

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:

Look Up Incentive Type

Content Type

INCSEAPTS

Content Item ID

begins with

Content Group Type

begins with

Content Group

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-2 of 2

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

Points:

Look Up Incentive Points

Code

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-6 of 6

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

Overview, Continued


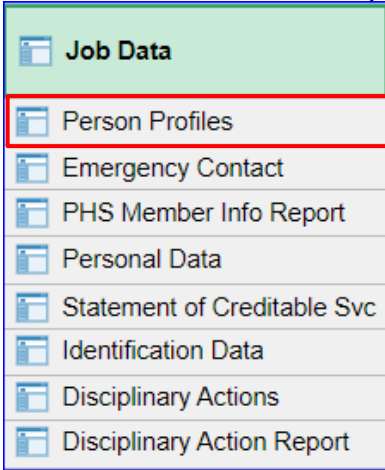
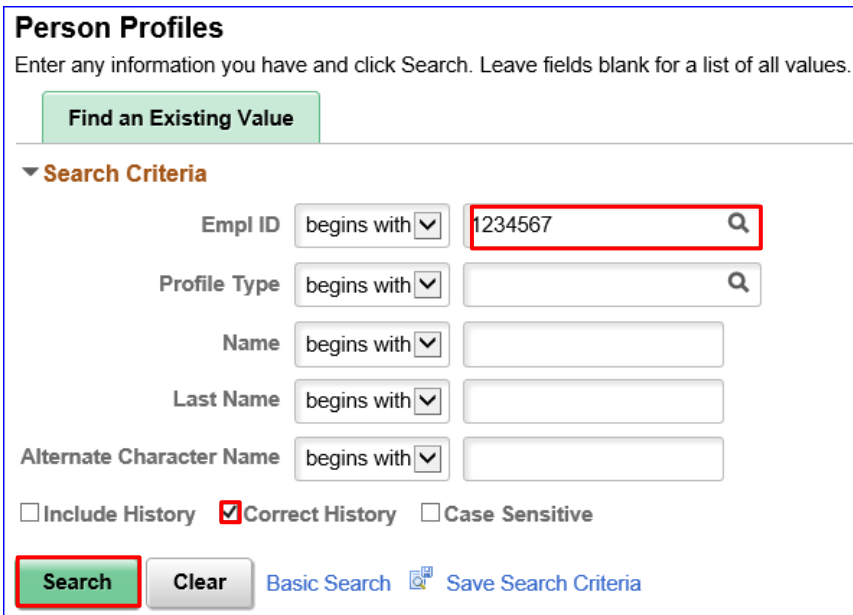
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Deleting a Single Incentive Point	28
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Viewing Incentive Points

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> 
1.5	<p>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Viewing Incentive Points, Continued

Procedures, continued

Step

3

Action

The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567

Profile Type PERSON

*Profile Status Active

*Description Spike

Spike

Person

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

1-5 of 8

View All

ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	<div></div> <div></div>	<div></div>
CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<div></div> <div></div>	<div></div>
EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		<div></div>
MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		<div></div>
MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		<div></div>

