

Incentive Points

Overview

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

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).

Required Roles The user must have the roles: [CG Admin \(PSI Enhanced\) \(YN2-PERS w/"By Dir" Only\)](#) or [CG Admin \(PSI Enhanced\) \(YN3-YN2 Only\)](#) or [CG Admin \(YN-PERS Only\)](#)

Current Incentive Types and Points

Two Types:

The screenshot shows a search interface for 'Look Up Incentive Type'. The search criteria are: Content Type: INCSEAPTS, Content Item ID: begins with [], Content Group Type: begins with [], Content Group: begins with [], and Description: begins with []. The search results table is as follows:

Content Item ID	Content Group Type	Content Group	Description
AFLOAT	(blank)	(blank)	Afloat
ASHORE	(blank)	(blank)	Ashore

Points:

The screenshot shows a search interface for 'Look Up Incentive Points'. The search criteria are: Code: begins with [] and Description: begins with []. The search results table is as follows:

Code	Description
0.5	0.5
1.0	1.0
1.5	1.5
2.0	2.0
2.5	2.5
3.0	3.0

Continued on next page

Overview, Continued


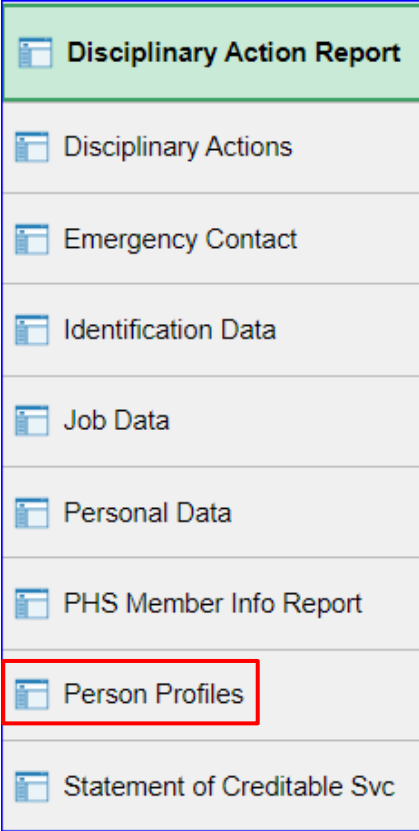
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Viewing Incentive Points

Introduction This section provides the procedures for viewing Incentive Points 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 blue border. 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 document icon on the left. The items 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'.</p>

Continued on next page

Viewing Incentive Points, 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="327 521 1193 1144" style="border: 1px solid black; 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>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 Save Search Criteria</p> </div>																																										
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1211 1315 1955" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="button" value="x"/></p> <p>Print Comments Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="»"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>Competencies</p> <p><input type="button" value="list icon"/> <input type="button" value="Q"/> <input type="button" value="«"/> <input type="button" value="»"/> 1-5 of 8 <input type="button" value="v"/> 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></td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="button" value="+"/> Add New Competencies</p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History		CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good			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 Incentive Points, Continued

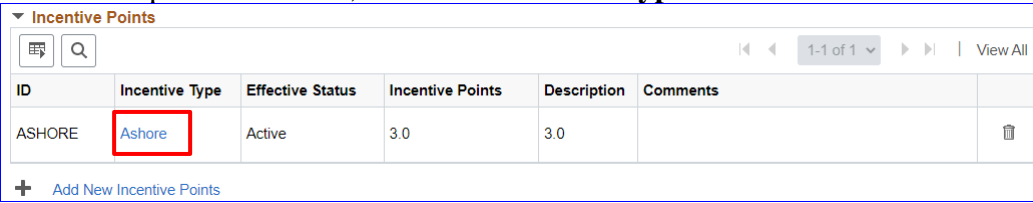
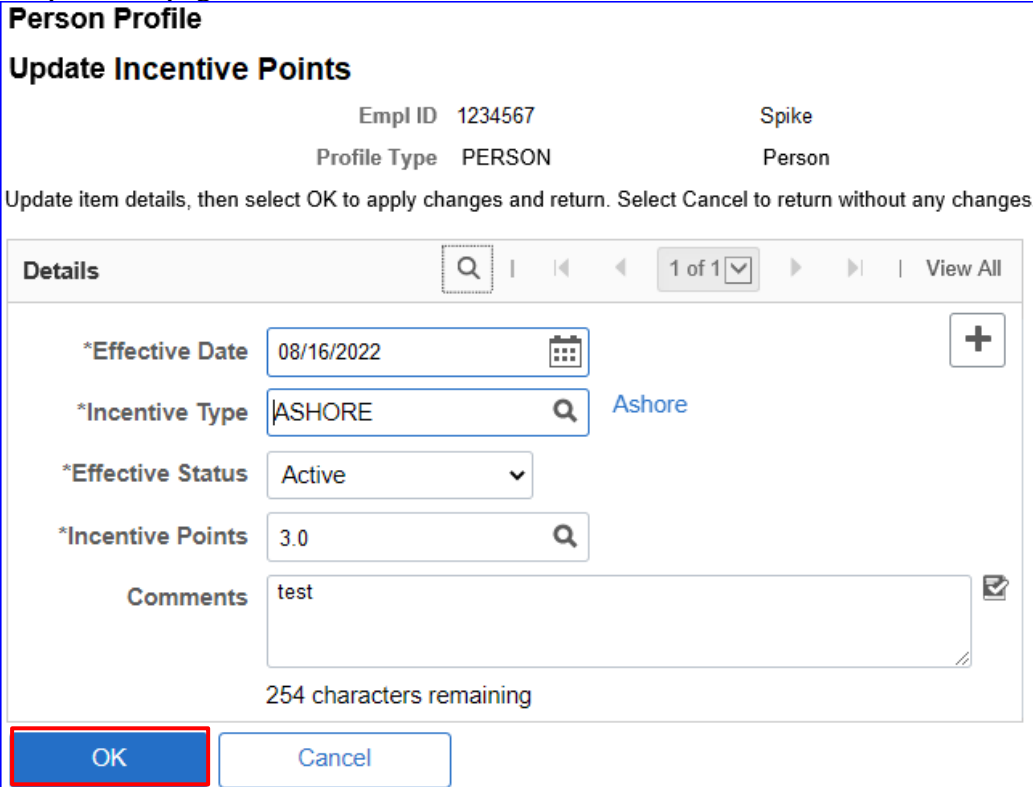
Procedures,
continued

Step	Action																								
5	<p>The member’s Honors and Awards will display. The Incentive Points section will display data, if available. See NOTE.</p> <p>NOTE: This is a brand new Qualification added to DA, data may not be available for viewing.</p> <div data-bbox="327 627 1364 1635" 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="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="»"/></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p> 1-5 of 6 <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>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>▼ Incentive Points</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>There are currently no Incentive Points for this profile. Please add one if required.</p> </div> <p> Add New Incentive Points</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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Continued on next page

Viewing Incentive Points, Continued

Procedures,
continued

Step	Action												
6	<p>To view a specific instance, click the Incentive Type link.</p>  <p>The screenshot shows a table titled 'Incentive Points' with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>3.0</td> <td>3.0</td> <td></td> </tr> </tbody> </table> <p>The 'Incentive Type' cell 'Ashore' is highlighted with a red box.</p>	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	ASHORE	Ashore	Active	3.0	3.0	
ID	Incentive Type	Effective Status	Incentive Points	Description	Comments								
ASHORE	Ashore	Active	3.0	3.0									
7	<p>The member's Update Incentive Points page will display. Click OK to return to the previous page.</p>  <p>The screenshot shows the 'Update Incentive Points' form for a member with Empl ID 1234567 and Profile Type PERSON. The form includes fields for Effective Date (08/16/2022), Incentive Type (ASHORE), Effective Status (Active), and Incentive Points (3.0). The Comments field contains 'test'. The 'OK' button is highlighted with a red box.</p>												

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Viewing Incentive Points, Continued

Procedures,
continued


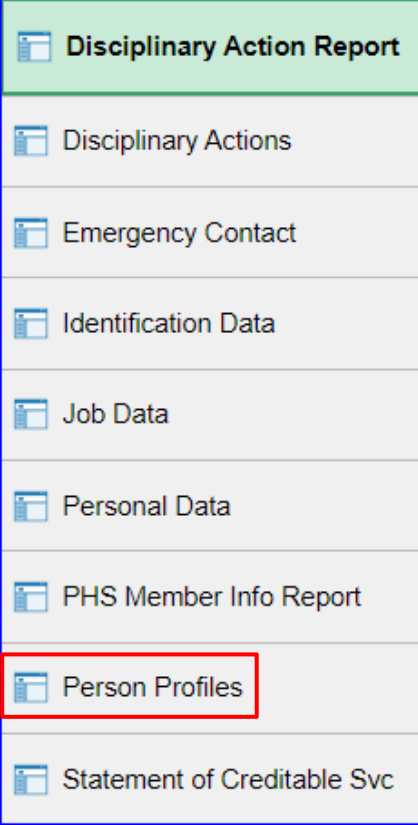
Step	Action																								
8	<p>Click Return to Search to exit the member's Person Profile.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>Honors and Awards</p> <div style="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>🗑️</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="margin-top: 10px; text-align: center;"> <input type="button" value="Save"/> </div> <div style="margin-top: 10px; text-align: center;"> Return to Search </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo		🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️
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Adding New Incentive Points

Introduction This section provides the procedures for adding new Incentive Points in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to add an Incentive Points.

