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: <u>CG Admin (PSI Enhanced) (YN2-PERS</u> <u>w/"By Dir" Only)</u> or <u>CG Admin (PSI Enhanced) (YN3-YN2 Only)</u> or <u>CG Admin (YN-PERS Only)</u>
Current Incentive Types and Points	<form></form>
	Search Clear Cancel Basic Lookup Search Results View 100 I = 6 of 6 w M Code Description 0.5 0.5 1.0 1.0 1.0 1.5 1.5 2.0 2.0 2.5 2.5 3.0 3.0

Overview, Continued

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Adding Additional Incentive Points of the Same Type	15
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Verifying Incentive Points on a PDE and Profile Letter	40

Viewing Incentive Points

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

Procedures See below.

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

Procedures,

continued

Action							
The memb	er's Person Profi	le page will	display	. Click th	e Qualific	cations t	ab.
Person Pro	ofile						
	Empl ID	1234567		Spike			
	Profile Type	PERSON		Person			
	*Profile Status	Active 🗸					
	*Description	Spike		×			
🗐 Print 🕫 Co	omments	Profil	e Actions	[Select Action]		~
Competen	Qualifications	Education	Mobility	Waivers	CAN		
 Competend 	cies						
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	Competency	*Effective Dat	e Evalua	tion Type	1-5 of 8	View History	/iew /
≣ , Q		•Effective Dat				View	
ID C	Competency		Approv	tion Type	Proficiency	View History	/iew /
ID CRWRBM45	Competency RB-M BCM	01/01/2016	Approv Approv	tion Type ed/Official	Proficiency 3-Good	View History	
ID CRWRBM45 CRWSPC	Competency RB-M BCM SPC-LE BCM	01/01/2016	Approv Approv Approv	tion Type ed/Official ed/Official	Proficiency 3-Good 3-Good	View History	1

Procedures,

continued

The member's Honors and Awards will display. The Incentive Points section will display data, if available. See NOTE. NOTE: This is a brand new Qualification added to DA, data may not be available for viewing. Person Profile Profile Type PERSON Person "Profile Status Active V "Description Spike "Description Spike "Description Spike Ventors and Awards Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Q I Sof 6 H View All ID Honor and Award View History CGMA CG Unit Commendation Ribbon CGMB CG Meritorious Unit Comm Ribbo CGMA CG Combox Ltr of Comm Ribbo CGNA CG Combox Ltr of Comm Ribbo CGNA CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Add New Honors and Awards Incentive Points There are currently no Incentive Points for this profile. Please add one if required.			Action					
available for viewing. Person Profile Empl ID 1234567 Spike Profile Type PERSON Person "Profile Status Active Image: Spike "Description Spike x "Description Education Mobility Waivers CAN V Honors and Awards Image: Spike Image: Spi	1 1							
Empl ID 1234567 Spike Profile Type PERSON Person *Profile Status Active Image: Spike *Description Spike Image: Spike *Print Comments Profile Actions Competencies Qualifications Education Mobility Waivers CAN * Honors and Awards Image: Q Image: Spike Image: Spike Image: Spike<			Qualification added to DA	, data may not	be			
Profile Type PERSON Person *Profile Status Active Image: Status *Description Spike × Image: Status Profile Actions [Select Action] Image: Status Competencies Qualifications Education Mobility Waivers CAN ✓ Honors and Awards Image: Status Image: Status <th>Person Profile</th> <th></th> <th></th> <th></th> <th></th>	Person Profile							
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Competencies Qualifications Education Mobility Waivers CAN Honors and Awards ID Honor and Award View History ID Honor and Award View History CGMA CG Unit Commendation Ribbon I CGMB CG Meritorious Unit Comm Ribbo I CGNA CG CoMDT Ltr of Comm Ribbon I CGNH National Defense Service Medal I + Add New Honors and Awards • Incentive Points		*Description	Spike	×				
▼ Honors and Awards IP Q 1-5 of 6 ✓ > I View All ID Honor and Award View History I CGMA CG Unit Commendation Ribbon I I CGMB CG Meritorious Unit Comm Ribbo I I CGMT CG Meritorious Team Comm Ribbo I I CGNA CG COMDT Ltr of Comm Ribbon I I CGNH National Defense Service Medal I I + Add New Honors and Awards I I Y Incentive Points Incentive Points for this profile. Please add one if required. I	Print DCommen	ts	Profile Actions [Select Action]		♥ ≫			
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ID Honor and Award View History CGMA CG Unit Commendation Ribbon Image: CG Meritorious Unit Comm Ribbo Image: CG Meritorious Unit Comm Ribbo Image: CG Meritorious Team Comm Ribbo I	 Honors and Awa 	rds						
CGMA CG Unit Commendation Ribbon Image: CG Mail CGMB CG Meritorious Unit Comm Ribbo Image: CG Mail CGMT CG Meritorious Team Comm Ribbo Image: CG Mail CGNA CG COMDT Ltr of Comm Ribbon Image: CG Mail CGNH National Defense Service Medal Image: CG Mail • Add New Honors and Awards • Image: CG Mail Image: CG Mail • Incentive Points Image: CG Mail Image: CG Mail	B Q		∢ ∢ [1-	5 of 6 🗸 🕨 🕨	View All			
CGMB CG Meritorious Unit Comm Ribbo Image: CG Meritorious Team Comm Ribbo <th>ID</th> <th>Honor and Av</th> <th>ward</th> <th>View History</th> <th></th>	ID	Honor and Av	ward	View History				
CGMT CG Meritorious Team Comm Ribbo Image: CG Meritorious Team Comm Ribbo <td></td> <td></td> <td></td> <td></td> <td></td>								
CGNA CG COMDT Ltr of Comm Ribbon Image: CGNA CGNH National Defense Service Medal Image: CGNA + Add New Honors and Awards Image: CGNA • Incentive Points Image: CGNA There are currently no Incentive Points for this profile. Please add one if required. Image: CGNA	CGMA	CG Unit Comr	nendation Ribbon		Î			
CGNH National Defense Service Medal Image: Construction of the service medal + Add New Honors and Awards • Incentive Points There are currently no Incentive Points for this profile. Please add one if required.								
Add New Honors and Awards Incentive Points There are currently no Incentive Points for this profile. Please add one if required.	CGMB	CG Meritoriou	s Unit Comm Ribbo	P	1			
Incentive Points There are currently no Incentive Points for this profile. Please add one if required.	CGMB CGMT	CG Meritoriou	s Unit Comm Ribbo s Team Comm Ribbo		Î			
	CGMB CGMT CGNA	CG Meritorious CG Meritorious CG COMDT L	s Unit Comm Ribbo s Team Comm Ribbo tr of Comm Ribbon					
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	CGMB CGMT CGNA CGNH + Add New Ho TIncentive Point	CG Meritoriou: CG Meritoriou: CG COMDT L National Defer nors and Awards	s Unit Comm Ribbo s Team Comm Ribbo tr of Comm Ribbon nse Service Medal					