+

Add New Competencies

Continued on next page

Viewing Incentive Points, Continued

Procedures,
continued

Step

4

Action

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

Empl ID

1234567

Profile Type

PERSON

*Profile Status

Active

*Description

Spike

x

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

Q

1-5 of 6

View All

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		

Add New Honors and Awards

Honors and Awards

Incentive Points

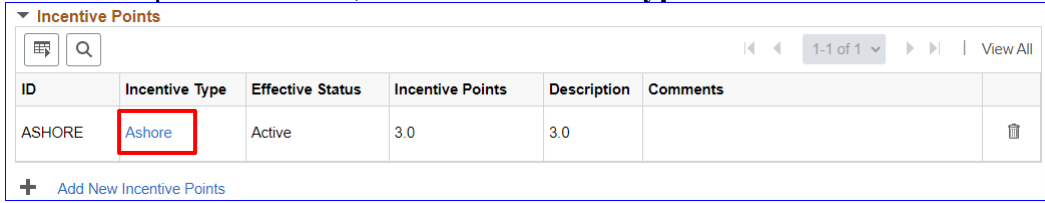
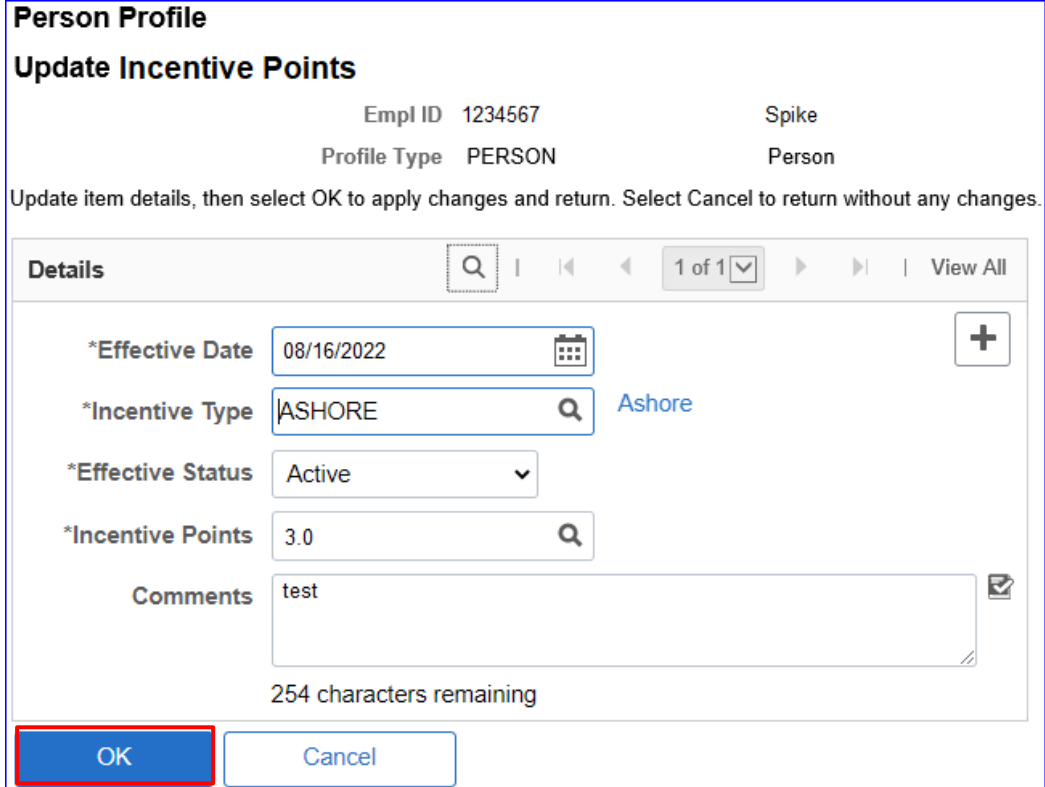
There are currently no Incentive Points for this profile. Please add one if required.

Add New Incentive Points

Continued on next page

Viewing Incentive Points, Continued

Procedures, continued

Step	Action
5	<p>To view a specific instance, click the Incentive Type link.</p>  <p>The screenshot shows a table titled 'Incentive Points' with columns: ID, Incentive Type, Effective Status, Incentive Points, Description, and Comments. The first row has ID 'ASHORE', Incentive Type 'Ashore' (highlighted with a red box), Effective Status 'Active', Incentive Points '3.0', and Description '3.0'. There is a '+ Add New Incentive Points' link at the bottom left of the table.</p>
6	<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). There is a Comments field with the text 'test'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.</p>


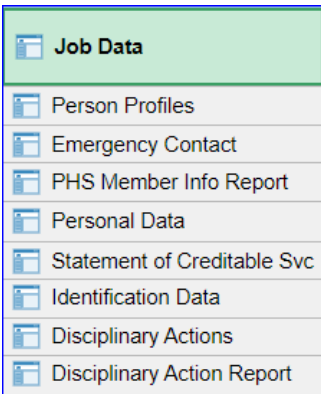
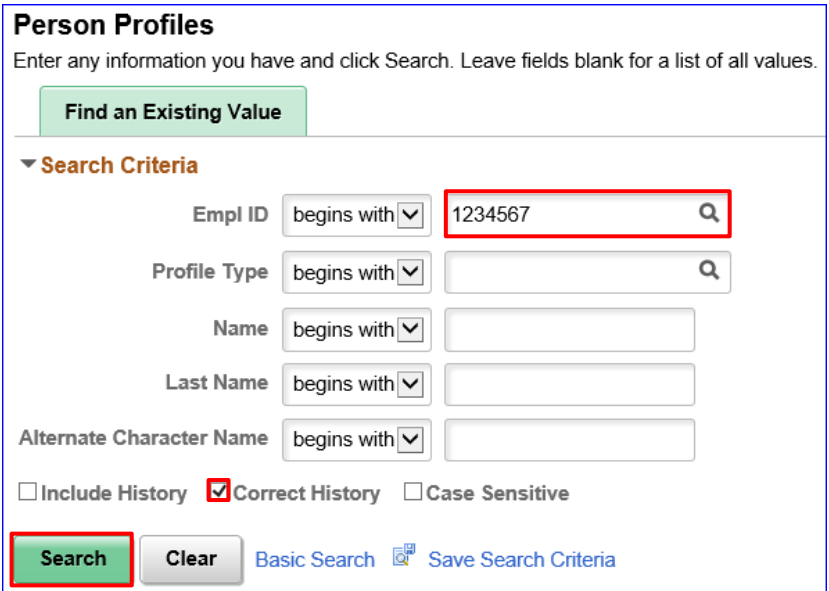
Continued on next page

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> 
1.5	<p>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Adding New Incentive Points, Continued

Procedures, continued

Step

3

Action

The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567

Profile Type PERSON

*Profile Status Active

*Description Spike

Spike

Person

Print

Comments

Profile Actions [Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

1-5 of 8

View All

ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good	<div><div></div><div></div><div></div></div>	<div></div>
CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good	<div><div></div><div></div><div></div></div>	<div></div>
EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		<div></div>
MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		<div></div>
MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little		<div></div>

+

Add New Competencies

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step

4

Action

The member’s Honors and Awards will display. Scroll down to the **Incentive Points** section.

