

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 []

Buttons: 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 []

Buttons: 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

Continued on next page

Overview, Continued

Contents

Topic	See Page
Viewing Incentive Points	3
Adding New Incentive Points	9
Adding Additional Incentive Points of the Same Type	16
Correcting Incentive Points	23
Deleting a Single Incentive Point	29
Deleting One Incentive Point when Multiple Instances Exist	35
Verifying Incentive Points on a PDE and Profile Letter	42

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> 
2	<p>Select the Person Profiles option.</p> 

Continued on next page

Viewing Incentive Points, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 488 1197 1102" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

Viewing Incentive Points, Continued

Procedures,
continued

Step	Action																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 481 1364 1265" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p> Print Comments Profile Actions [Select Action]</p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p> 1-5 of 8 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Viewing Incentive Points, Continued

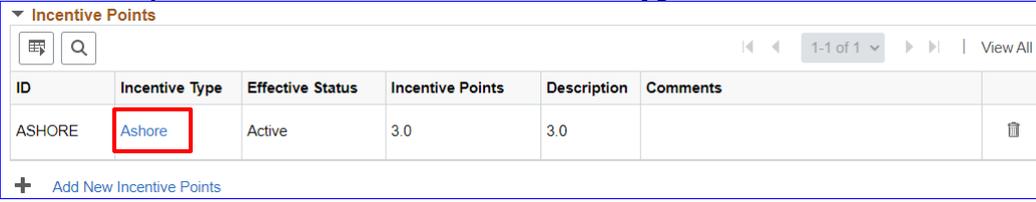
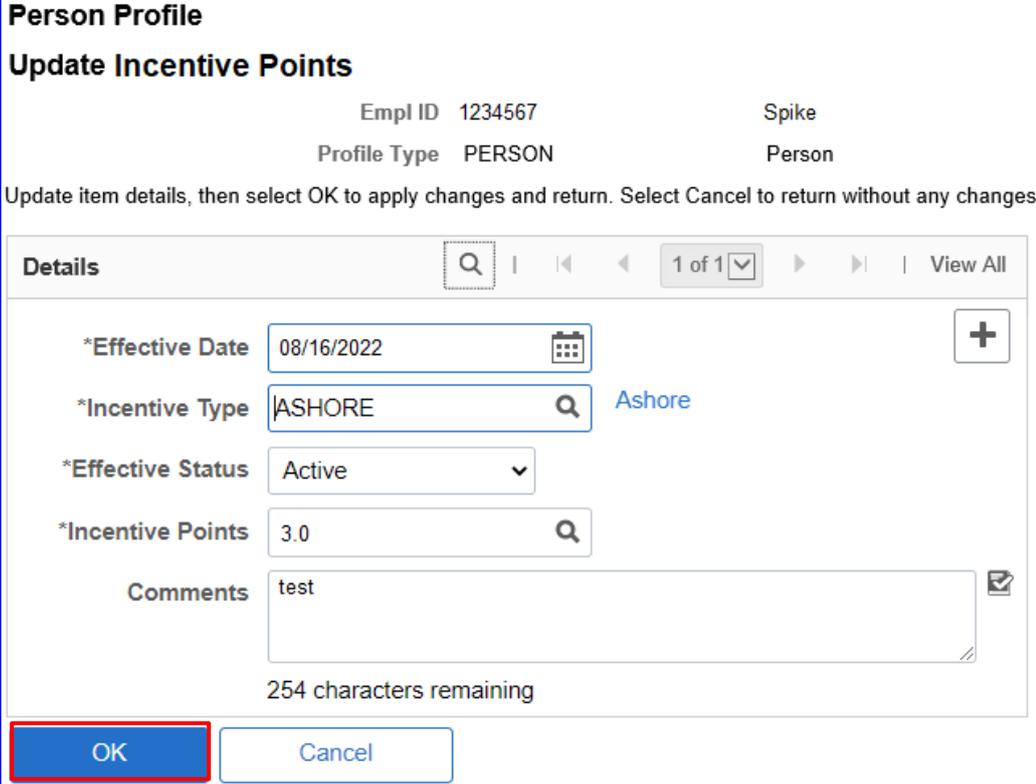
Procedures,
continued

Step	Action																								
5	<p>The member's Honors and Awards will display. The Incentive Points section will display data, if available. See NOTE.</p> <p>NOTE: This is a brand new Qualification added to DA, data may not be available for viewing.</p> <div data-bbox="327 629 1366 1630" style="border: 1px solid #ccc; padding: 10px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="button" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> <input type="button" value="»"/></p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p> 1-5 of 6 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> <p>▼ Incentive Points</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>There are currently no Incentive Points for this profile. Please add one if required.</p> </div> <p> Add New Incentive Points</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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Viewing Incentive Points, Continued

Procedures,
continued

Step	Action												
6	<p>To view a specific instance, click the Incentive Type link.</p>  <p>The screenshot shows a table titled "Incentive Points" with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>3.0</td> <td>3.0</td> <td></td> </tr> </tbody> </table> <p>The "Ashore" link in the "Incentive Type" column is highlighted with a red box.</p>	ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	ASHORE	Ashore	Active	3.0	3.0	
ID	Incentive Type	Effective Status	Incentive Points	Description	Comments								
ASHORE	Ashore	Active	3.0	3.0									
7	<p>The member's Update Incentive Points page will display. Click OK to return to the previous page.</p>  <p>The screenshot shows the "Update Incentive Points" form for a member with the following details:</p> <ul style="list-style-type: none"> Empl ID: 1234567 Profile Type: PERSON Spike: Spike Person: Person <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p>The form includes the following fields:</p> <ul style="list-style-type: none"> *Effective Date: 08/16/2022 *Incentive Type: ASHORE (with a link to "Ashore") *Effective Status: Active *Incentive Points: 3.0 Comments: test (254 characters remaining) <p>The "OK" button is highlighted with a red box.</p>												

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Viewing Incentive Points, Continued

Procedures,
continued

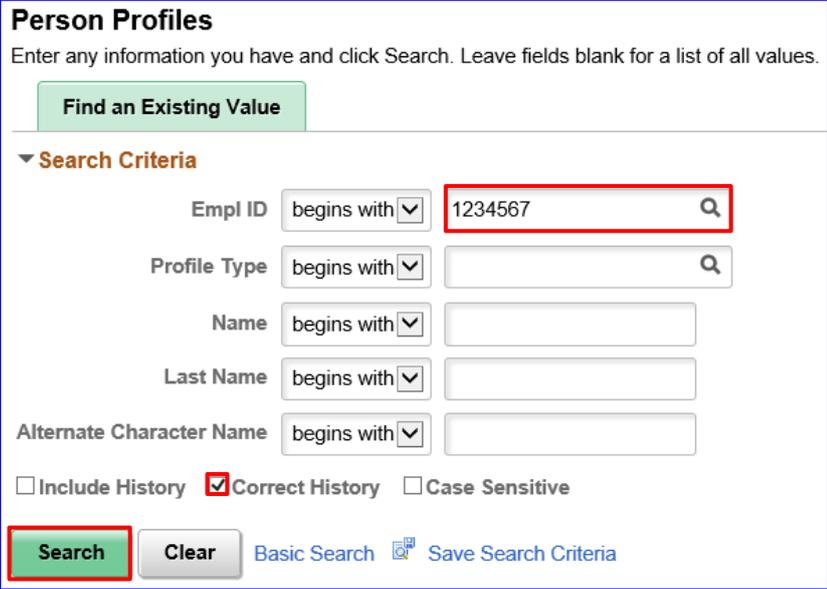
Step	Action																								
8	<p>Click Return to Search to exit the member's Person Profile.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 🗨️ 🔍 1-5 of 6 ▾ ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p> + Add New Honors and Awards </p> <p> ▶ Language Skills </p> <p> + Add New Language Skills </p> <p> ▶ Licenses and Certifications </p> <p> + Add New Licenses and Certifications </p> <p> ▶ Memberships </p> <p> + Add New Memberships </p> <p> ▶ Tests or Examinations </p> <p> + Add New Tests or Examinations </p> <p> ▶ Courses & Training </p> <p> ▶ Additional Training </p> <p> + Add New Additional Training </p> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Save"/> </div> <div style="margin-top: 10px; text-align: center;"> Return to Search </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMB	CG Meritorious Unit Comm Ribbo		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️
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Adding New Incentive Points