Procedures,

Step	Action							
5	To view	a specific	instance, c	click the Inc	entive 7	Гуре link.		
	▼ Incentive F	Points						
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	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments		
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	+ Add New	Incentive Points						
	L]	
6	The men	nber's Upo	late Incent	ive Points p	age will	l display. Click OK to retur	n to	
		ous page.		-	-			
	Person	Profile						
	Update	Incentive	Points					
			E	mpl ID 123456	7	Spike		
			Profile	e Type PERSC	ON	Person		
	Update item	n details, then				Select Cancel to return without any ch	anges.	
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	Details			QI		1 of 1	All	
	*E1	ffective Date	08/16/2022	2		-	F	
	*Inc	centive Type	ASHORE		<u>م</u> ۸	Ashore		
	*Effe	ective Status	Active	~]			
	*Ince	entive Points	3.0		Q			
		Comments	test					
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			254 chara	cters remaining	I			
	O	K	Cancel					

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Procedures,

Step	Action						
6	Click Return to S	earch to exit the memb	er's Person P	rofile.			
	Competencies	Qualifications Education	Mobility	Vaivers CAN			
	 Honors and Awards 	S					
	E, Q		H 4 13	5 of 6 🔽 🕨 🕨	View All		
	ID	Honor and Award		View History			
	CGMA	CG Unit Commendation Ribbon			Û		
	CGMB	CG Meritorious Unit Comm Ribbo	1		Ũ		
	CGMT	CG Meritorious Team Comm Ribb	00	P	Ū		
	CGNA	CG COMDT Ltr of Comm Ribbon			Û		
	CGNH	National Defense Service Medal			Û		
	 Language Skills Add New Language Licenses and Cert Add New Licenses Memberships Add New Memberships Tests or Examination Tests or Examination Courses & Training Additional Training Add New Additional Save Return to Search 	tifications and Certifications hips ons Examinations					

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.

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

Procedures,

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Action							
The membe	er's Person Profi	ile page will o	lisplay	. Click th	e Qualific	ations t	ab.
Person Pro	ofile						
	Empl ID	1234567		Spike			
	Profile Type	PERSON		Person			
	*Profile Status	Active					
	*Description	Spike		×			
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Competen	Qualifications	Education	Mobility	Waivers	CAN		
 Competend 	ies						
III Q					1-5 of 8 🗸 🕨	► \	/iew /
ID	Competency	*Effective Date	e Evalua	tion Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approv	ed/Official	3-Good	1	Î
CRWRBM45 CRWSPC	RB-M BCM SPC-LE BCM	01/01/2016		ed/Official ed/Official	3-Good 3-Good	li li	
			Approv				Î
CRWSPC	SPC-LE BCM	01/01/2016	Approv	ed/Official	3-Good		Î

Procedures,

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Points section. Person Profile					
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Competencies	Qualifications	Education	Mobility	aivers CAN	
 Honors and Awar 	ds				
ling Q			I I.€	5 of 6 🗸 🕨 🕨	Viev
ID	Honor and Av	vard		View History	
CGMA	CG Unit Com	nendation Ribbon			Î
CGMB	CG Meritorious	s Unit Comm Ribbo			Î
CGMT	CG Meritorious	s Team Comm Ribbo		I	Î
CGNA	CG COMDT L	tr of Comm Ribbon			Î
CGNH	National Defer	nse Service Medal			Î
	ors and Awards				
Incentive Points					
There are currently	no Incentive Poin	ts for this profile. Plea	se add one if requ	ired.	
Add New Incentiv	e Points				
Click Add New	Incentive P	oints.			
✓ Incentive Points					
There are currently	v no Incentive Poir	nts for this profile. Plea	ase add one if requ	uired.	
	·				

Procedures,

continued

	Action
populates with the cu chart below.	tive Points page will display. The Effective Date auto- arrent date. Update each field as appropriate per the
Person Profile	D elinte
Add New Incentive	
	Empl ID 1234567 Spike Profile Type PERSON Person
Update item details, then se	lect OK to apply changes and return. Select Cancel to return without any change
Details	Q 1 I I I I I I I View All
*Effective Date	08/16/2022
*Incontivo Tuno	ASHORE Q Ashore
*Incentive Type	
*Effective Status	Active ~
*Incentive Points	3.0 Q
Comments	test 🗹
	254 characters remaining
ОК	Cancel
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.