Person Profile

Empl ID

1234567

Spike

Profile Type

PERSON

Person

*Profile Status

Active

*Description

Spike

x

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

Q

1-5 of 6

View All

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		

Add New Honors and Awards

Honors and Awards

Incentive Points

There are currently no Incentive Points for this profile. Please add one if required.

Add New Incentive Points

5

Click **Add New Incentive Points**.

Add New Honors and Awards

Honors and Awards

Incentive Points

There are currently no Incentive Points for this profile. Please add one if required.

Add New Incentive Points

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action												
6	<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="327 555 1372 1339"> <p>Person Profile</p> <p>Add New Incentive Points</p> <p>Empl ID 1234567 Spike</p> <p>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> <div>Details</div> <div> <div> <div>*Effective Date</div> <div>08/16/2022</div> <div></div> </div> <div> <div>*Incentive Type</div> <div>ASHORE</div> <div></div> </div> <div> <div>*Effective Status</div> <div>Active</div> <div></div> </div> <div> <div>*Incentive Points</div> <div>3.0</div> <div></div> </div> <div> <div>Comments</div> <div>test</div> <div></div> </div> </div> <div>254 characters remaining</div> <div> <div>OK</div> <div>Cancel</div> </div> </div> </div> <table> <tr> <th>Field</th><th>Description</th></tr> <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> </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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*Incentive Points (Optional)	Check the guidance message on the appropriate points to be entered.												
Comments	Enter comments based on current message guidance.												

Continued on next page

Adding New Incentive Points, Continued

Procedures, continued

Step	Action
7	<p>Once all fields have been completed, click OK.</p> <div data-bbox="328 483 1369 1267"> <p>Person Profile</p> <p>Add New Incentive Points</p> <p>Empl ID 1234567 Spike</p> <p>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 data-bbox="331 719 1356 1200"> <p>Details 🔍 < << 1 of 1 >> > View All</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> </div> <div data-bbox="336 1211 778 1267"> <p>OK Cancel</p> </div> </div>

Continued on next page


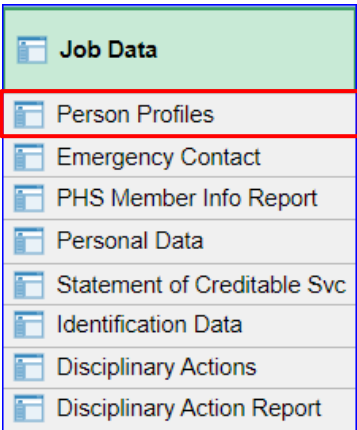
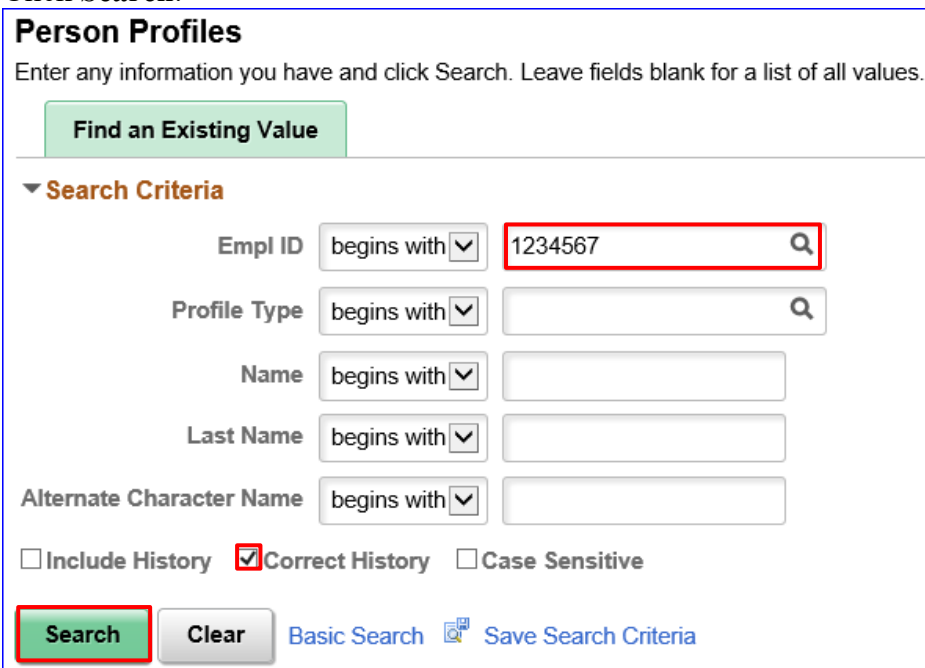
Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 2px solid red; padding: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div style="margin-top: 10px;"> <p>▼ Honors and Awards</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="flex-grow: 1;"> <input type="text"/> </div> <div style="margin-left: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">1-5 of 7 ▼</div> </div> <div style="margin-left: auto; text-align: right;"> View All </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td style="text-align: center;"></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;"></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;"></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>+ Add New Honors and Awards</p> <p>▸ Language Skills</p> <p>+ Add New Language Skills</p> <p>▸ Licenses and Certifications</p> <p>+ Add New Licenses and Certifications</p> <p>▸ Memberships</p> <p>+ Add New Memberships</p> <p>▸ Tests or Examinations</p> <p>+ Add New Tests or Examinations</p> <p>▸ Courses & Training</p> <p>▸ Additional Training</p> <p>+ Add New Additional Training</p> </div> <div style="margin-top: 10px; text-align: center;"> <div style="background-color: #f0f0f0; padding: 5px 15px; border: 1px solid #ccc; display: inline-block;">Save</div> </div> <div style="margin-top: 10px; text-align: center;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">Return to Search</div> </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		
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																								