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

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

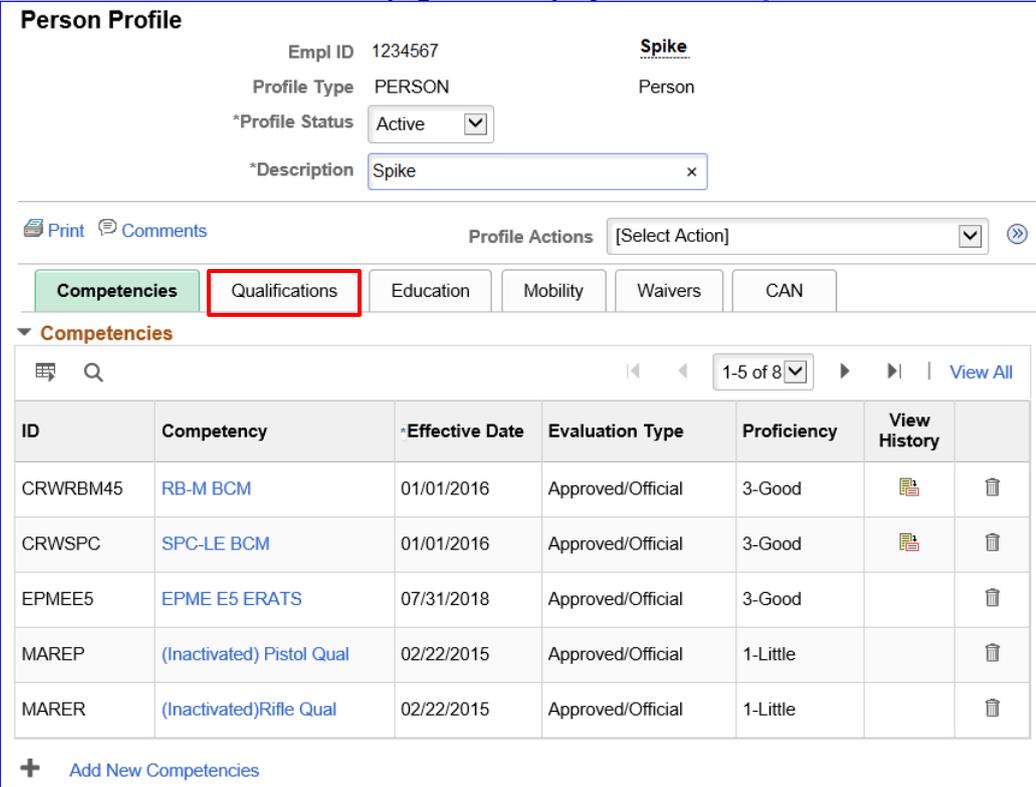
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>2</p>	<p>Select the Person Profiles option.</p> 
<p>3</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 8 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Adding New Incentive Points, Continued

Procedures,
continued

Step	Action																								
<p>5</p>	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section.</p> <div data-bbox="331 521 1369 1525" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Spike <input type="text" value="x"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Honors and Awards</p> <p> 1-5 of 6 <input type="button" value="v"/> View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> <p>▼ Incentive Points</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>There are currently no Incentive Points for this profile. Please add one if required.</p> </div> <p> Add New Incentive Points</p> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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<p>6</p>	<p>Click Add New Incentive Points.</p> <div data-bbox="331 1597 1369 1767" style="border: 1px solid black; padding: 5px;"> <p> Add New Honors and Awards</p> <p>▼ Incentive Points</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>There are currently no Incentive Points for this profile. Please add one if required.</p> </div> <p> Add New Incentive Points</p> </div>																								

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action												
7	<p>The Add New Incentive Points page will display. The Effective Date auto-populates with the current date. Update each field as appropriate per the chart below.</p> <div data-bbox="327 555 1369 1344" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Add New Incentive Points</p> <p style="text-align: center;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Details 1 of 1 View All</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p>*Effective Date <input type="text" value="08/16/2022"/> </p> <p>*Incentive Type <input type="text" value="ASHORE"/> Ashore</p> <p>*Effective Status <input type="text" value="Active"/> </p> <p>*Incentive Points <input type="text" value="3.0"/> </p> <p>Comments <input type="text" value="test"/> </p> <p style="text-align: right; font-size: small;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OK Cancel </div> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>*Effective Date (Required)</td> <td>Enter the date of the Incentive Type. Can be post-dated or back dated.</td> </tr> <tr> <td>*Incentive Type (Required)</td> <td>Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.</td> </tr> <tr> <td>*Effective Status (Required)</td> <td>Defaults to Active. Do NOT change this field.</td> </tr> <tr> <td>*Incentive Points (Optional)</td> <td>Check the guidance message on the appropriate points to be entered.</td> </tr> <tr> <td>Comments</td> <td>Enter comments based on current message guidance.</td> </tr> </tbody> </table>	Field	Description	*Effective Date (Required)	Enter the date of the Incentive Type. Can be post-dated or back dated.	*Incentive Type (Required)	Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.	*Effective Status (Required)	Defaults to Active. Do NOT change this field.	*Incentive Points (Optional)	Check the guidance message on the appropriate points to be entered.	Comments	Enter comments based on current message guidance.
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Comments	Enter comments based on current message guidance.												

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Adding New Incentive Points, Continued

Procedures,
continued

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

Continued on next page

Adding New Incentive Points, Continued

Procedures,
continued

Step	Action																								
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Adding New Incentive Points, Continued

Procedures,
continued

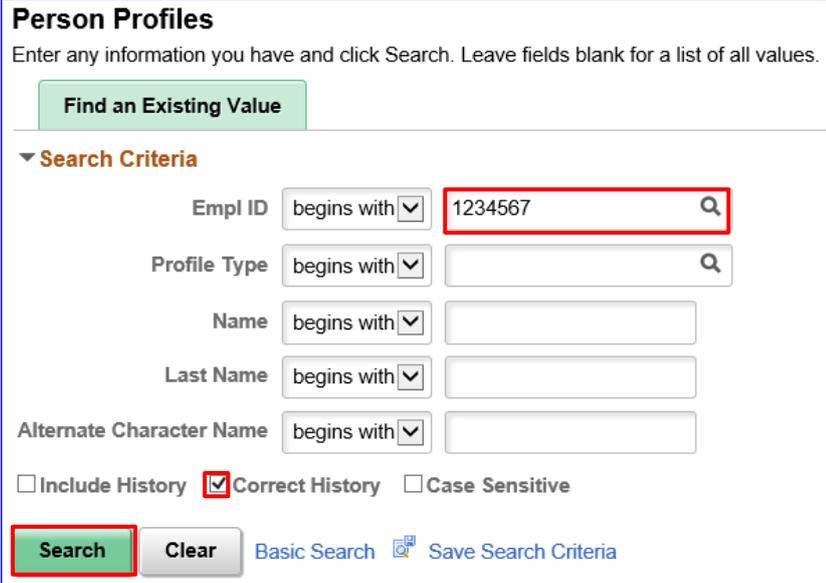
Step	Action																								
<p>10</p>	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Q 1-5 of 7 ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> </tbody> </table> <p> + Add New Honors and Awards ▶ Language Skills + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <div style="text-align: center; margin-top: 10px;"> Save </div> <div style="text-align: center; margin-top: 10px;"> Return to Search </div> </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal		🗑	CGMA	CG Unit Commendation Ribbon		🗑	CGMB	CG Meritorious Unit Comm Ribbo		🗑	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑	CGNA	CG COMDT Ltr of Comm Ribbon		🗑
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Adding 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
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>2</p>	<p>Select the Person Profiles option.</p> 
<p>3</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

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Adding Additional Incentive Points of the Same Type, Continued

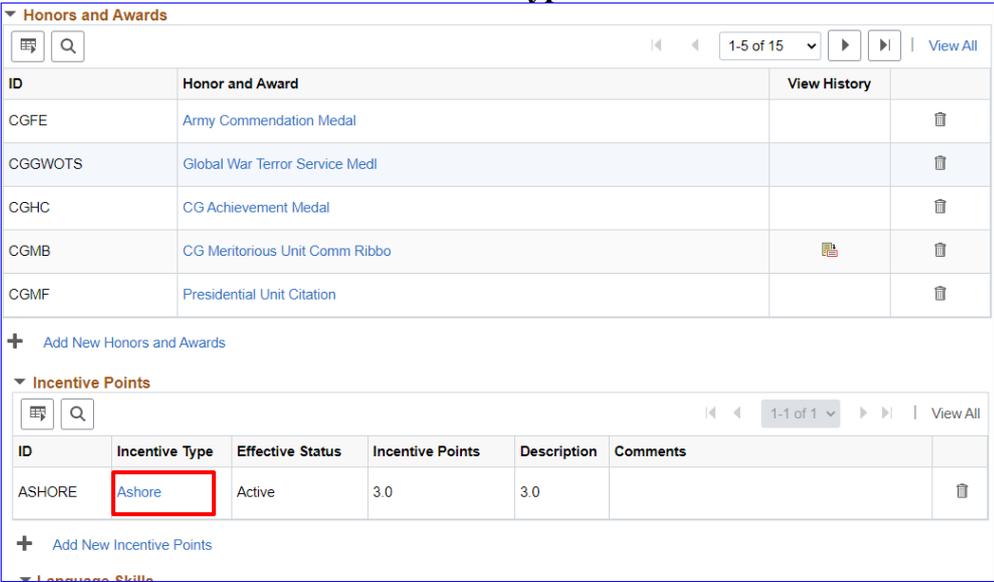
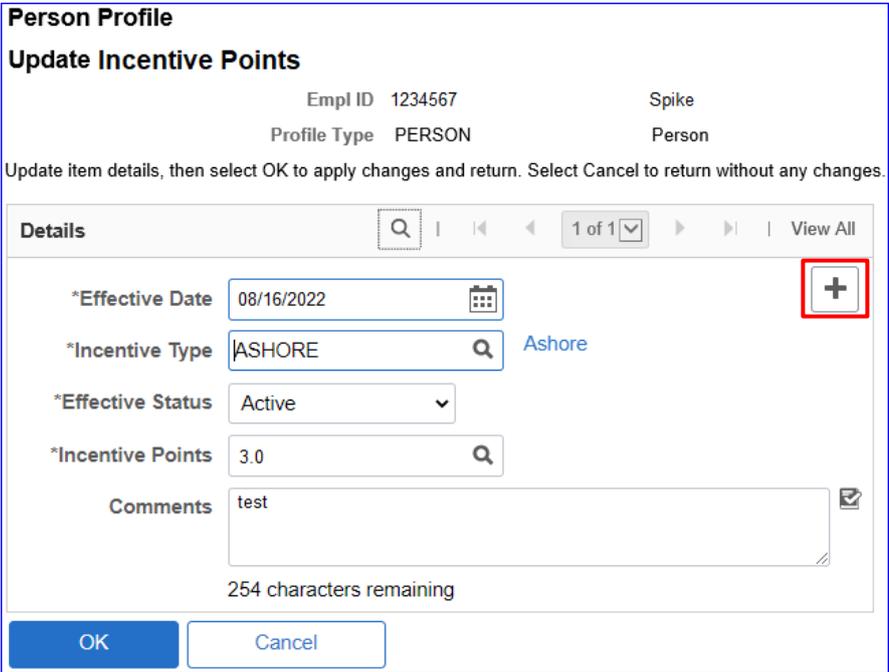
Procedures, continued

