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	Two Types:
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and Points	Help
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Overview, Continued

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Viewing Incentive Points

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

Procedures See below.

Step		Action
1	Click on the Core HR Tile.	
	Core HR	
2	Select the Person Profiles opt	ion.
	📄 Job Data	
	📔 Person Profiles	
	Emergency Contact	
	T PHS Member Info Report	
	📔 Personal Data	
	T Statement of Creditable Svc	
	Identification Data	
	Disciplinary Actions	
	Disciplinary Action Report	

Procedures,

continued

Step	Action
3	Enter the member's Empl ID . The Correct History box is checked by default.
	Click Search.
	Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🔽 1234567 Q
	Profile Type begins with
	Name begins with
	Last Name begins with
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	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

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	Profile Type	PERSON		Person			
	*Profile Status	Active 🔽					
	*Description	Spike		×			
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CRWRBM45	Competency RB-M BCM	• Effective Da	ate Evaluat	tion Type	1-5 of 8 V Proficiency 3-Good	View History	/iew /
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Procedures,

continued

The member's Honors and Awards will display. The Incentive Points section will display data, if available. See NOTE. NOTE: This is a brand new Qualification added to DA, data may not be available for viewing. Person Profile Empl ID 1234567 Profile Type PERSON Person "Profile Status Active INTO Person "Profile Status Active INTO Person "Profile Comments Profile Actions [Select Action] Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Q GMA CG Unit Commendation Ribbon CGMA CG Meritorious Unit Comm Ribbo CGMA CG CG Meritorious Unit Comm Ribbo CGNA CG CG CG Meritorious Team Comm Ribbo CGNA CG CG CG COMDT Ltr of Comm Ribbo CGNA CG CG CG COMDT Ltr of Comm Ribbo CGNA CG CMA CG Control Ltr of Comm Ribbo CGNA CG CMENTS CGNA CG C			Action		
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Procedures,

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		E	mpl ID 123456	7	Spike				
		Profile	e Type PERSC	ON	Person				
	Update item details, then	select OK to a	pply changes ar	nd return. S	elect Cancel to return without any changes.				
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Procedures,

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CGNH	National Defense	Service Medal				Û
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	Click Return to S Competencies Honors and Awards F Q ID CGMA CGMA CGMB CGMT CGNA CGNH Add New Honors and Language Skills Add New Language Licenses and Cerr Add New Licenses Memberships Add New Licenses Memberships Add New Tests or Examinati Add New Additional Save Return to Search	Click Return to Search to exi Competencies Qualifications Honors and Awards Qualifications Honor and Awards Qualifications Qualifications Qualifications Qualifications Qualifications Qualifications GMA CG Unit Comment CGMA CG Unit Comment CGMB CG Meritorious L CGMT CGNA CG COMDT Ltro CGNH National Defense Add New Honors and Awards Language Skills Add New Language Skills Licenses and Certifications Add New Licenses and Certifications Memberships Add New Memberships Add New Memberships Courses & Training Additional Training Add New Additional Training Cave Return to Search	Action Click Return to Search to exit the member Competencies Qualifications Education Competencies Qualifications Education Honors and Awards Education Education ID Honor and Award Education CGMA CG Unit Commendation Ribbon CGMB CGMB CG Meritorious Unit Comm Ribbo CGMT CGNA CG COMDT Ltr of Comm Ribbon CGNH National Defense Service Medal + + Add New Honors and Awards > > Language Skills - + Add New Language Skills - + Add New Licenses and Certifications + Add New Licenses and Certifications + Add New Memberships + Tests or Examinations + Add New Tests or Examinations + Add New Additional Training + Add New Additional Training Save Return to Search	Action Click Return to Search to exit the member's Person Competencies Qualifications Education Mobility Honors and Awards Education Mobility Mobility Honors and Awards Education Mobility Mobility Image: Competencies Qualifications Education Mobility Honors and Awards Honor and Award CG GMB CG Unit Commendation Ribbon CGMB CG Meritorious Team Comm Ribbo CG Gent CG CoMDT Ltr of Comm Ribbo CGNH National Defense Service Medal Honors and Awards Hanguage Skills + Add New Honors and Awards Licenses and Certifications Honors and Awards + Licenses and Certifications Honor and Awards Honors and Awards + Add New Licenses and Certifications Honor and Awards Honors and Certifications + Add New Memberships Tests or Examinations Courses & Training + Add New Additional Training Add New Additional Training Return to Search	Action Click Return to Search to exit the member's Person Profile. Competencies Qualifications Education Mobility Waivers Honors and Awards Education Mobility Waivers Honors and Awards Education Mobility Waivers Honors and Awards Education View I CGMA CG Unit Commendation Ribbon Image: CGMT CG Meritorious Unit Comm Ribbo Image: CGMT CGMA CG COMDT Ltr of Comm Ribbon Image: CGMT CG COMDT Ltr of Comm Ribbon Image: CGMT CG COMDT Ltr of Comm Ribbon Image: CGMT Ima	Action Click Return to Search to exit the member's Person Profile. Competencies Qualifications Education Mobility Waivers CAN Honors and Awards Education Mobility Waivers CAN Honors and Awards Id 15 of 6 () M Q Honor and Award View History CGMA CG Unit Commendation Ribbon Id If Id If Id If Id If Id Id <t< th=""></t<>

