
User Manual

for

8th US Army Soldier Management System

Version 0.8

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IMO 8th PERSCOM

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Revision History

Version	Date	Author	Brief description of changes
0.1	11/22/2002	JJBae	Initial revision
0.8	5/2/2003	MAJ Bartholet CW2 Shillingford JJBae	Added Introduction, Updated Detail Information

1. Introduction

1.1 Overview

Eighth Personnel Command developed the Eighth United States Army Soldier Management System (SMS) to replace several unresponsive and inaccurate legacy personnel systems and to mitigate the functional shortfalls of current Department of the Army (DA) systems. SMS is a web-based application that ensures the personnel readiness of Eighth Army by providing a simple and integrated system with extended situational awareness. SMS provides the leadership at all echelons with timely, accurate, relevant, responsive, and predictive data. In doing so, the system ensures that every soldier receives a pinpoint assignment, is assigned a sponsor, and has access to valuable information about a duty assignment in Korea prior to his or her arrival. SMS significantly promotes making Korea an "Assignment of Choice".

Key features of SMS version 1.0 include:

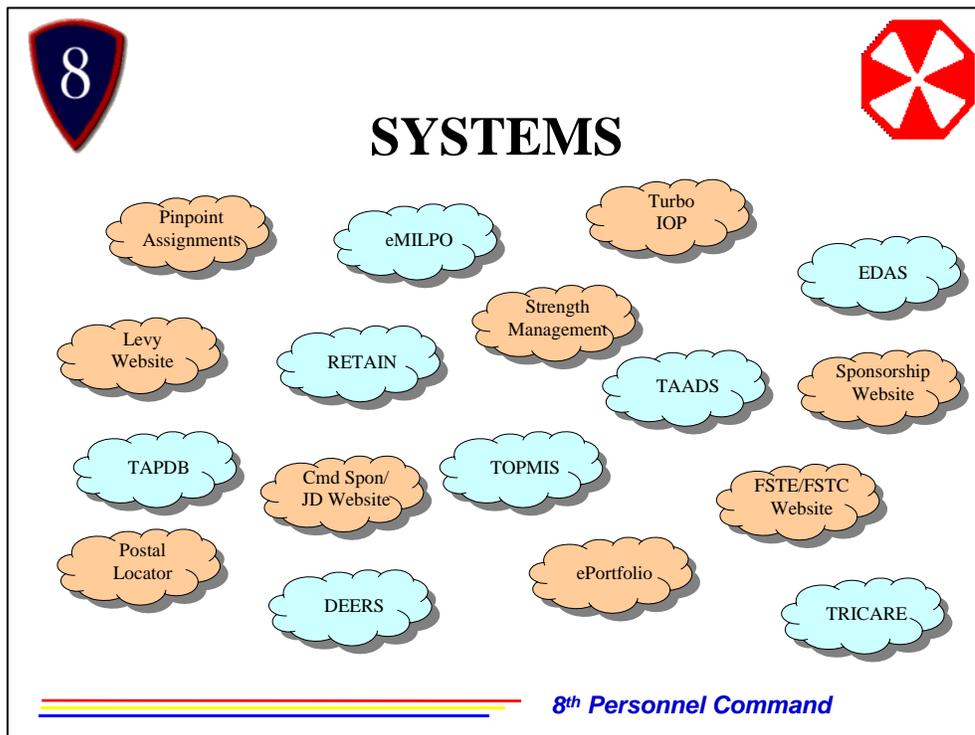
- Near real-time automatically updated personnel readiness information at all echelons
- A single, integrated database
- Automated nominations of soldier assignments to company-level based on pre-defined business rules (using 9 digit MOS and unit projected strengths) and subject to user (unit G1/S1 or 8th PERSCOM) confirmation
- Online sponsorship assignment program, complete with online training and automatic exchange of contact information between sponsor and inbound soldier; closed loop sponsorship feedback with ability to track sponsorship status at all echelons.
- Account information access tailored appropriately to local HQ and subordinate units
- Easy retrieval of pre-defined reports
- Automated assignment diversion, deletion, and deferment notification to all affected units
- Online access for inbound soldiers to view pin-point assignment and appointed sponsor, and to fill out "Needs Checklist" that is automatically sent to the sponsor and unit S1 for action
- Online notification to in-theater and inbound soldiers with status of pending requests for extension, curtailment, Command Sponsorship, and Joint Domicile

SMS supports commanders (through their S1s and G1s) in managing and assessing their daily mission of personnel management and taking care of soldiers. It increases the emphasis and visibility on getting soldiers assigned to the company level with sponsors. In order to assign inbound soldiers to the right unit, commanders and command sergeants major must know an abundance of information about the soldier: actual nine digit Military Occupation Specialty (MOS, SL, ASI, SQI, Language Code), requisition MOS, language identifiers, unit authorizations, projected strengths of units for each MOS at the arrival month and follow-on months, directed

military overstrength positions, Targeted Selective Reenlistment Bonus (TSRB) information, buddy team assignments, joint domicile status, command sponsorship status, gender, promotability, profiles, security clearance, and Exceptional Family Member Program (EFMP) information. Prior to SMS, the assignment officer or NCO had to “swivel chair” between many spreadsheets and computer screens in order to get all the right information to make the right decision. Manual methods presented ripe opportunities for error and redundancy. In the absence of a near-term DA solution to resolve these challenges, Eighth US Army designed and built SMS.

Figure 1 displays the magnitude of our challenge. The systems in blue are DA or Department of Defense (DOD) systems. The systems in brown were developed specifically for the Korean Theater of Operations to meet Korea unique requirements. Each of these systems performs a key and critical task. However, the systems by design are not seamlessly integrated. Eighth Army deals with many different Army data sources, and has implemented many initiatives within this theater based on essential requirements from the field. Today, there is no tool that integrates all these systems. Even if you look at the DA systems alone, or the Korea systems alone, it becomes very apparent that we have too many data sources, which create too many opportunities for inconsistent and inaccurate information.

FIGURE 1

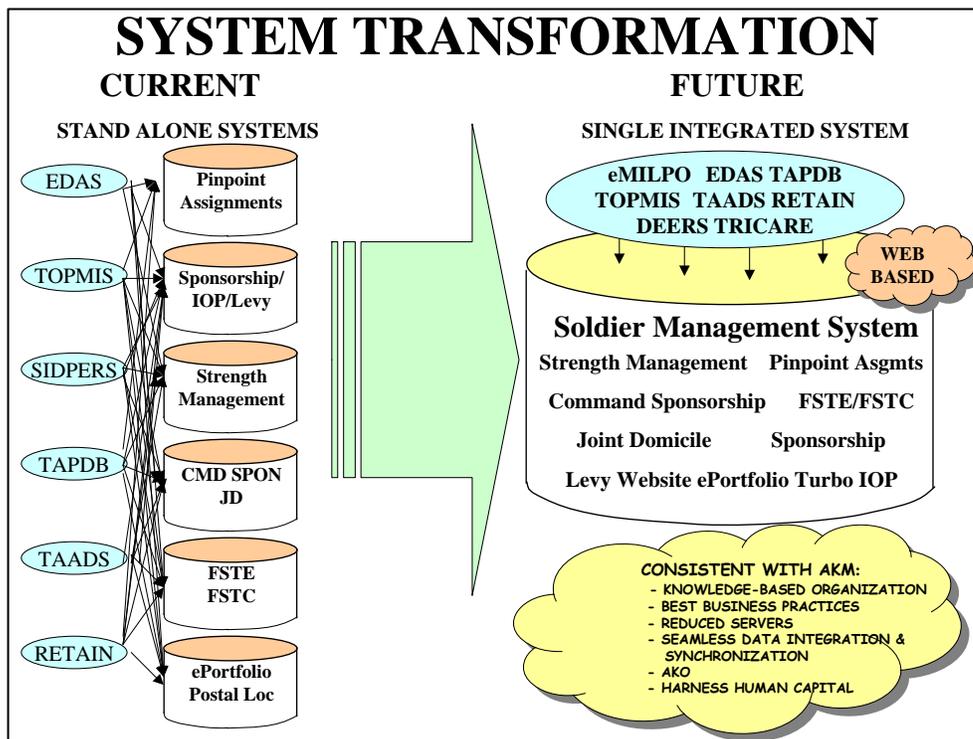


* see glossary for definitions of systems in Figure 1

On the left hand side of Figure 2 are many of the DA and DOD systems from which Eighth Army must interface with and currently pulls data. No single system in place today integrates all these data. To their right are the current Eighth Army stovepipe initiatives we have in place. The “mass” of arrows depict that every one of our current systems is either directly or indirectly dependent on all the DA and DOD systems. However, these systems were developed in stovepipe and there is very little sharing of information between them.

SMS pulls data from every one of the DA/DOD systems in Figure 2 into one integrated database. SMS provides all the functionality listed above through a front-end web-based application on top of the single database. Now, for the first time, all the information requirements described on the previous slide are available on one screen to the personnel manager, allowing him or her to better support both the commander and the soldier. SMS provides leaders and soldiers with timely, accurate, and relevant information.