Step	Action																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 521 1369 1305" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Spike</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Spike"/></p> <hr/> <p>Print Comments Profile Actions [Select Action]</p> <p> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p> <input type="text"/> 1-5 of 8 <input type="text"/> View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td> </td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> </div>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures, continued

Step	Action
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section and select the Incentive Type link to be added to.</p>  <p>The screenshot shows two sections: 'Honors and Awards' and 'Incentive Points'. The 'Honors and Awards' section contains a table with columns for ID, Honor and Award, and View History. The 'Incentive Points' section contains a table with columns for ID, Incentive Type, Effective Status, Incentive Points, Description, and Comments. The 'ASHORE' entry in the 'Incentive Points' table has its 'Incentive Type' field highlighted with a red box.</p>
6	<p>The Update Incentive Points page will display. Do NOT overtype any of the fields. Click the Plus button to add a new row.</p>  <p>The screenshot shows the 'Update Incentive Points' form. It includes fields for 'Effective Date', 'Incentive Type', 'Effective Status', and 'Incentive Points'. A 'Comments' field is also present. The 'Plus' button in the top right corner is highlighted with a red box.</p>

Continued on next page

Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

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

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Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

Step	Action																																
9	<p data-bbox="325 488 475 521">Click Save.</p> <div data-bbox="325 521 1362 1854" style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p data-bbox="339 593 555 618">▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 🗨 🔍 1-7 of 7 View 5 </div> <table border="1" data-bbox="339 674 1362 1115"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGFC</td> <td>CG Commendation Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="339 1137 632 1162">+ Add New Honors and Awards</p> <p data-bbox="357 1187 533 1211">▶ Language Skills</p> <p data-bbox="339 1240 600 1265">+ Add New Language Skills</p> <p data-bbox="357 1292 641 1317">▶ Licenses and Certifications</p> <p data-bbox="339 1346 689 1370">+ Add New Licenses and Certifications</p> <p data-bbox="357 1400 509 1424">▶ Memberships</p> <p data-bbox="339 1453 580 1478">+ Add New Memberships</p> <p data-bbox="357 1507 582 1532">▶ Tests or Examinations</p> <p data-bbox="339 1541 652 1565">+ Add New Tests or Examinations</p> <p data-bbox="357 1594 564 1619">▶ Courses & Training</p> <p data-bbox="357 1648 550 1673">▶ Additional Training</p> <p data-bbox="339 1682 622 1706">+ Add New Additional Training</p> <div style="margin-top: 10px;"> <div style="border: 2px solid red; display: inline-block; padding: 5px 15px; margin-right: 10px;">Save</div> <div style="border: 1px solid #ccc; display: inline-block; padding: 5px 15px;">Return to Search</div> </div> </div>	ID	Honor and Award	View History		CGFC	CG Commendation Medal			CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal			CGSD	CG Good Conduct Medal		
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Adding Additional Incentive Points of the Same Type, Continued

Procedures,
continued

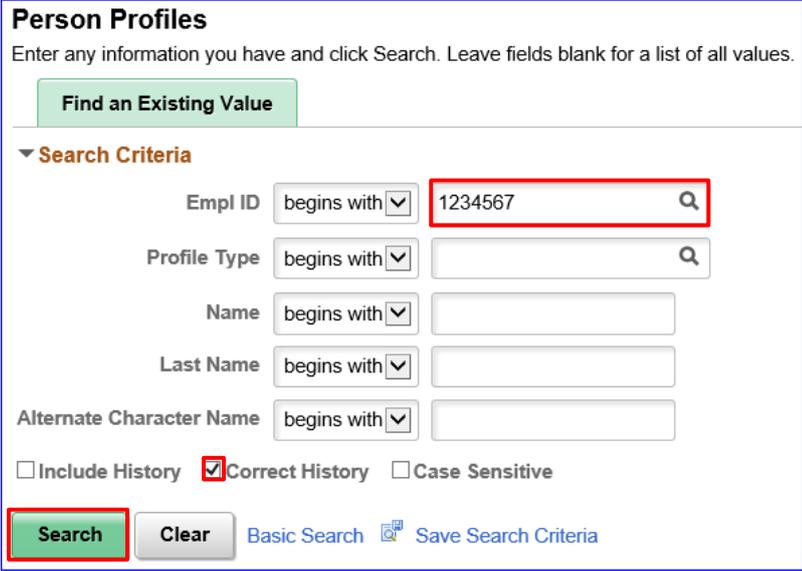
Step	Action																																
10	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="331 546 1329 1872" style="border: 1px solid black; padding: 5px;"> <div data-bbox="336 553 1074 591" style="border: 1px solid red; padding: 2px;"> <p>✔ You have successfully saved those profile changes that do not require approval.</p> </div> <div data-bbox="336 607 1158 651" style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <div data-bbox="336 663 1318 1167" style="border: 1px solid gray; padding: 5px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid gray; margin-bottom: 5px;"> 🔍 1-7 of 7 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 10%;"></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 style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p> + Add New Honors and Awards ▶ Language Skills + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> 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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Correcting Incentive Points

Introduction This section provides the procedures for correcting Incentive Points in DA.

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

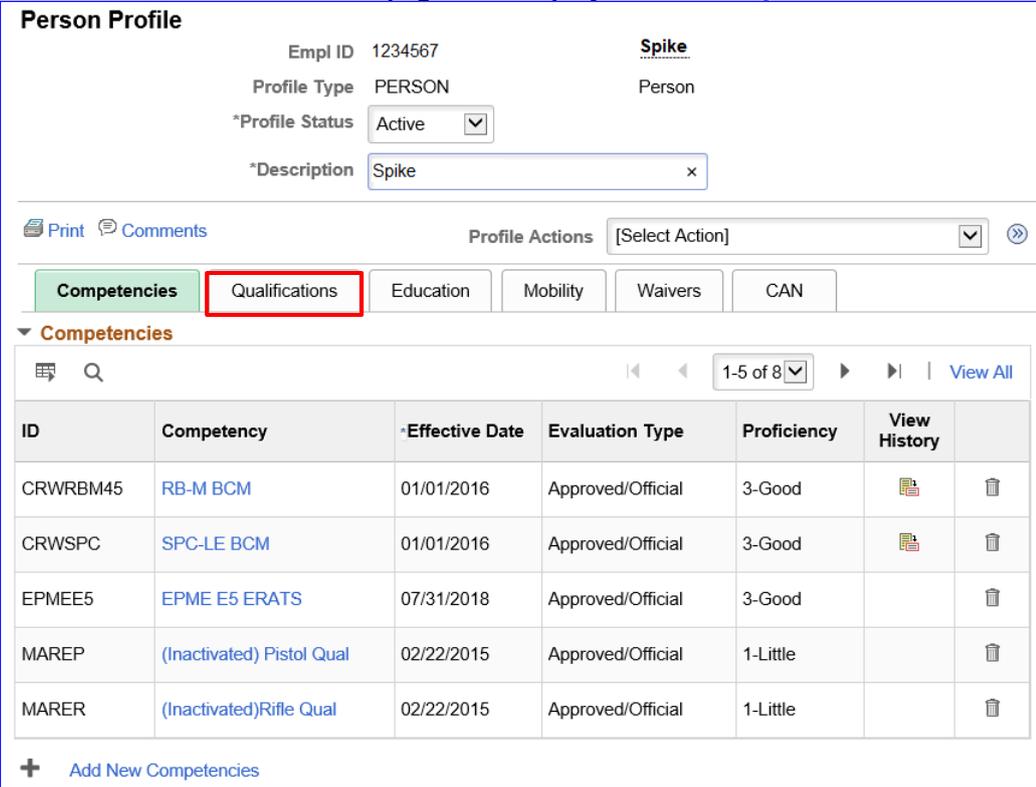
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Core HR Tile.</p> 
<p>2</p>	<p>Select the Person Profiles option.</p> 
<p>3</p>	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> 