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> 
1.5	<p>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step

3

Action

The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567

Profile Type PERSON

*Profile Status Active

*Description Spike

Spike

Person

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

1-5 of 8

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

Add New Competencies

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step

4

Action

The member’s Honors and Awards will display. Scroll down to the Incentive Points section and select the **Incentive Type** to be added to.

Honors and Awards

1-5 of 15

View All

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		

+

Add New Honors and Awards

Incentive Points

1-1 of 1

View All

ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	
ASHORE	Ashore	Active	3.0	3.0		

+

Add New Incentive Points

Language Skills

5

The Update Incentive Points page will display. **Do NOT** overwrite any of the fields. Click the **Plus** button to add a new row.

Person Profile

Update Incentive Points

Empl ID 1234567

Spike

Profile Type PERSON

Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details

1 of 1

View All

*Effective Date

08/16/2022

*Incentive Type

ASHORE

Ashore

*Effective Status

Active

*Incentive Points

3.0

Comments

test

254 characters remaining

+

OK

Cancel

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action												
6	<p>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 chart below.</p> <div data-bbox="325 629 1370 1420"> <p>Person Profile</p> <p>Update Incentive Points</p> <p>Empl ID 1234567 Spike</p> <p>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> <div>Details</div> <div> <div>*Effective Date 09/13/2022</div> <div>Incentive Type ASHORE</div> <div>*Effective Status Active</div> <div>*Incentive Points 1.5</div> <div>Comments Retest</div> </div> <div>254 characters remaining</div> </div> <div> <div>OK</div> <div>Cancel</div> </div> </div> <table> <tr> <th>Field</th><th>Description</th></tr> <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> </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.
Field	Description												
*Effective Date (Required)	Enter the date of the Incentive Type. Can be post-dated or back dated.												
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Comments	Enter comments based on current message guidance.												

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action
7	<p>Once all fields have been completed, click OK.</p> <div> <div> Person Profile Update Incentive Points </div> <div> <div>Empl ID 1234567</div> <div>Spike</div> <div>Profile Type PERSON</div> <div>Person</div> </div> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div> <div>Details</div> <div> <div>Q</div> <div> </div> <div>◀</div> <div>▶</div> <div>1 of 2</div> <div>View All</div> </div> </div> <div> <div> <div>*Effective Date</div> <div>09/13/2022</div> <div>📅</div> </div> <div> <div>Incentive Type</div> <div>ASHORE</div> <div>Ashore</div> </div> <div> <div>*Effective Status</div> <div>Active</div> <div>▼</div> </div> <div> <div>*Incentive Points</div> <div>1.5</div> <div>Q</div> <div>1.5</div> </div> <div> <div>Comments</div> <div>Retest</div> <div>✉</div> </div> <div>254 characters remaining</div> </div> <div> <div>OK</div> <div>Cancel</div> </div> </div>

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action																																
8	<p>Click Save.</p> <div> <div> Competencies Qualifications Education Mobility Waivers CAN </div> <div> Honors and Awards <div> 1-7 of 7 View 5 </div> <table border="1"> <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> <div> + Add New Honors and Awards <div> Language Skills </div> + Add New Language Skills <div> Licenses and Certifications </div> + Add New Licenses and Certifications <div> Memberships </div> + Add New Memberships <div> Tests or Examinations </div> + Add New Tests or Examinations <div> Courses & Training </div> + Add New Additional Training </div> <div> Save 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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CGSD	CG Good Conduct Medal																																


