

Correcting Rank in TPAX

Overview

Introduction

This guide provides two procedures for a member to fix an incorrect rank or update a rank upon advancement/promotion in TPAX.

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Option One

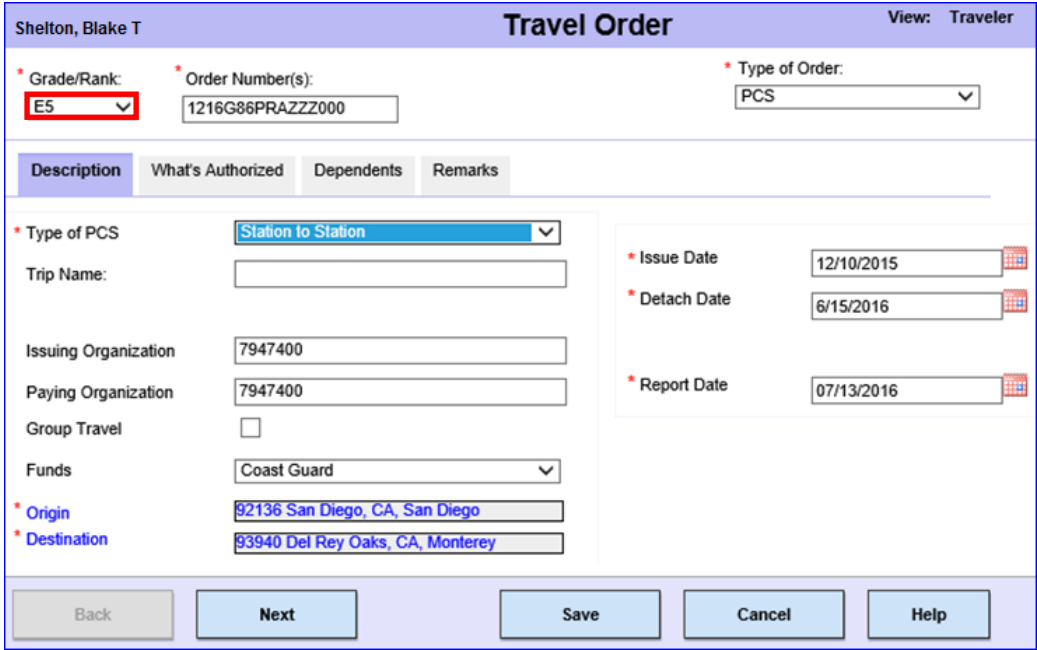
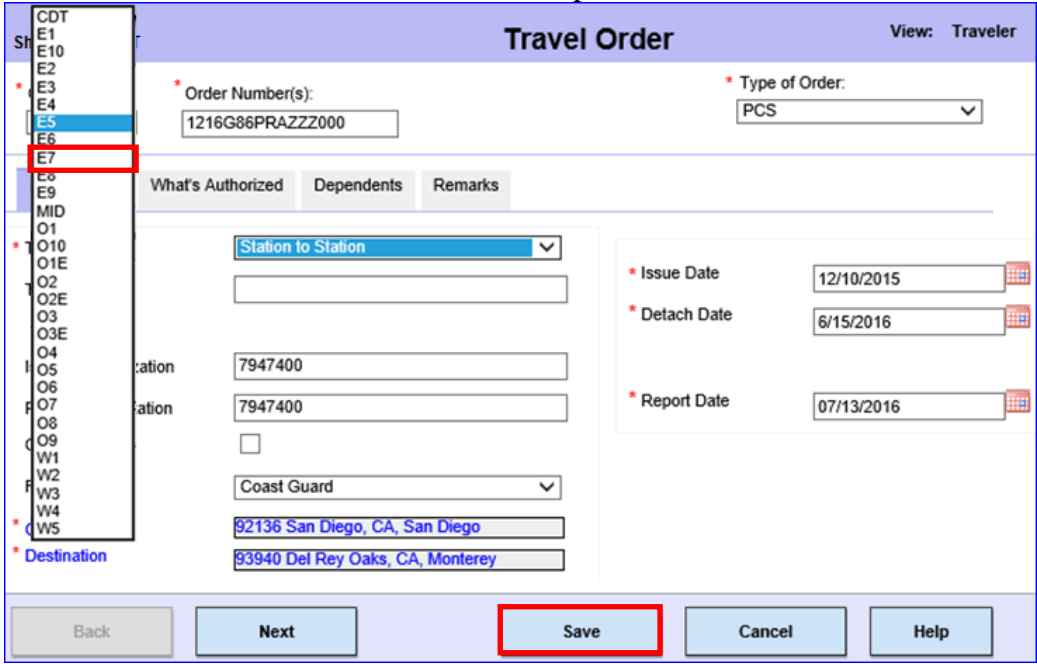
Procedure See below.