Procedures See below.

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

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Adding New Incentive Points, Continued

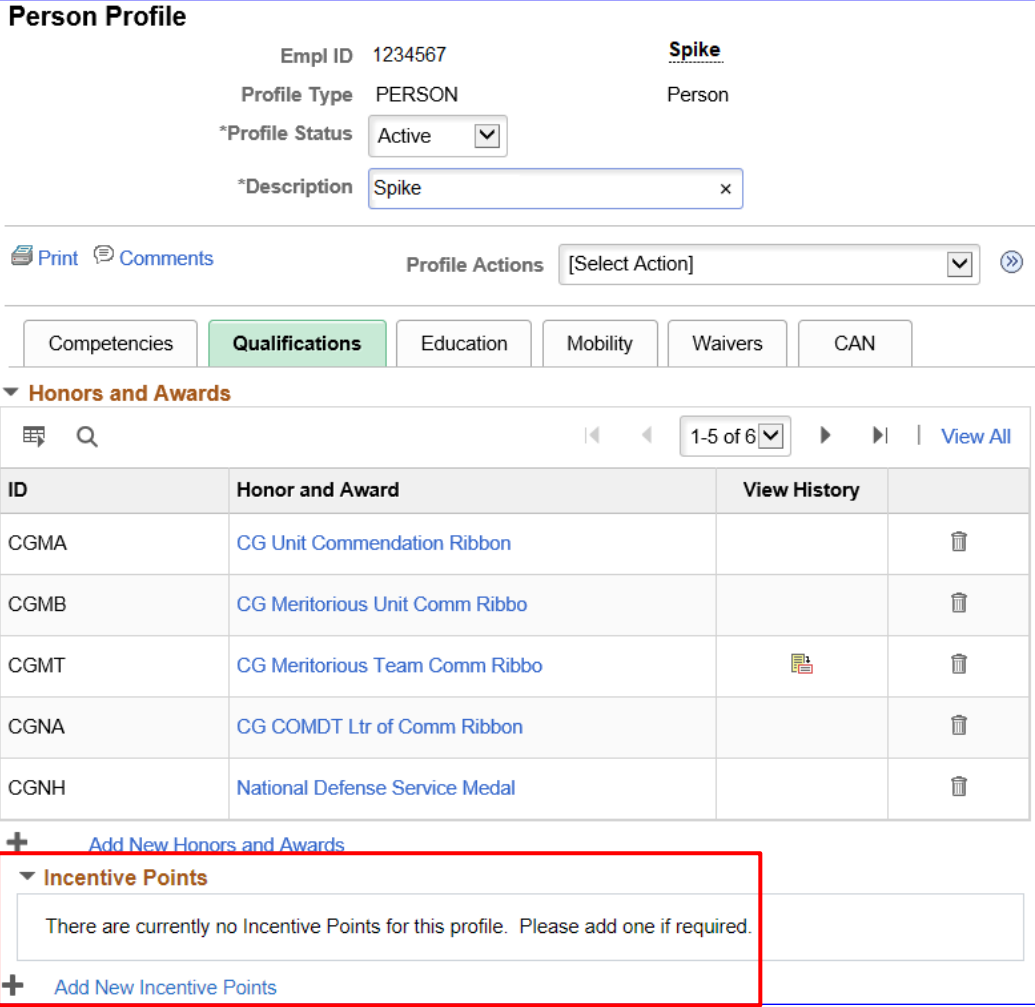
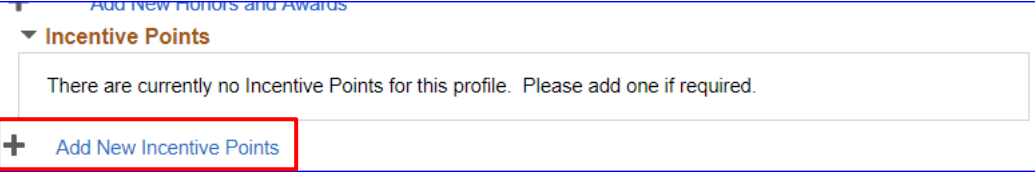
Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 521 1121 1093" style="border: 1px solid black; 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>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="Save Search Criteria"/></p> </div>																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1171 1358 1955" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 8 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></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 New Incentive Points, Continued

Procedures,
continued

Step	Action																								
<p>5</p>	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Honors and Awards</p> <p>1-5 of 6 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>Incentive Points</p> <p>There are currently no Incentive Points for this profile. Please add one if required.</p> <p>+ Add New Incentive Points</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action												
7	<p>The Add New Incentive Points page will display. The Effective Date auto-populates with the current date. Update each field as appropriate per the chart below.</p> <div data-bbox="331 555 1369 1339" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Add New Incentive Points</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 1 View All</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>*Effective Date <input type="text" value="08/16/2022"/> </p> <p>*Incentive Type <input type="text" value="ASHORE"/> Ashore</p> <p>*Effective Status <input type="text" value="Active"/> </p> <p>*Incentive Points <input type="text" value="3.0"/> </p> <p>Comments <input type="text" value="test"/> </p> <p style="text-align: right; font-size: small;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OK Cancel </div> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>*Effective Date (Required)</td> <td>Enter the date of the Incentive Type. Can be post-dated or back dated.</td> </tr> <tr> <td>*Incentive Type (Required)</td> <td>Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.</td> </tr> <tr> <td>*Effective Status (Required)</td> <td>Defaults to Active. Do NOT change this field.</td> </tr> <tr> <td>*Incentive Points (Optional)</td> <td>Check the guidance message on the appropriate points to be entered.</td> </tr> <tr> <td>Comments</td> <td>Enter comments based on current message guidance.</td> </tr> </tbody> </table>	Field	Description	*Effective Date (Required)	Enter the date of the Incentive Type. Can be post-dated or back dated.	*Incentive Type (Required)	Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.	*Effective Status (Required)	Defaults to Active. Do NOT change this field.	*Incentive Points (Optional)	Check the guidance message on the appropriate points to be entered.	Comments	Enter comments based on current message guidance.
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Comments	Enter comments based on current message guidance.												

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Adding New Incentive Points, Continued

Procedures,
continued

Step	Action
8	<p>Once all fields have been completed, click OK.</p> <div data-bbox="331 483 1369 1267" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Add New Incentive Points</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 1 View All</p> <p>*Effective Date <input type="text" value="08/16/2022"/> +</p> <p>*Incentive Type <input type="text" value="ASHORE"/> Ashore</p> <p>*Effective Status <input type="text" value="Active"/></p> <p>*Incentive Points <input type="text" value="3.0"/></p> <p>Comments <input type="text" value="test"/> 254 characters remaining</p> </div> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action																								
9	<p>Click Save.</p> <div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid gray; 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 ▶ 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 <div style="margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; padding: 5px 15px; margin-bottom: 5px;">Save</div> <div style="border: 1px solid gray; 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 New Incentive Points, Continued

Procedures,
continued


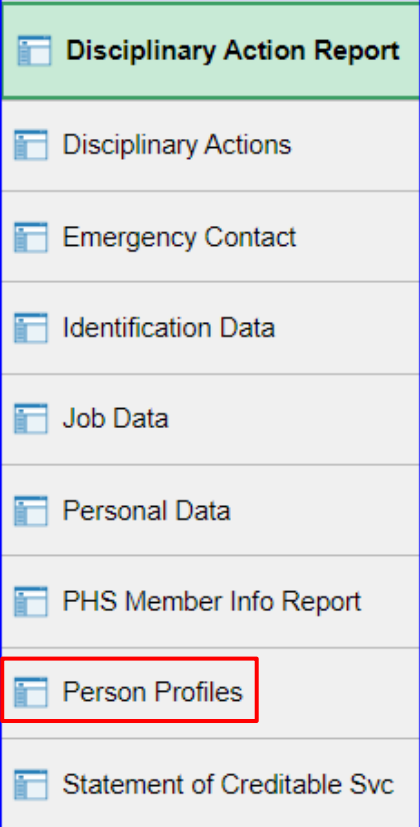
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Adding Additional Incentive Points of the Same Type

Introduction This section provides the procedures for adding additional Incentive Points 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 Incentive Points.

