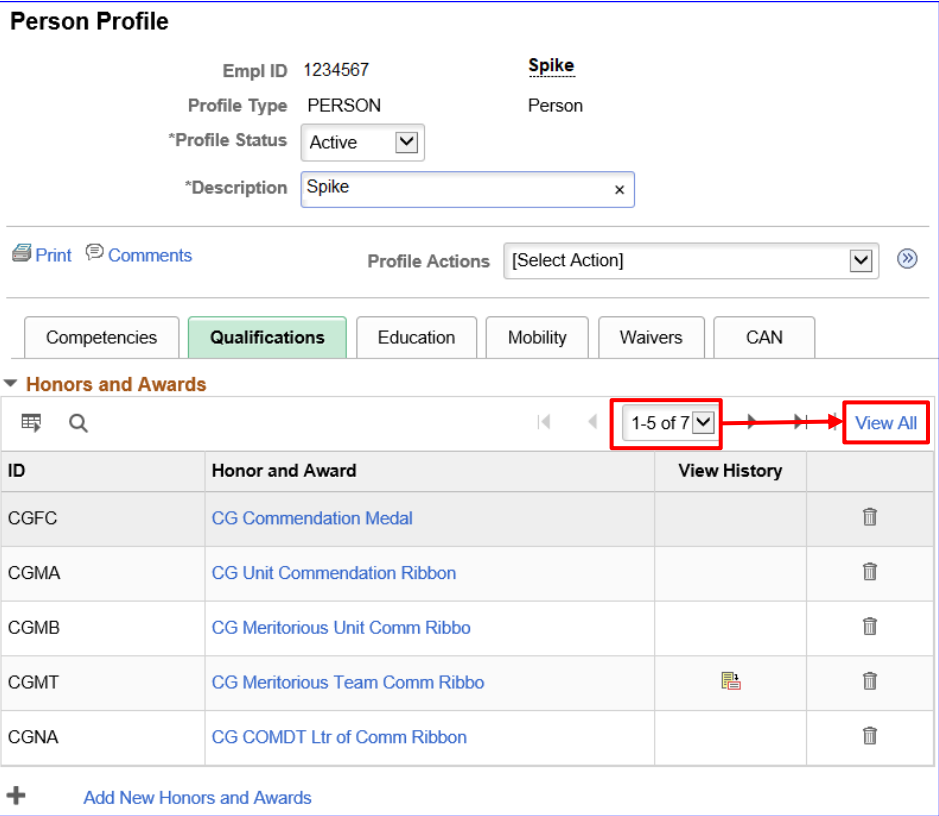
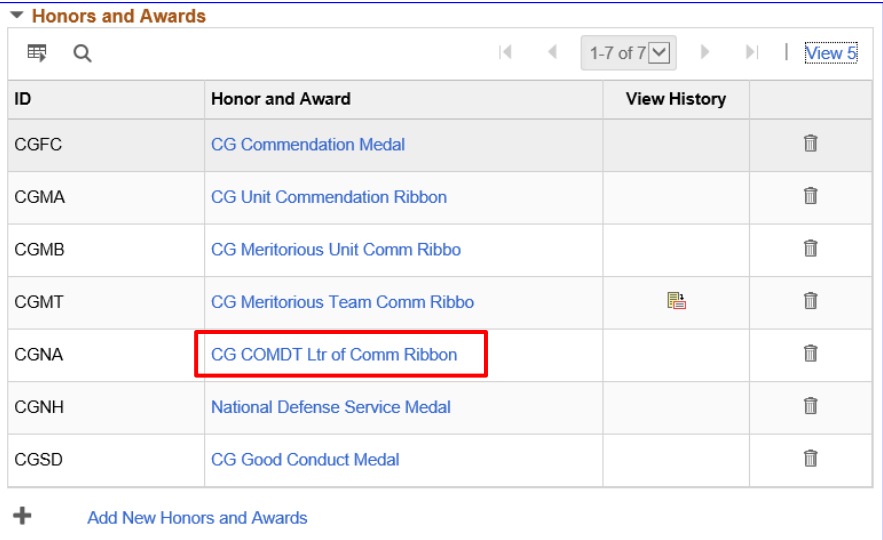
Procedures, continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 526 1369 1272" style="border: 1px solid blue; padding: 5px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <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="Q"/> Save Search Criteria</p> </div>																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1332 1157 1960" 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="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>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p><input type="button" value="Q"/> 1-5 of 8 <input type="button" value="Q"/> View All</p> <table border="1"> <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="Q"/> <input type="button" value="x"/></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="Q"/> <input type="button" value="x"/></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="x"/></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="x"/></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="x"/></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	<input type="button" value="Q"/> <input type="button" value="x"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="Q"/> <input type="button" value="x"/>	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good	<input type="button" value="x"/>	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little	<input type="button" value="x"/>	MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	<input type="button" value="x"/>
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Continued on next page