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Correcting Incentive Points, Continued

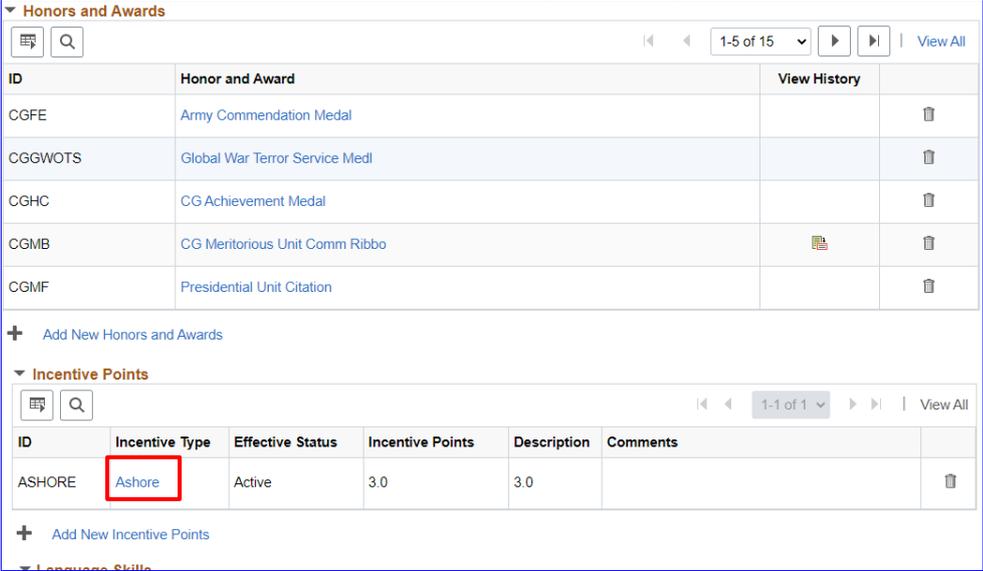
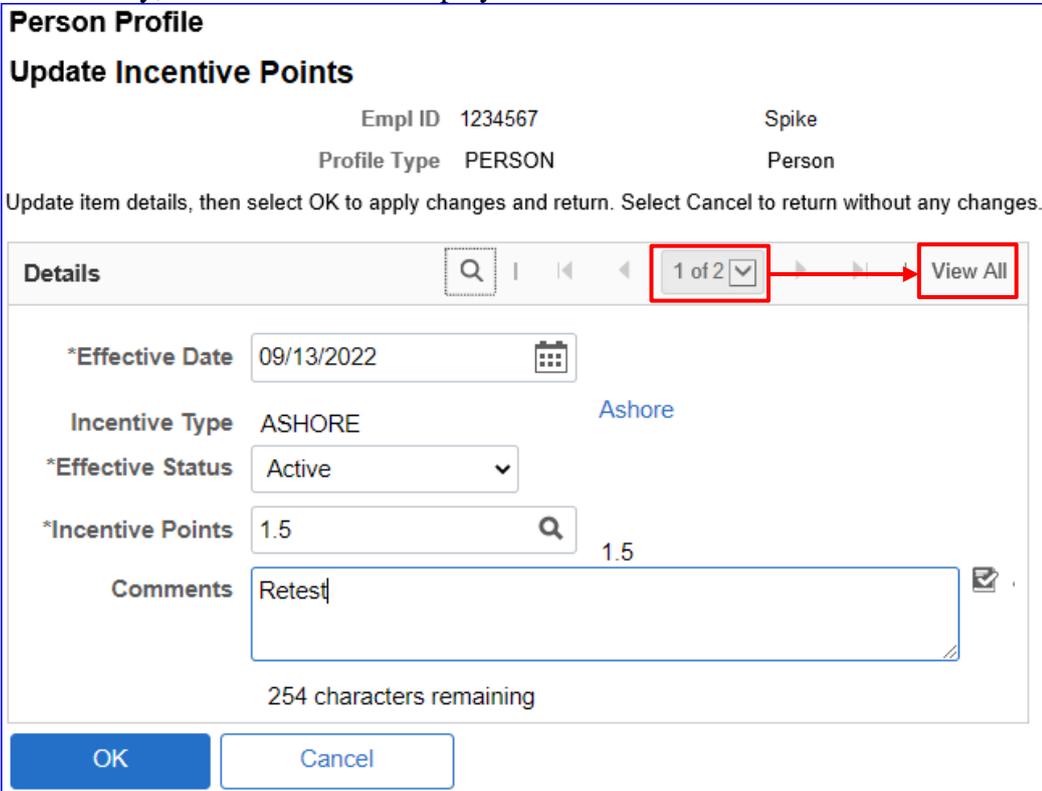
Procedures,
continued

Step	Action																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Spike Profile Type PERSON Person *Profile Status Active *Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 8 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Correcting Incentive Points, Continued

Procedures,
continued

Step	Action
5	<p>The member’s Honors and Awards will display. Scroll down to the Incentive Points section and select the Incentive Type to be updated or corrected.</p>  <p>The screenshot shows two sections: 'Honors and Awards' and 'Incentive Points'. The 'Honors and Awards' table lists several awards like 'Army Commendation Medal' and 'Global War Terror Service Medal'. The 'Incentive Points' table has one row with 'ASHORE' as the Incentive Type, 'Active' status, and 3.0 points. The 'Ashore' text in the 'Incentive Type' column is highlighted with a red box.</p>
6	<p>If necessary, click View All to display all rows for the selected award.</p>  <p>The screenshot shows the 'Update Incentive Points' form for a member with Empl ID 1234567. It includes fields for Effective Date (09/13/2022), Incentive Type (ASHORE), Effective Status (Active), and Incentive Points (1.5). The 'Comments' field contains 'Retest'. At the top of the form, there is a 'Details' section with a search icon, navigation arrows, a '1 of 2' dropdown menu, and a 'View All' button. Both the dropdown and the button are highlighted with red boxes, and a red arrow points from the dropdown to the button.</p>

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Correcting Incentive Points, Continued