FIGURE 2



SMS is consistent with the published goals of Army Knowledge Management. It provides best business practices, utilizes the world-wide-web, reduces our server infrastructure, and promotes information sharing. This provides potential for cost savings and more efficient use of personnel, hence harnessing human capital. SMS also harnesses AKO technology, utilizing the AKO login as the single authentication mechanism for access to the system as a user.

SMS provides the right information to the right person to make the right decision at the right time. With SMS in place, Eighth United States Army will lead the Army’s human resource

transformation. We are leveraging current COTS technology, systems like Microsoft SQL Server, and Crystal Enterprise Reports. We are using these systems to pull together information into one consistent database, and building applications on top of that database to fill the voids based on the user requirements from the field. The end result is an increased situational awareness across the human resource spectrum among both leaders and soldiers.

1.2 Functionality

SMS version 1.0 supports functionality in making assignments, assigning sponsors, managing unit strengths, tracking command sponsorship and joint domicile requests, and tracking extension and curtailment requests. Most functionality in SMS version 1.0 supports enlisted soldiers only. Officer management will be incorporated into future SMS version 2.0.

1.2.1 Assignments

The base module around which all the other modules revolve is the assignment module. Weekly, 8th PERSCOM pulls the Enlisted Distribution Assignment System (EDAS) cycle data into SMS and updates the list of inbound enlisted soldiers. When inbound soldiers reach less than 130 days before their estimated date of arrival, SMS automatically nominates them for an assignment to an MSC. These nominations take into account the nine digit MOS, which includes skill level, ASI, SQI, and language identifiers. In order for a soldier to be nominated for assignment to a unit, that unit must be projected to be less than 100% in the arrival month. The projection must be less than 100% not only in the inbound soldier's skill level, but also in the aggregate of that skill level plus the next higher and next lower skill levels. The unit projections are based upon the DEROS of soldiers that are currently in the theater, in addition to inbound soldiers that have already been targeted for assignment to a particular unit. Strength projections are updated in real time as nominations and assignments are made, as soldiers are arrived into the theater and departed from the theater in personnel systems, and as extensions and curtailments are approved affecting soldiers' DEROS. The nomination process also takes into account the gender of the soldier so that women are not nominated for male-only units. In accordance with the Chief of Staff of the Army's manning guidance, the logic in the SMS nomination process will first check the projected posture of the inbound soldier's MOS in 2d Infantry Division to ensure the division is manned to 100%, while still attempting to meet the requirements of the other MSC commanders. The nomination process fills in order of precedence to the lowest projected strength MSC. At all echelons below the MSC level, the nomination process also fills in order of precedence to the lowest projected strength unit one echelon down. It is important to note that the assignment nomination process, while facilitating smart decisions, does not handcuff the commander. Each automated assignment nomination must be manually confirmed, to ensure there is a human in the loop to meet the commander's intent.

Soldiers in the Enlisted Personnel Management Directorate (EPMD) of 8th PERSCOM

manually confirm or change each SMS automated assignment nomination to the MSCs. The system is designed to facilitate smart decisions, but allows flexibility to assign any soldier to any unit based on the Commander's needs. Once a soldier is confirmed by 8th PERSCOM in an assignment to an MSC, that soldier immediately becomes visible in SMS to the MSC G1/S1 to which he/she is assigned. That S1 then goes through the same nomination and confirmation process at his/her level, assigning the soldier down to the next lower echelon. This process is repeated by S1s at each echelon until the soldier receives a company level assignment. SMS has a built-in hierarchy of every UIC within Korea, to include the stovepipe and tenant units. This hierarchy facilitates the assignment of soldiers one or more levels down, and provides real-time aggregated nine digit MOS strength projections for every unit at every level of the hierarchy. While the system remains flexible and facilitates any headquarters assigning a soldier down as many levels as they wish, clearly the intent is to only assign soldiers to the next lower echelon.

In order to facilitate assignments using all available timely, accurate, and relevant information, the following data is available on the screen when making the assignment of any individual soldier:

- nine digit MOS including ASI, SQI, and language codes
- authorizations and projected strengths for inbound soldier's MOS for each unit one echelon down (can drill down further into any unit if necessary) for the arrival month, and following three months, for the skill level plus one skill level up and one skill down
- report date and number of days remaining until that date
- status of any pending command sponsorship or joint domicile request
- TAPDB data for the soldier, to include gender, security clearance, promotable status, current unit, date of rank, marital status, secondary MOS, etc.
- TAPDB information for spouse if spouse is in the service, to include arrival date and unit of assignment if the spouse is inbound to Korea
- TSRB status (automatically projects the soldier for an 18 month tour)
- Comments entered by the system showing who assigned this soldier to each echelon and the date the assignment was made. Additionally, any G1/S1 in the assignment process can enter any comments on the soldier for future reference or for reference by subordinate units.

The assignment screens in SMS allow the user to filter the list of inbound soldiers by many variables to include any part of the nine digit MOS, UICs, and window of arrival dates. This allows the assignment officer to focus assignments for a targeted group of individuals based on the filtering criteria. Additionally the system gives the user the ability to look up detailed SIDPERS and TAPDB information for any assigned or inbound soldier.

For those soldiers for whom the business rules of SMS could not find a suitable assignment, the system allows the user to manually assign this soldier based on the Commander's guidance. Additionally, there are targeted low-density MOSs which the system will automatically place in the pool of soldiers for manual assignment because the

MOS is so critical that we do not want an automated nomination, but rather want a "human in the loop" from the beginning of the nomination and assignment process.

The mandate is for 8th PERSCOM to assign every inbound soldier down to the MSC level no later than 120 days prior to expected arrival date. The MSCs have until 75 days prior to expected arrival date to get the soldier assigned down to the company level and assigned a sponsor. Any soldier who is not assigned to the company level before the 75-day watermark will be automatically pulled back to the 8th PERSCOM theater assignment pool by the system for a company level pinpoint assignment. In other words, if the units don't use the system, they will lose their vote. This rule only applies to units within the 8th US Army personnel pipeline. Stovepipe and tenant units will always retain complete control of soldiers targeted to their units within SMS. Soldiers that come down on EDAS cycle on assignment instructions to stovepipe units and tenant commands will not receive an SMS nomination to the MSC, but rather will be directly assigned to that MSC based on DA personnel policy. Within the stovepipe and tenant units, SMS assignment nominations will work as described above.

SMS facilitates the best possible assignment decision based on timely, accurate, and relevant information. SMS should significantly diminish the number of last minute assignment diversions within the theater. However, variables such as no-shows, deletions, deferments, extensions, and curtailments always affect unit strengths inside the 120-day assignment window and necessitate a limited number of assignment diversions. While soldiers will continue to be diverted by exception, SMS facilitates timely notification of diversions. Whenever a soldier is diverted in SMS, no matter what the echelon, every affected unit (losing unit and each higher headquarters up to theater level) is automatically notified of the diversion immediately. Additionally, the system notifies each affected unit as soldiers are deleted or deferred from the EDAS cycle, or become a no-show (end of month following arrival month).

1.2.2 Sponsorship

Any soldier in the theater can log onto SMS with their AKO login and password and take the online sponsorship training. The training takes approximately 10-15 minutes, and ends with a short quiz. At the conclusion of the training, the soldier has an opportunity to enter in their contact information to include address, phone number, and email address.

Any soldier on assignment instructions to Korea can log into SMS with their AKO login and password. Once logged in, the inbound soldier can see their current assignment status, to include who assigned him/her to each echelon and when (including email address of the person making the assignment). This is a key component of the "truth in lending" concept built into SMS. Additionally, the soldier is shown an online welcome letter that contains the contact information for the sponsor. The soldier is asked to fill out a "needs checklist" that contains not only their contact information, but also other information like family status and

hobbies. The checklist allows the soldier to request information on education opportunities, childcare, and housing among other things. Once completed, this needs checklist is automatically emailed by the system to both the sponsor and the unit S1.

Once a soldier is assigned down to the company level, the SMS user interface facilitates the sponsorship assignment. The user interface for sponsorship assignment shows the DEROS of each soldier, how many soldiers each person is currently sponsoring, and the sponsorship training date for each soldier (if completed). The S1 is allowed to choose any enlisted soldier in the unit to sponsor any inbound soldier, regardless of rank, gender, or MOS. The assumption is that the S1s are closely coordinating with company commanders and first sergeants in order to get the right sponsor assigned. At the moment the sponsor is assigned, emails are automatically sent to both the inbound soldier and the sponsor, providing an automatic exchange of contact information. If the email addresses are not available at the time of the sponsorship assignment, then the emails will be sent as soon as the address is entered into the system. Every time the sponsor contact information is changed, or the needs checklist is updated, the system automatically notifies the opposite party with an email. Additionally, the contact information for the opposite party is always available online when an individual soldier logs onto SMS with their AKO login.