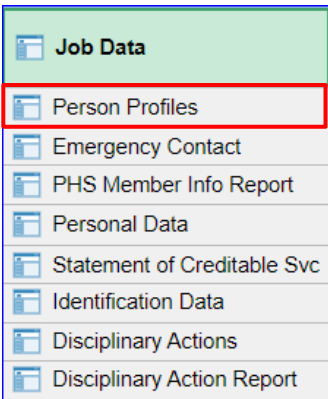
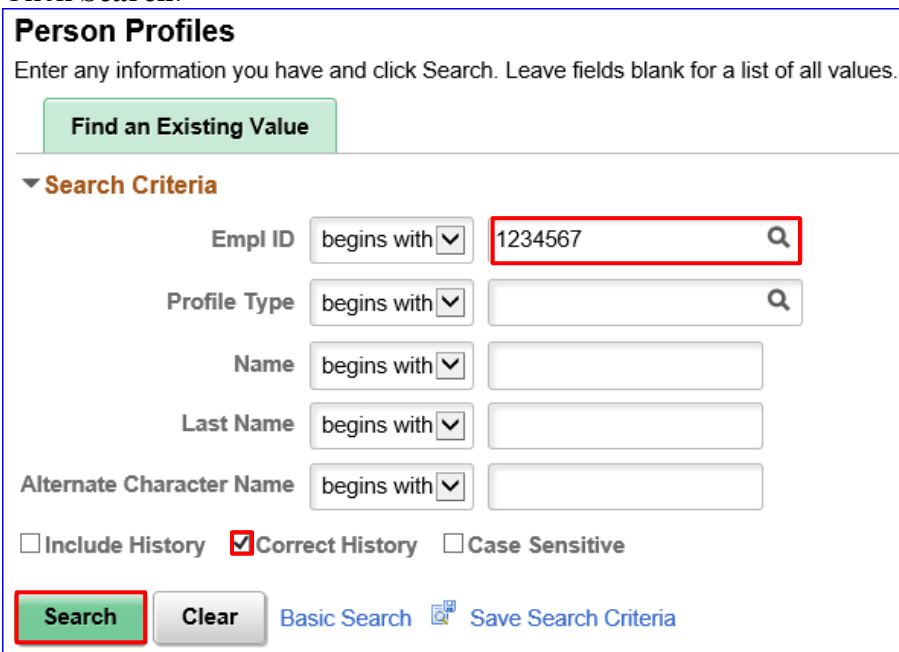
Continued on next page

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> 
1.5	<p>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Correcting Incentive Points, Continued

Procedures, continued

Step

3

Action

The member's Person Profile page will display. Click the **Qualifications** tab.

Empl ID

1234567

Profile Type

PERSON

*Profile Status

Active

*Description

Spike

x

Spike

Person

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

1-5 of 8

Continued on next page

Correcting Incentive Points, Continued

Procedures, continued

Step

4

Action

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.

Honors and Awards

1-5 of 15

View All

ID	Honor and Award	View History	
CGFE	Army Commendation Medal		<div></div>
CGGWOTS	Global War Terror Service Medl		<div></div>
CGHC	CG Achievement Medal		<div></div>
CGMB	CG Meritorious Unit Comm Ribbo	<div></div>	<div></div>
CGMF	Presidential Unit Citation		<div></div>

+

Add New Honors and Awards

Incentive Points

1-1 of 1

View All

ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	
ASHORE	Ashore	Active	3.0	3.0		<div></div>

+

Add New Incentive Points

Language Skills

5

If necessary, click **View All** to display all rows for the selected award.

Person Profile

Update Incentive Points

Empl ID 1234567

Spike

Profile Type PERSON

Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details

1 of 2

View All

*Effective Date

09/13/2022

Incentive Type

ASHORE

Ashore

*Effective Status

Active

*Incentive Points

1.5

1.5

Comments

Retest







254 characters remaining

OK

Cancel

Correcting Incentive Points, Continued

Procedures, continued

Step	Action
6	<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> <p>Person Profile</p> <p>Update Incentive Points</p> <p>Empl ID 1234567 Spike</p> <p>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> <p>Details  < > 1 of 2  View All</p> <div> <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> </div> </div> </div>

Continued on next page

Step

8

Action

Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.

You have successfully saved those profile changes that do not require approval.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Honors and Awards

Q

1-5 of 6

View All

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		

+ 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 Courses & Training

Additional Training

+ Add New Additional Training

Save

Return to Search

Deleting a Single Incentive Point


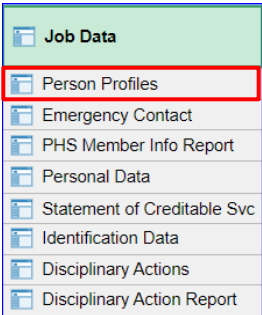
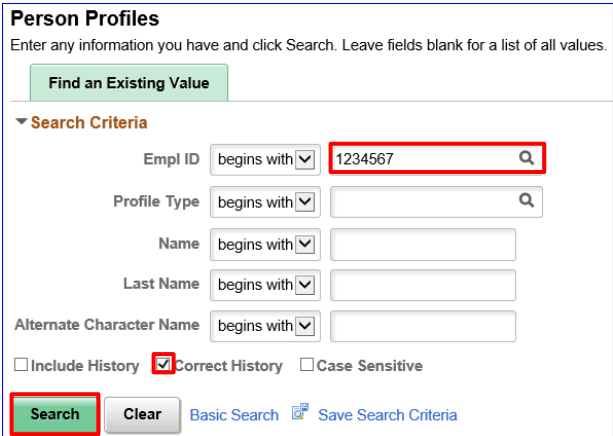
Introduction This section provides the procedures for deleting a single Incentive Point in Direct Access (DA).

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>Select the Person Profiles option.</p> 
2	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step

3

Action

The member's Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID 1234567

Profile Type PERSON

*Profile Status Active

*Description Spike

Spike

Person

Print

Comments

Profile Actions

[Select Action]

Competencies

Qualifications

Education

Mobility

Waivers

CAN

Competencies

1-5 of 8

View All

ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	
CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		
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		

+

Add New Competencies

Continued on next page

Deleting a Single Incentive Point, Continued

Procedures, continued

Step

4

Action

The member’s Honors and Awards will display. Scroll down to the **Incentive Points** section.