Procedures,

Step			Action		
7	Once all fields have	been complete	ed, click OK		
	Person Profile				
	Add New Incentive	Points			
		Empl ID	1234567	Spike	
		Profile Type	PERSON	Person	
	Update item details, then se	elect OK to apply ch	anges and retur	n. Select Cancel to return	without any changes.
	Details		Q	1 of 1	View All
	*Effective Date	08/16/2022			+
	*Incentive Type	ASHORE	۹	Ashore	
	*Effective Status	Active	~		
	*Incentive Points	3.0	Q		
	Comments	test			
		254 characters re	emaining		
	ОК	Cancel]		

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Procedures,

continued

		Ac	tion			
Click Save.						
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
 Honors and Awar 	ds					
e; Q				 € 1-5 	5 of 7 🗸 🕨 🕽	View All
D	Honor and Award	I			View History	
FC	CG Commendation	n Medal				Û
GMA	CG Unit Commend	lation Ribbon				Û
GMB	CG Meritorious Un	it Comm Ribbo				Û
GMT	CG Meritorious Te	am Comm Ribbo				Û
ЭNA	CG COMDT Ltr of	Comm Ribbon				Û
 Licenses and Ce Add New License Memberships Add New Membe Tests or Examina Add New Tests or Courses & Train Additional Trainin Add New Addition 	es and Certifications rships rtions r Examinations ring					
Return to Search)					

Procedures,

			Actio						
	Once saved, a confirmation message will display. Click Return to Search to								
	exit the member's profile.								
┨┡	Tou nave successiony saved mose prome changes that do not require approval.								
	Competencies	Qualifications	Education	Mobility V	Vaivers	CAN			
	 Honors and Award 	ds							
	E, Q				1-5 of 7	∕ ►	View All		
	ID	Honor and Aware	d		v	/iew History	4		
	CGFC	CG Commendatio	on Medal				Û		
	CGMA	CG Unit Commen	dation Ribbon				Û		
	CGMB	CG Meritorious U	nit Comm Ribbo				Û		
	CGMT	CG Meritorious Te	eam Comm Ribbo				Û		
	CGNA	CG COMDT Ltr of	f Comm Ribbon				Û		
	+ Add New Honors	and Awards							
	Language Skills	ana / wards							
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	Licenses and Ce								
	-	s and Certifications							
	Memberships								
	Add New Member	rships							
	Tests or Examina								
	 Add New Tests or 	Examinations							
	Courses & Train	ing							
	Additional Training	ıg							
	+ Add New Addition	al Training							
	Save								
	Return to Search								

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

Procedures,

continued

		A	ction				
The membe	er's Person Profi	le page will	display	. Click th	e Qualific	cations t	ab.
Person Pro	ofile						
	Empl ID	1234567		Spike			
	Profile Type	PERSON		Person			
	*Profile Status	Active 🔽					
	*Description	Spike		×			
🖨 Print 🕫 Co	omments	Prof	ile Actions	[Select Action	1]		~
Competen	Qualifications	Education	Mobility	Waivers	CAN		
 Competend 							
 Competence 	cies						
≕ Q	lies				1-5 of 8 🗸 🕨) <u>\</u>	/iew Al
	Competency	*Effective Da	ate Evalua	tion Type	1-5 of 8	View History	/iew Al
■ Q		•Effective Da				View	/iew Al
町 Q	Competency		Approve	tion Type	Proficiency	View History	
ID CRWRBM45	Competency RB-M BCM	01/01/2016	Approve Approve	tion Type ed/Official	Proficiency 3-Good	View History	Î
ID CRWRBM45 CRWSPC	Competency RB-M BCM SPC-LE BCM	01/01/2016	Approve Approve	tion Type ed/Official ed/Official	Proficiency 3-Good 3-Good	View History	Î

Procedures,

Step				Ac	tion					
4	The member's Honors and Awards will display. Scroll down to the Incentive									
	Points s		select the	Incentive [Type to b	e added to.				
	Honors and □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	la Awaras				I I-5	of 15 🗸 🕨	View All		
	ID	Honor	and Award				View History	7		
	CGFE	Army C	ommendation Medal	l				â		
	CGGWOTS	Global	War Terror Service M	1edl				Û		
	СGHC	CG Ach	ievement Medal					Û		
	CGMB	CG Mer	ritorious Unit Comm	Ribbo				Î		
	CGMF	Preside	ntial Unit Citation					Î		
	+ Add New	/ Honors and Awards								
	 Incentive 	Points								
	■ Q					H 4	1-1 of 1 🗸 🕨 🕨	View All		
	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments				
	ASHORE	Ashore	Active	3.0	3.0			Î		
	+ Add Ne	w Incentive Points								
		o Skilla								
	Person		Points	to add a ne						
				pl ID 1234567		Spike				
	l la data ita.			Type PERSON		Person				
	Update iter	n details, then s	elect OK to app	ply changes and	return. Selec	t Cancel to return	without any chan	ges.		
	Details			QI	H •	1 of 1 🗸 🕨	View Al			
	*E	ffective Date	08/16/2022				+			
	*In	centive Type	ASHORE		Q Ashor	re				
	*Eff	ective Status	Active	~						
	*Ince	entive Points	3.0		Q					
		Comments	test					2		
			254 characte	ers remaining						
	C	К	Cancel							

Procedures,

		Action				
The Update New Incentive Points page will display. The Effective Date auto- populates 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 cha						
_	elow. erson Profile					
U	pdate Incentive	Points				
		Empl ID 1234567 Spike				
		Profile Type PERSON Person				
Up	odate item details, then	select OK to apply changes and return. Select Cancel to return without any chang				
I	Details	Q I I I I I I I I I I I I I I I I I				
	*Effective Date	09/13/2022				
	Incentive Type	ASHORE Ashore				
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	*Incentive Points	15 Q				
	Incentive Points	1.5				
	Comments	Retest				
		254 characters remaining				
	ОК	Cancel				
ŀ	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.				

Procedures,

continued

Step			Action		
7	Once all fields have	e been complete	d, click O	K	
	Person Profile				
	Update Incentive	Points			
		Empl ID	1234567	Spike	
		Profile Type	PERSON	Persor	1
	Update item details, then	select OK to apply ch	anges and retu	urn. Select Cancel to return	n without any changes.
	Details		Q	< 1 of 2 ☑ ►	▶ View All
	*Effective Date	09/13/2022			
	Incentive Type	ASHORE		Ashore	
	*Effective Status	Active	~		
	*Incentive Points	1.5	Q	1.5	
	Comments	Retest			2
		254 characters re	emaining		
	ОК	Cancel]		