Adding New Incentive Points

See below.

Procedures

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

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

Step	Action	
1	Click on the Core HR Tile.	
	Core HR	
	▲ ▲ I	
2	Select the Person Profiles option.	
	🛅 Job Data	
	Person Profiles	
	Emergency Contact	
	PHS Member Info Report	
	Personal Data	
	Statement of Creditable Svc	
	Disciplinary Actions	
	Disciplinary Action report	
3	Enter the member's Empl ID. The Correct History box is check	ked 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	
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Adding New Incentive Points, Continued

Procedures,

continued

			A	ction				
The member	er's Perso	on Profil	e page wil	l display	. Click th	e Qualific	cations t	ab.
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		Empl ID	1234567		Spike			
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🖨 Print 🕫 Co	omments		Pro	ofile Actions	[Select Action]		~
Competen	icies Qu	alifications	Education	Mobility	Waivers	CAN		
 Competend 	cies							
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Adding New Incentive Points, Continued

Procedures,

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ID	Honor and Av	vard		View History	
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CGMT	CG Meritorious	s Team Comm Ribbo			Î
CGNA	CG COMDT L	tr of Comm Ribbon			â
CGNH	National Defer	nse Service Medal			Î
+ Add New Hor	ors and Awards			_	
Incentive Points					
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	o Dointo				
	e r'oints				
Click Add New	Incentive P	oints			
Add New Hor	IOIS AITU AWAIUS	onnes.			
	j				
There are currently	no Incentive Poir	nts for this profile. Ple	ase add one if req	uired.	

Adding New Incentive Points, Continued

Procedures,

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			Action				
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Ad	d New Incentive	Points					
		Empl ID	1234567		Spike		
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Upd	ate item details, then se	elect OK to apply cl	hanges and retur	n. Select Ca	ncel to return without any chang		
D	etails		Q	1 of	1 View All		
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	Comments	test			Z		
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:	*Effective Date (Required)	Enter the constant or back dates	Enter the date of the Incentive Type. Can be post-dated or back dated.				
\$	*Incentive Type (Required)	Enter the I (magnifyir	Enter the Incentive Type code or use the lookup (magnifying glass icon) to search for the code.				
*	Effective Status (Required)	Defaults to	Defaults to Active. Do NOT change this field. Check the guidance message on the appropriate points to be entered.				
*	Incentive Points (Optional)	Check the to be enter					
			Enter comments based on current message guidance.				

Adding New Incentive Points, Continued

Procedures,

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Step			Action		
8	Once all fields have	been complete	ed, click OK	Χ.	
	Person Profile				
	Add New Incentive	Points			
		Empl ID	1234567	Spike	
		Profile Type	PERSON	Person	
	Update item details, then se	elect OK to apply ch	anges and retur	n. Select Cancel to return	without any changes.
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Adding New Incentive Points, Continued

Procedures,

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	Action		
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ID	Honor and Award	View History	
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GMB	CG Meritorious Unit Comm Ribbo		Û
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CGNA	CG COMDT Ltr of Comm Ribbon		Û
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Adding New Incentive Points, Continued

Procedures,

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Procedures

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.