Procedures See below.

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

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

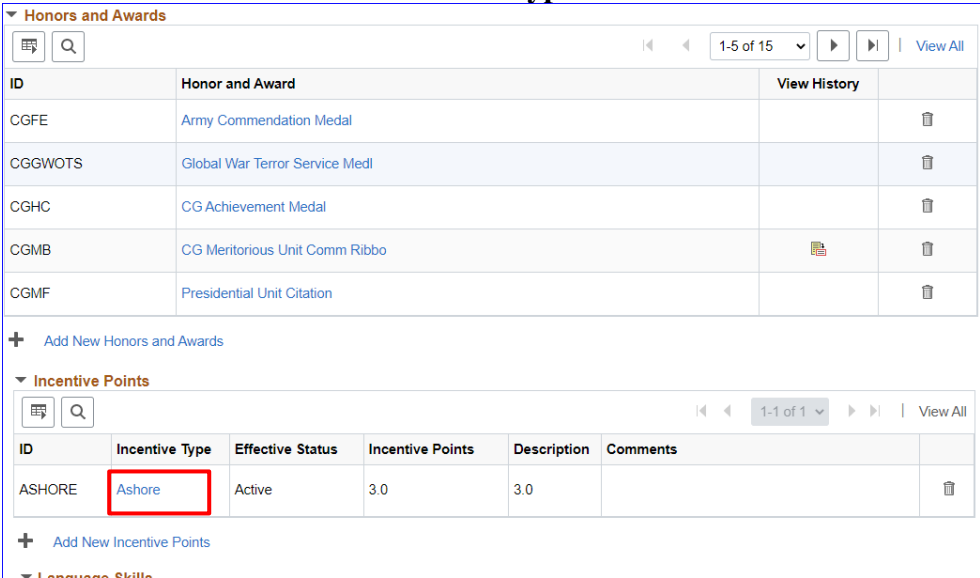
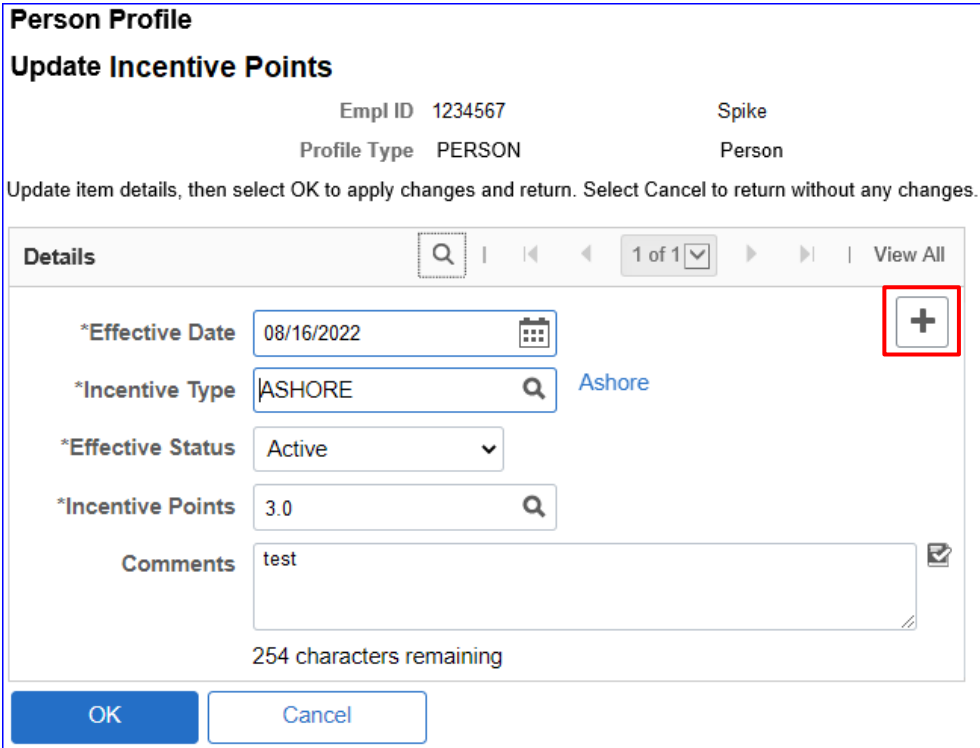
Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 557 1168 1167" style="border: 1px solid black; 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>Find an Existing Value</p> <p>▼ Search Criteria</p> <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> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1227 1316 1971" 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 ▼</p> <p>*Description Spike x</p> <p>Print Comments Profile Actions [Select Action] ▼</p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 8 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </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 Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action																																						
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section and select the Incentive Type to be added to.</p>  <p>Honors and Awards</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>CGFE</td> <td>Army Commendation Medal</td> <td></td> <td></td> </tr> <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>CGMF</td> <td>Presidential Unit Citation</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>Incentive Points</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> <th></th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>3.0</td> <td>3.0</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Incentive Points</p> <p>Language Skills</p>	ID	Honor and Award	View History		CGFE	Army Commendation Medal			CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMF	Presidential Unit Citation			ID	Incentive Type	Effective Status	Incentive Points	Description	Comments		ASHORE	Ashore	Active	3.0	3.0		
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6	<p>The Update Incentive Points page will display. Do NOT overwrite any of the fields. Click the Plus button to add a new row.</p>  <p>Person Profile</p> <h3>Update Incentive Points</h3> <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> <p>Details</p> <p>*Effective Date: 08/16/2022 </p> <p>*Incentive Type: ASHORE Ashore</p> <p>*Effective Status: Active </p> <p>*Incentive Points: 3.0 </p> <p>Comments: test </p> <p>254 characters remaining</p> <p>OK Cancel</p>																																						

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Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action												
7	<p>The Update Incentive Points page will display. The Effective Date defaults with 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="331 595 1369 1384" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: right;">Empl ID 1234567 Spike</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details 1 of 2 View All</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>*Effective Date 09/13/2022 Ashore</p> <p>Incentive Type ASHORE</p> <p>*Effective Status Active</p> <p>*Incentive Points 1.5 1.5</p> <p>Comments Retest 254 characters remaining</p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> </div>												
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Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action
8	<p>Once all fields have been completed, click OK.</p> <div data-bbox="328 521 1366 1312" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 2 View All</p> <p>*Effective Date <input type="text" value="09/13/2022"/> </p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status <input type="text" value="Active"/> ▼</p> <p>*Incentive Points <input type="text" value="1.5"/> 1.5 </p> <p>Comments <input type="text" value="Retest"/> </p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div data-bbox="336 1249 536 1305" style="border: 1px solid red; background-color: blue; color: white; padding: 5px 15px; border-radius: 3px;">OK</div> <div data-bbox="549 1249 778 1305" style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</div> </div> </div>