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

Procedures, continued

Step	Action																								
5	<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 Profile Type PERSON Person *Profile Status Active *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 7 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p>	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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Continued on next page

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

Procedures,
continued

Step	Action
7	<p>The Update Honors and Awards page will display. Do NOT overwrite any of the fields. Click the (+) button to add a new row.</p> <div data-bbox="331 528 1369 1357" style="border: 1px solid black; padding: 5px;"> <p>Update Honors and Awards</p> <p>Empl ID 1234567 Spike 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 gray; padding: 5px;"> <p>Details <input type="text" value=""/> < < 1 of 1 > > View All</p> <p>*Award Approval Date <input type="text" value="07/31/2019"/> <input type="button" value="📅"/> +</p> <p>Honor and Award CGNA CG COMDT Ltr of Comm Ribbon</p> <p>*Status <input type="text" value="Active"/> <input type="button" value="▼"/></p> <p>*Date Entered <input type="text" value="07/31/2019"/> <input type="button" value="📅"/></p> <p>From Date <input type="text" value=""/> <input type="button" value="📅"/></p> <p>To Date <input type="text" value=""/> <input type="button" value="📅"/></p> <p>Grantor <input type="text" value="Base Cleveland"/> <input type="button" value="🔍"/></p> <p>240 characters remaining</p> </div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

Continued on next page

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







Procedures, continued

Step	Action																
8	<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="327 562 1369 1189" style="border: 1px solid blue; padding: 5px;"> <p>Details 1 of 2 View All</p> <div style="border: 2px solid red; padding: 5px; margin: 5px;"> <p>*Award Approval Date <input style="width: 150px;" type="text" value="11/04/2020"/> + -</p> <p>Honor and Award <input style="width: 150px;" type="text" value="CGNA"/> CG COMDT Ltr of Comm Ribbon</p> <p>*Status <input style="width: 100px;" type="text" value="Active"/></p> <p>*Date Entered <input style="width: 150px;" type="text" value="07/31/2019"/></p> <p>From Date <input style="width: 150px;" type="text"/></p> <p>To Date <input style="width: 150px;" type="text"/></p> <p>Grantor <input style="width: 250px;" type="text" value="Base Cleveland"/></p> <p style="text-align: right; font-size: small;">240 characters remaining</p> </div> <p style="text-align: center; margin-top: 5px;"> <input style="background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="OK"/> <input style="padding: 5px 15px;" type="button" value="Cancel"/> </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">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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Continued on next page

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

Procedures,
continued

Step	Action
9	<p>Once all fields have been completed, click OK.</p> <div data-bbox="331 495 1369 1137"><p>Details Q ◀ ▶ 1 of 2 ▶▶ View All</p><p>*Award Approval Date <input type="text" value="08/05/2020"/>  + -</p><p>Honor and Award <input type="text" value="CGNA"/> CG COMDT Ltr of Comm Ribbon</p><p>*Status <input type="text" value="Active"/> </p><p>*Date Entered <input type="text" value="11/04/2020"/> </p><p>From Date <input type="text" value="02/15/2020"/> </p><p>To Date <input type="text" value="04/30/2020"/> </p><p>Grantor <input type="text" value="PPC Topeka"/> </p><p>244 characters remaining</p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>