Procedu	res See below.
Step	Action
1	Click on the Core HR Tile.
2	Select the Person Profiles option.
	Job Data
	Person Profiles
	Emergency Contact
	PHS Member Info Report
	Personal Data
	Statement of Creditable Svc
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	Disciplinary Actions
	Disciplinary Action Report
3	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
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*	Effective Statu Required)	Defaults to Active. Do NOT change this field.
*	Incentive Poin Optional)	ts Check the guidance message on the appropriate point to be entered.
_	⁷ omments	Enter comments based on current message guidance

Procedures,

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		Action		
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Procedures,

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	ID	Honor and Award	View History	
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	CGMB	CG Meritorious Unit Comm Ribbo		Û
	CGMT	CG Meritorious Team Comm Ribbo	Ē	Û
	CGNA	CG COMDT Ltr of Comm Ribbon	Ē	Û
	CGNH	National Defense Service Medal		Û
	CGSD	CG Good Conduct Medal		Û
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Procedures,

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Solution You have successfully saved those profile changes that do not require approval.							
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ID	Honor and Award	View History					
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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
1	Click on the Core HR Tile.
	Core HR
2	Select the Person Profiles option.
	Job Data
	Person Profiles
	Emergency Contact
	PHS Member Info Report
	Personal Data
	Statement of Creditable Svc
	Identification Data
	Disciplinary Actions
	Disciplinary Action Report
3	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
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Procedures,

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CGGWOTS	Globa	al War Terror Service N	Medl							Û
CGHC	CGA	chievement Medal								Î
CGMB	CG M	leritorious Unit Comm	Ribbo							Î
CGMF	Presid	dential Unit Citation								Î
+ Add Ne	w Honors and Award	s								
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continued

			Action	1			
0	nce the row to be	corrected is id	lentified,	each fiel	d may be e	edited, as	8
ne	ecessary. Once all	corrections ha	ave been r	nade, cli	ck OK.		
۲	erson Profile						
U	pdate Incentive	Points					
		Empl II	D 1234567		Spik	e	
		Profile Typ	e PERSON		Pers	son	
Up	odate item details, then	select OK to apply	changes and i	eturn. Sele	ct Cancel to ret	urn without	any chang
	Details		Q	• •	1 of 2		View All
	*Effective Dete	00/40/2022		5			
	Effective Date	09/13/2022					
	Incentive Type	ASHORE		Ashor	е		
	*Effective Status	Active	~				
	No continue Delivete						
	"Incentive Points	1.5	ų	1.5			
	Comments	Retest					
	L	254 characters	remaining				
		204 Characters					
	ОК	Cancel					
L							

Procedures,

continued

lick Save.	Click Save.							
Competencies	Qualifications	Education	Mobility	Waivers	CAN			
 Honors and Awa 	ards							
B Q				1-5 of 6 🗸		View A		
ID	Honor and Award	ł		View His	tory			
CGMA	CG Unit Commen	dation Ribbon				Î		
CGMB	CG Meritorious Ur	nit Comm Ribbo				Î		
CGMT	CG Meritorious Te	am Comm Ribb	D			Î		
CGNA	CG COMDT Ltr of	Comm Ribbon			Î			
CGNH	National Defense	Service Medal				Î		
 Add New Langu Licenses and C Add New Licens Memberships Add New Memb Tests or Examin Add New Tests Courses & Trai Additional Train 	age Skills Certifications ses and Certifications eerships nations or Examinations ining							

Procedures,

continued

\ 1	Action										
Once saved, a confirmation message will display. Click Return to Search t											
You have successfully saved those profile changes that do not require approval.											
Competenc	ies Qualif	ications	Education	Mobility	Waivers	CAN					
				mosmiy							
 Honors and 	Awards										
₽F Q					1-5 of 6 🗸 🕨	View All					
ID	Hono	r and Awar	ď		View Histo	ory					
CGMA	CG U	nit Commer	ndation Ribbon			Î					
CGMB	CG M	eritorious U	Init Comm Ribbo			î					
CGMT	CG M	eritorious T	eam Comm Ribb	0		Û					
CGNA	CG C	OMDT Ltr o	f Comm Ribbon		Î						
CGNH	Nation	al Defense	Service Medal		î						
 Language Add New L Licenses a Add New L Membersh Add New N Tests or Ex Add New T Courses & Additional D 	Skills anguage Skills and Certification icenses and Certification ips Memberships aminations Tests or Examinations	ons rtifications ations									
Additional	Fraining										
		ig									
-											

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.