▼ Honors and Awards

1-5 of 15

View All

ID	Honor and Award	View History	
CGFE	Army Commendation Medal		
CGGWOTS	Global War Terror Service Medi		
CGHC	CG Achievement Medal		
CGMB	CG Meritorious Unit Comm Ribbo		
CGMF	Presidential Unit Citation		

+

Add New Honors and Awards

▼ Incentive Points

1-1 of 1

View All

ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	
ASHORE	Ashore	Active	3.0	3.0		

+

Add New Incentive Points

▼ Language Skills

5

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.

▼ Incentive Points

1-1 of 1

View All

ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	
ASHORE	Ashore	Active	3.0	3.0		

+

Add New Incentive Points

6

A warning prompt will display. Click **OK** to continue.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK

Cancel

Continued on next page

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step

7

Action

Click Save.

CompetenciesQualificationsEducationMobilityWaiversCAN

▼ Honors and Awards

1-5 of 5

View 5

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		

+ 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

Save

Return to Search

Continued on next page

Step	Action																								
8	Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.																								
<div><div><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</div></div>																									
<div><div>Competencies</div><div>Qualifications</div><div>Education</div><div>Mobility</div><div>Waivers</div><div>CAN</div></div>																									
<div><div><div><div>▼ Honors and Awards</div><div><div><div><div><div><div></div><div></div></div><div></div></div><div><div>1-5 of 5</div><div>View 5</div></div></div></div><table><tr><th>ID</th><th>Honor and Award</th><th>View History</th><th></th></tr><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></table><div><div><div><div><div>+</div><div>Add New Honors and Awards</div></div><div><div>▶ Language Skills</div><div><div><div>+</div><div>Add New Language Skills</div></div><div><div>▶ Licenses and Certifications</div><div><div><div>+</div><div>Add New Licenses and Certifications</div></div><div><div>▶ Memberships</div><div><div><div>+</div><div>Add New Memberships</div></div><div><div>▶ Tests or Examinations</div><div><div><div>+</div><div>Add New Tests or Examinations</div></div><div><div>▶ Courses & Training</div><div><div><div>▶ Additional Training</div><div><div><div>+</div><div>Add New Additional Training</div></div></div></div></div></div></div></div><div><div>Save</div></div><div><div>Return to Search</div></div></div></div></div></div></div></div></div></div></div></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		
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																								

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 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.


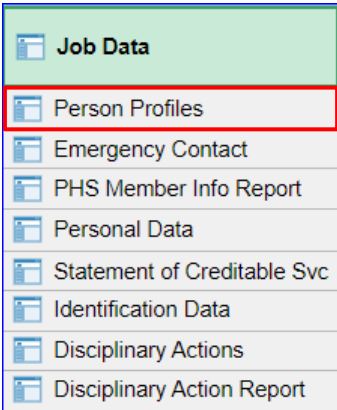
OK

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. 

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step

2

Action

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

Q

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

3

The member’s Person Profile page will display. Click the **Qualifications** tab.

Person Profile

Empl ID

1234567

Angel

Profile Type

PERSON

Person

*Profile Status


Active


▼

*Description

Angel

x


 Print

 Comments

Profile Actions

[Select Action]