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Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action																																
9	<p data-bbox="325 488 475 521">Click Save.</p> <div data-bbox="325 521 1362 1854" 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="339 593 555 616">▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 🗨 🔍 1-7 of 7 View 5 </div> <table border="1" data-bbox="339 674 1362 1115"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td>🗑</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td>🗑</td> </tr> </tbody> </table> <p data-bbox="339 1137 632 1160">+ Add New Honors and Awards</p> <p data-bbox="357 1189 533 1211">▶ Language Skills</p> <p data-bbox="339 1240 600 1263">+ Add New Language Skills</p> <p data-bbox="357 1292 641 1314">▶ Licenses and Certifications</p> <p data-bbox="339 1344 689 1366">+ Add New Licenses and Certifications</p> <p data-bbox="357 1395 509 1417">▶ Memberships</p> <p data-bbox="339 1447 580 1469">+ Add New Memberships</p> <p data-bbox="357 1498 584 1520">▶ Tests or Examinations</p> <p data-bbox="339 1527 652 1550">+ Add New Tests or Examinations</p> <p data-bbox="357 1579 564 1601">▶ Courses & Training</p> <p data-bbox="357 1630 552 1653">▶ Additional Training</p> <p data-bbox="339 1659 624 1682">+ Add New Additional Training</p> <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		🗑	CGNH	National Defense Service Medal		🗑	CGSD	CG Good Conduct Medal		🗑
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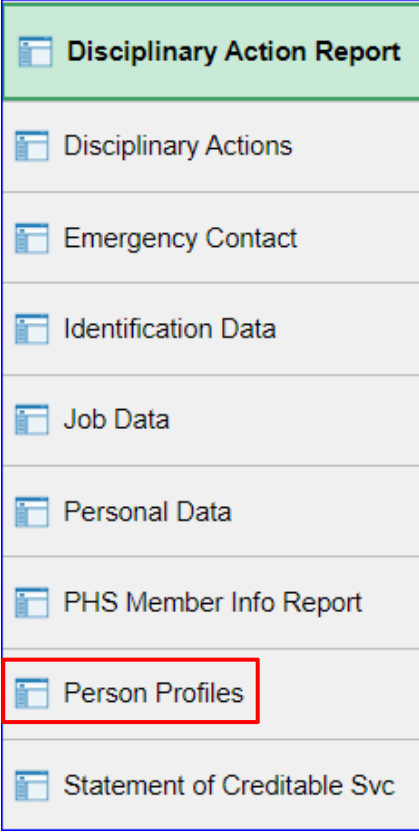
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CGSD	CG Good Conduct Medal		🗑️																														

Correcting Incentive Points

Introduction This section provides the procedures for correcting Incentive Points in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to correct an Incentive Points.

Procedures See below.

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

Continued on next page

Correcting Incentive Points, Continued

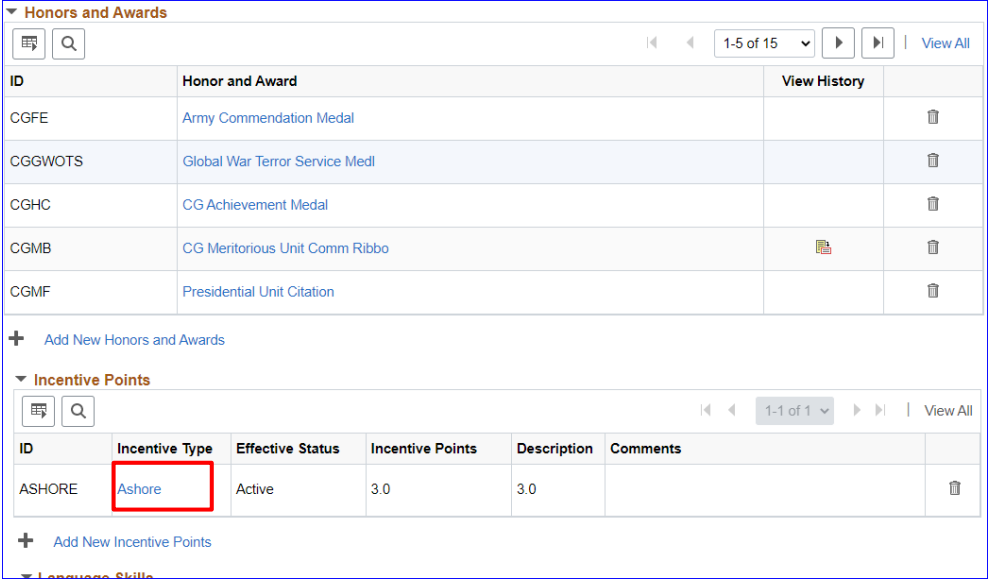
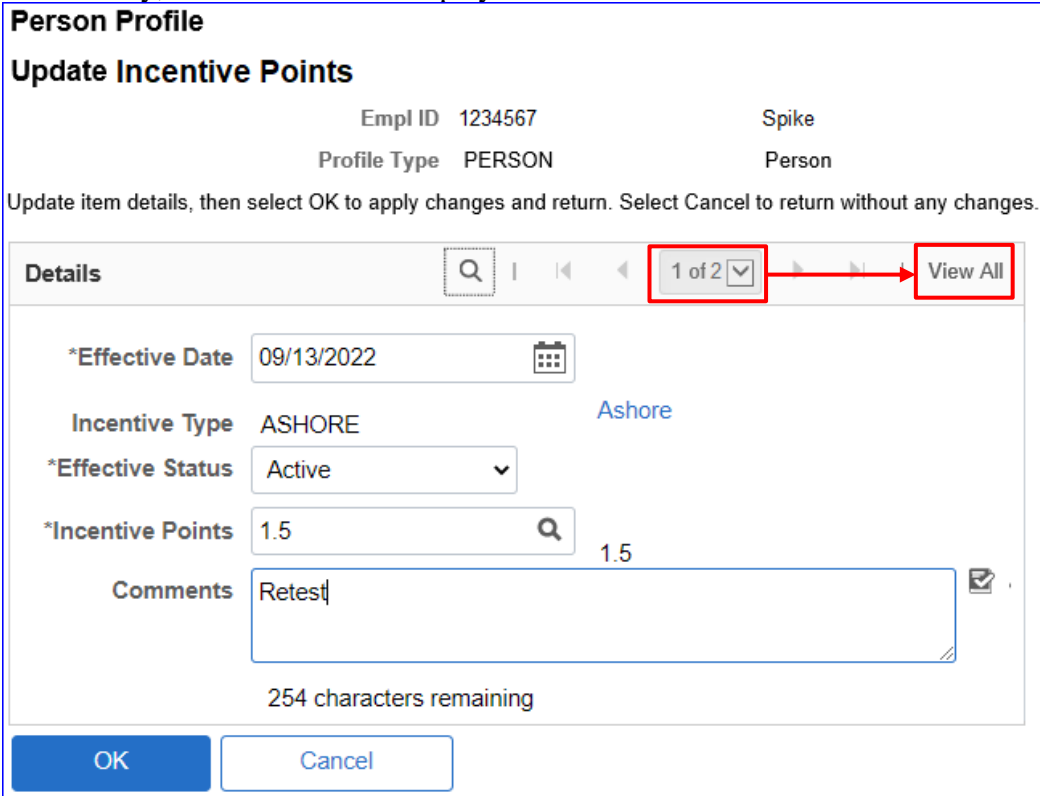
Procedures,
continued

Step	Action																																				
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="328 521 1193 1144" style="border: 1px solid black; 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>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 type="button" value="Search"/> <input type="button" value="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="328 1223 1315 1966" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="button" value="x"/></p> <p>Print Comments Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="v"/> <input type="button" value="x"/></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Competencies</p> <p><input type="button" value="Q"/> <input type="button" value="v"/> 1-5 of 8 <input type="button" value="v"/> 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="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="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="x"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<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 Incentive Points, Continued

Procedures,
continued

Step	Action																														
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section and select the Incentive Type to be updated or corrected.</p>  <p>Honors and Awards</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFE</td> <td>Army Commendation Medal</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> </tr> <tr> <td>CGMF</td> <td>Presidential Unit Citation</td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <p>Incentive Points</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>3.0</td> <td>3.0</td> <td></td> </tr> </tbody> </table> <p>+ Add New Incentive Points</p> <p>Language Skills</p>	ID	Honor and Award	View History	CGFE	Army Commendation Medal		CGGWOTS	Global War Terror Service Medl		CGHC	CG Achievement Medal		CGMB	CG Meritorious Unit Comm Ribbo		CGMF	Presidential Unit Citation		ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	ASHORE	Ashore	Active	3.0	3.0	
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6	<p>If necessary, click View All to display all rows for the selected award.</p>  <p>Person Profile</p> <p>Update Incentive Points</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> <p>Details 1 of 2 View All</p> <p>*Effective Date 09/13/2022</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active</p> <p>*Incentive Points 1.5 1.5</p> <p>Comments Retest</p> <p>254 characters remaining</p> <p>OK Cancel</p>																														

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Correcting Incentive Points, Continued