Step	Action
1	Click on the Core HR Tile.
	Core HR
2	Select the Person Profiles option.
	Job Data
	E Person Profiles
	Emergency Contact
	PHS Member Info Report
	Fersonal Data
	Statement of Creditable Svc
	Identification Data
	Disciplinary Actions
	E Disciplinary Action Report

Deleting a Single Incentive Point, Continued

Procedures,

continued

Step	Action
3	Enter the member's Empl ID . The Correct History box is checked by default.
	Click Search. Person Profiles
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	▼ Search Criteria
	Empl ID begins with 🔽 1234567 Q
	Profile Type begins with
	Name begins with
	Last Name begins with
	Alternate Character Name begins with
	□ Include History □Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Deleting a Single Incentive Point, Continued

Procedures,

continued

			Act	tion				
The men	nber's P	erson Profile	e page will o	lisplay.	Click the	Qualific	ations ta	ıb.
Person	Profile							
		Empl ID	1234567		Spike			
		Profile Type	PERSON		Person			
		*Profile Status	Active 🗸					
		*Description	Spike		×			
🖨 Print 🤅	Comments	;	Profi	le Actions	[Select Action]			>
Comp	etencies	Qualifications	Education	Mobility	Waivers	CAN		
 Competition 	tencies							
≣ , Q						-5 of 8 🗸		View All
ID	Com	petency	*Effective Da	te Evalua	tion Type	Proficiency	View History	
CRWRBM4	15 RB-M	IBCM	01/01/2016	Approv	ed/Official	3-Good		Î
CRWSPC	SPC-	LE BCM	01/01/2016	Approv	ed/Official	3-Good	a taken take	Î
EPMEE5	EPM	E E5 ERATS	07/31/2018	07/31/2018 Approved/Official		3-Good		Î
MAREP	(Inact	ivated) Pistol Qual	02/22/2015	5 Approved/Official		1-Little		Î
MARER	(Inact	ivated)Rifle Qual	02/22/2015	Approv	ed/Official	1-Little		Î
_		(i						
T Add	vew compe	lencies						