▼



Competencies

Qualifications


Education

Mobility

Waivers



CAN

▼ Competencies







 Q

1-4 of 4

▼

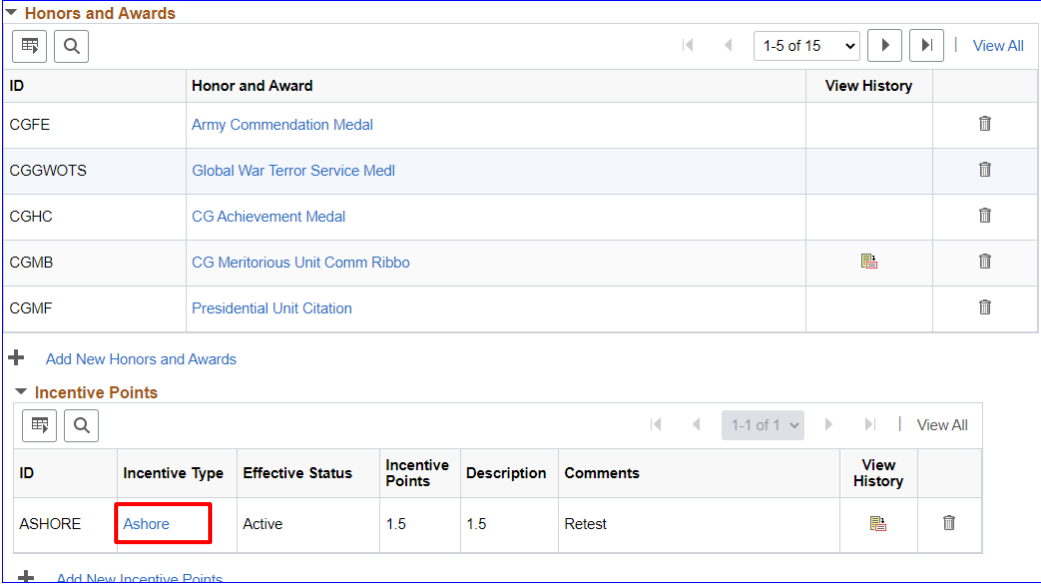
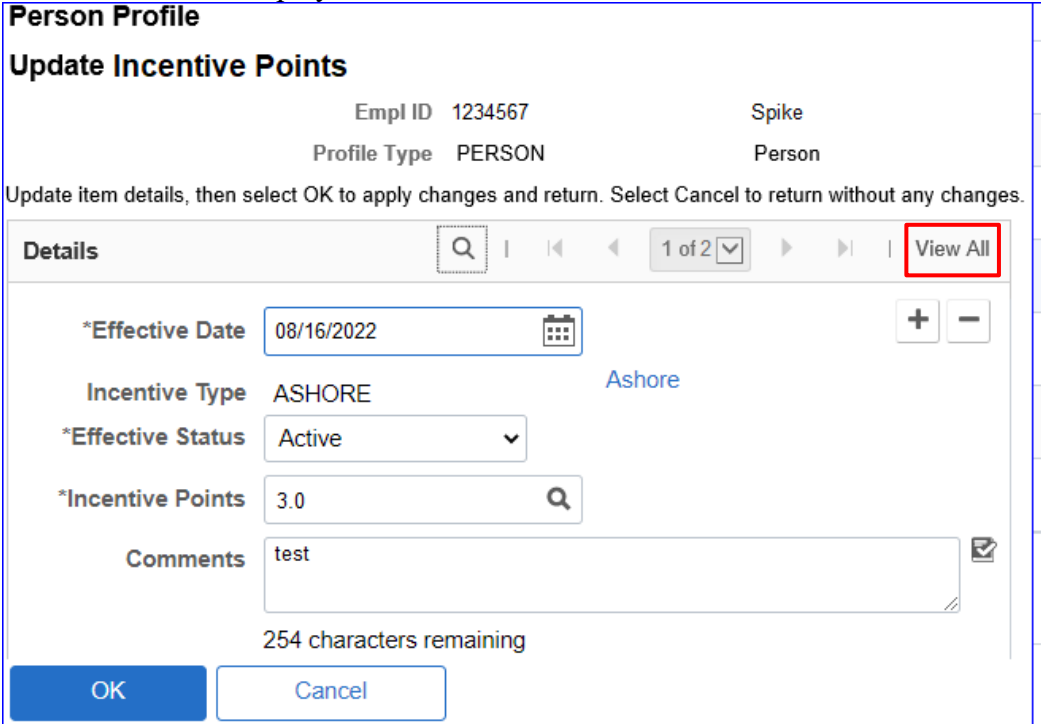
View All

ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	
EPMEE7	EPME E7 ERATS	01/16/2020	Approved/Official	Good		
PAO	Payment Approving Official	04/07/2015	Approved/Official	Good		
YNC	YNC ERATS	01/10/2020	Approved/Official	Good		
YNL1	Legal Technician	08/19/2011	Approved/Official	Good		

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
4	<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 the 'Honors and Awards' section with a table of awards. Below it is the 'Incentive Points' section, which is expanded. The 'Incentive Type' column shows 'Ashore' highlighted with a red box. The 'Effective Status' is 'Active', 'Incentive Points' is '1.5', 'Description' is '1.5', and 'Comments' is 'Retest'.</p>
5	<p>Click View All to display all the rows for this Incentive Point.</p>  <p>The screenshot shows the 'Update Incentive Points' form. The 'View All' button is highlighted with a red box. The form displays details for the 'Ashore' incentive type, including 'Effective Date' (08/16/2022), 'Incentive Type' (ASHORE), 'Effective Status' (Active), 'Incentive Points' (3.0), and 'Comments' (test). The 'View All' button is located at the top right of the form.</p>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued


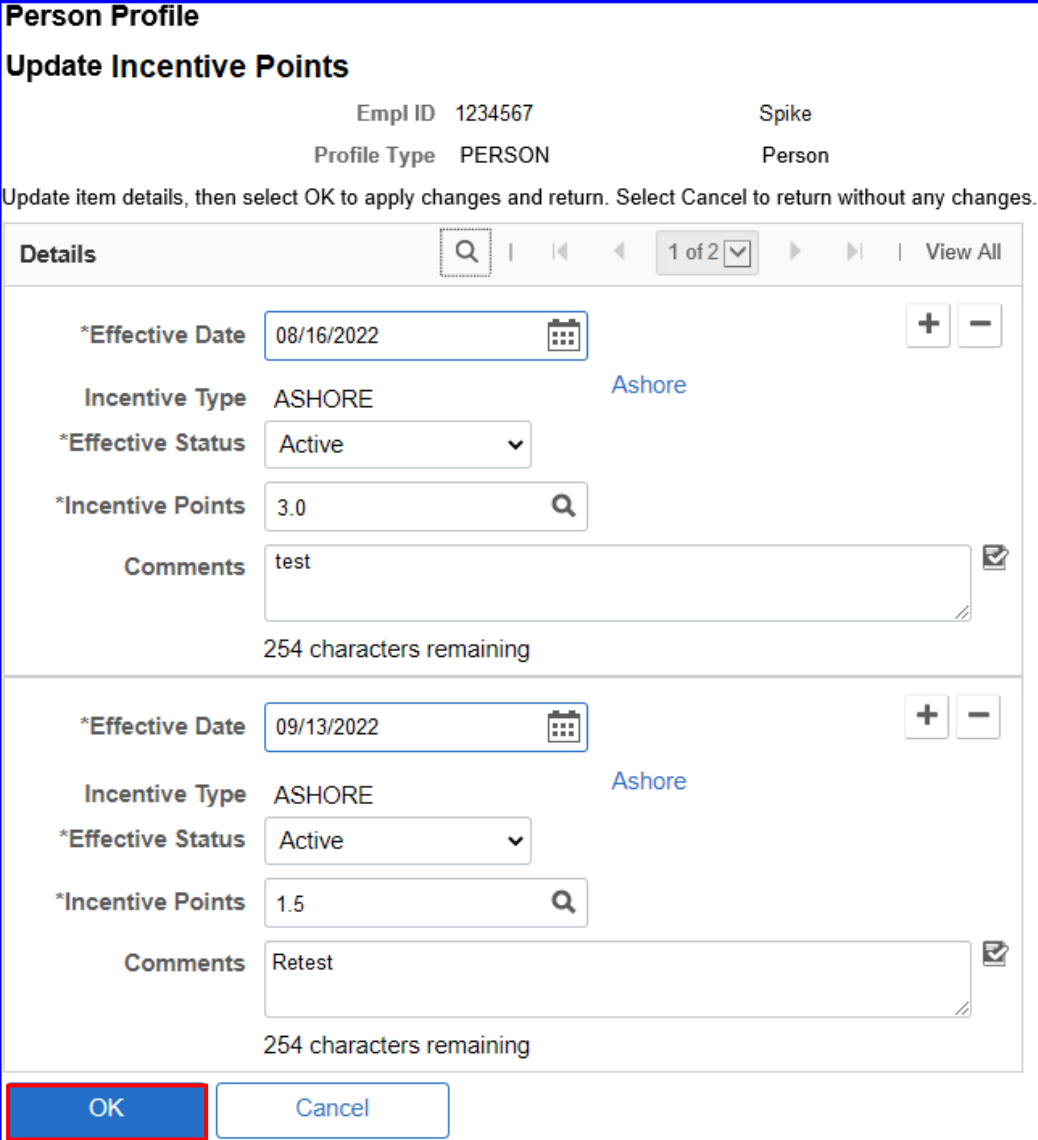
Procedures,
continued

Step	Action
6	<p>Locate the row to be deleted and click the Minus button.</p> <div> <p>Person Profile</p> <p>Update Incentive Points</p> <p>Empl ID 1234567 Spike</p> <p>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> <p>Details 🔍 ⏪ ⏩ 1 of 2 ▾ View All</p> <div> <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 254 characters remaining</p> </div> <div> <p>*Effective Date 09/13/2022 📅 + -</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active ▾</p> <p>*Incentive Points 1.5 🔍</p> <p>Comments Retest 254 characters remaining</p> </div> </div> <p>OK Cancel</p> </div>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p>A warning prompt will display. Click OK to continue.</p>  <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>OK Cancel</p>
8	<p>Click OK.</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 <input type="text"/> < > 1 of 2 <input type="button" value="View All"/></p> <p>*Effective Date 08/16/2022 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active <input type="button" value="v"/></p> <p>*Incentive Points 3.0 <input type="button" value="Q"/></p> <p>Comments test <input type="button" value="✓"/></p> <p>254 characters remaining</p> <p>*Effective Date 09/13/2022 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active <input type="button" value="v"/></p> <p>*Incentive Points 1.5 <input type="button" value="Q"/></p> <p>Comments Retest <input type="button" value="✓"/></p> <p>254 characters remaining</p> <p>OK Cancel</p>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step

9

Action

Click Save.

Competencies

Qualifications

Education

Mobility

Waivers

CAN

▼ Honors and Awards

1-5 of 9

View All

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		

+

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

Save

Return to Search

Continued on next page

Step	Action																								
10	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div> Competencies Qualifications Education Mobility Waivers CAN </div> <hr/> <p>Honors and Awards</p> <div> <div>1-5 of 9</div> <div><< < > >></div> View All </div> <table border="1"> <thead> <tr> <th>ID</th><th>Honor and Award</th><th>View History</th><th></th></tr> </thead> <tbody> <tr> <td>CGGWOTS</td><td>Global War Terror Service Medl</td><td></td><td></td></tr> <tr> <td>CGHC</td><td>CG Achievement Medal</td><td></td><td></td></tr> <tr> <td>CGMB</td><td>CG Meritorious Unit Comm Ribbo</td><td></td><td></td></tr> <tr> <td>CGMN</td><td>CG Pistol Marksman Ribbon</td><td></td><td></td></tr> <tr> <td>CGMT</td><td>CG Meritorious Team Comm Ribbo</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> + Add New Honors and Awards <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 <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin-top: 10px;"> Return to Search </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		
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																								

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 DATE: 8/16/2022			
SWE PERSONAL DATA EXTRACT (PDE) BMC OCT 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					