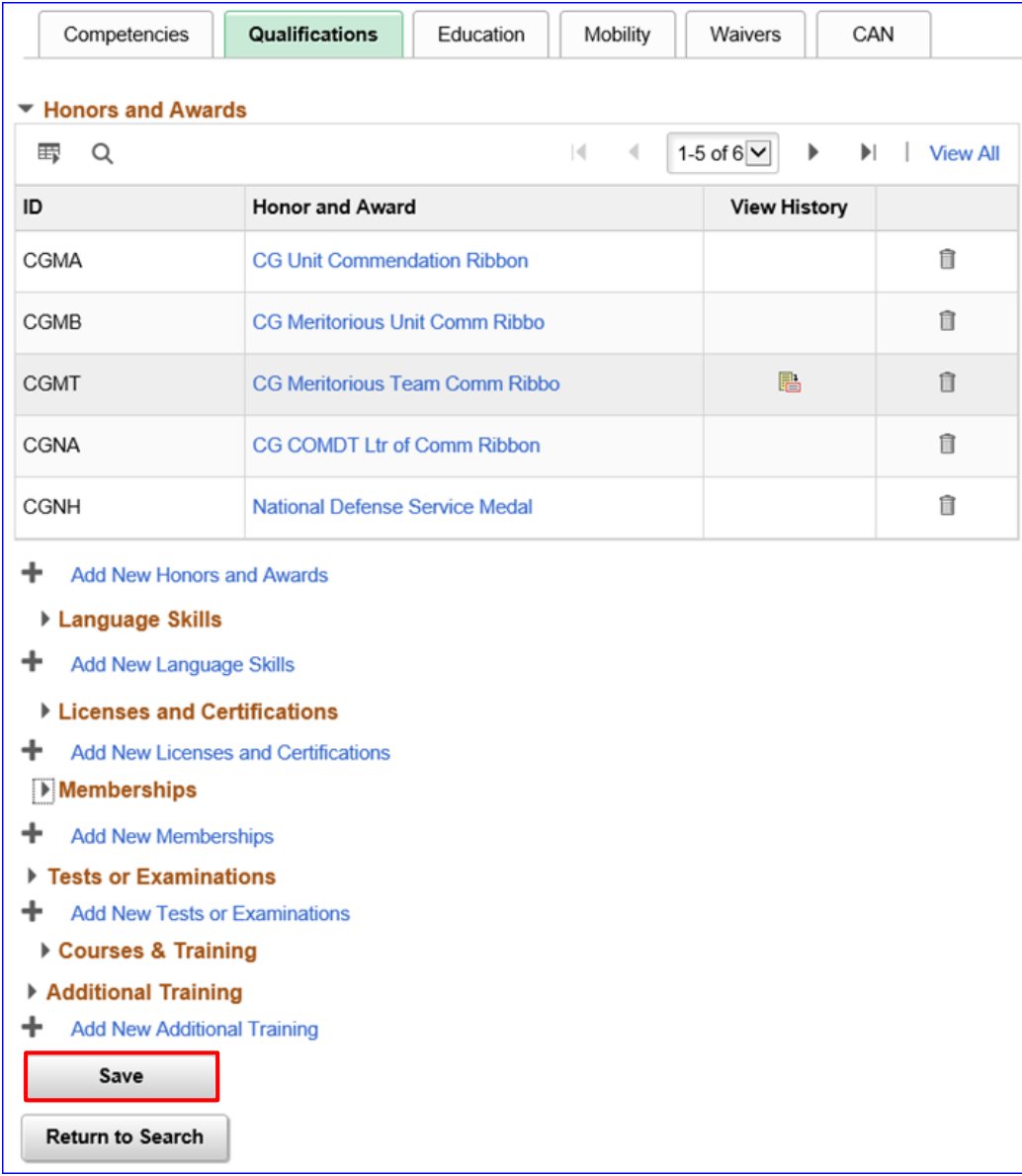
Procedures,
continued

Step	Action
7	<p>Once the row to be corrected is identified, each field may be edited, as necessary. Once all corrections have been made, click OK.</p> <div data-bbox="331 521 1369 1312" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 2 View All</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>*Effective Date 09/13/2022 Ashore</p> <p>Incentive Type ASHORE</p> <p>*Effective Status Active</p> <p>*Incentive Points 1.5 1.5</p> <p>Comments Retest</p> <p style="text-align: center;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OK Cancel </div> </div>

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

Step	Action																								
8	<p>Click Save.</p>  <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p>1-5 of 6 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Honors and Awards</p> <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>	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 Incentive Points, Continued

Procedures,
continued

Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <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 style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;">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 Incentive Point


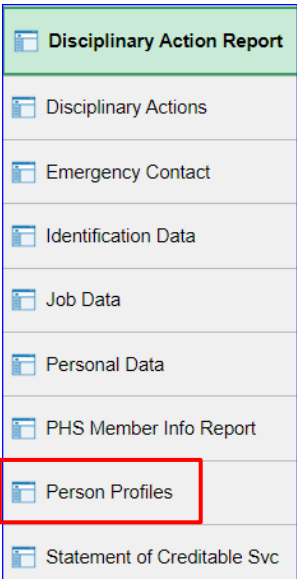
Introduction This section provides the procedures for deleting a single Incentive Point in Direct Access (DA).

NOTE: The user must have the CG Admin Technician or CG Admin Supervisor functional role to delete an Incentive Points.

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 Incentive Points. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Incentive Point 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	<p>Click on the Core HR tile.</p>  <p>The screenshot shows a square tile with the text 'Core HR' at the top and an icon of three stylized human figures below it. The tile is highlighted with a blue border.</p>
2	<p>Select the Person Profiles option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Person Profiles' item is highlighted with a red border. The other items are: Disciplinary Action Report, Disciplinary Actions, Emergency Contact, Identification Data, Job Data, Personal Data, PHS Member Info Report, and Statement of Creditable Svc.</p>

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Deleting a Single Incentive Point, Continued

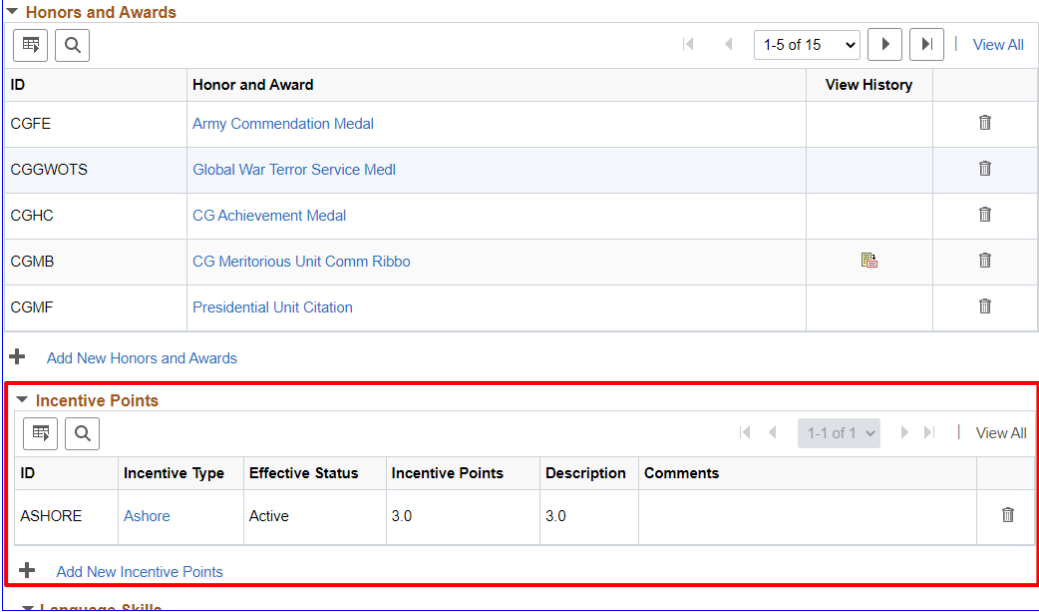
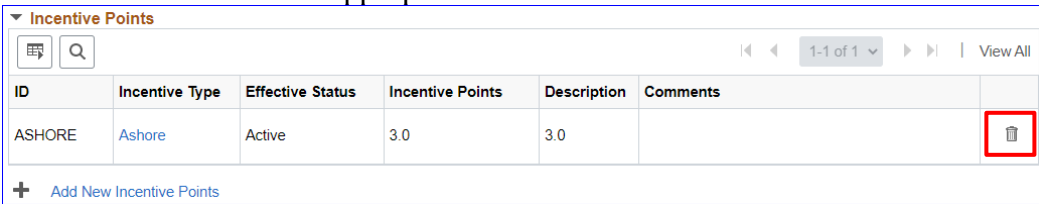