Deleting a Single Incentive Point, Continued

Procedures,

continued

				Act	ion			
The Poir	men i ts s	nber's Ho ection.	nors and A	wards will o	display. S	Scroll down	to the Ince	ntive
▼ Hon	ors and	d Awards						
	Q					∢ ∢ 1-5	of 15 🗸 🕨	View A
ID		Honor	r and Award				View History	
CGFE		Army	Commendation Meda	I				Î
CGGW	OTS	Globa	I War Terror Service N	ledl				Î
CGHC		CG Ac	chievement Medal					Î
CGMB		CG M	eritorious Unit Comm	Ribbo				Î
CGMF		Presid	lential Unit Citation					Û
+ A	dd New	Honors and Awards	S					
▼ Inc	entive	Points						
	Q						1-1 of 1 🗸 🕨	View
ID		Incentive Type	Effective Status	Incentive Points	Description	Comments		
ASHC	RE	Ashore	Active	3.0	3.0			ĺ
	Add Nev	w Incentive Points						
	Add Nev	v Incentive Points						
Tod	Add Nev	e an Incer	ntive Point	that the mer	nber has	only a singl	e instance o	of, clic
To d	elete	e an Incer	ntive Point on the app	that the mer propriate rov	nber has v of the I	only a singl ncentive Poi	e instance of the formation of the forma	of, clic
To d the t	elete rast	e an Incer hcan icon	ntive Point on the app	that the mer propriate rov	nber has v of the I	only a singl ncentive Poi	e instance c int to be del	of, clic leted.
To d the t	elete rasi	e an Incer hcan icon	ntive Point on the app	that the mer propriate rov	nber has v of the I	only a singl ncentive Poi	e instance o int to be del	of, clic leted.
To d the t	elete rash	e an Incer can icon Points	ntive Point on the app Effective Status	that the mer propriate rov	nber has v of the I	only a singl ncentive Poi	e instance c int to be del	of, clic leted.
To d the t ID ASHOU	elete rash	e an Incert e an Incer hcan icon Points	tive Point on the app Effective Status Active	that the mer propriate rov	nber has v of the I Description	only a singl ncentive Poi	e instance o int to be del	of, clic leted.
To d the t	elete rasi	e an Incer e an Incer hcan icon Points Incentive Type Ashore	ntive Point on the app Effective Status Active	that the mer propriate rov	nber has v of the I Description 3.0	only a singl ncentive Poi	e instance o int to be del	of, clic leted.
To d the t ID ASHO + A	elete rasi ntive F	e an Incert e an Incer hcan icon Points Incentive Type Ashore	ntive Point on the app Effective Status Active	that the mer propriate rov	nber has v of the I Description 30	only a singl ncentive Poi	e instance c int to be del	of, clic leted.
To d the t ID ASHOI + A	eleto rasi ntive F Q RE	e an Incert e an Incer hcan icon Points Incentive Type Ashore	tive Point on the app Effective Status Active	that the mer propriate rov	nber has v of the I Description 3.0	only a singl ncentive Poi a a Comments	e instance o int to be del	of, clic leted.
To d the t in Ashoi + A	eleto rash ntive F Q RE dd New	e an Incert e an Incert hcan icon Points Incentive Type Ashore Incentive Points	tive Point on the app Effective Status Active	that the mer propriate rov Incentive Points 3.0 ay. Click Ol	nber has v of the I Description 30	only a singl ncentive Poi Galaria Comments	e instance o int to be del	of, clio
To d the t ID ASHO + A Del	eleta rasl ntive F Q dd New arnin	e an Incer e an Incer hcan icon Points Incentive Type Ashore Incentive Points Ing promp urrent/select	t will displated rows from the states	that the mer propriate rov Incentive Points 3.0 ay. Click Ol this page? The	nber has v of the I Description 3.0	only a singl ncentive Poi Comments	e instance c int to be del	of, clic leted.
To d the t ID ASHOU + A Del	eleta rasl ntive F Q RE dd New	e an Incer e an Incer hcan icon Points Incentive Type Ashore Incentive Points Ing promp urrent/select	ed rows from t	that the mer propriate rov Incentive Points 3.0 ay. Click Ol this page? The	nber has v of the I Description 30 K to cont delete will o	only a singl ncentive Poi	e instance c int to be del	of, clid leted.
To d the t ID ASHOULT	eleta rasi intive F Q dd New arnin ete cu	e an Incer e an Incer hcan icon Points Incentive Type Ashore Incentive Points Ing promp urrent/select	tive Point on the app Effective Status Active	that the mer propriate rov Incentive Points 3.0 ay. Click Ol this page? The	nber has v of the I Description 30 K to cont delete will o Cance	only a singl ncentive Poi a a Comments	e instance o int to be del	of, clic leted.
To d the t in asho + A Del	eletu rasl intive F Q dd New arnin ete cu	e an Incer e an Incer hcan icon Points Incentive Type Ashore Incentive Points Ing promp urrent/select	t will displated rows from the terms of terms	that the mer propriate rov Incentive Points 30 ay. Click Ol this page? The	nber has v of the I Description 3.0 K to cont delete will o Cance	only a singl ncentive Poi Comments	e instance o int to be del	of, clic leted.

Deleting a Single Incentive Point, Continued

Procedures,

continued

Action										
Click Save.										
Competencies	Qualifications	Education	Mobility	Waivers	CAN	1				
✓ Honors and Awards										
BF Q			1	I-5 of 5 🗸		View 5				
ID	Honor and Award	ł		View Hist	tory					
CGMA	CG Unit Commen	dation Ribbon				Î				
CGMT	CG Meritorious Te	am Comm Ribb	D	P		Ũ				
CGNA	CG COMDT Ltr of	Comm Ribbon				Î				
CGNH	National Defense	Service Medal				Î				
CGSD	CG Good Conduct	t Medal				Î				
 Add New Licenses Memberships Add New Member Tests or Examination Add New Tests or Courses & Train Additional Training Add New Addition 	s and Certifications rships tions Examinations ing ug tal Training									
Save Return to Search]									