Continued on next page

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

Procedures,
continued

Step	Action																																
10	<p data-bbox="327 459 478 492">Click Save.</p> <div data-bbox="327 492 1364 1825" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p data-bbox="343 560 558 593">▼ 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="343 638 1356 1086"> <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> <ul style="list-style-type: none"> + Add New Honors and Awards <ul style="list-style-type: none"> ▶ Language Skills + Add New Language Skills <ul style="list-style-type: none"> ▶ Licenses and Certifications + Add New Licenses and Certifications <ul style="list-style-type: none"> ▶ Memberships + Add New Memberships <ul style="list-style-type: none"> ▶ Tests or Examinations + Add New Tests or Examinations <ul style="list-style-type: none"> ▶ Courses & Training + Add New Additional Training <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div data-bbox="343 1702 526 1758" style="border: 2px solid red; padding: 5px; background-color: #f5f5f5;">Save</div> <div data-bbox="343 1769 534 1814" style="padding: 5px; background-color: #f5f5f5;">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																																
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 red; padding: 5px;"> <p>✔ You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <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;"> 🗨️ 🔍 1-7 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 ▶ 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> <div style="text-align: center; margin-top: 10px;"> Save </div> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;"> 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		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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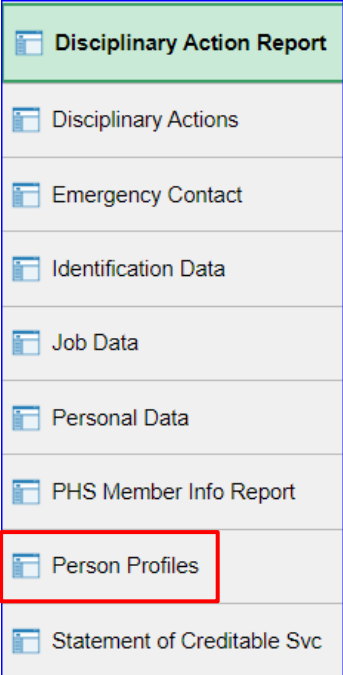
Correcting an Honor/Award

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
1	Click on the Core HR tile.  A screenshot of a software interface showing a tile labeled "Core HR" in blue text. Below the text is an icon of three stylized human figures in blue, red, and yellow, connected by a dotted line. The entire tile is enclosed in a blue rectangular border.
2	Select the Person Profiles option.  A screenshot of a vertical menu with several options. The options are: "Disciplinary Action Report" (highlighted in green), "Disciplinary Actions", "Emergency Contact", "Identification Data", "Job Data", "Personal Data", "PHS Member Info Report", "Person Profiles" (highlighted with a red border), and "Statement of Creditable Svc". Each option has a small blue folder icon to its left.