Procedures,

continued

	Action		
Click Save.			
Competencies	Qualifications Education Mobility Waivers	CAN	
 Honors and Awards 	5		
⊐, Q	∢ ∢ 1-	7 of 7 🔽 🕨	View 5
ID	Honor and Award	View History	
CGFC	CG Commendation Medal		Û
CGMA	CG Unit Commendation Ribbon		Û
ССМВ	CG Meritorious Unit Comm Ribbo		Û
CGMT	CG Meritorious Team Comm Ribbo	1	Û
CGNA	CG COMDT Ltr of Comm Ribbon	B	Û
CGNH	National Defense Service Medal		Û
CGSD	CG Good Conduct Medal		Û
 Licenses and Cert Add New Licenses Memberships Add New Memberships Tests or Examination Add New Tests or Examination Courses & Training Additional Training 	tifications and Certifications hips ons Examinations		
	Competencies Honors and Awards F> Q ID CGFC CGMA CGMA CGMA CGNA CGNH CGSD + Add New Honors ar > Language Skills + Add New Language > Licenses and Cert + Add New Licenses > Memberships + Add New Memberships + Add New Tests or Examination + Add New Tests or Examination + Add New Additional Save	Click Save. Competencies Qualifications Education Mobility Waivers Honors and Awards Q Q Honor and Award GGFC GGFC GG Commendation Medal GGFC GGMA GG Unit Commendation Medal GGMB GGMA GG Meritorious Unit Comm Ribbo GGMT GGNA GG Meritorious Team Comm Ribbo GGNA GGNA GG COMDT Ltr of Comm Ribbo GGNA GGNH National Defense Service Medal GGSD CG Good Conduct Medal + Add New Honors and Awards Language Skills Licenses and Certifications Add New Licenses and Certifications Add New Licenses and Certifications Add New Hemberships Add New Tests or Examinations Courses & Training Additional Training Additional Training Additional Training Save	Click Save. Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Q Q I I D Honor and Award View History CGFC C GG Commendation Medal CGMA CG Unit Commendation Ribbon CGMB CG Meritorious Unit Comm Ribbo CGMA CG Meritorious Unit Comm Ribbo CGNA CG COMDT Ltr of Comm Ribbon CGNH National Defense Service Medal CGSD CG Good Conduct Medal CGSD CG Commensions Courses & Training Add New Tests or Examinations Courses & Training Add New Additional Training Save

Procedures,

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A saved those profile changes the changes	Mobility Waivers	CAN	
Qualifications Education Honor and Award Education CG Commendation Medal CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribbo CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal CG Good Conduct Medal	Mobility Waivers	CAN	
Honor and Award CG Commendation Medal CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribbo CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal		I-7 of 7 ♥ View History	
CG Commendation Medal CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribbo CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal		View History	
CG Commendation Medal CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribbo CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal		View History	
CG Commendation Medal CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribbo CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal	D		
CG Unit Commendation Ribbon CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribb CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal	D		
CG Meritorious Unit Comm Ribbo CG Meritorious Team Comm Ribb CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal	D		0 0 0
CG Meritorious Team Comm Ribb CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal	D		0 0 0
CG COMDT Ltr of Comm Ribbon National Defense Service Medal CG Good Conduct Medal	0		0
National Defense Service Medal CG Good Conduct Medal		R	Û
CG Good Conduct Medal			
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I Awards			
Skills fications nd Certifications ps ns caminations			
n	IS aminations	IS aminations	IS aminations

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

Procedures,

continued

		Α	ction				
he memb	er's Person Pro	file page wil	l display	. Click th	e Qualific	cations t	ab.
Person Pro	ofile						
	Empl	ID 1234567		Spike			
	Profile Typ	PERSON		Person			
	*Profile Statu	us Active 🗸					
	*Descriptio	on Spike		×			
Print 🖲 Co	omments	Pro	file Actions	[Select Action]		~
Competen	Qualifications	Education	Mobility	Waivers	CAN		
 Competend 	cies						
₽ Q					1-5 of 8 🗸 🕨	►I I V	/iew /
ID	Competency	*Effective D	ate Evalua	tion Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approv	ed/Official	3-Good	1	ĺ
CRWSPC	SPC-LE BCM	01/01/2016	Approv	ed/Official	3-Good	I	ĺ
CRWSPC EPMEE5	SPC-LE BCM EPME E5 ERATS	01/01/2016		ed/Official ed/Official	3-Good 3-Good		Î
		07/31/2018	Approv			E.	

Procedures,

			Act				
					Scroll down		ntive
Points se ▼ Honors and		select the	Incentive 1	ype to be	e updated or	corrected.	
■ Q					I∢ ∢ 1-5 c	of 15 🗸 🕨	I View All
ID	Hono	r and Award				View History	
CGFE	Army	Commendation Medal	I				Î
CGGWOTS	Globa	I War Terror Service N	ledl				Î
CGHC	CG Ad	chievement Medal					â
CGMB	CG M	eritorious Unit Comm	Ribbo				Û
CGMF	Presid	lential Unit Citation					Î
 Add New Incentive Incentive 	Honors and Award	5			I4 4	1-1 of 1 🗸 🕨	View All
	Incentive Type	Effective Status	Incentive Points	Description	Comments	1-1011 •	I VIEW AII
ASHORE	Ashore	Active	3.0	3.0	Comments		â
AOHORE	Ashore	Active	0.0	0.0			<u></u>
	Profile		to display a	ll rows IC	or the selecte	<u>a award.</u>	
		e Points	io display a. impl ID 123456		or the selecte		
	Profile	e Points		57	Spi		
Update	Profile Incentiv	e Points E Profil	mpl ID 123456 e Type PERS	57 ON	Spi	ke rson	ny changes.
Update	Profile Incentiv	e Points E Profil	mpl ID 123456 e Type PERS	57 ON	Spi	ke rson eturn without ar	ıy changes. View All
Update Jpdate iter Details	Profile Incentiv	e Points E Profil n select OK to a	Empl ID 123456 Type PERS apply changes a	57 ON	Spi Pe elect Cancel to re	ke rson eturn without ar	
Update Update iter Details *Eff	Profile Incentiv	e Points Frofil In select OK to a 09/13/2022	Empl ID 123456 Type PERS apply changes a	67 ON Ind return. S	Spi Pe elect Cancel to re	ke rson eturn without ar	
Update iter Details *Eff Ince	Profile Incentiv m details, the fective Date	e Points Profil In select OK to a 09/13/2022 ASHORE	Empl ID 123456 Type PERS apply changes a	67 ON Ind return. Si	Spi Pe elect Cancel to re	ke rson eturn without ar	
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Update iter Details *Eff Inco *Effect *Incer	Profile Incentiv m details, the fective Date entive Type ctive Status	e Points Profil In select OK to a 09/13/2022 ASHORE Active 1.5	impl ID 123456 e Type PERS apply changes a	67 ON Ind return. Si I	Spi Pe elect Cancel to re	ke rson eturn without ar	
Update iter Details *Eff Inco *Effect *Incer	Profile Incentiv m details, the fective Date entive Type ctive Status	e Points Profil In select OK to a 09/13/2022 ASHORE Active 1.5	impl ID 123456 e Type PERS apply changes a	67 ON Ind return. Si Ia a Ash	Spi Pe elect Cancel to re	ke rson eturn without ar	View All
Update iter Details *Eff Ince *Incer	Profile Incentiv m details, the fective Date entive Type ctive Status	e Points Profil In select OK to a 09/13/2022 ASHORE Active 1.5 Retest	impl ID 123456 e Type PERS apply changes a	S7 ON Ind return. S Ash	Spi Pe elect Cancel to re	ke rson eturn without ar	View All
Update iter Details *Eff Ince *Incer	Profile Incentiv m details, the fective Date entive Type ctive Status	e Points Profil In select OK to a 09/13/2022 ASHORE Active 1.5 Retest	Empl ID 123456 Type PERS apply changes a Q I 2	S7 ON Ind return. S Ash	Spi Pe elect Cancel to re	ke rson eturn without ar	View All