Deleting a Single Incentive Point, Continued

Procedures,

continued

You have successfully saved those profile changes that do not require approval.									
Competencies	Qualifications	Education	Mobility	Waivers	CAN				
 Honors and Award 	ls								
llar ⊂			· · · ·	1-5 of 5 🗸 🕨	View :				
ID	Honor and Awar	d		View Histor	y				
CGMA	CG Unit Commen	dation Ribbon			Û				
CGMT	CG Meritorious To	eam Comm Ribbo	D	P	1				
CGNA	CG COMDT Ltr o	f Comm Ribbon			Û				
CGNH	National Defense	Service Medal			Î				
CGSD	CG Good Conduc	ct Medal		î					
 Add New Languag Licenses and Cer Add New Licenses Memberships Add New Memberships Tests or Examinat Add New Tests or Courses & Traini Additional Trainin 	e Skills rtifications and Certifications ships tions Examinations ng g								
	al Training								
+ Add New Additiona	al Training								

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 C 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.)К

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.

Exist, Continued

Procedures,

continued

Step	Action								
3	Enter th	e member's	Empl ID	. The Cor	ect History	box is che	ecked b	y default.	
	Click Se	earch.							
	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	۵]			
		Profile Type	begins with	▼	Q]			
		Name	begins with	▼					
		Last Name	begins with	▼					
	Alternate	Character Name	begins with	▼					
	lnclude	History Corre	ect History	□Case Sensiti	ve				
	Search	Clear Ba	sic Search	Save Search	Criteria				
4	The mer	nber's Perso	n Profile	page will	display. Click	the Qua	lificati	ons tab.	
	Person P	Profile							
			Empl ID 1234	567	Angel				
		Prof	ile Type PER	SON	Person				
		*Profile	e Status Activ	ve 🗸					
		*Des	cription Ange	el	×				
	🖨 Print 🗇	Comments		Profile Ac	tions [Select Action]				
	Compet	tencies Qualific	ations Ec	ducation Mo	bility Waivers	CAN			
	 Compete 	encies							
	■ Q					-4 of 4) I 1	View All	
	ID	Competency		*Effective Date	Evaluation Type	Proficiency	View History		
	EPMEE7	EPME E7 ERATS		01/16/2020	Approved/Official	Good		Î	
	PAO	Payment Approvin	g Official	04/07/2015	Approved/Official	Good		Î	
	YNC	YNC ERATS		01/10/2020	Approved/Official	Good	1	Û	
	YNL1	Legal Techician		08/19/2011	Approved/Official	Good		Î	