Step	Action
1	<p>Log into TPAX.</p> 
2	<p>From the Profiles and History drop-down, select Orders.</p> 
3	<p>Either type in the specific TONO and hit OK or scroll through and locate the specific TONO. Click OK.</p> 

Continued on next page

Option One, Continued

Procedure,
continued

Step	Action
4	<p>Note the current Grade/Rank listed.</p> 
5	<p>Select the correct Grade/Rank from the drop-down and click Save.</p> 

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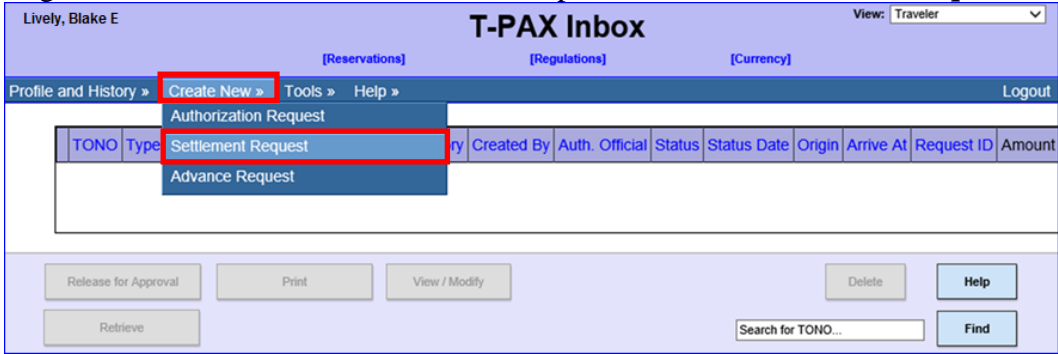
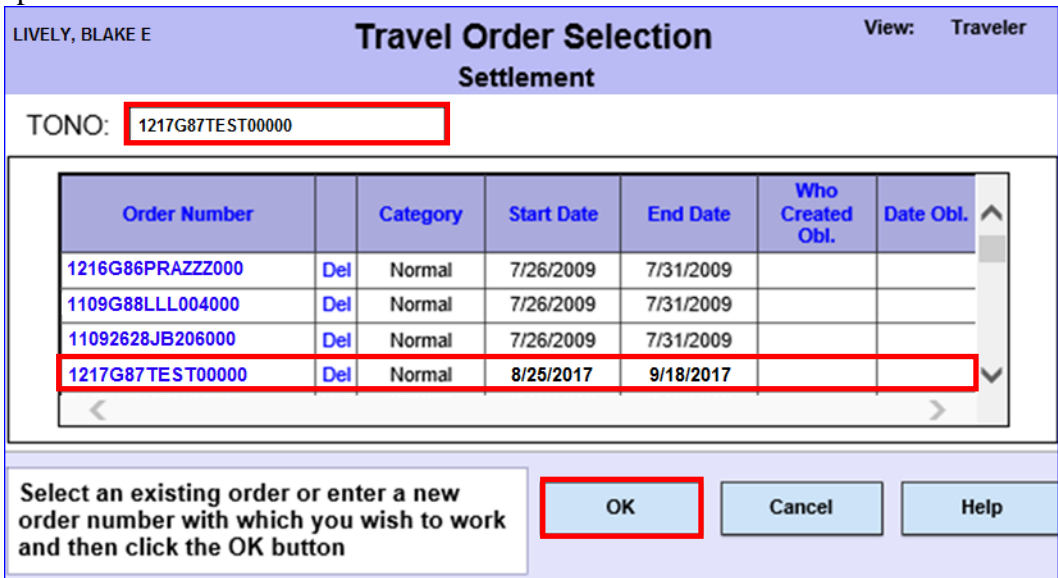
Option One, Continued