1.2.3 Strength Management

SMS is a real-time system that facilitates accurate strength management and accountability. As the 1st Replacement Company receives soldiers at the airports, the soldier ID card is swiped online and he/she is automatically arrived into the theater SMS database. This immediately updates the assigned strengths of every unit from MSC down to company, based on their pre-determined assignment. If the soldier is diverted, then the diversion is entered on the spot in SMS at the airport (for Osan arrivals) or at the 1st Replacement Company (for Incheon arrivals), and the same ripple effect on all affected unit strengths is accomplished in real-time. SIDPERS departure transactions will also affect unit strengths as they are posted. SIDPERS DEROS transactions will occur on a selected number of inbound soldiers and soldiers in the theater, based on approved extensions and curtailments. The projected strengths will be updated in real-time as these DEROS transactions are posted to TAPDB and SIDPERS. Additionally, as unit G1s and S1s are making assignment nominations and confirmations in SMS throughout the business day, projected strengths for each affected unit are updated in real-time. Bottom line, SMS provides the most accurate unit strengths available in real-time. There are many reports available online to unit G1s and S1s that provide both current and projected strengths. These reports break down the current and projected strengths by combinations of subordinate units, MOS, and skill levels, facilitating smart decisions by leaders.

1.2.4 Command Sponsorship and Joint Domicile

The command sponsorship section of 8th PERSCOM will enter and track every command sponsorship and joint domicile request in SMS. The status of these requests is available to the assignment officer in the assignment screen. There is another interface that allows unit S1s to see the details of the request for soldiers within their unit and subordinate units. Additionally, any individual soldier who logs into SMS can see the real-time status of their request, more "truth in lending", making Korea an Assignment of Choice.

1.2.5 Foreign Service Tour Extension/Curtailment

The FSTE section of 8th PERSCOM will enter and track every FSTE and FSTC request in SMS. The unit S1s can see the details of the requests for soldiers within their unit and subordinate units. Additionally, similar to command sponsorship, any individual soldier who logs into SMS can see the real-time status of their request.

1.2.6 Reports

Throughout this chapter there were references to many reports available online. The initial report set for SMS contains reports on current strengths, projected strengths, gains rosters, arrivals, and extensions. The report set will continually be refined and improved, as the field provides their report requirements to the SMS development team. Additionally, SMS is directly linked to the current ePORTFOLIO system that provides those with an account an additional myriad of reports and queries on personnel service support functions.

1.2.7 Future Upgrades

SMS version 1.0 contains functionality on assignments, sponsorship, strength management, command sponsorship/joint domicile, and extensions/curtailments for enlisted soldiers. Future upgrades to SMS will integrate the rest of the current stovepipe initiatives within Eighth US Army to include the Levy Website, Postal Locator, Officer Management, ePORTFOLIO, Awards Tracking, and Turbo In/Out Processing (coming soon in May 03 for Area II).

1.3 Conclusion

The Eighth United States Army Soldier Management System provides relevant, accurate, and timely information to the commander, S1, and individual soldier. The integration of this system into the TTPs of soldier management within the Korean theater will provide predictability to soldiers, thus making Korea the Assignment of Choice.

2. Overall Description

2.1 What is the goal of SMS?

The Soldier Management System is a web-based application designed to ensure that every soldier is assigned a sponsor, receives a pinpoint assignment, and has access to valuable information about a duty assignment in Korea prior to his or her arrival. By providing inbound soldier with this support before they arrive in country, we can help provide commanders with the tools needed to establish and sustain an effective unit sponsorship program as required by Army regulation 600-8-8, The Total Army Sponsorship Program.

2.2 Log-on Instructions

2.2.1 MSC/G1

- If you are assigned to MSC/G1, contact 8th PERSCOM(TARO) to obtain an SMS account, 724-3150.
- If you have an SMS account, log in with your AKO user name and password. The system will ask you if you are logging in as an SMS user or as an individual. If you are logging on as an SMS user, you MUST use your AKO user name and password.

2.2.2 Individual currently assigned or on assignment instructions to Korea

- If you are logging on as an individual, you must use your AKO user name and password.
- You will have access to the assignment information, sponsorship data, command sponsorship, joint domicile, FSTE/C, and links to other information about Korea.

2.3 Sponsorship Module

The goal is to ensure that every soldier is assigned a sponsor NLT 120 days prior to their arrival to Korea. The sponsorship Program helps new comers and their families feel welcomed in the command. SMS links soldiers with pinpoint assignment, sponsorship information, and other information about Korea such as family housing, schools, hospital, dental facilities, ACS, and etc.

2.3.1 Soldier who is in Korea

Soldiers that are currently assigned in Korea may access the SMS website, using the AKO user name and password, to check on personnel actions such as,

- Command Sponsorship
- FSTE/FSTC
- Joint Domicile status
- Access to Sponsorship Training
- Access to other websites to get more information about Korea

■ Sponsorship Training

The sponsor must have the ability to assist the incoming soldier and to make the soldier and family feel welcome in the command. In order to be an effective sponsor, access the Sponsorship Training located in the Sponsorship module, to learn where to find information that incoming soldiers are likely to request. The training is simple because it is available online via SMS.

Sponsorship Training includes the following features:

- Training on how to be an effective sponsor
- Vital links to websites and information about family housing, etc. to assist incoming soldiers
- Provides an opportunity to add or update addresses or telephone numbers

2.3.2 Soldier who is not in Korea

Soldiers that are on assignment instructions to Korea may log onto SMS using AKO user name and password to obtain the following information.

- Pinpoint assignment information
- Sponsor contact information
- Receive a welcome letter from the sponsor
- Fill out a "needs checklist" that is automatically sent to the sponsor who communicates with the soldier via email
- Check the status of command sponsor or joint domicile
- Access to vital links to websites and information about family housing, duty location information, etc.

2.4 Soldier Assignment Module

Soldiers are pinpointed by 8th PERSCOM to the MSC NLT 120 days prior to the soldier's expected date of arrival. MSCs are required to provide a sponsor and pinpoint to the unit level NLT 75 days from the soldier's expected date of assignment. If the MSC does not pinpoint within 75 days prior to the estimated date of arrival, 8th PERSCOM will then assign the soldier directly to the company level and the company will provide a sponsor. 8th PERSCOM and MSC/G1 make assignments based on the following factors:

- Current Strength
- Priority of fill
- Projected strength(120 – 150 days out)

The steps required to make assignments at the MSC/G1/BN/SEP UNIT:

- MSC/G1 assign down to Brigade/Battalion/Separate Unit(150 – 90 days out)
- Battalion/Separate Units assign to a company level UIC and confirm pinpoint assignment(120 – 90 days out, but NLT 75 days out)

2.5 Foreign Service Tour Extension(FSTE) and Foreign Service Tour Curtailment(FSTC)

2.5.1 FSTE

Occurs when eligible soldiers remain in theater after their DEROS either voluntarily or involuntarily. All requests are approved or disapproved by HQDA. Soldiers may request to extend their overseas tours to remain in theater past their DEROS, however, once a soldier begins serving an FSTE, it will not be canceled unless the tour is curtailed according to the provisions of AR 614-30.

2.5.2 IFSTE

Units may request soldiers to remain in theater past their DEROS on a case-by-case basis for the following reasons:

- When a soldier's presence is required to meet immediate and critical operational requirements
- For completion of investigations or to complete trials by military or foreign authorities completion of administrative actions, e.g., soldiers undergoing separation processing, MMRB, MEB, and or PEB processing, compliance with host-country customs and regulations or non-judicial punishment etc.
- Soldiers who will not have sufficient remaining obligated service to qualify for reassignment after completion of prescribed overseas tour

2.5.3 FSTC

Events experienced by soldiers that are unavoidable due to an extreme situation that may require reassignment before completion of the prescribed tour. Curtailments are granted only on a case-by-case basis and if it is the last recourse available to resolve a situation requiring the soldier's immediate attention or action.

2.6 Command Sponsorship(CS) and Joint Domicile(JD)

2.6.1 Command Sponsorship

The "accompanied" tour is authorized for soldiers and their family member(s) that are residing in Korea. Family members must meet the following conditions.

- The family member is entitled to travel to the soldier's duty station at Government expense incident to the PCS orders.
- The family member(s) is authorized by the appropriate authority to be at the soldier's duty station.
- As a result of their residence in the vicinity of the soldier's duty station, the family member(s) is entitled to station allowances at the with-dependent rate.

2.6.2 Joint Domicile

Married service couples on an approved 2-year "accompanied" tour that maintain a joint household in a command sponsored area and who receive all benefits and privileges including travel entitlements associated with such status.