Exist, Continued

Procedures,

continued

				Acti	on					
The member Points sectio	's Hon n. Sele	ors and <i>l</i> ect the In	Award I centiv	ls will d v e Type	lispla in w	y. Scroll dov hich one of	vn to the i	o the I Instand	ncentive ces needs	
be deleted.										
▼ Honors and Awards										
■ Q						of 15	• •	View All		
ID	Honor and	d Award					Vi	ew History		
CGFE	Army Com	nmendation Medal	l.						Î	
CGGWOTS	Global Wa	ar Terror Service M	1edl						Î	
ССНС	CG Achiev	vement Medal							Î	
CGMB	CG Merito	rious Unit Comm	Ribbo					P	Î	
CGMF	Presidenti	al Unit Citation							Î	
Add New Honors a	nd Awards									
▼ Incentive Points										
R ⊂						I ■ 1-1 of 1	× •		View All	
ID Incenti	ve Type Ef	fective Status	Incentive Points	Description	Commer	nts		View History		
ASHORE Ashore	Ac	ctive	1.5	1.5	Retest				Î	
Add New Incentiv	e Points									
	A 11 /	1. 1	11 /1	6	.1 •		• ,			
Click View	All to c	lisplay a	II the r	ows to	this	Incentive Po	oint.			
Person Prot	file									
Update Inco	entive	Points								
			Empl ID	1234567			Spike			
		Prof	Empl ID ile Type	1234567 PERSO	N		Spike Perso	'n		
Update item deta	ils then s	Profi	Empl ID ile Type apply ch	1234567 PERSO	N 1 return	Select Cancel t	Spike Perso o retu	on rn witho	ut any chan	
Update item deta	ils, then s	Profi select OK to	Empl ID ile Type apply ch	1234567 PERSO anges and	N d return	. Select Cancel t	Spike Perso o retu	on rn witho	ut any chang	
Update item deta Details	ils, then s	Profi select OK to	Empl ID ile Type apply ch	1234567 PERSO hanges and Q	N d return	Select Cancel t	Spike Perso o retu	on rn witho	ut any chang	
Update item deta	ils, then s	Profi	Empl ID ile Type apply ch	1234567 PERSO hanges and Q	N J return	Select Cancel t	Spike Perso o retu	on rn witho ▶	ut any chang	
Update item deta Details *Effecti	ils, then s ve Date	Profi select OK to 08/16/202	Empl ID ile Type apply ch	1234567 PERSO aanges and Q I	N d return	Select Cancel t	Spike Perso o retu	on rn witho	ut any chang	
Update item deta Details *Effecti Incenti	ils, then s ve Date ve Type	Profiselect OK to 08/16/202 ASHOR	Empl ID ile Type apply ch 22 E	1234567 PERSO aanges and Q	N d return	Ashore	Spike Persc o retu	on rn witho	ut any chang	
Update item deta Details *Effecti Incenti *Effective	ils, then s ve Date ve Type e Status	Profi select OK to 08/16/202 ASHOR Active	Empl ID ile Type apply ch 22 E	1234567 PERSO nanges and Q I	N d return	Ashore	Spike Persc o retu	on rn witho	ut any chang View All + -	
Update item deta Details *Effecti Incenti *Effective *Incentive	ils, then s ve Date ve Type Status Points	Profi select OK to 08/16/202 ASHOR Active 3.0	Empl ID ile Type apply ch 22 E	1234567 PERSO hanges and Q I	N d return	Ashore	Spike Persc o retu	n rn witho	ut any chang	
Update item deta Details *Effecti Incenti *Effective *Incentive	ils, then s ve Date ve Type Status Points	Profi select OK to 08/16/202 ASHOR Active 3.0 test	Empl ID ile Type apply ch 22 E	1234567 PERSO aanges and Q I	N d return	Ashore	Spike Persc o retu	on rn witho	ut any chang	
Update item deta Details *Effecti Incenti *Effective *Incentive Cor	ils, then s ve Date ve Type Status Points mments	Profi select OK to 08/16/202 ASHOR Active 3.0 test	Empl ID ile Type apply ch 22 E	1234567 PERSO aanges and Q I	N d return	Ashore	Spike Persc o retu	n rn witho	ut any chang	
Update item deta Details *Effection *Effectione *Incentione Cor	ils, then s ve Date ve Type Status Points mments	Profi select OK to 08/16/202 ASHOR Active 3.0 test 254 chara	Empl ID ile Type apply ch 22 E acters re	1234567 PERSO aanges and Q I	N d return	Ashore	Spike Persc o retu	n witho	ut any chang	
Update item deta Details *Effecti Incenti *Effective *Incentive Cor	ils, then s ve Date ve Type e Status e Points mments	Profi select OK to 08/16/202 ASHOR Active 3.0 test 254 chara Cance	Empl ID ile Type apply ch 22 E E acters re	1234567 PERSO aanges and Q I	N d return	Ashore	Spike Persc o retu	n rn witho	ut any chang	

Exist, Continued

Procedures,

continued

Step	Action								
7	Locate the row to be	deleted and cl	lick the Mir	nus button.					
	Person Profile								
	Update Incentive	Points							
		Empl ID	1234567	Spike					
		Profile Type	PERSON	Perso	n				
	Update item details, then se	elect OK to apply ch	anges and retur	n. Select Cancel to retur	n without any changes.				
	Details	T T T T T T T	Q	▲ 1 of 2	View All				
	*Effective Date	08/16/2022			+ -				
	Incentive Type	ASHORE		Ashore					
	*Effective Status	Active	~						
	*Incentive Points	3.0	۹						
	Comments	test							
		254 characters re	maining						
	*Effective Date	09/13/2022			+ -				
	Incentive Type	ASHORE		Ashore					
	*Effective Status	Active	~						
	*Incentive Points	1.5	Q						
	Comments	Retest							
		254 characters re	maining						
	ОК	Cancel]						