Procedures,
continued

Step	Action																																										
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="328 521 1123 1095" style="border: 1px solid black; 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>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="Save Search Criteria"/></p> </div>																																										
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="328 1171 1366 1951" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status 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"/> <input type="button" value="x"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p><input type="button" value="grid"/> <input type="button" value="Q"/> 1-5 of 8 <input type="button" value="v"/> <input type="button" value="right"/> 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="grid"/></td> <td><input type="button" value="trash"/></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="grid"/></td> <td><input type="button" value="trash"/></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="trash"/></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="trash"/></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="trash"/></td> </tr> </tbody> </table> <p><input type="button" value="+"/> Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History		CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="grid"/>	<input type="button" value="trash"/>	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<input type="button" value="grid"/>	<input type="button" value="trash"/>	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		<input type="button" value="trash"/>	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="trash"/>	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Official	1-Little		<input type="button" value="trash"/>
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Deleting a Single Incentive Point, Continued

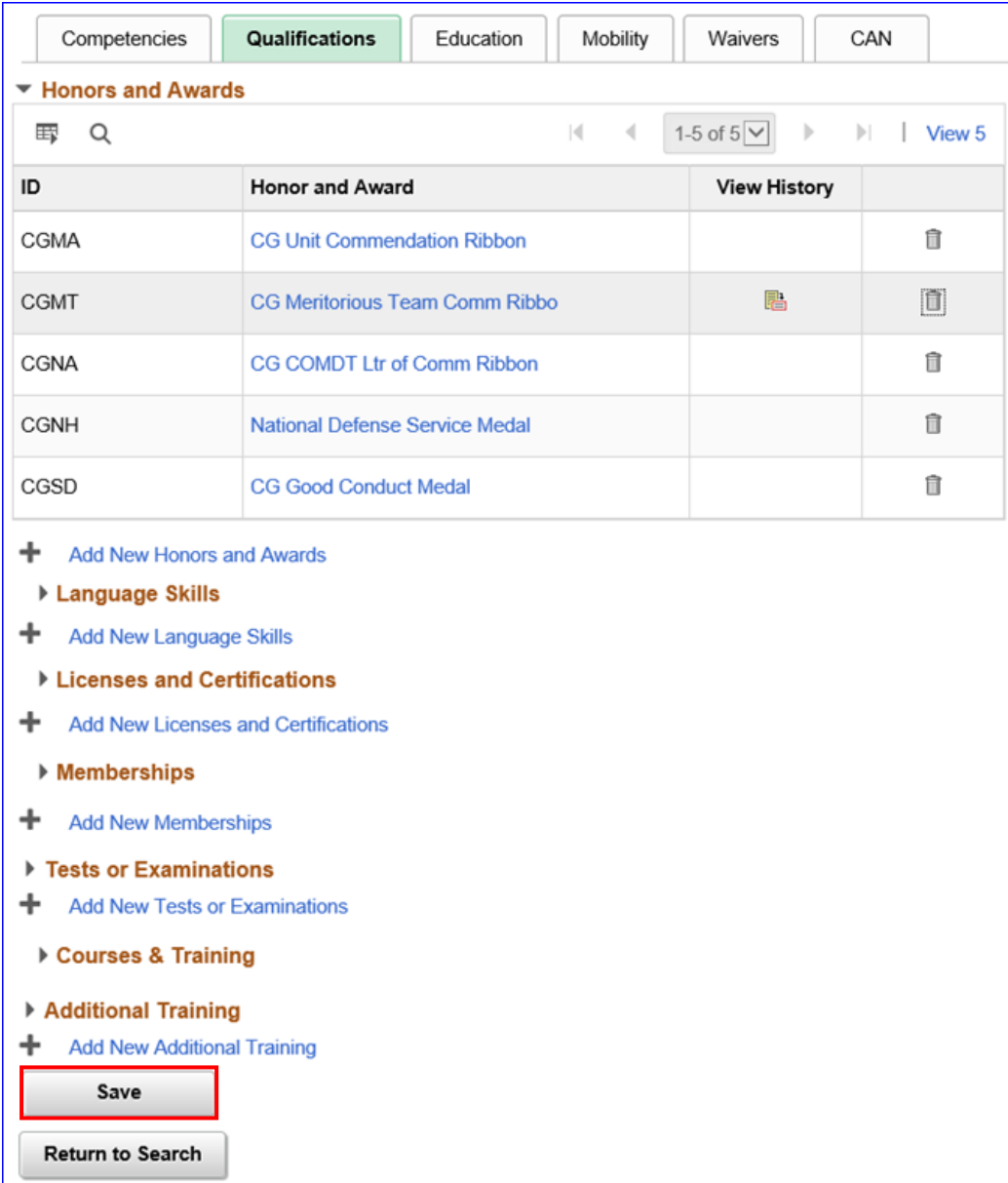
Procedures,
continued

Step	Action														
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section.</p>  <p>The screenshot shows two sections: 'Honors and Awards' and 'Incentive Points'. The 'Incentive Points' section is highlighted with a red border. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> <th></th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>3.0</td> <td>3.0</td> <td></td> <td></td> </tr> </tbody> </table>	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments		ASHORE	Ashore	Active	3.0	3.0		
ID	Incentive Type	Effective Status	Incentive Points	Description	Comments										
ASHORE	Ashore	Active	3.0	3.0											
6	<p>To delete an Incentive Point that the member has only a single instance of, click the trashcan icon on the appropriate row of the Incentive Point to be deleted.</p>  <p>The screenshot shows the 'Incentive Points' section with the trashcan icon on the ASHORE row highlighted with a red box.</p>														
7	<p>A warning prompt will display. Click OK to continue.</p>  <p>The screenshot shows a warning prompt dialog box with the following text: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." Below the text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.</p>														

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Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action																								
8	<p>Click Save.</p>  <p>The screenshot shows a navigation menu with tabs: Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Below the tabs is a section titled 'Honors and Awards' with a search bar and a 'View 5' link. A table lists the following items:</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>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table are several expandable sections with '+' icons:</p> <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 <p>At the bottom, there is a Save button (highlighted with a red box) and a Return to Search button.</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal			CGSD	CG Good Conduct Medal		
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Deleting a Single Incentive Point, Continued

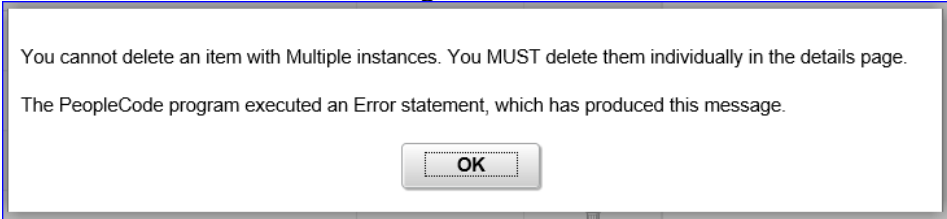
Procedures,
continued

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="327 517 1362 1756" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid blue; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-bottom: 5px;"> <p>▼ Honors and Awards</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 🔍 1-5 of 5 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> </div> <div style="margin-bottom: 5px;"> <p>+ Add New Honors and Awards</p> <p>▶ Language Skills</p> <p>+ Add New Language Skills</p> <p>▶ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▶ Memberships</p> <p>+ Add New Memberships</p> <p>▶ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▶ Courses & Training</p> <p>▶ Additional Training</p> <p>+ Add New Additional Training</p> </div> <div style="margin-bottom: 5px;"> <p style="text-align: center; border: 1px solid gray; padding: 2px 10px;">Save</p> </div> <div style="border: 1px solid red; padding: 2px; text-align: center;"> <p style="margin: 0;">Return to Search</p> </div> </div> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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Deleting One Incentive Point when Multiple Instances Exist

Introduction This section provides the procedures for deleting one instance of Incentive Points 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 Incentive Points.


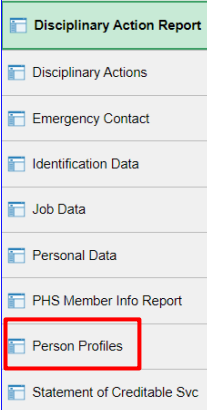
Important Information If the user attempts to delete an Incentive Point using the trashcan icon when multiple instances exist, this warning will display. Click OK and continue with this section of the guide.



Use extreme caution when deleting transactions, especially if the member has multiple instances of the same Incentive Points. If the record is erroneously deleted, it will have to be recreated.