2.7 Reports

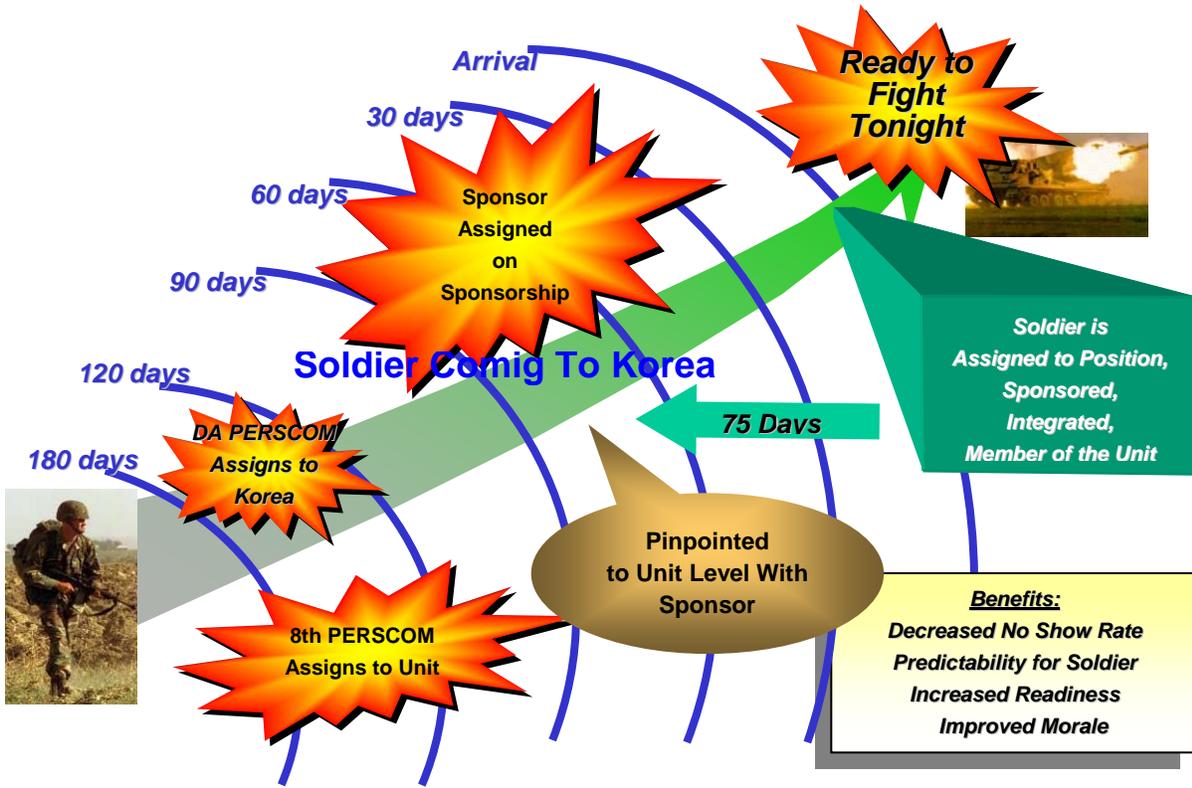
SMS users will have access to pre-defined reports through the ePortfolio interface, which will link you to the 180 report, current strength report, arrival report, no-show report.

- ePortfolio
ePortfolio is your main user interface for working with reports. The desktop runs within your web browser and gives you the ability to view, export and print reports; you can also schedule reports if you have the necessary rights.

Name	Description
180Report	The projected strength report by MSC and by MOS. The 180 reflects the authorized/assigned strengths by percentages for each MSC for six months. The report serves as a management tool for strength managers to aid in making assignment decisions.
No Show Report	Reflects the soldiers that were projected to come to Korea, not deleted by HQDA, but never arrived in theater for unknown reasons.
Current Strength Report	A daily update of the current strength of 8 th Army units. The report reflects the authorized, assigned, and DMO strengths by percentages for each MSC.
Arrival Report	The arrival report reflects the soldiers that have been officially arrived in theater and a SIDPERS transaction has been processed by 1 st Replacement Detachment. The report reflects the date of the soldier actually arrived in theater and the information is updated daily.

Table 1. Soldier Management System Reports

2.8 8th PERSCOM Assignment Blue Print



2.9 Database Resources and Frequency of Database update

The SMS pulls data from the following data resources to provide data that is real time, complete, accurate, and readily available for users. The data reflects the sources of information and how often the SMS database is updated.

Source	Description	Frequency
EDAS	Enlisted Distribution Assignment System	Bi-Weekly
TOPMIS	Total Officer Management Information System	Daily
TAPDB	Total Army Population Database	Daily
TAADS	Total Army Authorization Document System	Periodic
DEERS	Defense Enrollment Eligibility Reporting System	Daily
EMILPO	Electronic Military Personnel Office Application	Daily

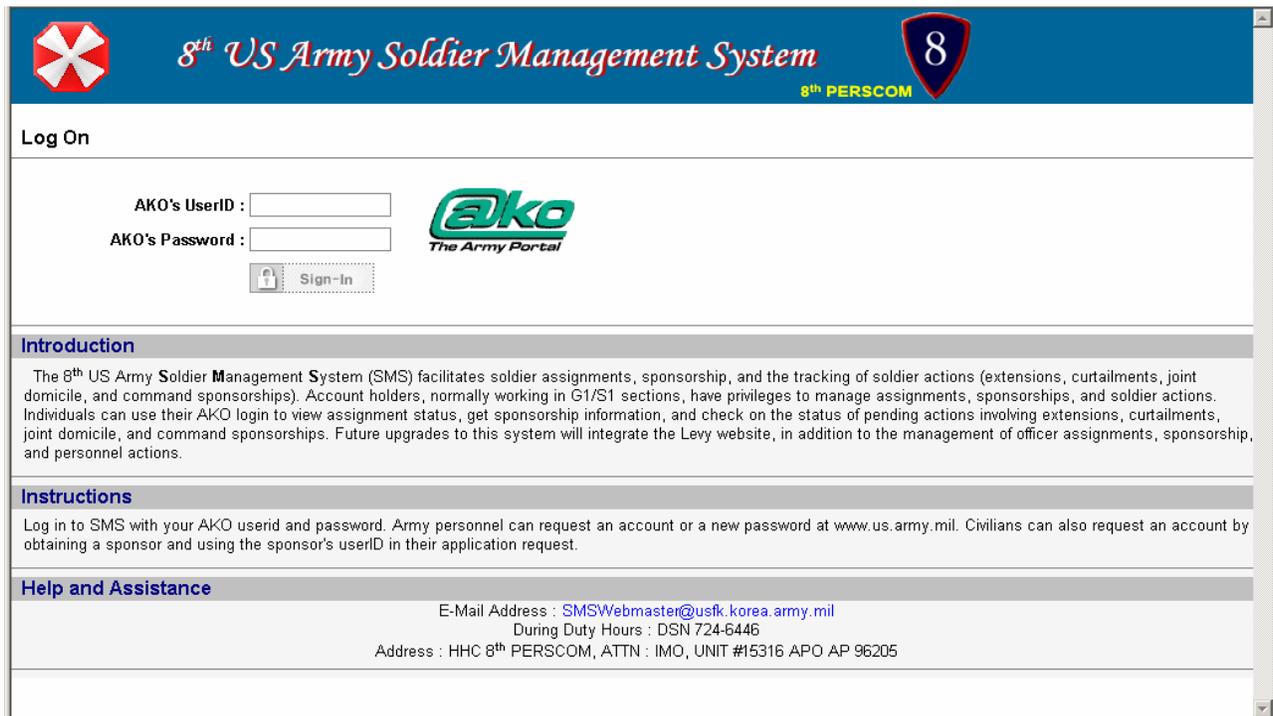
Table 2. Database Resources and Frequency of Database update

3. Detail Information about Processing

3.1 Main Page

3.1.1 Logon Page

- Go to Soldier Management System website. <https://sms.korea.army.mil/sms>
- You will see the Main Page. The Main Page provides log-in instructions and 8th PERSCOM POC information.



8th US Army Soldier Management System
8th PERSCOM

Log On

AKO's UserID :

AKO's Password :

 **AKO**
The Army Portal

 Sign-In

Introduction

The 8th US Army Soldier Management System (SMS) facilitates soldier assignments, sponsorship, and the tracking of soldier actions (extensions, curtailments, joint domicile, and command sponsorships). Account holders, normally working in G1/S1 sections, have privileges to manage assignments, sponsorships, and soldier actions. Individuals can use their AKO login to view assignment status, get sponsorship information, and check on the status of pending actions involving extensions, curtailments, joint domicile, and command sponsorships. Future upgrades to this system will integrate the Levy website, in addition to the management of officer assignments, sponsorship, and personnel actions.

Instructions

Log in to SMS with your AKO userid and password. Army personnel can request an account or a new password at www.us.army.mil. Civilians can also request an account by obtaining a sponsor and using the sponsor's userid in their application request.

Help and Assistance

E-Mail Address : SMSWebmaster@usfk.korea.army.mil
During Duty Hours : DSN 724-6446
Address : HHC 8th PERSCOM, ATTN : IMO, UNIT #15316 APO AP 96205

3.1.2 Login

- Log-on using your AKO user name and password if you are assigned to Korea or if you have a SMS account.
- If you are an individual currently assigned or on instruction to Korea, log-on using your AKO user name and password.
- If you do not have an AKO account or you have forgotten your password, you may request an account by clicking on AKO – The Army Portal icon or go to <http://www.us.army.mil>.