Continued on next page

Correcting an Honor/Award, Continued

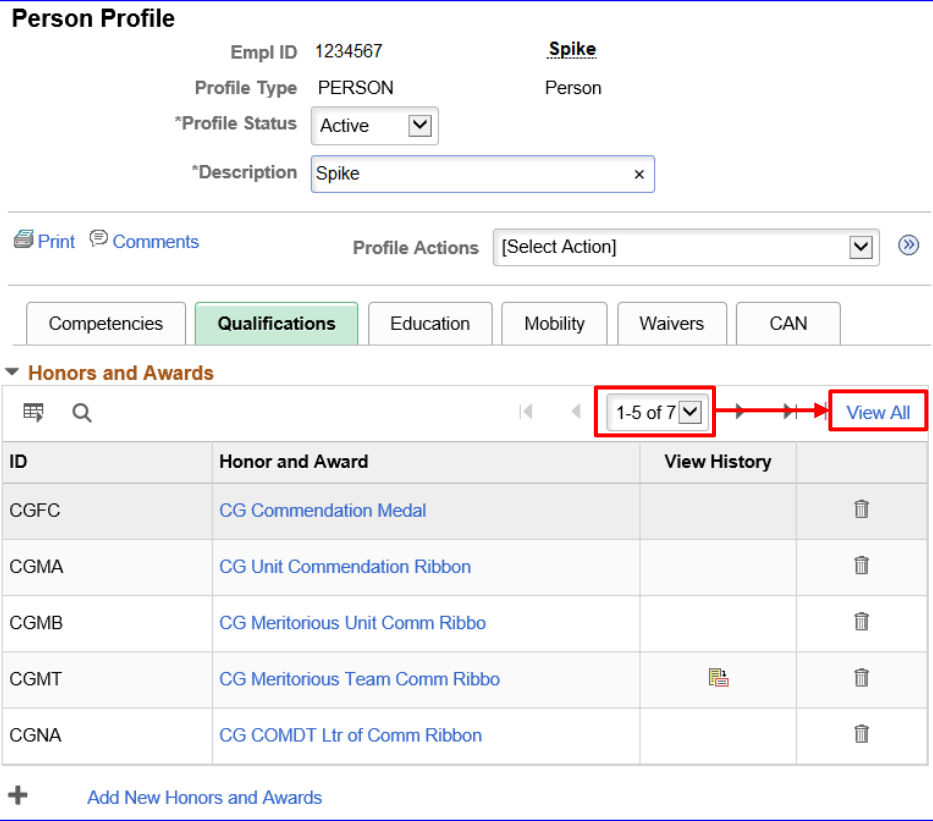
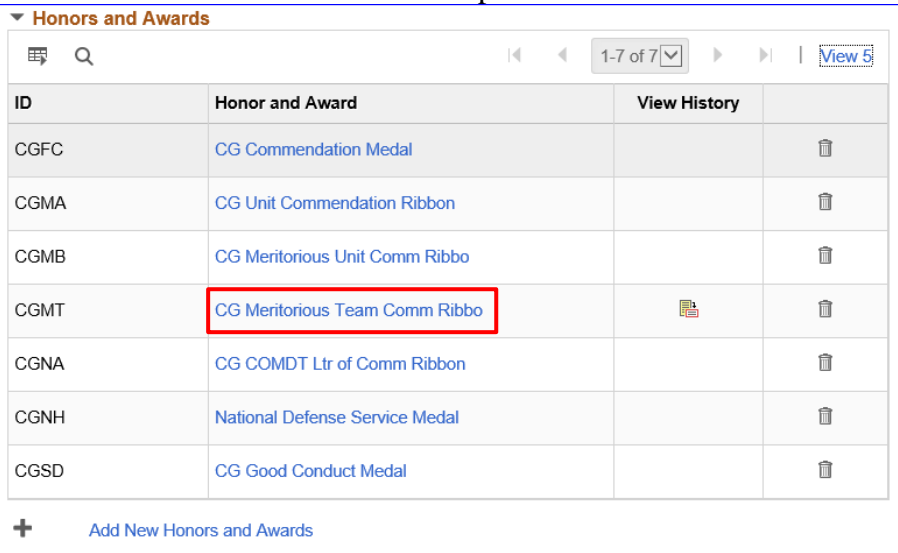
Procedures,
continued

Step	Action																																										
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 488 1369 1234" style="border: 1px solid black; padding: 10px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="347 678 576 707" style="margin-top: 10px;"> <p>▼ Search Criteria</p> </div> <div data-bbox="515 730 1252 1066" style="margin-top: 10px;"> <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> </div> <div data-bbox="347 1088 1046 1122" style="margin-top: 10px;"> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="339 1155 1106 1223" style="margin-top: 10px;"> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																										
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1312 1166 1939" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="Q"/></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: #e0f2f1; padding: 2px; display: inline-block; margin-right: 5px;">Competencies</p> <p style="background-color: #ffe0b2; padding: 2px; display: inline-block; margin-right: 5px; border: 1px solid red;">Qualifications</p> <p style="background-color: #e0f2f1; padding: 2px; display: inline-block; margin-right: 5px;">Education</p> <p style="background-color: #e0f2f1; padding: 2px; display: inline-block; margin-right: 5px;">Mobility</p> <p style="background-color: #e0f2f1; padding: 2px; display: inline-block; margin-right: 5px;">Waivers</p> <p style="background-color: #e0f2f1; padding: 2px; display: inline-block;">CAN</p> <p>▼ Competencies</p> <p><input type="button" value="Q"/> 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> <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><input type="button" value="Q"/></td> <td><input type="button" value="x"/></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="Q"/></td> <td><input type="button" value="x"/></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><input type="button" value="x"/></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><input type="button" value="x"/></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><input type="button" value="x"/></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	<input type="button" value="Q"/>	<input type="button" value="x"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="Q"/>	<input type="button" value="x"/>	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		<input type="button" value="x"/>	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="x"/>	MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="x"/>
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Correcting an Honor/Award, Continued