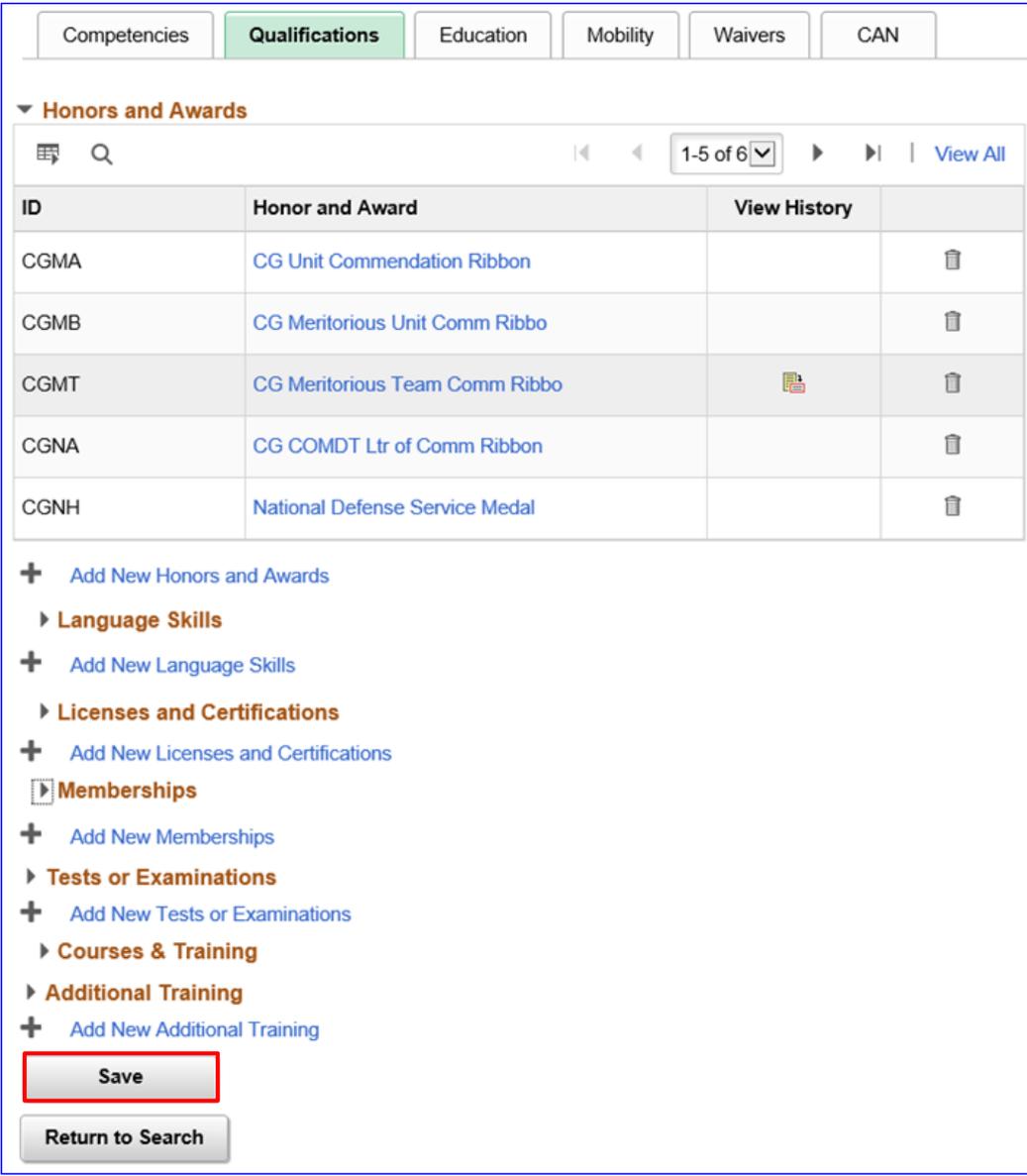
Procedures,
continued

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

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

Step	Action																								
8	<p>Click Save.</p>  <p>The screenshot shows the 'Qualifications' tab selected. Under 'Honors and Awards', there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table are several expandable sections: Language Skills, Licenses and Certifications, Memberships, Tests or Examinations, and Courses & Training. At the bottom, the 'Save' button is highlighted with a red box, and a 'Return to Search' button is visible.</p>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon			CGMB	CG Meritorious Unit Comm Ribbo			CGMT	CG Meritorious Team Comm Ribbo			CGNA	CG COMDT Ltr of Comm Ribbon			CGNH	National Defense Service Medal		
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CGNH	National Defense Service Medal																								

Continued on next page

Correcting Incentive Points, Continued

Procedures,
continued

Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Competencies Qualifications Education Mobility Waivers CAN </div> <p>▼ Honors and Awards</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Q 1-5 of 6 ▶▶ View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑</td> </tr> </tbody> </table> <p> + Add New Honors and Awards ▶ Language Skills + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> <div style="border: 1px solid red; display: inline-block; padding: 2px 10px; margin-top: 5px;">Return to Search</div> </div> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑	CGMB	CG Meritorious Unit Comm Ribbo		🗑	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑	CGNA	CG COMDT Ltr of Comm Ribbon		🗑	CGNH	National Defense Service Medal		🗑
ID	Honor and Award	View History																							
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CGNH	National Defense Service Medal		🗑																						

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> 
2	<p>Select the Person Profiles option.</p> 

Continued on next page

Deleting a Single Incentive Point, Continued

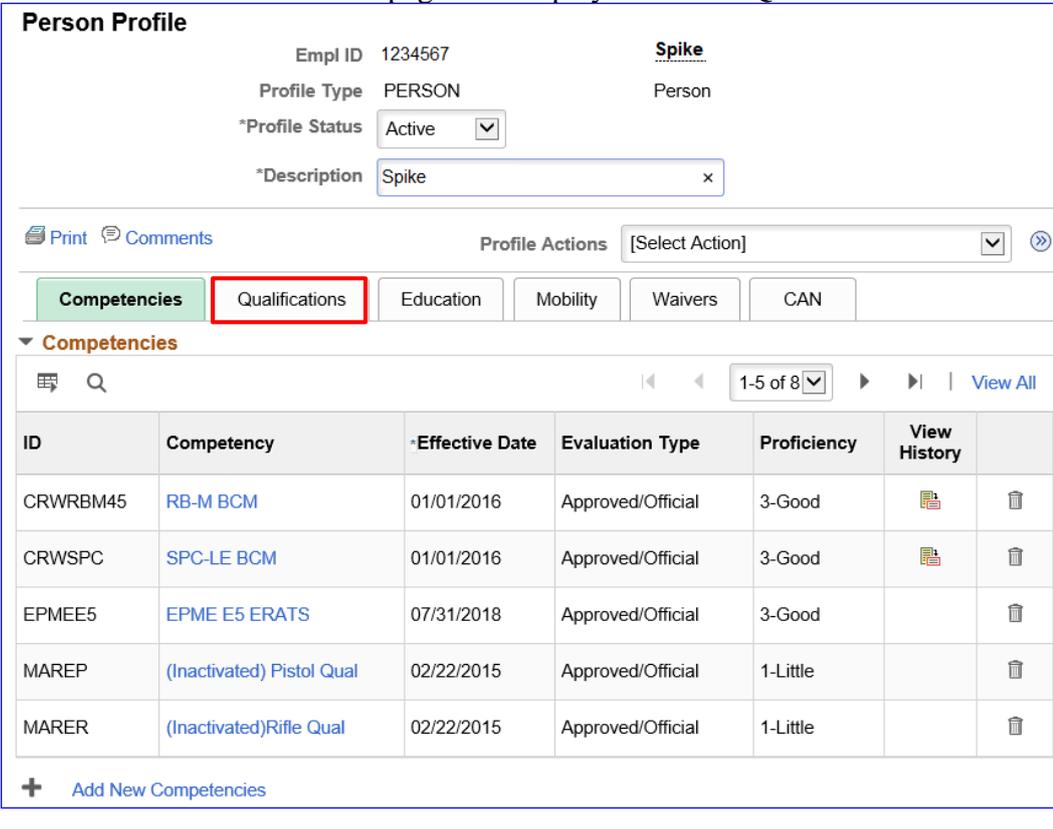
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="331 488 1238 1137" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center; background-color: #d9ead3; padding: 2px;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Profile Type begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Q"/> Save Search Criteria</p> </div>

Continued on next page

Deleting a Single Incentive Point, Continued

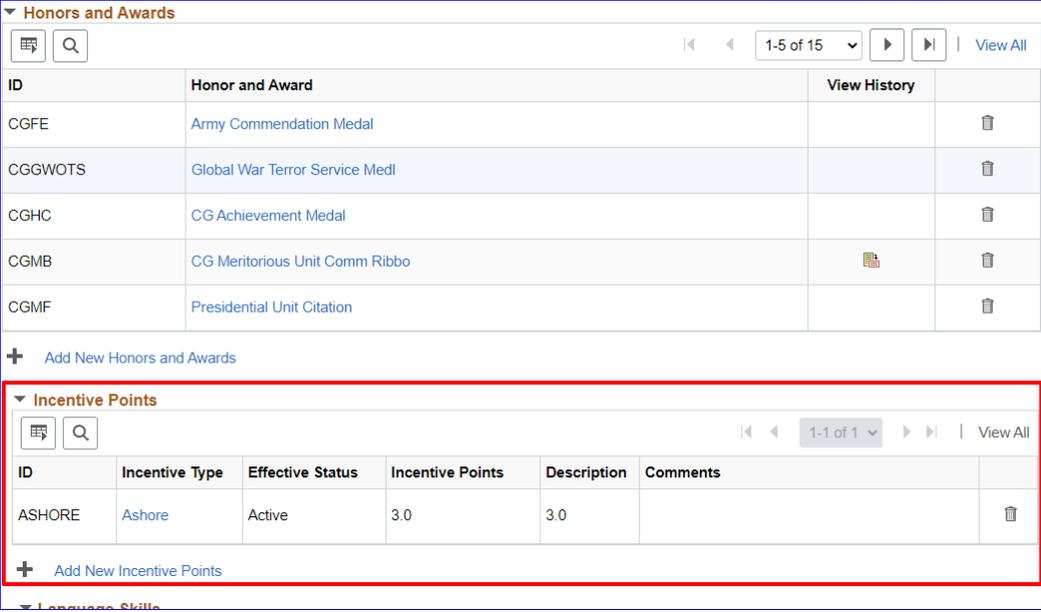
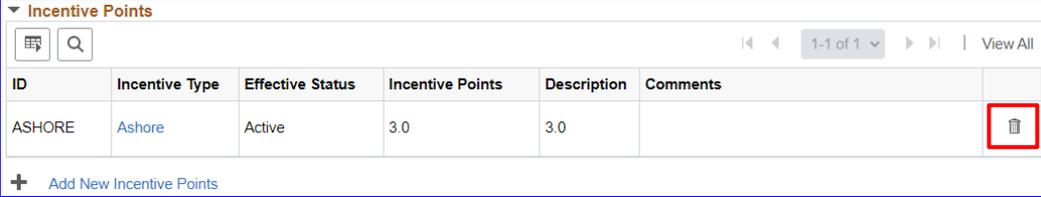
Procedures,
continued