8th US Army Soldier Management System
8th PERSCOM

Log On

AKO's UserID :

AKO's Password :

 **AKO**
The Army Portal

Introduction

The 8th US Army Soldier Management System (SMS) facilitates soldier assignments, sponsorship, and the tracking of soldier actions (extensions, curtailments, joint domicile, and command sponsorships). Account holders, normally working in G1/S1 sections, have privileges to manage assignments, sponsorships, and soldier actions. Individuals can use their AKO login to view assignment status, get sponsorship information, and check on the status of pending actions involving extensions, curtailments, joint domicile, and command sponsorships. Future upgrades to this system will integrate the Levy website, in addition to the management of officer assignments, sponsorship, and personnel actions.

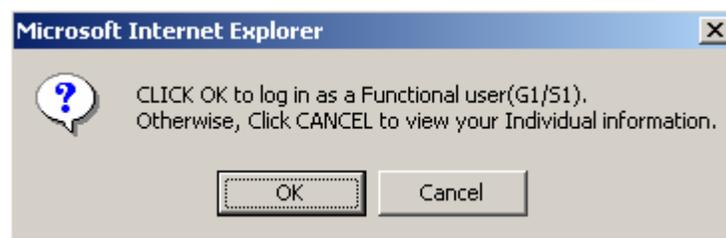
Instructions

Log in to SMS with your AKO userid and password. Army personnel can request an account or a new password at www.us.army.mil. Civilians can also request an account by obtaining a sponsor and using the sponsor's userid in their application request.

Help and Assistance

E-Mail Address : SMSWebmaster@usfk.korea.army.mil
During Duty Hours : DSN 724-6446
Address : HHC 8th PERSCOM, ATTN : IMO, UNIT #15316 APO AP 96205

- If you are S1 or G1 user, you will see this pop-up window



- If you want to log in as a Functional user(G1/S1), click button
- If you want to log in as a soldier, click button

3.1.3 Main Page

After you have been granted access to the website, you will see the “Welcome to the 8th Army Soldier Management System, 8th Personnel Command” web page.



3.2 Soldier

3.2.1 Soldier who is not in Korea

3.2.1.1 Login

To login as a soldier, login with your AKO user name and password.

3.2.1.2 Welcome Letter

- You will see this letter if you do not have an assignment and a sponsor.
 - If you want to get a contact information, click on "Assignment Information" icon on the left menu to get unit contact information.

Sponsor Welcome Letter for SSG FRAN, DIANE A.

Dear SSG DIANE

You will be assigned a sponsor within the next few days. Please check this web site again for the information about your sponsor. You may also enter your email address at the end of this letter to receive information about your sponsor electronically. A copy of your information will be sent to the Sponsorship Coordinator of your new unit to ensure that your needs are met. Until your sponsor is assigned, we can provide you with the following general information.
If you want to get some detail information, check out Assignment Information.

If you are single or will be serving an "unaccompanied" tour, you may contact the first sergeant or unit orderly room to secure a Bachelor Enlisted Quarters(BEQ) or Bachelor Officer Quarters(BOQ)room.

If you are bringing family members with you on this tour, ensure that they have all been screened through the Exceptional Family Member Program and have been cleared for travel to the community prior to your departure overseas. If you have family members who are not American citizens, you must check with the appropriate consulate to ensure that your foreign national family members have the proper documentation to enter and reside in the country to which you are being assigned during your overseas tour.

The command goal is to ensure that your PCS move to 8th US ARMY is made as smoothly as possible.

Again, welcome to the Camp Coiner Military Community

[CheckList](#)

- If you want to get S1 contact information, click on the name in the "Assigned By" column to obtain S1 email and unit address.
- You may contact the S1 to find out your pinpoint assignment information.

REMINDER : Assignment Information will not appear until 120 days prior to estimated date of arrival.

Assignment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Assignment Informations.

* Click the Assigned By column, and then you can see the S1's detail information.

	UIC	UNIT	ASSIGN DATE	ASSIGNED BY	UNIT CONTACT EMAIL
MSC	WDC1AA	0017AVHHC	12/23/2002	edward	edward@usfk.korea.army.mil
BDE	WAH4AA	0002ININF DIV MECH	01/10/2003	garcia	garcia@usfk.korea.army.mil
BN	WAH4AA	0002ININF DIV MECH	01/21/2003	garcia	garcia@usfk.korea.army.mil
CO					

- The S1 information will appear in the “Pop-up Window”.

Assignment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Assignment Informations.

* Click the Assigned By column, and then you can see the S1's detail information.

	UIC	UNIT	ASSIGN DATE	ASSIGNED BY	UNIT CONTACT EMAIL
MSC	WDC1AA	0017AVHHC	12/23/2002	edward	edward@usfk.korea.army.mil
BDE	WAH4AA	0002ININF DIV MECH	01/10/2003	garcia	garcia@usfk.korea.army.mil
BN	WAH4AA	0002ININF DIV MECH	01/21/2003	garcia	garcia@usfk.korea.army.mil
CO					

Assignment Information > S1 Information of your assigned UNIT

UIC	WAH4AA	UNIT	0002ININF DIV MECH
User ID	garcia		
NAME	GORDEN ANTHONY DEHARRE		
DSN	724-8597	FAX	724-8590
Position Title	Enlisted Assignment Manager		
UNIT Address	HHC, 8th PERSCOM. Unit 15316, Box134		
EMAIL	garcia@usfk.korea.army.mil		

CLOSE

- If you are already assigned, you will see this welcome page.
 - You can get your sponsor's information.

Sponsor Welcome Letter for SSG FRAN, DIANE A.

Dear SSG DIANE

Welcome to your new assignment at 0002ININF DIV MECH, 0002ININF DIV MECH (WAH4AA), Camp Coiner, Republic of Korea. Your sponsor is **SGT Joe Gerard Leder**, SGT Leder's contact information is
 Email Address : leder@usfk.korea.army.mil
 Address : **HHC, 8th PERSCOM. Unit 15316, Box 134**
 Duty Phone Number: **724-4565**
 Home Phone Number: **784-0935**

If you are single or will be serving an "unaccompanied" tour, you may contact the first sergeant or unit orderly room to secure a Bachelor Enlisted Quarters(BEQ) or Bachelor Officer Quarters(BOQ)room.

If you are bringing family members with you on this tour, ensure that they have all been screened through the Exceptional Family Member Program and have been cleared for travel to the community prior to your departure overseas. If you have family members who are not American citizens, you must check with the appropriate consulate to ensure that your foreign national family members have the proper documentation to enter and reside in the country to which you are being assigned during your overseas tour.

The command goal is to ensure that your PCS move to 8th US ARMY is made as smoothly as possible.

Again, welcome to the Camp Coiner Military Community

[CheckList](#)

- Click the “Check List” button to fill out your information.
 - This is for sending your information to your sponsor electronically.

Sponsor Welcome Letter for SSG FRAN, DIANE A.

Dear SSG DIANE

You will be assigned a sponsor within the next few days. Please check this web site again for the information about your sponsor. You may also enter your email address at the end of this letter to receive information about your sponsor electronically. A copy of your information will be sent to the Sponsorship Coordinator of your new unit to ensure that your needs are met. Until your sponsor is assigned, we can provide you with the following general information.
If you want to get some detail information, check out Assignment Information.

If you are single or will be serving an "unaccompanied" tour, you may contact the first sergeant or unit orderly room to secure a Bachelor Enlisted Quarters(BEQ) or Bachelor Officer Quarters(BOQ)room.

If you are bringing family members with you on this tour, ensure that they have all been screened through the Exceptional Family Member Program and have been cleared for travel to the community prior to your departure overseas. If you have family members who are not American citizens, you must check with the appropriate consulate to ensure that your foreign national family members have the proper documentation to enter and reside in the country to which you are being assigned during your overseas tour.

The command goal is to ensure that your PCS move to 8th US ARMY is made as smoothly as possible.

Again, welcome to the Camp Coiner Military Community

[CheckList](#)

- “MUST BE FILLED” field should be filled out.

NEW COMER NEEDS ASSESSMENT CHECKLIST

In order for this form to be transmitted electronically to your sponsor, you must enter your email address. You may enter a military email address, personal email address, or AKO email address. You should receive a confirmation in your email account within 24 hours that the information you submit here was received. If you do not receive a confirmation, please check this web page again to be sure your email address is correct.

Please enter your email address and any other information you wish to be forwarded to your sponsor. When you are finished, press the "Click here to email your information to your sponsor" button at the bottom of the form.

E-Mail Address (Enter only ONE address) *MUST BE FILLED*	diane@us.army.mil
Duty Phone# *MUST BE FILLED*	753-6447
Duty Address	HHC DISCOM, 2ID. UNIT# 3134 BOX
Home Phone# *MUST BE FILLED*	2622-7462
Home Address	
Leave Phone# *MUST BE FILLED*	2622-3465
Leave Address	HHC DISCOM, 2ID. UNIT# 3134 BOX
Effective Dates of Leave (mm/dd/yyyy)	
ARRIVAL Flight Information	
- Flight Number	TKPW37700015
- Airline	
- Originating Airport	SEA
- Destination Airport	OSAN
- Number in Party	2
Name of spouse	Betty Velva Hilback
Children	
- Names (Last, First, Mi)/Ages/Gender	

- After you filled out the blanks, click **Click here to email your information to your sponsor** button.