Procedure,
continued

Step	Action
6	<p>Click on the TONO again and verify the Grade/Rank change.</p> <div> <div>Shelton, Blake T</div> <div>Travel Order</div> <div>View: Traveler</div> </div> <div> <div> <div>* Grade/Rank:</div> <div>E7</div> </div> <div> <div>* Order Number(s):</div> <div>1216G86PRAZZ000</div> </div> <div> <div>* Type of Order:</div> <div>PCS</div> </div> </div> <div> <div>Description</div> <div>What's Authorized</div> <div>Dependents</div> <div>Remarks</div> </div> <div> <div> <div>* Type of PCS</div> <div>Station to Station</div> </div> <div> <div>Trip Name:</div> <div></div> </div> <div> <div>Issuing Organization</div> <div>7947400</div> </div> <div> <div>Paying Organization</div> <div>7947400</div> </div> <div> <div>Group Travel</div> <div><input type="checkbox"/></div> </div> <div> <div>Funds</div> <div>Coast Guard</div> </div> <div> <div>* Origin</div> <div>92136 San Diego, CA, San Diego</div> </div> <div> <div>* Destination</div> <div>93940 Del Rey Oaks, CA, Monterey</div> </div> <div> <div> <div>* Issue Date</div> <div>12/10/2015</div> </div> <div> <div>* Detach Date</div> <div>6/15/2016</div> </div> <div> <div>* Report Date</div> <div>07/13/2016</div> </div> </div> <div> <div>Back</div> <div>Next</div> <div>Save</div> <div>Cancel</div> <div>Help</div> </div> </div>

Option Two

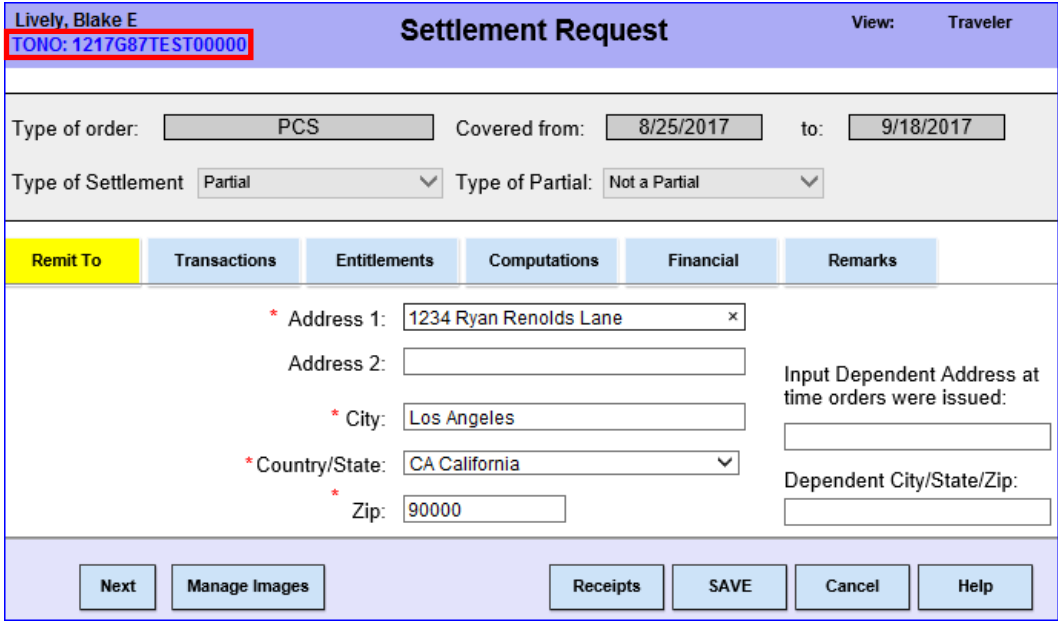
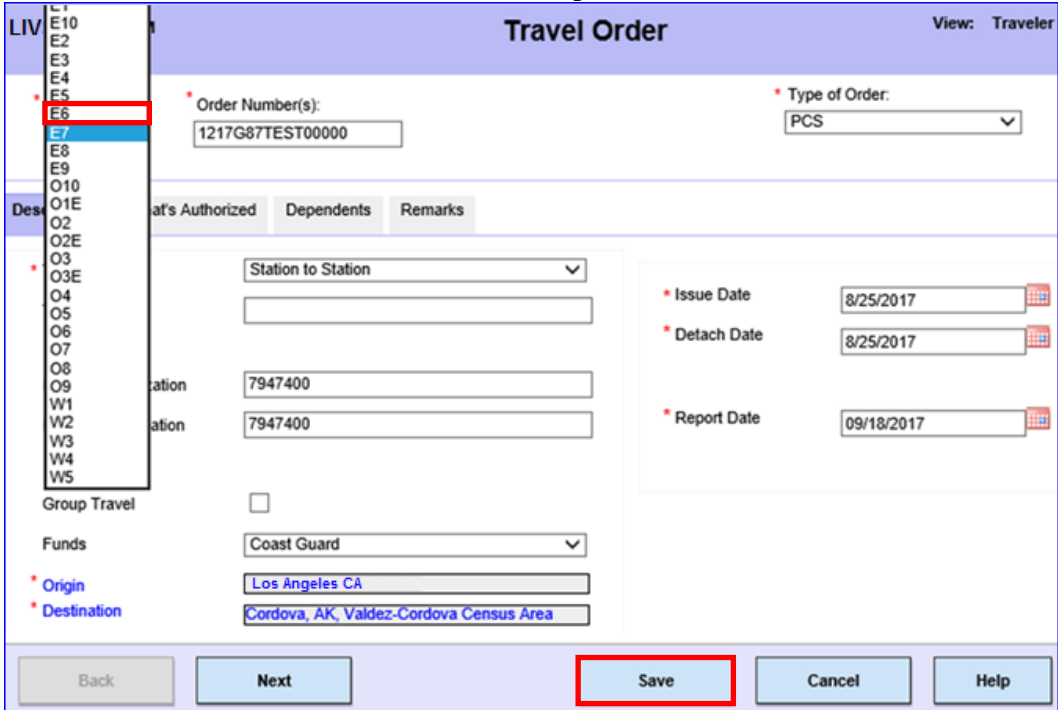
Procedure See below.