Step	Action																																				
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p>  <p>Person Profile</p> <p>Empl ID 1234567 Spike</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Spike</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>▼ Competencies</p> <p>1-5 of 8 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CRWRBM45</td> <td>RB-M BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWSPC</td> <td>SPC-LE BCM</td> <td>01/01/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>EPMEE5</td> <td>EPME E5 ERATS</td> <td>07/31/2018</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> <tr> <td>MARER</td> <td>(Inactivated) Rifle Qual</td> <td>02/22/2015</td> <td>Approved/Official</td> <td>1-Little</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p>	ID	Competency	Effective Date	Evaluation Type	Proficiency	View History	CRWRBM45	RB-M BCM	01/01/2016	Approved/Official	3-Good		CRWSPC	SPC-LE BCM	01/01/2016	Approved/Official	3-Good		EPMEE5	EPME E5 ERATS	07/31/2018	Approved/Official	3-Good		MAREP	(Inactivated) Pistol Qual	02/22/2015	Approved/Official	1-Little		MARER	(Inactivated) Rifle Qual	02/22/2015	Approved/Official	1-Little	
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Deleting a Single Incentive Point, Continued

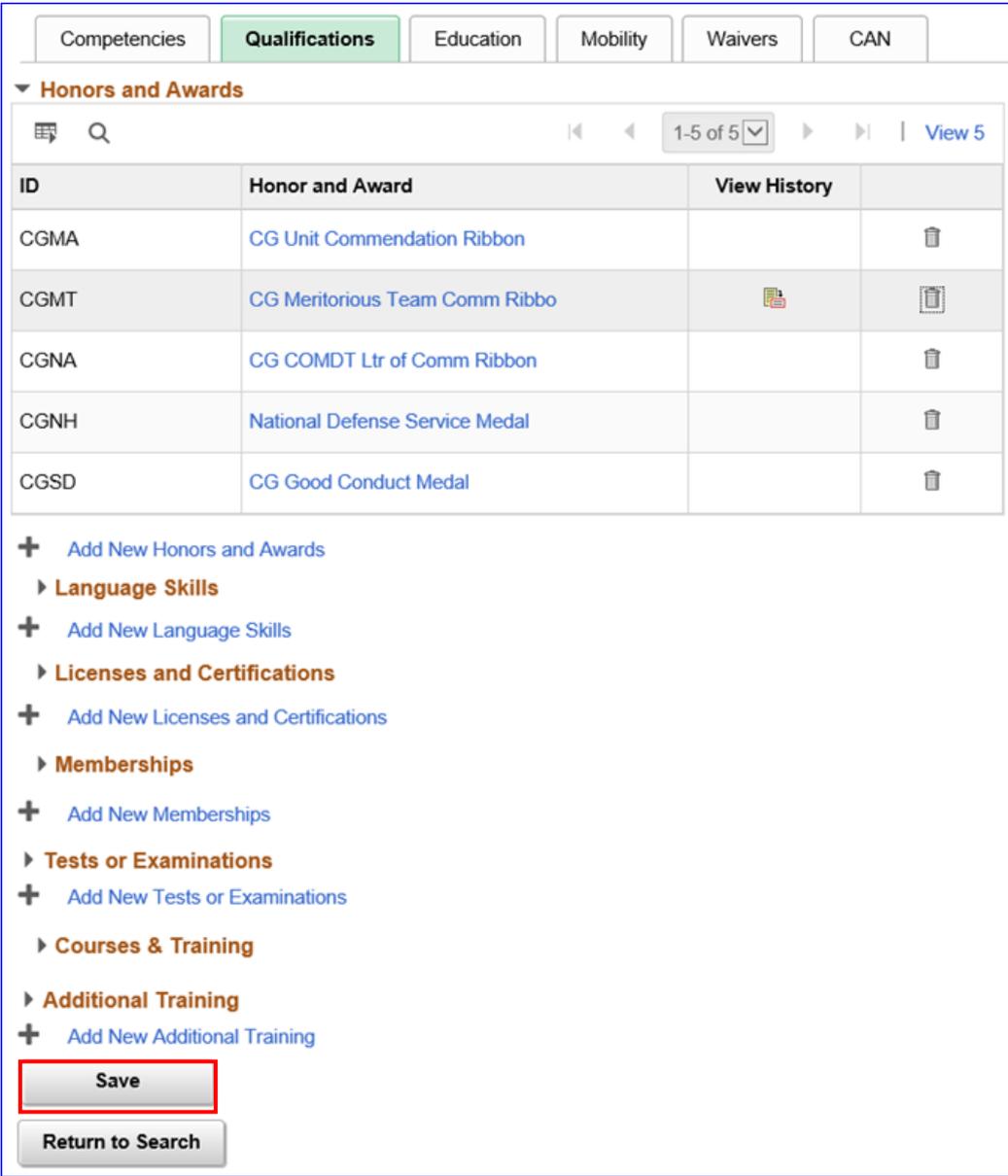
Procedures,
continued

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

Continued on next page

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action																		
8	<p>Click Save.</p>  <p>The screenshot shows a user interface with several tabs: Competencies, Qualifications, Education, Mobility, Waivers, and CAN. Under the 'Qualifications' tab, there is a section for 'Honors and Awards' with a search bar and a 'View 5' link. Below this is a table with columns for ID, Honor and Award, and View History. The table contains five rows of data. At the bottom of the interface, there are several 'Add New' links for various categories, and a 'Save' button which is highlighted with a red box, and a 'Return to Search' button.</p> <table border="1" data-bbox="335 649 1356 1008"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> </tr> </tbody> </table>	ID	Honor and Award	View History	CGMA	CG Unit Commendation Ribbon		CGMT	CG Meritorious Team Comm Ribbo		CGNA	CG COMDT Ltr of Comm Ribbon		CGNH	National Defense Service Medal		CGSD	CG Good Conduct Medal	
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Continued on next page

Deleting a Single Incentive Point, Continued

Procedures,
continued

Step	Action																								
9	<p>Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="327 521 1364 1758" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval. </div> <div style="display: flex; border-bottom: 1px solid gray; margin-bottom: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Competencies</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px; background-color: #e0f2f1;">Qualifications</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Education</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Mobility</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Waivers</div> <div style="border: 1px solid gray; padding: 2px 5px;">CAN</div> </div> <div style="margin-bottom: 5px;"> <p>▼ Honors and Awards</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid gray; padding: 2px 0;"> 🔍 1-5 of 5 View 5 </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 10%;">ID</th> <th style="width: 55%;">Honor and Award</th> <th style="width: 15%;">View History</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td style="text-align: center;">📄</td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNA</td> <td>CG COMDT Ltr of Comm Ribbon</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGNH</td> <td>National Defense Service Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> <tr> <td>CGSD</td> <td>CG Good Conduct Medal</td> <td></td> <td style="text-align: center;">🗑️</td> </tr> </tbody> </table> <p> + Add New Honors and Awards ▶ Language Skills + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training </p> <div style="text-align: center; margin-bottom: 5px;"> <input type="button" value="Save"/> </div> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> Return to Search </div> </div> </div>	ID	Honor and Award	View History		CGMA	CG Unit Commendation Ribbon		🗑️	CGMT	CG Meritorious Team Comm Ribbo	📄	🗑️	CGNA	CG COMDT Ltr of Comm Ribbon		🗑️	CGNH	National Defense Service Medal		🗑️	CGSD	CG Good Conduct Medal		🗑️
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Deleting One Incentive Point when Multiple Instances Exist

Introduction This section provides the procedures for deleting one instance of Incentive Points when multiple instances exist in Direct Access (DA).

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

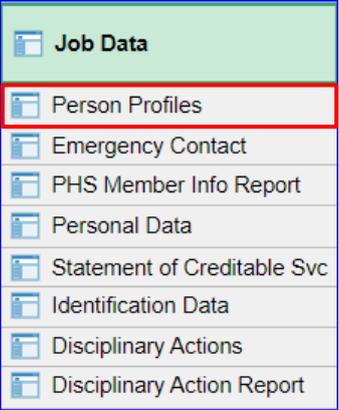
Important Information If the user attempts to delete an Incentive Point using the trashcan icon when multiple instances exist, this warning prompt will display. Click **OK** and continue with this section of the guide.



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. 
2	Select the Person Profiles option. 