Exist, Continued

Procedures,

continued

Step	Action							
8	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							
	-							
9	Click OK .							
	Person Profile							
	Update Incentive	Points		_				
		Empl ID 12	34567	Sp	pike			
	Undate item details, then se	Profile Type Pf	ERSON es and retu	Po m. Select Cancel to r	erson return without any changes			
	Details				View All			
	Details			1012				
	*Effective Date	08/16/2022			+ -			
	Incentive Type	ASHORE		Ashore				
	*Effective Status	Active	~					
	*Incentive Points	3.0	Q					
	Comments	test						
		254 characters rema	ining					
	*Effective Date	09/13/2022			+ -			
	Incentive Type	ASHORE		Ashore				
	*Effective Status	Active	~					
	*Incentive Points	1.5	Q					
	Comments	Retest						
		254 characters rema	ining					
	ОК	Cancel						

Exist, Continued

Procedures,

continued

Action									
Competencies	Qualifications Education Mobility	Waivers CAN							
▼ Honors and Awards									
🖽 Q 🛛 🖾 4 🗍 1-5 of 9 🗹 🕨									
ID	Honor and Award	View History							
CGGWOTS	Global War Terror Service Medl		Î						
CGHC	CG Achievement Medal		Î						
CGMB	CG Meritorious Unit Comm Ribbo		Î						
CGMN	CG Pistol Marksman Ribbon		Î						
CGMT	CG Meritorious Team Comm Ribbo	.	Û						
Licenses and Ce Add New License	rtifications s and Certifications								
 Memberships Add New Member Tests or Examina Add New Tests or Add New Tests or Courses & Training 	ships tions Examinations								

Exist, Continued

Procedures,

continued

Action									
exit the member's profile.									
₽ Q				1-5 of 9 🗸		View A			
ID	Honor and Awa	ard		View H	istory				
CGGWOTS	Global War Ter	ror Service Medl				Î			
CGHC	CG Achievemen	nt Medal		R	3	Û			
CGMB	CG Meritorious	Unit Comm Ribbo	D			Î			
CGMN	CG Pistol Marks	sman Ribbon			Î				
CGMT	CG Meritorious	Team Comm Rib	R	1	Û				
 Add New Language Licenses and Cee Add New Licenses Memberships Add New Memberships Tests or Examinate Add New Tests or Courses & Training Additional Training Add New Addition 	ge Skills ertifications s and Certifications ships tions Examinations 19 9 al Training								
Save Return to Search]								

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 EX	PRINT I	DATE:	8/16/2022					
SWE PERSONAL DATA EXTRACT (PDE) BMC OCT 2022								
Name:	Spike Employee ID:):	123	4567	
Rank:	BM	1		Department	ID:	03 WA	038662 PSU 311 WATERSIDE SECURI DIV	
Exam Board Department ID:	00 31	000631 PORT SECURITY UNIT Candidate Status: 311			tatus:	E	LIGIB	LE
Points/Dates/Time								
Points Start Date (PSD):		2009-07-29		Award Points	up to SED:	7		
SWE Eligibility Date (SED):	SWE Eligibility Date (SED): 2022-07-01 Incentive Points up to SED: 3.0							
Terminal Eligibility Date (TED	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			2-08	
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 Servi	ce up to TED:	Yr: 23	Mo: 10	Day: 23
			Evaluati	ons				
Effective Date Competency Type Total Points Rating						a		

Profile Letter See below.

U.S. COAST GUARD HUMAN RESOU	RCES	PRINT DAT	E: 8/16/2022				
USCG EXAM PROFIL	E LETTER FC	R THE RESERVE BMC	OCT 2022 SWE				
Rate, Name: BM1 Spi	.ke	Empl ID: 12	34567				
Perm Unit: 038662 PSU DIV	311 WATERSIDE	SECURITY OPFAC: 21	93308				
The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length. <u>SECTION TITLES OR QUAL REFERENCE</u> <u>& ANSWERS CORRECT</u>							
TOTAL TEST 0%		RANK 0.00 OF 0					
The Final Multiple Points wh	The Final Multiple Points which will determine your placement on the eligibility list are:						
SERVICEWIDE EXAM:	0	TIR PRESENT PAYGRADE:	10				
PERFORMANCE FACTOR (MARKS):	47.98	MEDALS/AWARDS:	7				
TIME IN SERVICE:	20	CREDITABLE SEA/ INCENTIVE POINTS:	4.5				
		SURF DUTY POINTS:	0				
TOTAL FINAL MULTIPLE	89.48						