NOTE: If this is an Incentive Point that has just been entered, the minus button used to delete some records will not appear until the user leaves and returns 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 Incentive Point when Multiple Instances Exist, Continued

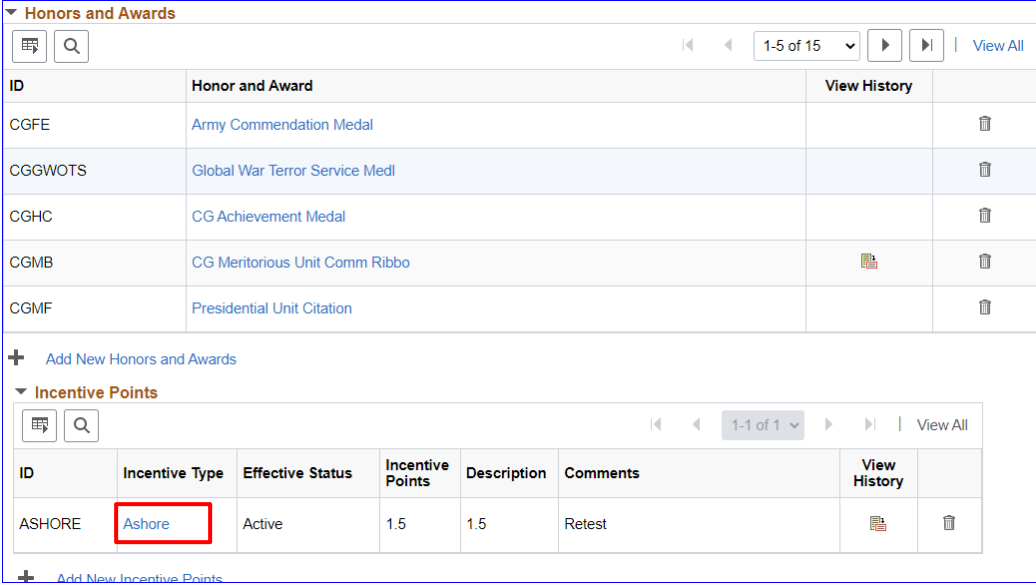
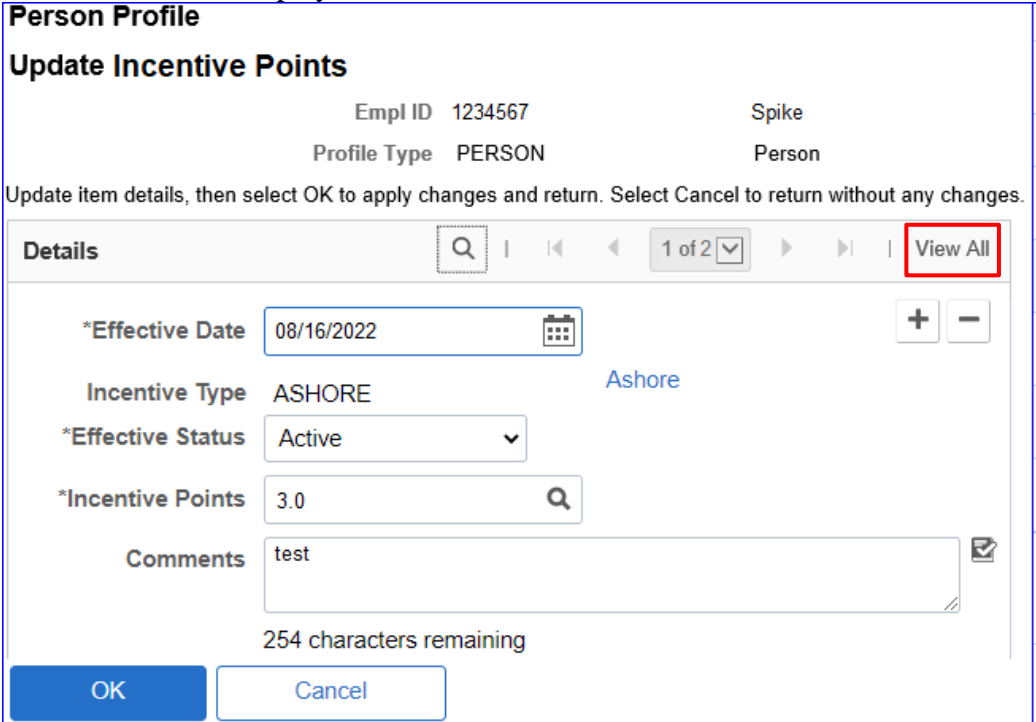
Procedures,
continued

Step	Action																																			
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 568 1104 1131" style="border: 1px solid black; 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>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="Save Search Criteria"/></p> </div>																																			
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1205 1315 1901" 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]"/> <input type="button" value="»"/></p> <p>Competencies <input checked="" type="button" value="Qualifications"/> Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p><input type="button" value="≡"/> <input type="button" value="Q"/> 1-4 of 4 <input type="button" value="v"/> <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>EPMEE7</td> <td>EPME E7 ERATS</td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="📄"/></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td><input type="button" value="🗑"/></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="📄"/></td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td><input type="button" value="🗑"/></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="📄"/>	<input type="button" value="🗑"/>	PAO	Payment Approving Official	04/07/2015	Approved/Official	Good		<input type="button" value="🗑"/>	YNC	YNC ERATS	01/10/2020	Approved/Official	Good	<input type="button" value="📄"/>	<input type="button" value="🗑"/>	YNL1	Legal Technician	08/19/2011	Approved/Official	Good		<input type="button" value="🗑"/>
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Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section. Select the Incentive Type in which one of the instances needs to be deleted.</p>  <p>The screenshot shows two sections: 'Honors and Awards' and 'Incentive Points'. The 'Honors and Awards' section has a table with columns: ID, Honor and Award, View History, and a delete icon. The 'Incentive Points' section has a table with columns: ID, Incentive Type, Effective Status, Incentive Points, Description, Comments, View History, and a delete icon. The 'Ashore' value in the 'Incentive Type' column is highlighted with a red box.</p>
6	<p>Click View All to display all the rows for this Incentive Point.</p>  <p>The screenshot shows the 'Update Incentive Points' dialog box. It includes fields for 'Effective Date' (08/16/2022), 'Incentive Type' (ASHORE), 'Effective Status' (Active), and 'Incentive Points' (3.0). There is a 'Comments' field with the text 'test'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'View All' button in the top right corner is highlighted with a red box.</p>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p>Locate the row to be deleted and click the Minus button.</p> <div data-bbox="328 533 1369 1671" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: right;">Empl ID 1234567 Spike</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 2</p> <p>*Effective Date: 08/16/2022 + -</p> <p>Incentive Type: ASHORE Ashore</p> <p>*Effective Status: Active v</p> <p>*Incentive Points: 3.0 Q</p> <p>Comments: test [icon]</p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>*Effective Date: 09/13/2022 + <b style="border: 2px solid red;">-</p> <p>Incentive Type: ASHORE Ashore</p> <p>*Effective Status: Active v</p> <p>*Incentive Points: 1.5 Q</p> <p>Comments: Retest [icon]</p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OK Cancel </div> </div>

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Deleting One Incentive Point when Multiple Instances Exist, Continued