Procedures,

continued

			Action				
0	nce the row to be corrected is identified, each field may be edited, as						
_	ecessary. Once all	corrections h	nave been ma	ade, click	OK.		
P	erson Profile						
U	Ipdate Incentive	Points					
		Empl	ID 1234567		Spike		
		Profile Typ	pe PERSON		Perso	n	
Up	pdate item details, then	select OK to apply	changes and ret	urn. Select Ca	ancel to retur	n without	any change
	Details		Q	1 of	2 🗸 🕨		View All
		00/40/0000			1		
	*Effective Date	09/13/2022					
	Incentive Type	ASHORE		Ashore			
	*Effective Status	Active	~				
	*Incentive Points	1.5	٩				
	incentive Points	1.5	4	1.5			
	Comments	Retest					2
							4
		254 characters	remaining		•		
ſ	ОК	Cancel					
L							

Procedures,

continued

 Honors and Awards Q Honor and Award View History CGMA CG Unit Commendation Ribbon CGMB CG Meritorious Unit Comm Ribbo CGMB CG Meritorious Team Comm Ribbo CGNA CG COMDT Ltr of Comm Ribbon CGNH National Defense Service Medal CGNH National Defense Service Medal CGNH National Defense Service Medal Hadd New Language Skills Language Skills Add New Licenses and Certifications Add New Licenses and Certifications Add New Memberships Add New Tests or Examinations Courses & Training Add New Additional Training Add New Additional Training 	Competencies	Qualifications Education Mobility	Waivers CA	N
ID Honor and Award View History CGMA CG Unit Commendation Ribbon II CGMB CG Meritorious Unit Comm Ribbo II CGMT CG Meritorious Team Comm Ribbo II CGNA CG COMDT Ltr of Comm Ribbon II CGNA CG COMDT Ltr of Comm Ribbon II CGNH National Defense Service Medal II + Add New Honors and Awards II > Language Skills II + Add New Language Skills II + Add New Licenses and Certifications II + Add New Licenses and Certifications II + Add New Memberships Tests or Examinations + Add New Tests or Examinations Courses & Training + Additional Training Additional Training	Honors and Av	wards		
CGMA CG Unit Commendation Ribbon Image: CGMB CGMB CG Meritorious Unit Comm Ribbo Image: CGMT CGMT CG Meritorious Team Comm Ribbo Image: CGMT CGNA CG COMDT Ltr of Comm Ribbon Image: CGMH CGNH National Defense Service Medal Image: CGMH + Add New Honors and Awards Language Skills + Language Skills + Licenses and Certifications + Add New Language Skills + Licenses and Certifications + Add New Memberships Tests or Examinations + Add New Tests or Examinations + Courses & Training + Add New Additional Training + Add New Additional Training	≡, Q	I	1-5 of 6	View
CGMBCG Meritorious Unit Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGMTCG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGNACG COMDT Ltr of Comm RibbonImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGNACG COMDT Ltr of Comm RibbonImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGNHNational Defense Service MedalImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGNHNational Defense Service MedalImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboCGNHNational Defense Service MedalImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboLanguage SkillsLanguage SkillsLanguage SkillsImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboLanguage SkillsLanguage SkillsLanguage SkillsImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboLanguage SkillsLanguage SkillsLanguage SkillsImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm RibboLanguage SkillsLanguage SkillsLanguage SkillsImage: CG Meritorious Team Comm RibboImage: CG Meritorious Team Comm Ribbo<	ID	Honor and Award	View History	
CGMT CG Meritorious Team Comm Ribbo Image: CG Meritorious Team Comm Ribbo CGNA CG COMDT Ltr of Comm Ribbon Image: CG COMDT Ltr of Comm Ribbon CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Image: CG COMDT Ltr of Comm Ribbo + Add New Language Skills Language Skills + Licenses and Certifications + Add New Memberships + Add New Tests or Examinations + Add New Tests or Examinations + Add New Tests or Examinations • Courses & Training + Add New Additional Training	CGMA	CG Unit Commendation Ribbon		Î
CGNA CG COMDT Ltr of Comm Ribbon CGNH National Defense Service Medal CGNH National Defense Service Medal Add New Honors and Awards Language Skills Add New Language Skills Add New Language Skills Licenses and Certifications Add New Licenses and Certifications Add New Memberships Tests or Examinations Add New Tests or Examinations Courses & Training Add New Additional Training	CGMB	CG Meritorious Unit Comm Ribbo		Î
CGNH National Defense Service Medal Add New Honors and Awards Language Skills Add New Language Skills Licenses and Certifications Add New Licenses and Certifications Memberships Add New Memberships Tests or Examinations Add New Tests or Examinations Courses & Training Add New Additional Training	CGMT	CG Meritorious Team Comm Ribbo		Î
 Add New Honors and Awards Language Skills Add New Language Skills Licenses and Certifications Add New Licenses and Certifications Memberships Add New Memberships Tests or Examinations Add New Tests or Examinations Courses & Training Add New Additional Training Add New Additional Training 	CGNA	CG COMDT Ltr of Comm Ribbon		Î
 Language Skills Add New Language Skills Licenses and Certifications Add New Licenses and Certifications Memberships Add New Memberships Tests or Examinations Add New Tests or Examinations Courses & Training Add New Additional Training 	CGNH	National Defense Service Medal		Î
 Add New Tests or Examinations Courses & Training Additional Training Add New Additional Training 	Licenses and	I Certifications nses and Certifications		
Add New Additional Training	Memberships			
	 Memberships Add New Men Tests or Exam Add New Test 	nberships inations ts or Examinations		
	 Memberships Add New Men Tests or Exam Add New Test Courses & Tr Additional Tra 	nberships inations ts or Examinations raining ining		