Procedures,
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Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="327 421 1230 454">If necessary, click View All to display all rows for the selected award.</p> <div data-bbox="327 454 1369 1104"><p data-bbox="347 477 427 504">Details</p><p data-bbox="1002 477 1098 504">1 of 2</p><p data-bbox="1265 477 1345 504">View All</p><p data-bbox="371 562 900 595">*Award Approval Date 08/05/2020</p><p data-bbox="416 622 1225 651">Honor and Award CGNA CG COMDT Ltr of Comm Ribbon</p><p data-bbox="520 667 842 696">*Status Active</p><p data-bbox="453 723 900 757">*Date Entered 11/04/2020</p><p data-bbox="488 779 900 813">From Date 02/15/2020</p><p data-bbox="515 835 900 869">To Date 04/30/2020</p><p data-bbox="515 891 1246 925">Grantor PPC Topeka</p><p data-bbox="608 972 850 999">244 characters remaining</p><p data-bbox="336 1043 515 1088">OK</p><p data-bbox="671 1043 879 1088">Cancel</p></div>

Continued on next page

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action
8	<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="331 562 1369 1624"><p>Details 1-2 of 2 View 1</p><div data-bbox="347 651 1233 1081"><p>*Award Approval Date 08/08/2018</p><p>Honor and Award CGMT CG Meritorious Team Comm Ribbo</p><p>*Status Active</p><p>*Date Entered 08/08/2018</p><p>From Date 05/01/2018</p><p>To Date 09/14/2018</p><p>Grantor PSU 309 247 characters remaining</p></div><div data-bbox="347 1115 1233 1545"><p>*Award Approval Date 08/31/2017</p><p>Honor and Award CGMT CG Meritorious Team Comm Ribbo</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 236 characters remaining</p></div><p>OK Cancel</p></div>

Continued on next page

Correcting an Honor/Award, Continued

Procedures,
continued

Step	Action																								
9	<p>Click Save.</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="display: flex; justify-content: space-between; align-items: center; 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> <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		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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Continued on next page

Correcting an Honor/Award, 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>✔ 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 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 ▶ 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> <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> </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


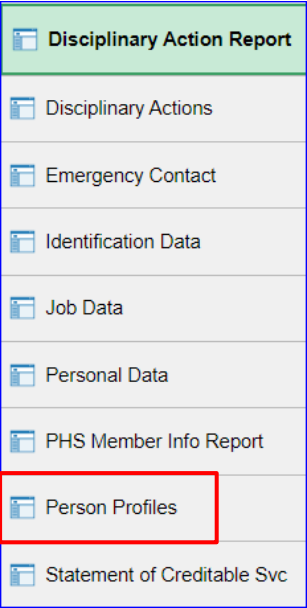
Introduction This section provides the procedures for deleting a single honor/award in Direct Access (DA).

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
1	Click on the Core HR tile. 
2	Select the Person Profiles option. 

Continued on next page

Deleting a Single Honor/Award, Continued

Procedures,
continued

Step	Action																																										
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 488 1369 1234" style="border: 1px solid black; padding: 10px;"> <p>Person Profiles</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f2f1; padding: 5px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="343 674 576 707"> <p>▼ Search Criteria</p> </div> <div data-bbox="564 734 1252 1066"> <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> </div> <div data-bbox="343 1084 1046 1122"> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="343 1160 1104 1223"> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																										
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1308 1163 1939" style="border: 1px solid black; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="Q"/></p> <p>*Description Spike <input type="button" value="x"/></p> <p>Print Comments Profile Actions [Select Action] <input type="button" value="Q"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p><input type="button" value="Q"/> 1-5 of 8 <input type="button" value="View All"/></p> <table border="1"> <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><input type="button" value="Q"/></td> <td><input type="button" value="x"/></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="Q"/></td> <td><input type="button" value="x"/></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><input type="button" value="x"/></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><input type="button" value="x"/></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><input type="button" value="x"/></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	<input type="button" value="Q"/>	<input type="button" value="x"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="Q"/>	<input type="button" value="x"/>	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		<input type="button" value="x"/>	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="x"/>	MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="x"/>
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Deleting a Single Honor/Award, Continued

Procedures,
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Deleting a Single Honor/Award, Continued