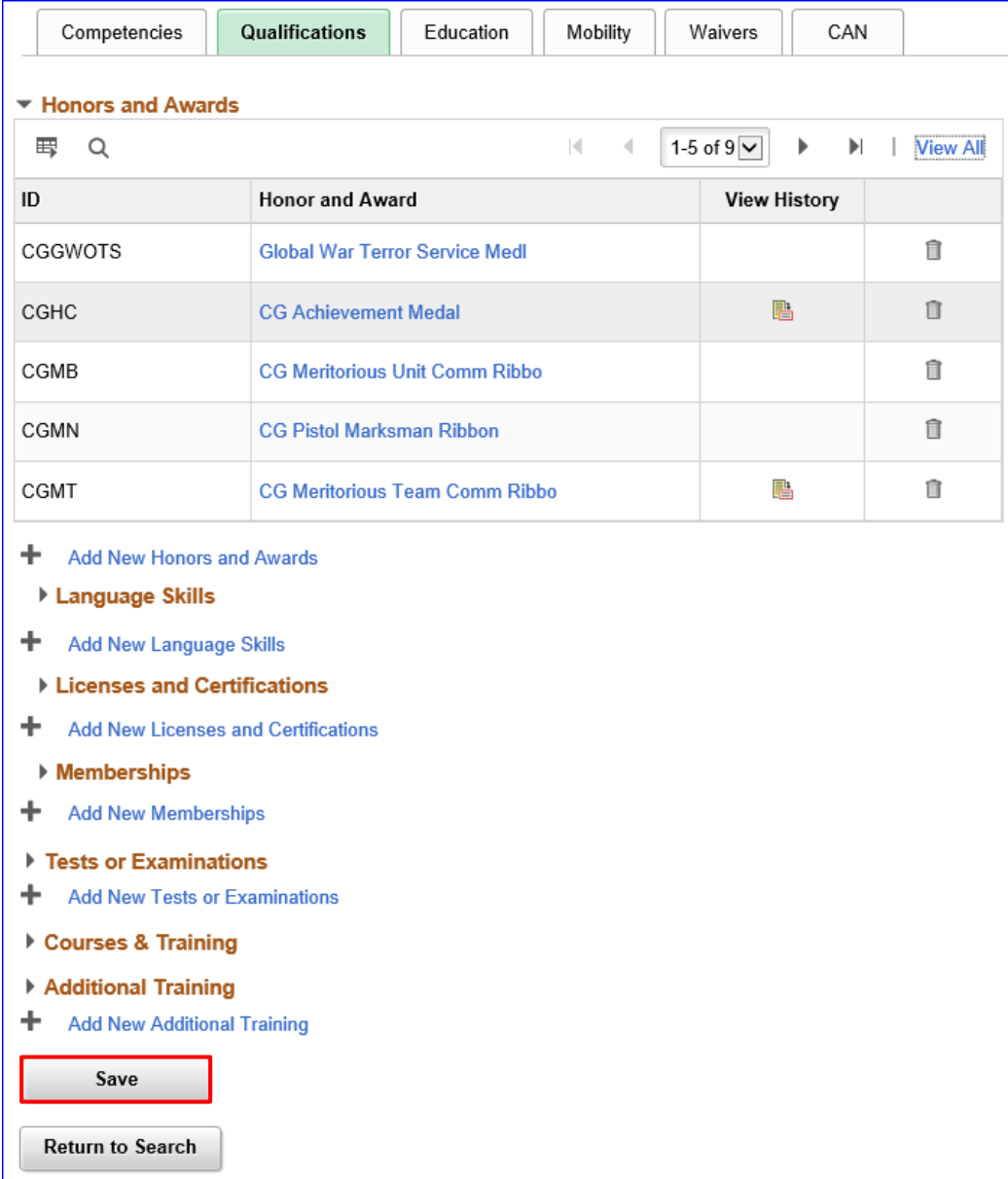
Procedures,
continued

Step	Action
8	<p>A warning prompt will display. Click OK to continue.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="display: flex; justify-content: center; gap: 20px;"> OK Cancel </div> </div>
9	<p>Click OK.</p> <div style="border: 1px solid blue; padding: 10px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: right;">Empl ID 1234567 Spike</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 2</p> </div> <div style="margin-bottom: 10px;"> <p>*Effective Date <input type="text" value="08/16/2022"/> + -</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status <input type="text" value="Active"/></p> <p>*Incentive Points <input type="text" value="3.0"/> Q</p> <p>Comments <input type="text" value="test"/> ✓</p> <p style="text-align: right;">254 characters remaining</p> </div> <div> <p>*Effective Date <input type="text" value="09/13/2022"/> + -</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status <input type="text" value="Active"/></p> <p>*Incentive Points <input type="text" value="1.5"/> Q</p> <p>Comments <input type="text" value="Retest"/> ✓</p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="margin-top: 10px; display: flex; justify-content: center; gap: 20px;"> OK Cancel </div> </div>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
10	<p>Click Save.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: Competencies, Qualifications, Education, Mobility, Waivers, CAN. Section: Honors and Awards Search and pagination: Search icon, 1-5 of 9, View All link. Table of Honors and Awards: <table border="1" data-bbox="338 712 1358 1066"> <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> Navigation links: <ul style="list-style-type: none"> + 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 Buttons: Save (highlighted with a red box), Return to Search. 	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 Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
11	<p data-bbox="328 506 1340 568">Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="328 568 1369 1821" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 580 1070 607"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <div data-bbox="363 618 1259 667"> Competencies Qualifications Education Mobility Waivers CAN </div> <p data-bbox="336 703 572 730">▼ Honors and Awards</p> <div data-bbox="336 741 1361 779"> 🗨️ 🔍 ◀ ◀ 1-5 of 9 ▶ ▶ View All </div> <table border="1" data-bbox="336 790 1361 1144"> <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"> <li data-bbox="336 1167 655 1193">+ Add New Honors and Awards <ul style="list-style-type: none"> <li data-bbox="363 1205 549 1232">▶ Language Skills <li data-bbox="336 1256 620 1283">+ Add New Language Skills <ul style="list-style-type: none"> <li data-bbox="363 1294 665 1321">▶ Licenses and Certifications <li data-bbox="336 1346 716 1373">+ Add New Licenses and Certifications <ul style="list-style-type: none"> <li data-bbox="363 1384 523 1411">▶ Memberships <li data-bbox="336 1435 600 1462">+ Add New Memberships <ul style="list-style-type: none"> <li data-bbox="363 1473 603 1500">▶ Tests or Examinations <li data-bbox="336 1525 676 1552">+ Add New Tests or Examinations <ul style="list-style-type: none"> <li data-bbox="363 1563 571 1590">▶ Courses & Training <li data-bbox="336 1615 568 1641">+ Add New Courses & Training <ul style="list-style-type: none"> <li data-bbox="363 1653 568 1680">▶ Additional Training <li data-bbox="336 1704 644 1731">+ Add New Additional Training <div data-bbox="347 1693 544 1742" style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div data-bbox="347 1765 555 1814" style="text-align: center; margin-top: 10px;"> <input type="button" value="Return to Search"/> </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMN	CG Pistol Marksman Ribbon			CGMT	CG Meritorious Team Comm Ribbo		
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Verifying Incentive Points on a PDE and Profile Letter

Introduction This section shows where Incentive Points will display on a Personal Data Extract (PDE) and a member's Profile Letter.

PDE See below.

SWE PERSONAL DATA EXTRACT (PDE) BMC OCT 2022			
SWE PERSONAL DATA EXTRACT FOR BMC OCT 2022		PRINT DATE: 8/16/2022	
Name:	Spike	Employee ID:	1234567
Rank:	BM1	Department ID:	038662 PSU 311 WATERSIDE SECURITY DIV
Exam Board Department ID:	000631 PORT SECURITY UNIT 311	Candidate Status:	ELIGIBLE
Points/Dates/Time			
Points Start Date (PSD):	2009-07-29	Award Points up to SED:	7
SWE Eligibility Date (SED):	2022-07-01	Incentive Points up to SED:	3.0
Terminal Eligibility Date (TED):	2023-01-01	EER Points up to SED:	47.98
Date of Rank in Rating (DOR):	2010-10-01	Pay Base Date:	1999-02-08
Sea Time for Points up to SED:	Yr: 0 Mo: 0	Time in Rating up to TED:	Yr: 12 Mo: 3 Day: 0
Surf Time for Points up to SED:	Yr: 0 Mo: 0	Time in Service up to TED:	Yr: 23 Mo: 10 Day: 23
Evaluations			
Effective Date	Competency Type	Total Points	Rating

Profile Letter See below.

U.S. COAST GUARD HUMAN RESOURCES		PRINT DATE: 8/16/2022	
USCG EXAM PROFILE LETTER FOR THE RESERVE BMC OCT 2022 SWE			
Rate, Name:	BM1 Spike	Empl ID:	1234567
Perm Unit:	038662 PSU 311 WATERSIDE SECURITY DIV	OPFAC:	21 93308
<p>The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.</p>			
<u>SECTION TITLES OR QUAL REFERENCE</u>		<u>% ANSWERS CORRECT</u>	
TOTAL TEST	0%	RANK 0.00 OF 0	
<p>The Final Multiple Points which will determine your placement on the eligibility list are:</p>			
SERVICEWIDE EXAM:	0	TIR PRESENT PAYGRADE:	10
PERFORMANCE FACTOR (MARKS):	47.98	MEDALS/AWARDS:	7
TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	4.5
		SURF DUTY POINTS:	0
TOTAL FINAL MULTIPLE	89.48		