The screenshot shows the 8th Army Soldier Management System interface. On the left is a navigation menu with links for Welcome Letter, FSTE/FSTC, CMD SPON/JOINT DOM, Assignment Information, Link to IOP, and Links. The main content area contains a form with the following fields and options:

- Name of spouse: Betty Velva Hillback
- Children: - Names (Last, First, Mi)/Ages/Gender
- Are you: Married Single
- Is your spouse in military service?: Yes No
- Are you: Accompanied Unaccompanied
- Have you applied for Command Sponsorship?: Yes No
- Have you applied for Joint Domicile?: Yes No
- Do you want: Government Quarters Economy Quarters
- Interests/Hobbies: [Text input field]
- Do you require information on: college high school middle school elementary school pre-school
- Do you require local child care information?: Yes No
- Does your family have special medical needs?: Yes No Info: [Text input field]
- Do you have special education needs?: Yes No Info: [Text input field]
- Are you bringing pets?: Yes No Info: two dogs, one cat
- Projected date of arrival (yyyymmdd)*MUST BE FILLED*: 20011102
- Is there any specific information that you would like your sponsor to send you?
- Is there anything else your sponsor or commander need to know about you?

A red arrow points from the text in the first list item to a button at the bottom of the form that reads "Click here to email your information to your sponsor". The button is circled in red.

- The completed check list will be forwarded to your sponsor electronically.
- Upon receipt, the sponsor will send you helpful information regarding housing, education, medical, dental, hospital facilities, pets and other information to assist you.

3.2.1.3 FSTE/FSTC

- Click the “FSTE/FSTC” button to check the status of your request, if you have applied for a Foreign Service Tour Extension(FSTE) or a Foreign Service Tour Curtailment(FSTC).
- Status of requests for Involuntary Foreign Service Tour Extension(IFSTE) will also be reflected on this page.

8th Army Soldier Management System

2003.1.23 | THU

Welcome!
SSG FRAN, DIANE A.
to 8th US Army SMS

Sign-Off

- ◊ Welcome Letter
- ◊ **FSTE/FSTC**
- ◊ CMD SPON/JOINT DOM
- ◊ Assignment Information
- ◊ Link to IOP
- ◊ Links

FSTE/Curtailment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about FSTE/FSTC.

PMOS	54B	MSC	0002ININF DIV MECH
UIC	WHMRC0	UNIT	0038FAC COMPANY

Action Type	FSTE (19M/28D)	Curr DEROS	10/30/2003	Req DEROS	10/30/2004	ETS	10/24/2005		
OTEIP	Y	OTEIP Option	1	COT	N	OTEIP Cat	2	IFSTE	N
SM sign DT	12/19/2002	8PC RCVD DT	12/21/2002	AI	Y	Installations Assigned	WHP6AA		
Status	A8	Last Status DT	01/19/2003	Forward DA	01/12/2003	Complete DT	02/16/2003		

Losing UNIT	4(WHMRC0)			Gaining UNIT	WHP6AA(WHP6AA)				
Report DT	01/20/2003	MDC	F	Total Cost	3030				

Remarks

NOTE

- Action Type
- FSTE: Foreign Service Tour Extension
- INVOL FSTE: Involuntary Foreign Service Tour Extension
- FSTC: Foreign Service Tour Curtailment
- PCURT: Pregnancy Curtailment
- SCURT: School Curtailment
- CURT: Regular Curtailment
- OTEIP: Overseas Tour Extension Incentive Program
- OTEIP_Options

■ Description of each column

- Action Type: The type of action that has been requested by the soldier for FSTE or FSTC. Unit request for IFSTE will also be reflected on this page.
 - Action Type Codes
 - FSTE – Foreign Service Tour Extension
 - INVOL FSTE - Involuntary Foreign Service Tour Extension
 - CURT – Regular Curtailment
 - PCURT – Pregnancy Curtailment
 - SCURT – School Curtailment
 - WITHDRAWAL – Soldier or unit cancel FSTE/IFSTE/FSTE Request
- Current DEROS: Date Estimated to Return from Overseas is the date the soldier is eligible to return from overseas upon completion of the prescribed maximum overseas tour from the country in which serving.

- Requested DEROS: After the extension or curtailment has been approved, the original DEROS will be adjusted to reflect the new DEROS.
- OTEIP: The Overseas Tour Extension Incentive Program offers benefits to soldiers that desire to extend their current tour in Korea for at least a year.
 - Accompanied soldiers serving as command sponsored or joint domicile must extend for two years.
 - Unaccompanied soldiers must extend for a minimum of one year, regardless of their tour length to qualify for benefit options.
- OTEIP Options: Enlisted soldiers serving a one-year tour and decide to extend for a year may choose any of the four options:
 - Option 1: Free round-trip airline ticket to their HOR
 - Option 2: 30 days non-chargeable leave
 - Option 3: Free round trip airline ticket to the nearest aerial port of debarkation
 - Option 4: \$2000 lump sum
- OTEIP Category:
 - Category 1: Unaccompanied soldier that has extended for 12 months
 - Category 2: Accompanies soldier that has extended for two years
- COT: Consecutive Overseas Tour
- IFSTE: Involuntary Foreign Service Tour Extension
 - Code: Y= YES N= NO
- SM SIGNED DATE: Date the soldier signed the EA Form 641 to request for FSTE or FSTC.
- 8PC RCVD DT(8TH PERSCOM RECEIVED DATE from UNIT): The date 8th PERSCOM (TARO), FSTE section received the extension/curtailment request from the Major Subordinate Command (MSC).
- AI(ASSIGNMENT INSTRUCTIONS): Indicates whether or not soldier is on assignment instructions at the time the extension/curtailment request was received at 8th PERSCOM.
 - Code: Y= YES N= NO
- INSTALLATIONS ASSIGNED: Indicates the UIC of the gaining command as reflected in the Enlisted Distribution Assignment System (EDAS).

- STATUS: Indicates the status of the extension/curtailment request.
 - STATUS CODES:
 - A8 = Approved by 8th PERSCOM
 - ADA = Approved by DA
 - D8 = Disapproved by DA
 - DDA = Disapproved by DA
 - P8 = Pending at 8th PERSCOM
 - PDA = Pending at DA
 - RWA = Returned without action

- Last Status DT: Indicates the date and Status of the Extension/Curtailment

- Forward DA: Date the request was forwarded to DA for approval or disapproval

- Complete DT(ACTION COMPLETION DATE): Date the extension/curtailment request was approved, disapproved, or returned without action by 8th PERSCOM.

- ITT: Inter-theater Transfer is a PCS reassignment within the theater.

- Losing UNIT: Indicates the UIC of the losing command as reflected in the Enlisted Distribution Assignment System (EDAS).

- Gaining UNIT

- REPORT DATE: The date the soldier is scheduled to report to new unit of assignment.

- MDC: The Movement Designator Code is the code that establishes the type of movement and the cost of the move from one installation to another at the government expense.
 - Full Cost Move is more than \$500
 - Low Cost Move is less than \$500
 - No Cost Move is no cost to the government

 - MDC CODES:
 - FULL COST = F
 - LOW COST = L
 - NO COST = N

3.2.1.4 Command Sponsorship/Joint Domicile Information

If you have applied for command Sponsorship and Joint Domicile, click on the “CMD SPON/JOINT DOM” icon on the left menu.

Command Sponsorship/Joint Domicile Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Command Sponsorship and Joint Domiciles.

MSC Code	WAH4AA	MSC	0002ININF DIV MECH	Travel Status	SECCT151442ZJAN03	DEROS	10/16/2003
Received	12/31/2002	Status	COMPLETE				

How to read the travel status

S **CCT** **12** **1442Z** **JUN02**

	Status Day	Status Time	Status Month & Year
S=SEOUL			
T=TAEGU			
P=PUSAN			
H=HUMPHRIES			
O=OSAN			
DISP=DISAPPROVED			
JD=JOINT DOMICILE			
INCOTY=IN-COUNTRY TRAVEL			
CCT=CONCURRENT TRAVEL			
ECCT=ECONOMY CONCURRENT TRAVEL			

■ Description of each column

- Travel Status: Indicates what type of travel is authorized for soldiers that are serving command sponsorship and joint domicile tours. The location code, followed by the travel status code reflects the location and the type of travel that has been authorized.
 - Travel Status Code:
 - INCOTY: Travel is authorized to a designated area within the theater
 - CCT: Family members are authorized to travel with the sponsor at the government expense and on post housing is available.
 - ECCT: Family members are authorized to travel with the sponsor at the government expense and off post housing is available.
 - Location Code:
 - SEOUL: S
 - TAEGU: T
 - PUSAN: P
 - CAMP HUMPHRIES: H
 - OSAN: O

3.2.1.5 Assignment Information

: Click the "Assignment Information", to view your unit of assignment information.

Assignment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Assignment Informations.

* Click the Assigned By column, and then you can see the S1's detail information.