Procedures,
continued

Step	Action																								
7	<p>A warning prompt will display. Click OK to continue.</p> <div data-bbox="328 456 1366 618" style="border: 1px solid black; padding: 5px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="text-align: center;"> OK Cancel </div> </div>																								
8	<p>Click Save.</p> <div data-bbox="328 698 1366 1906" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; 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; margin-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> <ul style="list-style-type: none"> + Add New Honors and Awards <ul style="list-style-type: none"> ▶ Language Skills + Add New Language Skills <ul style="list-style-type: none"> ▶ Licenses and Certifications + Add New Licenses and Certifications <ul style="list-style-type: none"> ▶ Memberships + Add New Memberships <ul style="list-style-type: none"> ▶ Tests or Examinations + Add New Tests or Examinations <ul style="list-style-type: none"> ▶ Courses & Training + Add New Additional Training <ul style="list-style-type: none"> ▶ Additional Training + Add New Additional Training <div style="margin-top: 10px;"> Save </div> <div style="margin-top: 5px;"> 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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CGSD	CG Good Conduct Medal		🗑️																						

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Deleting a Single Honor/Award, Continued

Procedures,
continued

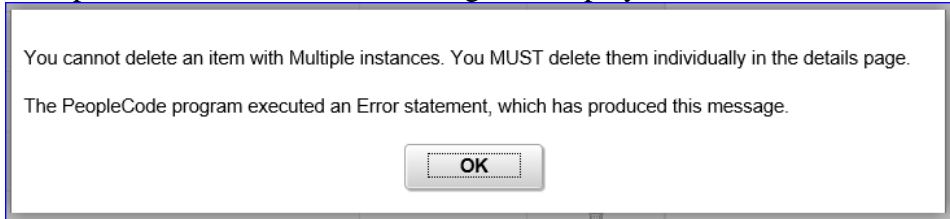
Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="327 488 1362 1727" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p>☰ Q 1-5 of 5 View 5</p> <table border="1" data-bbox="341 689 1362 1048"> <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>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> <p>Save</p> <p>Return to Search</p> </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.


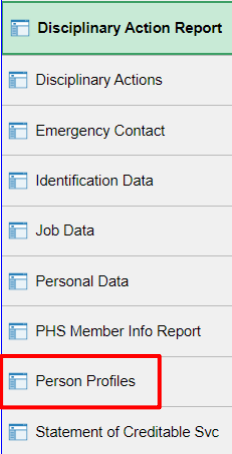
Important Information If attempting to delete an Honor/Award using the trashcan icon when multiple instances exist, this warning will display. Click OK and continue.



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 Core HR tile. 
2	Select the Person Profiles option. 

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																														
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 526 1109 1086" 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="343 660 1021 996" style="border: 1px solid #ccc; 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> </div> <div data-bbox="335 1019 917 1075" 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>																														
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1153 1364 1892" 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>Print Comments Profile Actions <input type="button" value="[Select Action]"/></p> <p style="text-align: center;"> <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> <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>EPMEE7</td> <td>EPME E7 ERATS</td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="View History"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="Delete"/></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="View History"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="Delete"/></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="View History"/> <input type="button" value="Delete"/>	PAO	Payment Approving Official	04/07/2015	Approved/Official	Good	<input type="button" value="Delete"/>	YNC	YNC ERATS	01/10/2020	Approved/Official	Good	<input type="button" value="View History"/> <input type="button" value="Delete"/>	YNL1	Legal Technician	08/19/2011	Approved/Official	Good	<input type="button" value="Delete"/>
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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
5	<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="327 526 1369 1422" 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="text" value="x"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></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"/> 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</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																																								
6	<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
7	<p>Click View All to display all the rows for this Honor and Award.</p> <div data-bbox="327 488 1364 1384" style="border: 1px solid black; 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 gray; padding: 5px; margin-bottom: 10px;"> <p>Details 1 of 5 <input type="button" value="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> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
8	<p>Locate the row to be deleted and click the (-) button.</p> <div data-bbox="327 488 1364 1960" style="border: 1px solid black; padding: 5px;"> <p>Details 1-5 of 5 View 1</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>*Award Approval Date <input type="text" value="05/26/2020"/> </p> <p>Honor and Award CGHC CG Achievement Medal</p> <p>*Status <input type="text" value="Active"/> </p> <p>*Date Entered <input type="text" value="05/26/2020"/> </p> <p>From Date <input type="text" value="06/01/2015"/> </p> <p>To Date <input type="text" value="06/30/2020"/> </p> <p>Grantor <input type="text" value="BASE CLEVELAND"/> </p> <p style="font-size: small;">240 characters remaining</p> </div> <div style="width: 15%; text-align: right;"> <p><input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>*Award Approval Date <input type="text" value="01/31/2017"/> </p> <p>Honor and Award CGHC CG Achievement Medal</p> <p>*Status <input type="text" value="Active"/> </p> <p>*Date Entered <input type="text" value="01/31/2017"/> </p> <p>From Date <input type="text" value="01/01/2016"/> </p> <p>To Date <input type="text" value="12/31/2016"/> </p> <p>Grantor <input type="text" value="BASE CLEVELAND"/> </p> <p style="font-size: small;">240 characters remaining</p> </div> <div style="width: 15%; text-align: right;"> <p><input type="button" value="+"/> <input style="border: 2px solid red;" type="button" value="-"/></p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>*Award Approval Date <input type="text" value="05/12/2015"/> </p> <p>Honor and Award CGHC CG Achievement Medal</p> <p>*Status <input type="text" value="Active"/> </p> <p>*Date Entered <input type="text" value="05/12/2015"/> </p> <p>From Date <input type="text" value="01/01/2014"/> </p> <p>To Date <input type="text" value="07/31/2015"/> </p> <p>Grantor <input type="text" value="CGDNINE"/> </p> <p style="font-size: small;">247 characters remaining</p> </div> <div style="width: 15%; text-align: right;"> <p><input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>*Award Approval Date <input type="text" value="05/21/2012"/> </p> </div> <div style="width: 15%; text-align: right;"> <p><input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> </div>