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Deleting One Incentive Point when Multiple Instances Exist, Continued

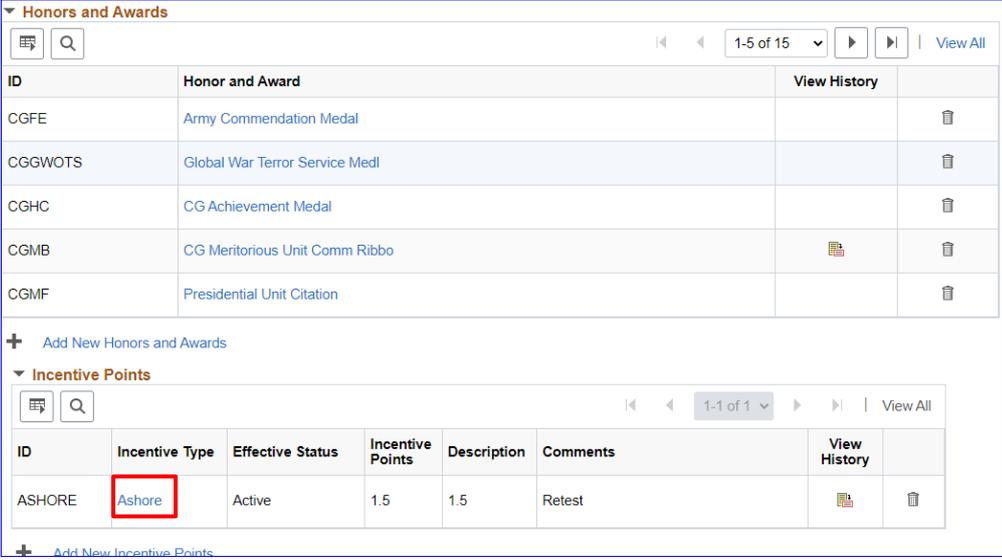
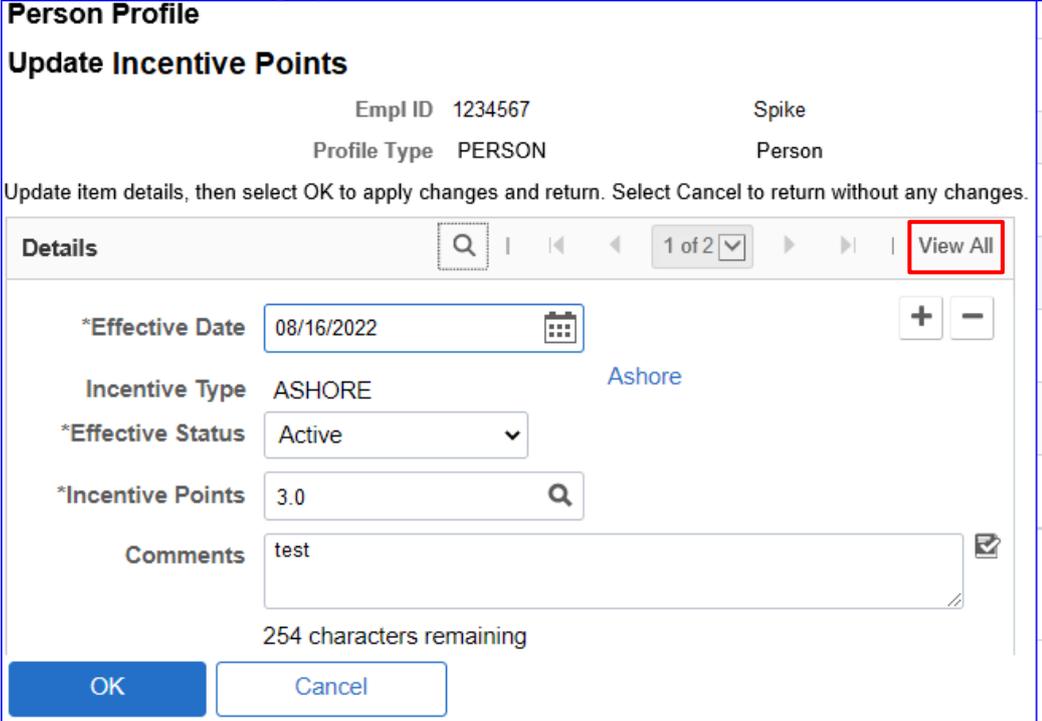
Procedures,
continued

Step	Action																																			
3	<p>Enter the member's Empl ID. The Correct History box is checked by default. Click Search.</p> <div data-bbox="327 568 1106 1126" style="border: 1px solid black; padding: 5px;"> <p>Person Profiles Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f2f1; padding: 2px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="341 707 513 734" style="margin-top: 10px;"> <p>▼ Search Criteria</p> </div> <div data-bbox="507 752 1018 999" style="margin-top: 5px;"> <p>Empl ID begins with ▼ 1234567 Q</p> <p>Profile Type begins with ▼ Q</p> <p>Name begins with ▼ Q</p> <p>Last Name begins with ▼ Q</p> <p>Alternate Character Name begins with ▼ Q</p> </div> <div data-bbox="341 1014 865 1043" style="margin-top: 5px;"> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="336 1070 909 1111" style="margin-top: 5px;"> <p>Search Clear Basic Search Save Search Criteria</p> </div>																																			
4	<p>The member's Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="327 1189 1302 1877" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Angel</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active ▼</p> <p>*Description Angel x</p> <p>Print Comments Profile Actions [Select Action] ▼ ⌵</p> <p style="margin-top: 5px;"> Competencies Qualifications Education Mobility Waivers CAN </p> <p>▼ Competencies</p> <p style="text-align: right;">1-4 of 4 ▼ View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>EPMEE7</td> <td>EPME E7 ERATS</td> <td>01/16/2020</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td></td> </tr> <tr> <td>PAO</td> <td>Payment Approving Official</td> <td>04/07/2015</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td></td> </tr> <tr> <td>YNC</td> <td>YNC ERATS</td> <td>01/10/2020</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td></td> </tr> <tr> <td>YNL1</td> <td>Legal Technician</td> <td>08/19/2011</td> <td>Approved/Official</td> <td>Good</td> <td></td> <td></td> </tr> </tbody> </table> </div>	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		
ID	Competency	Effective Date	Evaluation Type	Proficiency	View History																															
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Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																																
5	<p>The member's Honors and Awards will display. Scroll down to the Incentive Points section. Select the Incentive Type in which one of the instances needs to be deleted.</p>  <p>The screenshot shows two sections: 'Honors and Awards' and 'Incentive Points'. The 'Honors and Awards' section contains a table with columns for ID, Honor and Award, and View History. The 'Incentive Points' section contains a table with columns for ID, Incentive Type, Effective Status, Incentive Points, Description, Comments, and View History. The 'Incentive Type' 'Ashore' is highlighted with a red box.</p> <table border="1" data-bbox="327 674 1329 925"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>CGFE</td> <td>Army Commendation Medal</td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> </tr> <tr> <td>CGMF</td> <td>Presidential Unit Citation</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="327 1037 1329 1144"> <thead> <tr> <th>ID</th> <th>Incentive Type</th> <th>Effective Status</th> <th>Incentive Points</th> <th>Description</th> <th>Comments</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>ASHORE</td> <td>Ashore</td> <td>Active</td> <td>1.5</td> <td>1.5</td> <td>Retest</td> <td></td> </tr> </tbody> </table>	ID	Honor and Award	View History	CGFE	Army Commendation Medal		CGGWOTS	Global War Terror Service Medl		CGHC	CG Achievement Medal		CGMB	CG Meritorious Unit Comm Ribbo		CGMF	Presidential Unit Citation		ID	Incentive Type	Effective Status	Incentive Points	Description	Comments	View History	ASHORE	Ashore	Active	1.5	1.5	Retest	
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6	<p>Click View All to display all the rows for this Incentive Point.</p>  <p>The screenshot shows the 'Update Incentive Points' form. It includes fields for Empl ID (1234567), Profile Type (PERSON), and Spike (Person). The 'Details' section has a 'View All' button highlighted with a red box. Below the details are fields for Effective Date (08/16/2022), Incentive Type (ASHORE), Effective Status (Active), Incentive Points (3.0), and Comments (test). The form also shows '254 characters remaining' and 'OK' and 'Cancel' buttons.</p>																																

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="327 504 1061 533">Locate the row to be deleted and click the Minus button.</p> <div data-bbox="327 533 1369 1668" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 539 528 568">Person Profile</p> <p data-bbox="331 584 678 613">Update Incentive Points</p> <p data-bbox="683 633 863 663">Empl ID 1234567</p> <p data-bbox="1086 633 1142 663">Spike</p> <p data-bbox="639 674 879 703">Profile Type PERSON</p> <p data-bbox="1086 674 1158 703">Person</p> <p data-bbox="331 719 1369 748">Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div data-bbox="336 763 1358 1601" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="344 775 424 804">Details</p> <p data-bbox="767 763 799 804">Q</p> <p data-bbox="991 775 1070 804">1 of 2</p> <p data-bbox="1254 775 1334 804">View All</p> <div data-bbox="408 842 1334 1200" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="408 853 576 882">*Effective Date</p> <p data-bbox="600 853 711 882">08/16/2022</p> <p data-bbox="871 853 911 882">📅</p> <p data-bbox="1238 842 1334 882">+ -</p> <p data-bbox="408 916 576 945">Incentive Type</p> <p data-bbox="600 916 703 945">ASHORE</p> <p data-bbox="935 904 1015 934">Ashore</p> <p data-bbox="384 965 576 994">*Effective Status</p> <p data-bbox="600 965 671 994">Active</p> <p data-bbox="823 965 855 994">▼</p> <p data-bbox="384 1028 576 1057">*Incentive Points</p> <p data-bbox="600 1028 639 1057">3.0</p> <p data-bbox="871 1028 903 1057">🔍</p> <p data-bbox="448 1088 576 1117">Comments</p> <p data-bbox="600 1088 639 1117">test</p> <p data-bbox="1310 1077 1334 1106">📄</p> <p data-bbox="584 1173 855 1202">254 characters remaining</p> </div> <div data-bbox="408 1234 1334 1592" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="408 1245 576 1274">*Effective Date</p> <p data-bbox="600 1245 711 1274">09/13/2022</p> <p data-bbox="871 1245 911 1274">📅</p> <p data-bbox="1238 1234 1334 1274">+ -</p> <p data-bbox="408 1312 576 1341">Incentive Type</p> <p data-bbox="600 1312 703 1341">ASHORE</p> <p data-bbox="935 1301 1015 1330">Ashore</p> <p data-bbox="384 1357 576 1386">*Effective Status</p> <p data-bbox="600 1357 671 1386">Active</p> <p data-bbox="823 1357 855 1386">▼</p> <p data-bbox="384 1420 576 1449">*Incentive Points</p> <p data-bbox="600 1420 639 1449">1.5</p> <p data-bbox="871 1420 903 1449">🔍</p> <p data-bbox="448 1480 576 1509">Comments</p> <p data-bbox="600 1480 663 1509">Retest</p> <p data-bbox="1310 1469 1334 1498">📄</p> <p data-bbox="584 1565 855 1594">254 characters remaining</p> </div> <div data-bbox="336 1615 775 1668" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p data-bbox="408 1626 456 1655">OK</p> <p data-bbox="616 1626 695 1655">Cancel</p> </div> </div> </div>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