	UIC	UNIT	ASSIGN DATE	ASSIGNED BY	UNIT CONTACT EMAIL
MSC	WDC1AA	0017AVHHC	12/23/2002	edward	edward@usfk.korea.army.mil
BDE	WAH4AA	0002ININF DIV MECH	01/10/2003	garcia	garcia@usfk.korea.army.mil
BN	WAH4AA	0002ININF DIV MECH	01/21/2003	garcia	garcia@usfk.korea.army.mil
CO	WAH4AA	0002ININF DIV MECH	01/30/2003	garcia	garcia@usfk.korea.army.mil

- To view S1 information, click the "ASSIGNED BY" icon, the S1 contact information will appear in the pop up window.

Assignment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Assignment Informations.

* Click the Assigned By column, and then you can see the S1's detail information.

	UIC	UNIT	ASSIGN DATE	ASSIGNED BY	UNIT CONTACT EMAIL
MSC	WDC1AA	0017AVHHC	12/23/2002	edward	edward@usfk.korea.army.mil
BDE	WAH4AA	0002ININF DIV MECH	01/10/2003	garcia	garcia@usfk.korea.army.mil
BN	WAH4AA	0002ININF DIV MECH	01/21/2003	garcia	garcia@usfk.korea.army.mil
CO	WAH4AA	0002ININF DIV MECH	01/30/2003	garcia	garcia@usfk.korea.army.mil

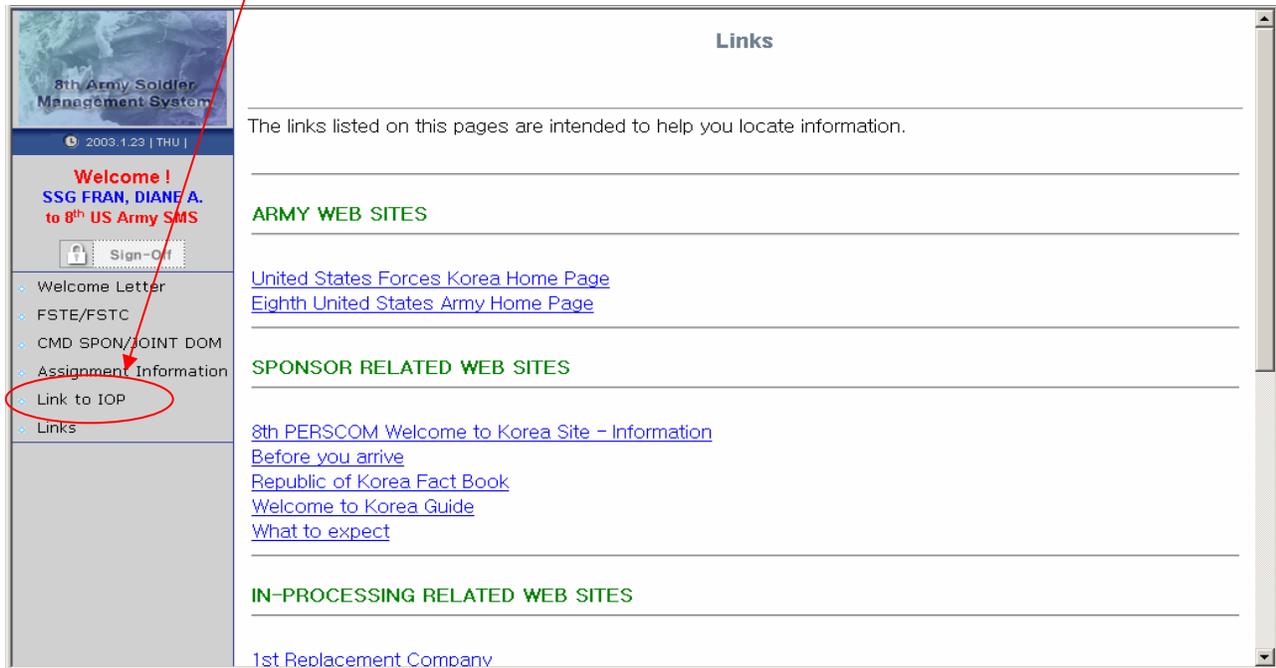
Assignment Information > S1 Information of your assigned UNIT

UIC	WAH4AA	UNIT	0002ININF DIV MECH
User ID	garcia		
NAME	GORDEN ANTHONY DEHARRE		
DSN	724-8597	FAX	724-8590
Position Title	Enlisted Assignment Manager		
UNIT Address	HHC, 8th PERSCOM. Unit 15316, Box134		
EMAIL	garcia@usfk.korea.army.mil		

[CLOSE](#)

3.2.1.6 Link to IOP

- The “Link to IOP” enables soldiers to in-process and out-process the theater more efficiently by filling out the required forms for agencies such as Personnel, Finance, ACS, and Transportation prior to their arrival to Korea.
- The In-Out processing module of SMS is implemented for Area II at this time.



3.2.1.7 Links

Click the "Links" icon to obtain additional information about Korea.

8th Army Soldier Management System
2003.1.23 | THU |

Welcome!
SSG FRAN, DIANE A.
to 8th US Army SMS

Sign-On

- Welcome Letter
- FSTE/FSTC
- CMD SPON/JOINT DOM
- Assignment Information
- Link IOP
- Links**

Links

The links listed on this pages are intended to help you locate information.

ARMY WEB SITES

- [United States Forces Korea Home Page](#)
- [Eighth United States Army Home Page](#)

SPONSOR RELATED WEB SITES

- [8th PERSCOM Welcome to Korea Site - Information Before you arrive](#)
- [Republic of Korea Fact Book](#)
- [Welcome to Korea Guide](#)
- [What to expect](#)

IN-PROCESSING RELATED WEB SITES

- [1st Replacement Company](#)

3.2.2 Soldier who is in Korea

3.2.2.1 Login

To login as a soldier, login with your AKO user name and password.

3.2.2.2 FSTE/FSTC

- FSTE/FSTC will be the main page of the Soldier who is in Korea.
- Click the “FSTE/FSTC” button to check the status of your request, if you have applied for a Foreign Service Tour Extension(FSTE) or a Foreign Service Tour Curtailment(FSTC).
- Status of requests for Involuntary Foreign Service Tour Extension(IFSTE) will also be reflected on this page.

FSTE/Curtailment Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about FSTE/FSTC.

PMOS	54B	MSC	0002ININF DIV MECH
UIC	WHMRC0	UNIT	0038FAC COMPANY

Action Type	FSTE (19M/28D)	Curr DEROS	10/30/2003	Req DEROS	10/30/2004	ETS	10/24/2005
OTEIP	Y	OTEIP Option	1	COT	N	OTEIP Cat	2
SM sign DT	12/19/2002	8PC RCVD DT	12/21/2002	AI	Y	Installations Assigned	1
Status	A8	Last Status DT	01/19/2003	Forward DA	01/12/2003	Complete DT	02/16/2003

Losing UNIT	4(WHMRC0)	Gaining UNIT	WHP6AA(WHP6AA)
Report DT	01/20/2003	MDC	F
Total Cost	3030.23		

Remarks

NOTE

- FSTE: Foreign Service Tour Extension
- IFSTE: Involuntary Foreign Service Tour Extension
- FSTC: Foreign Service Tour Curtailment
- PCURT: Pregnancy Curtailment
- SCURT: School Curtailment
- CURT: Regular Curtailment
- OTEIP: Overseas Tour Extension Incentive Program
- OTEIP: Options

- Description of each column
See 3.2.1.3 FSTE/FSTC Description of each column

3.2.2.3 Command Sponsorship/Joint Domicile Information

If you have applied for command Sponsorship and Joint Domicile, click on the “CMD SPON/JOINT DOM” icon on the left menu.

8th Army Soldier Management System

2003.2.20 | THU |

Welcome!
SGT OUERG, MARY L.
to 8th US Army SMS

Sign-Out

- FSTE/FSTC
- CMD Spon/Joint Dom**
- Link to IOP
- Sponsorship
 - Training
 - Information

Command Sponsorship/Joint Domicile Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Command Sponsorship and Joint Domiciles.

MSC Code	WAH4AA	MSC	0002ININF DIV MECH	Travel Status	SCCT301442Z OCT03	DEROS	10/30/2003
Received	12/31/2002	Status	COMPLETE				

How to read the travel status

S CCT 12 1442Z JUN02

S	CCT	12	1442Z	JUN02
		Status Day	Status Time	Status Month & Year
S=SEOUL	DISP=DISAPPROVED			
T=TAEGU	JD=JOINT DOMICILE			
P=PUSAN	INCOTY=IN-COUNTRY TRAVEL			
H=HUMPHRIES	CCT=CONCURRENT TRAVEL			
O=OSAN	ECCT=ECONOMY CONCURRENT TRAVEL			

- Description of each column
See 3.2.1.4 Command Sponsorship/Joint Domicile Information Description of each column.

3.2.2.4 Link to IOP

- The “Link to IOP” enables soldiers to in-process and out-process the theater more efficiently by filling out the required forms for agencies such as Personnel, Finance, ACS, and Transportation prior to their arrival to Korea.
- The In-Out processing module of SMS is implemented for Area II at this time.