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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
9	<p data-bbox="328 461 1034 495">A warning prompt will display. Click OK to continue.</p> <div data-bbox="328 495 1369 663" style="border: 1px solid gray; padding: 5px;"><p data-bbox="347 517 1321 546">Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p><div data-bbox="679 573 1023 629" style="text-align: center;"><input data-bbox="679 573 847 629" type="button" value="OK"/> <input data-bbox="855 573 1023 629" type="button" value="Cancel"/></div></div>

Continued on next page

Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
10	Click OK.

Details

1-4 of 4 | View 1

*Award Approval Date: 05/26/2020 [calendar icon] [+ -]

Honor and Award: CGHC [CG Achievement Medal](#)

*Status: Active [dropdown]

*Date Entered: 05/26/2020 [calendar icon]

From Date: 06/01/2015 [calendar icon]

To Date: 06/30/2020 [calendar icon]

Grantor: BASE CLEVELAND [text input] [clear icon]

240 characters remaining

*Award Approval Date: 05/12/2015 [calendar icon] [+ -]

Honor and Award: CGHC [CG Achievement Medal](#)

*Status: Active [dropdown]

*Date Entered: 05/12/2015 [calendar icon]

From Date: 01/01/2014 [calendar icon]

To Date: 07/31/2015 [calendar icon]

Grantor: CGDNINE [text input] [clear icon]

247 characters remaining

*Award Approval Date: 05/21/2012 [calendar icon] [+ -]

Honor and Award: CGHC [CG Achievement Medal](#)

*Status: Active [dropdown]

*Date Entered: 05/21/2012 [calendar icon]

From Date: 07/01/2009 [calendar icon]

To Date: 05/20/2012 [calendar icon]

Grantor: PSC [text input] [clear icon]

251 characters remaining

*Award Approval Date: 06/12/2009 [calendar icon] [+ -]

Honor and Award: CGHC [CG Achievement Medal](#)

*Status: Active [dropdown]

*Date Entered: 06/12/2009 [calendar icon]

From Date: 07/01/2008 [calendar icon]

To Date: 06/12/2009 [calendar icon]

Grantor: TRACEN Cape May [text input] [clear icon]

239 characters remaining

OK Cancel

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Deleting One Honor/Award when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
11	<p data-bbox="327 459 478 492">Click Save.</p> <div data-bbox="327 492 1364 1702" 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="343 582 574 616">▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> ☰ <input type="text" value="Q"/> 1-5 of 9 View All </div> <table border="1" data-bbox="343 672 1356 1019"> <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> <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		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																								
12	<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> 🔍 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;"> 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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