Step	Action																																			
1	<p>Log into TPAX. From the Create New drop-down, select Settlement Request.</p> 																																			
2	<p>Either type in the specific TONO and hit OK or scroll through and locate the specific TONO. Click OK.</p>  <table border="1"> <thead> <tr> <th>Order Number</th><th>Del</th><th>Category</th><th>Start Date</th><th>End Date</th><th>Who Created Obl.</th><th>Date Obl.</th></tr> </thead> <tbody> <tr> <td>1216G86PRAZZZ000</td><td></td><td>Normal</td><td>7/26/2009</td><td>7/31/2009</td><td></td><td></td></tr> <tr> <td>1109G88LLL004000</td><td></td><td>Normal</td><td>7/26/2009</td><td>7/31/2009</td><td></td><td></td></tr> <tr> <td>11092628JB206000</td><td></td><td>Normal</td><td>7/26/2009</td><td>7/31/2009</td><td></td><td></td></tr> <tr> <td>1217G87TEST00000</td><td>Del</td><td>Normal</td><td>8/25/2017</td><td>9/18/2017</td><td></td><td></td></tr> </tbody> </table>	Order Number	Del	Category	Start Date	End Date	Who Created Obl.	Date Obl.	1216G86PRAZZZ000		Normal	7/26/2009	7/31/2009			1109G88LLL004000		Normal	7/26/2009	7/31/2009			11092628JB206000		Normal	7/26/2009	7/31/2009			1217G87TEST00000	Del	Normal	8/25/2017	9/18/2017		
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Option Two, Continued

Procedure,
continued

Step	Action
3	<p>Select the TONO link.</p> 
4	<p>Select the correct Grade/Rank from the drop-down. Click Save.</p> 

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Option Two, Continued

Procedure,
continued

Step	Action
5	<p>Click on the TONO again and verify the Grade/Rank change.</p> <div> <div>Lively, Blake E</div> <div>Travel Order</div> <div>View: Traveler</div> </div> <div> <div>* Grade/Rank: E6</div> <div>* Order Number(s): 1217G87TEST00000</div> <div>* Type of Order: PCS</div> </div> <div> <div>Description</div> <div>What's Authorized</div> <div>Dependents</div> <div>Remarks</div> </div> <div> <div>* Type of PCS: Station to Station</div> <div>Trip Name:</div> <div>Issuing Organization: 7947400</div> <div>Paying Organization: 7947400</div> <div>Group Travel: <input type="checkbox"/></div> <div>Funds: Coast Guard</div> <div>* Origin: Los Angeles CA</div> <div>* Destination: Cordova, AK, Valdez-Cordova Census Area</div> <div>* Issue Date: 8/25/2017</div> <div>* Detach Date: 8/25/2017</div> <div>* Report Date: 09/18/2017</div> </div> <div> <div>Back</div> <div>Next</div> <div>Save</div> <div>Cancel</div> <div>Help</div> </div>