Procedures,

Action Once saved, a confirmation message will display. Click Return to Search to							
exit the member			1 5				
🗹 You have succe	ssfully saved those profi	ile changes that	do not require	approval.			
Competencies	Qualifications	Education	Mobility	Waivers	CAN		
 Honors and A 	wards				N. 1		
₽ Q				1-5 of 6 🗸 🕨	View All		
ID	Honor and Awar	d		View Histor	ry		
CGMA	CG Unit Commen	dation Ribbon			Î		
CGMB	CG Meritorious U	nit Comm Ribbo			î		
CGMT	CG Meritorious Te	eam Comm Ribbo)		Û		
CGNA	CG COMDT Ltr of	f Comm Ribbon		Û			
	National Defense	Service Medal		î			
 Add New Lice Membership Add New Mee Tests or Exan 	nguage Skills d Certifications enses and Certifications s mberships hinations ets or Examinations						
 Additional Tra 	-						
	ditional Training						
Save							
Return to Searc							

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 S

See below.

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

Deleting a Single Incentive Point, Continued

Procedures,

continued

Step			Actio	n			
3	The member	er's Person Profil	le page will dis	splay. Click	the Qualifica	tions ta	b.
	Person Pro	ofile					
		Empl ID	1234567	Spik	e		
		Profile Type	PERSON	Pers	on		
		*Profile Status	Active 🗸				
		*Description	Spike		×		
	🗐 Print 🔎 Co	omments	Profile	Actions [Select	Action]		v 📎
	Competen	Qualifications	Education	Nobility Waiv	vers CAN		
	 Competend 	ies					
	≣ , Q			€	I-5 of 8 ∨) I	View All
	ID	Competency	*Effective Date	Evaluation Typ	e Proficiency	View History	
	CRWRBM45	RB-M BCM	01/01/2016	Approved/Officia	al 3-Good		Î
	CRWSPC	SPC-LE BCM	01/01/2016	Approved/Officia	al 3-Good		Î
	EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Officia	al 3-Good		Î
	MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Officia	al 1-Little		Î
	MARER	(Inactivated)Rifle Qual	02/22/2015	Approved/Officia	al 1-Little		Î
	+ Add New	Competencies					

Deleting a Single Incentive Point, Continued

Procedures,

continued

Step				Act	tion			
4			onors and A	wards will	display. S	Scroll down t	to the Incer	ntive
	Points							
	✓ Honors and the second se	nd Awards]
	■ Q					I I-5 o	f 15 🗸 🕨 🏓	View All
	ID	Hono	r and Award				View History	
	CGFE	Army	Commendation Meda					Î
	CGGWOTS	Globa	I War Terror Service N	1edl				Î
	СGHC	CGA	chievement Medal					Î
	CGMB	CGM	eritorious Unit Comm	Ribbo				Î
	CGMF	Presid	dential Unit Citation					Î
	+ Add New	w Honors and Award	s					
	Incentive	e Points						
	R Q						1-1 of 1 🗸 🕨	View All
	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments		
	ASHORE	Ashore	Active	3.0	3.0			Û
	+ Add N	ew Incentive Points						
		ao Skillo						J
						only a single		
	the tras		on the app	propriate rov	v of the I	ncentive Poin	nt to be del	eted.
		Points					1-1 of 1 🗸 🕨	View All
		Incentive Type	Effective Status	Incentive Points	Description	Comments		
	ASHORE	Ashore	Active	3.0	3.0			Î
	+ Add Ne	w Incentive Points						
	A		4		17 to cont			
				ay. Click O l		110		
	Delete	current/select	ed rows from t	this page? The	delete will o	occur when the t	ransaction is s	aved.
			Г	01/	0			
				OK	Cance			

Deleting a Single Incentive Point, Continued

Procedures,

continued

		Action	l		
Click Save.					
Competencies	Qualifications	Education	Mobility	Waivers	CAN
 Honors and Award 	ds				
₽ Q			· • •	1-5 of 5 🗸 🗎	▶ View 5
ID	Honor and Awar	d		View Histo	ory
CGMA	CG Unit Commen	dation Ribbon			î
CGMT	CG Meritorious Te	eam Comm Ribb	D	ľ	
CGNA	CG COMDT Ltr of	f Comm Ribbon			Î
CGNH	National Defense	Service Medal			Î
CGSD	CG Good Conduc	t Medal			Î
 Licenses and Ce Add New Licenses Memberships Add New Member Tests or Examinat Add New Tests or Courses & Trainin Additional Trainin Add New Addition 	s and Certifications ships tions Examinations ing				
Return to Search					
	-				