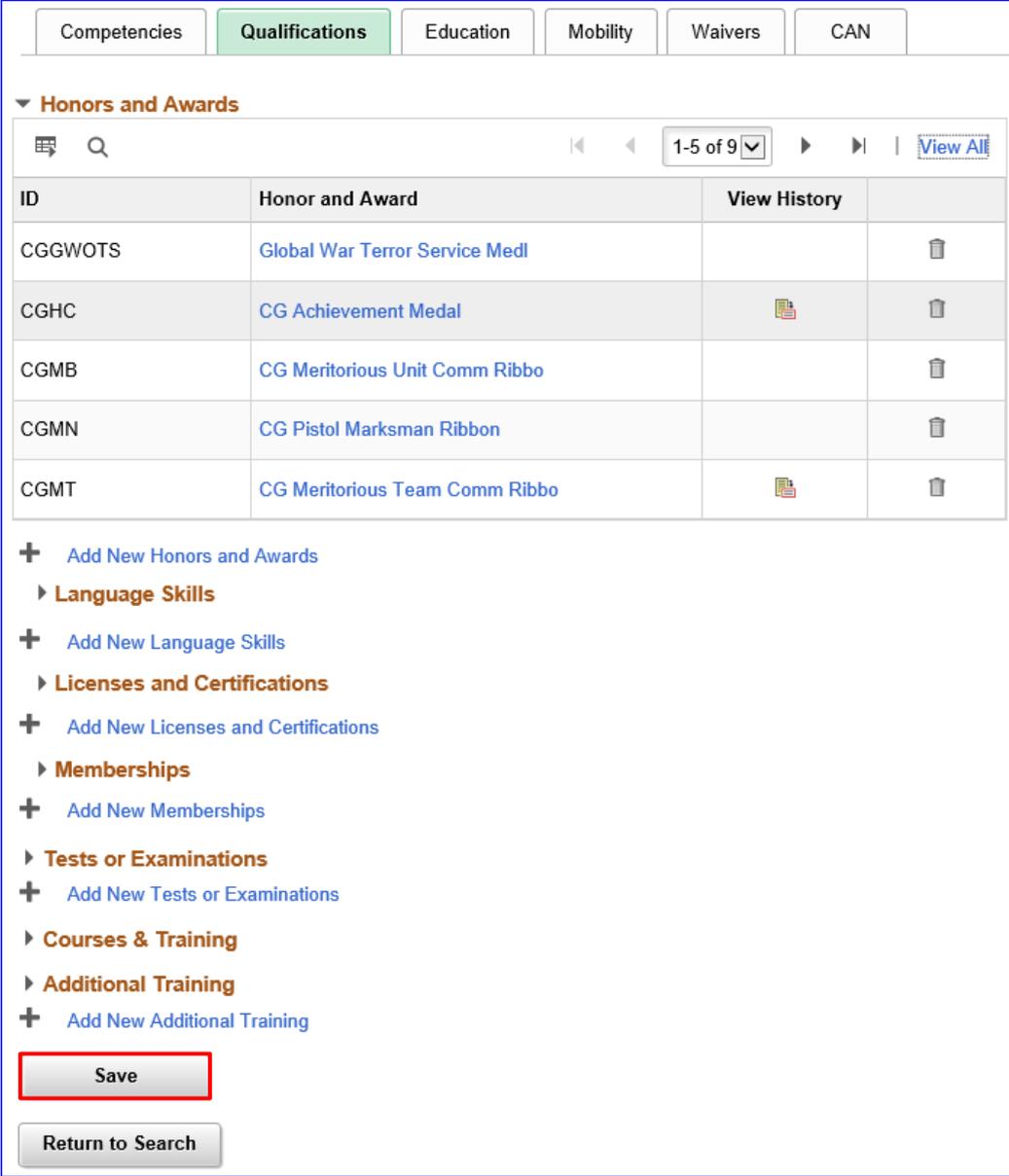
Procedures,
continued

Step	Action
8	<p>A warning prompt will display. Click OK to continue.</p> <div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <div style="display: flex; justify-content: center; gap: 20px;"> OK Cancel </div> </div>
9	<p>Click OK.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Person Profile</p> <p>Update Incentive Points</p> <p style="text-align: right;">Empl ID 1234567 Spike</p> <p style="text-align: center;">Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Details 1 of 2</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>*Effective Date 08/16/2022 + -</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active v</p> <p>*Incentive Points 3.0 Q</p> <p>Comments test Q</p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>*Effective Date 09/13/2022 + -</p> <p>Incentive Type ASHORE Ashore</p> <p>*Effective Status Active v</p> <p>*Incentive Points 1.5 Q</p> <p>Comments Retest Q</p> <p style="text-align: right;">254 characters remaining</p> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> OK Cancel </div> </div>

Continued on next page

Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
10	<p>Click Save.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: Competencies, Qualifications, Education, Mobility, Waivers, CAN. Section: Honors and Awards Search and pagination: Search icon, 1-5 of 9, View All link. Table of Honors and Awards: <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> </tbody> </table> Navigation links: <ul style="list-style-type: none"> + Add New Honors and Awards ▶ Language Skills + Add New Language Skills ▶ Licenses and Certifications + Add New Licenses and Certifications ▶ Memberships + Add New Memberships ▶ Tests or Examinations + Add New Tests or Examinations ▶ Courses & Training ▶ Additional Training + Add New Additional Training Buttons: Save (highlighted with a red box), Return to Search. 	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMN	CG Pistol Marksman Ribbon			CGMT	CG Meritorious Team Comm Ribbo		
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Deleting One Incentive Point when Multiple Instances Exist, Continued

Procedures,
continued

Step	Action																								
11	<p data-bbox="327 504 1340 571">Once saved, a confirmation message will display. Click Return to Search to exit the member's profile.</p> <div data-bbox="327 571 1364 1825" style="border: 1px solid black; padding: 5px;"> <p data-bbox="335 577 1069 609"><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <div data-bbox="359 616 1260 667"> Competencies Qualifications Education Mobility Waivers CAN </div> <p data-bbox="335 705 574 728">▼ Honors and Awards</p> <div data-bbox="335 739 1356 784"> 🗨️ 🔍 ◀ ◀ 1-5 of 9 ▶ ▶ View All </div> <table border="1" data-bbox="335 795 1356 1142"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMB</td> <td>CG Meritorious Unit Comm Ribbo</td> <td></td> <td></td> </tr> <tr> <td>CGMN</td> <td>CG Pistol Marksman Ribbon</td> <td></td> <td></td> </tr> <tr> <td>CGMT</td> <td>CG Meritorious Team Comm Ribbo</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li data-bbox="335 1164 654 1198">+ Add New Honors and Awards <li data-bbox="359 1209 550 1243">▶ Language Skills <li data-bbox="335 1254 622 1288">+ Add New Language Skills <li data-bbox="359 1299 662 1332">▶ Licenses and Certifications <li data-bbox="335 1344 718 1377">+ Add New Licenses and Certifications <li data-bbox="359 1388 526 1422">▶ Memberships <li data-bbox="335 1433 598 1467">+ Add New Memberships <li data-bbox="359 1478 606 1512">▶ Tests or Examinations <li data-bbox="335 1523 678 1556">+ Add New Tests or Examinations <li data-bbox="359 1568 574 1601">▶ Courses & Training <li data-bbox="359 1612 566 1646">▶ Additional Training <li data-bbox="335 1657 646 1691">+ Add New Additional Training <div data-bbox="343 1691 542 1736" style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> </div> <div data-bbox="343 1758 550 1803" style="text-align: center; margin-top: 10px;"> <input type="button" value="Return to Search"/> </div> </div>	ID	Honor and Award	View History		CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMB	CG Meritorious Unit Comm Ribbo			CGMN	CG Pistol Marksman Ribbon			CGMT	CG Meritorious Team Comm Ribbo		
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Verifying Incentive Points on a PDE and Profile Letter

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

PDE See below.

SWE PERSONAL DATA EXTRACT 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						