Deleting a Single Incentive Point, Continued

Procedures, continued

			Action							
	Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.									
		s profile. ully saved those pro	file sharras th		uine en e					
	1									
Comp	oetencies	Qualifications	Education	Mobility	Waivers	CAN				
 Honors 	s and Awar	ds								
B Q					1-5 of 5 🗸 🕨	View 5				
ID		Honor and Awar	d		View Histor	ry				
CGMA		CG Unit Commen	dation Ribbon			î				
CGMT		CG Meritorious Te	eam Comm Ribbo	D	P					
CGNA		CG COMDT Ltr of	f Comm Ribbon			î				
CGNH		National Defense	Service Medal			î				
CGSD		CG Good Conduc	t Medal			Î				
+ Add	New Honors	and Awards								
Lange	uage Skills									
+ Add	New Langua	ge Skills								
Licen	ses and Ce	ertifications								
+ Add	New License	s and Certifications								
Member	perships									
+ Add	New Member	rships								
Tests of the second	or Examina	tions								
+ Add	New Tests or	r Examinations								
Cours	ses & Train	ing								
Addition	onal Trainir	na								
		al Training								
	New Addition	in in an in a								

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.
If the user attempts to delete an Incentive Point using the trashcan icon when multiple instances exist, this warning prompt will display. Click OK and continue with this section of the guide.
You cannot delete an item with Multiple instances. You MUST delete them individually in the details page. The PeopleCode program executed an Error statement, which has produced this message.

As with any delete function, use extreme caution when deleting transactions. It is possible to delete the wrong record(s), especially if the member has multiple instances of the same 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	Click on the Core HR Tile	
1.5	Select the Person Profiles	option.
	🔚 Job Data	
	📄 Person Profiles	
	Emergency Contact	
	PHS Member Info Report	
	🔚 Personal Data	
	T Statement of Creditable Svc	
	Identification Data	
	Disciplinary Actions	
	Disciplinary Action Report	

Exist, Continued

Procedures, continued

Step				Actio	n			
2	Enter the	member's	Empl ID. '	The Correc	t History box	is checked	l by def	fault.
	Click Sea	rch.						
	Person P							
	Enter any info	ormation you hav	e and click Sear	ch. Leave fields b	lank for a list of all va	lues.		
	Find an	Existing Value						
	Search C	riteria						
		Empl ID	begins with	1234567	۹			
		Profile Type	begins with		Q			
		Name	begins with					
		Last Name	begins with					
		naracter Name	begins with					
	□ Include H	istory 🗹 Corre	ect History	Case Sensitive				
	Search	Clear Ba	sic Search 📓	Save Search Crite	eria			
3	The mem	ber's Perso	n Profile p	age will dis	play. Click the	Qualifica	ations t	ab.
	Person Pr	ofile						
			Empl ID 1234	1567	Angel			
		Pr	ofile Type PEF	RSON	Person			
		*Pro	file Status Act	ive 🔽				
		*D	escription Ang	el	×			
	🖨 Print 🖗 C	Comments		Profile Ac	tions [Select Action]			
	Compete	uncies Qual	ifications	ducation Mol	bility Waivers	CAN		
	 Competer 				Unity Walvers	OAN		
	≣ Q					-4 of 4		View All
	ID	Competency		*Effective Date	Evaluation Type	Proficiency	View History	
	EPMEE7	EPME E7 ERAT	ſS	01/16/2020	Approved/Official	Good	₽ ↓	Î
	PAO	Payment Approv	ving Official	04/07/2015	Approved/Official	Good		Î
	YNC	YNC ERATS		01/10/2020	Approved/Official	Good	∎ 1	Î
	YNL1	Legal Techician		08/19/2011	Approved/Official	Good		Î

Exist, Continued

Procedures,

continued

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	ember's H section. S											
be dele			-		JI							
	and Awards							4 45-	5 A F			\ <i>G</i> A
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CGFE		ior and Awar							VIE	ew History		Â
												_
CGGWOTS		bal War Terro		ledi								Î
CGHC	CG	Achievement	t Medal									Î
CGMB	CG	Meritorious U	Jnit Comm F	Ribbo								Î
CGMF	Pre	sidential Unit	Citation									Î
+ Add Ne	ew Honors and Awa	rds										
 Incentiv 	/e Points											
■ Q								1-1 of 1 ∨	-		View All	
ID	Incentive Typ	e Effective	e Status	Incentive Points	Description	Comments				View History		
ASHORE					4.5	Retest				1	Â	
710110112	Ashore	Active		1.5	1.5							
Click V	Ashore New Incentive Point View All t n Profile	2	ay all				entive	Point.	•			
Click V	New Incentive Point	o displ	ints		ws for t		entive	Point.				
Click V	View All t n Profile	o displ	i nts Er	the roy	ws for t		entive		e			
Lick V Perso	View All t n Profile e Incentiv	o displa ve Poi	i nts Er Profile	the rov mpl ID 1 e Type	ws for t 1234567 PERSON	his Inco		Spike Pers	e son		ny cha	ange
Lick V Perso	View All t n Profile e Incentiv em details, the	o displa ve Poi	i nts Er Profile	the ro mpl ID 1 e Type pply char	ws for t 1234567 PERSON nges and ro	his Inco		Spike Pers cel to rete	e son		ny cha	
Click V Perso Updat Update it	View All t n Profile e Incentiv em details, the	o displa ve Poi	i nts Er Profile	the ro mpl ID Type pply char	ws for t 1234567 PERSON nges and r	his Inco eturn. Sel	ect Can	Spike Pers cel to rete	e son			
Click V Person Updat Update it	New Incentive Point View All t n Profile e Incentiv em details, the	o displa ve Poi en select ate 08/	nts Er Profile OK to a	the ro mpl ID Type pply char	ws for t 1234567 PERSON nges and r	his Inco eturn. Sel	ect Can	Spike Pers cel to rete	e son			
Lick V Perso Updat Update it	New Incentive Point View All t n Profile e Incentiv em details, the s Effective Da	o displa ve Poi en select ate 08/	ints Er Profile OK to a /16/2022	the ro mpl ID Type pply char	ws for t 1234567 PERSON nges and r	his Inco eturn. Sel	ect Cano 1 of 2	Spike Pers cel to rete	e son			
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Click V Person Update Update it Details	New Incentive Point View All t n Profile e Incentive em details, the s Effective Da Incentive Ty ffective Stat centive Point	o displa ve Poi en select ate 08/ rpe AS tus Ac nts 3.0 nts tes	ints Er Profile OK to a (16/2022 SHORE ctive	the ro mpl ID Type pply char	ws for t	eturn. Sel	ect Cano 1 of 2	Spike Pers cel to rete	e son		View /	AII -

Exist, Continued

Procedures, continued

Step			Action		
6	Locate the row to be	deleted and cl	lick the Mir	nus button.	
	Person Profile				
	Update Incentive I	Points			
		Empl ID	1234567	Spike	
		Profile Type	PERSON	Perso	n
	Update item details, then se	elect OK to apply ch	anges and retur	n. Select Cancel to retur	n without any changes.
	Details		Q	1 of 2	View All
	*Effective Date	08/16/2022			+ -
	Incentive Type	ASHORE		Ashore	
	*Effective Status	Active	~		
	*Incentive Points	3.0	Q		
	Comments	test			
		254 characters re	maining		
	*Effective Date	09/13/2022			+ -
	Incentive Type	ASHORE		Ashore	
	*Effective Status	Active	~		
	*Incentive Points	1.5	Q		
	Comments	Retest			
		254 characters re	maining		
	ОК	Cancel)		

Exist, Continued

Procedures, continued

Step			Action	n				
7	A warning prompt w	ill display. Cl	ick OK t	to cc	ontinue	е.		
	Delete current/selected rows from this page? The delete will occur when the transaction is saved.							
		O	K	Car	ncel			
8	Click OK .							
	Person Profile							
	Update Incentive	Points						
			1234567			Spi	ike	
	Hardada Sarah 1 - 1 - 1	Profile Type			0.1		rson	
	Update item details, then se	elect OK to apply ch						
	Details		QI		1	of 2 🗸		View All
	*Effective Date	08/16/2022	[+ -
	Incentive Type	ASHORE			Ashore	9		
	*Effective Status	Active	~					
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	Incentive Type	ASHORE			Ashore	è		
	*Effective Status	Active	~					
	*Incentive Points	1.5		Q				
	Comments	Retest						
		254 characters re	emaining					
	ОК	Cancel]					
			_					

Exist, Continued

Procedures, continued

		Action	1			
lick Save.						
Competencies	Qualifications	Education	Mobility	Waivers	CAN	
 Honors and Aware 	ds					
ling Q				1-5 of 9 🗸	• •	View A
ID	Honor and Awa	nrd		View H	istory	
CGGWOTS	Global War Terr	Global War Terror Service Medl				
CGHC	CG Achievemen	CG Achievement Medal				Î
CGMB	CG Meritorious	CG Meritorious Unit Comm Ribbo				Î
CGMN	CG Pistol Marks	CG Pistol Marksman Ribbon				
СGMT	CG Meritorious	CG Meritorious Team Comm Ribbo				
 Memberships Add New Member Tests or Examinat Add New Tests or Courses & Trainin Additional Trainin 	s and Certifications ships tions Examinations					
Add New Addition Save Return to Search	al Training					

Exist, Continued

Procedures, continued

	Action onfirmation message will display.	Click Return to Se	earch to			
xit the member	's profile. Ily saved those profile changes that do not require	approval				
Competencies	Qualifications Education Mobility	Waivers CAN				
competencies		Walkers Court				
 Honors and Awa 						
₽ Q		1-5 of 9 🗸 🕨	View A			
ID	Honor and Award	View History				
CGGWOTS	Global War Terror Service Medl		Î			
CGHC	CG Achievement Medal	CG Achievement Medal				
CGMB	CG Meritorious Unit Comm Ribbo		Î			
CGMN	CG Pistol Marksman Ribbon		Î			
CGMT	CG Meritorious Team Comm Ribbo		Û			
 Memberships Add New Memberships Tests or Examination Add New Tests or 	ertifications es and Certifications erships ations or Examinations					
Courses & Traini	-					
Additional Traini	-					
Add New Addition						
Add New Additio						
Add New Additio Save						

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 FOR BMC OCT 2022				PRINT D	ATE:	8/16/2022			
SWE PER	SON	NAL DATA	EXTRAC	Г (PDE) В	MC OCT 2	022			
Name:	Spik	e		Employee ID	123	1234567			
Rank:	BM1			Department	epartment ID:		038662 PSU 311 WATERSIDE SECURITY DIV		
Exam Board Department ID:	0000	631 PORT SEC	CURITY UNIT	Candidate St	Candidate Status:		ELIGIBLE		
Points/Dates/Time									
Points Start Date (PSD):	2	009-07-29		Award Points	up to SED:	7			
SWE Eligibility Date (SED):	2	2022-07-01		Incentive Points up to SED: 3		3.0	3.0		
Terminal Eligibility Date (TED)	: 2	2023-01-01		EER Points up to SED: 4		47.98	47.98		
Date of Rank in Rating (DOR):	2	2010-10-01		Pay Base Date:		1999-02-08			
Sea Time for Points up to SED:	Y	(r: 0	Mo: 0	Time in Ratin	g up to TED:	Yr: 12	Mo: 3	Day: 0	
Surf Time for Points up to SED:	Y	/r: 0	Mo: 0	Time in Servi	ce up to TED:	Yr: 23	Mo: 10	Day: 23	
Evaluations									
Effective Date		Comp	etency Type		Total Points		Ratin	a	

Profile Letter See below.

U.S. COAST GUARD HUMAN RESOURCES PRINT DATE: 8/16/2022						
USCG EXAM PROFIL	E LETTER FO	R THE RESERVE BMC	OCT 2022 SWE			
Rate, Name: BM1 Spi	ke	Empl ID: 12	234567			
Perm Unit: 038662 PSU DIV		SECURITY OPFAC: 21	93308			
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. <u>SECTION TITLES OR QUAL REFERENCE</u> <u>& ANSWERS CORRECT</u>						
TOTAL TEST 0% RANK 0.00 OF 0						
The Final Multiple Points which will determine your placement on the eligibility list are:						
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					