8th Army Soldier Management System

2003.2.20 | THU |

Welcome!
SGT OUEG, MARY L.
to 8th US Army SMS

Sign-Off

- FSTE/FSTC
- CMD Spon/Joint Dom
- **Link to IOP**
- Sponsorship
 - Training
 - Information

Command Sponsorship/Joint Domicile Information

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Command Sponsorship and Joint Domiciles.

MSC Code	WAH4AA	MSC	0002ININF DIV MECH	Travel Status	SCCT301442ZOCT03	DEROS	10/30/2003
Received	12/31/2002	Status	COMPLETE				

How to read the travel status

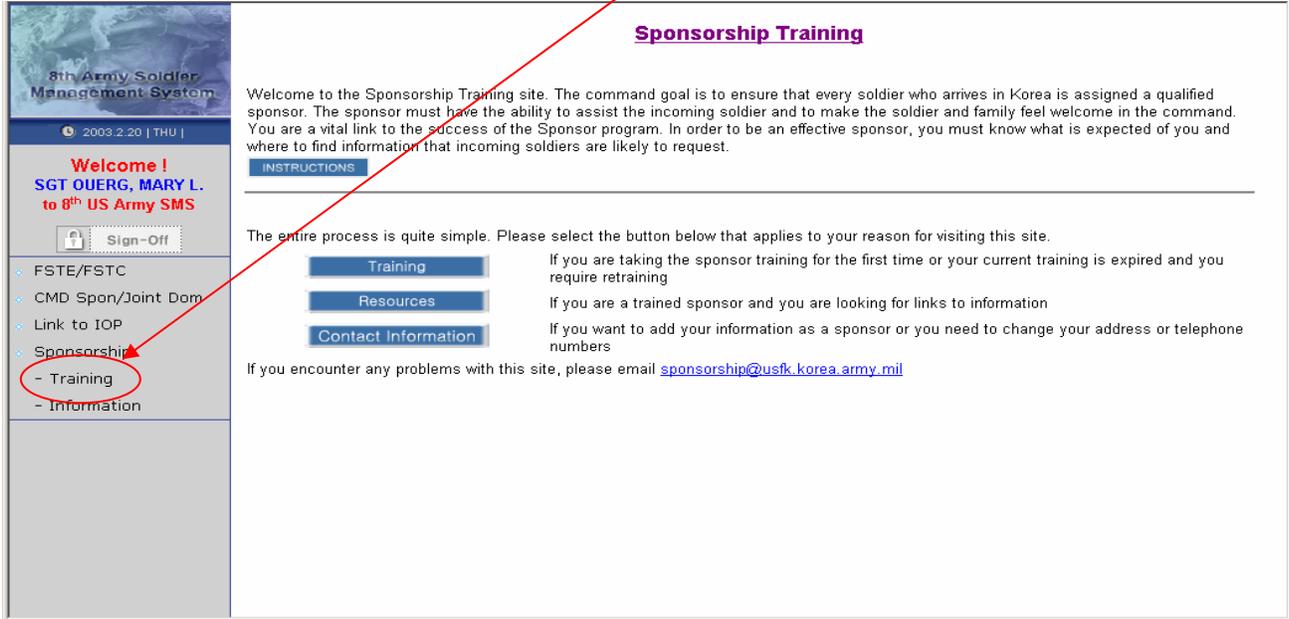
S CCT 12 1442Z JUN02

	S	CCT	12	1442Z	JUN02
S=SEOUL			Status Day	Status Time	Status Month & Year
T=TAEGU					
P=PUSAN					
H=HUMPHRIES					
O=OSAN					

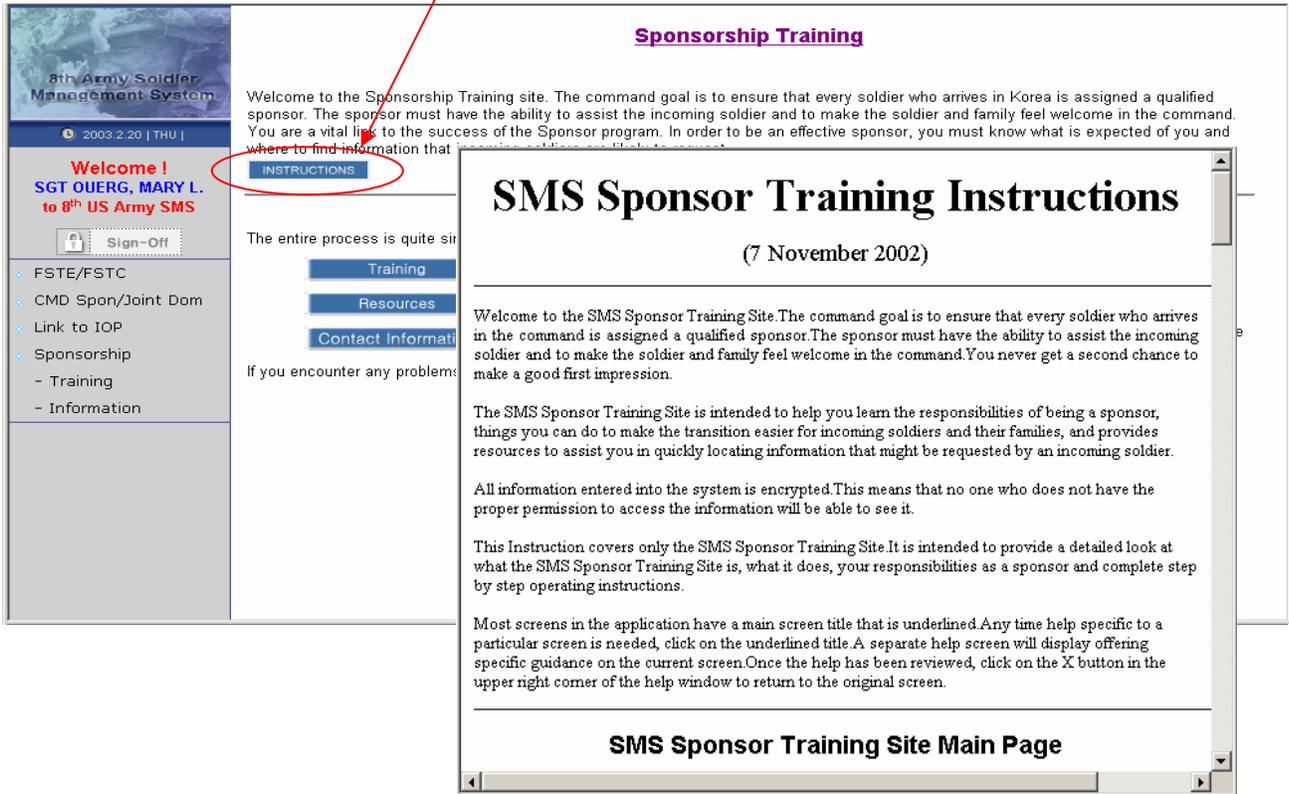
DISP=DISAPPROVED
 JD=JOINT DOMICILE
 INCOTY=IN-COUNTRY TRAVEL
 CCT=CONCURRENT TRAVEL
 ECCT=ECONOMY CONCURRENT TRAVEL

3.2.2.5 Sponsorship Training

To receive sponsor training, click the “Sponsorship Training” icon to train to be a sponsor and obtain access to resource and additional information to assist inbound soldiers.



- Instructions: Click **INSTRUCTIONS** button, and then you will see SMS Sponsor Training Instructions(see the Pop-up window).



- **Training:** Click the **Training** Button (See the 3.2.2.5 Sponsorship Training Page) to obtain access to the training site.
 - Click the **Continue** Button to get the visual training
 - Click the **Text Version** Button to get the text version training
 - Click the **EXIT** Button if you want to go back to 3.2.2.5 Sponsorship Training Page



- ① How to use visual training
 - **Continue** Button: The sponsorship training will begin.
 - **Previous Slide** Button: To get to the next page
 - **EXIT** Button: To go back to the 3.2.2.5 Sponsorship Training page



② Text Version: You can get the training in text version

WELCOME!

You are going to train to be a sponsor
 A good sponsor will:

- Make newcomers feel welcome
- Help newcomers make informed decisions
- Help newcomers get settled and adapt to the Korean environment quicker
- Represent the gaining unit in a positive manner

SPONSORSHIP REFERENCES

AR 600-8-8, The Total Army Sponsorship Program

TOTAL ARMY SPONSORSHIP PROGRAM

MISSION: To assist soldiers, civilians, and families in successfully relocating into and out of their commands
RESPONSIBILITY: Commander
IAW AR 600-8-8
A SPONSOR: Provides accurate, timely information and support needed to help relieve the problems of relocating

COMMANDER RESPONSIBILITIES

Establish and train sponsors BEFORE assigning them sponsorship duties

③ After you have completed training, you will see the “**Enter Contact Information**” page where you should fill out every field. This information will be sent to soldiers that you may sponsor.

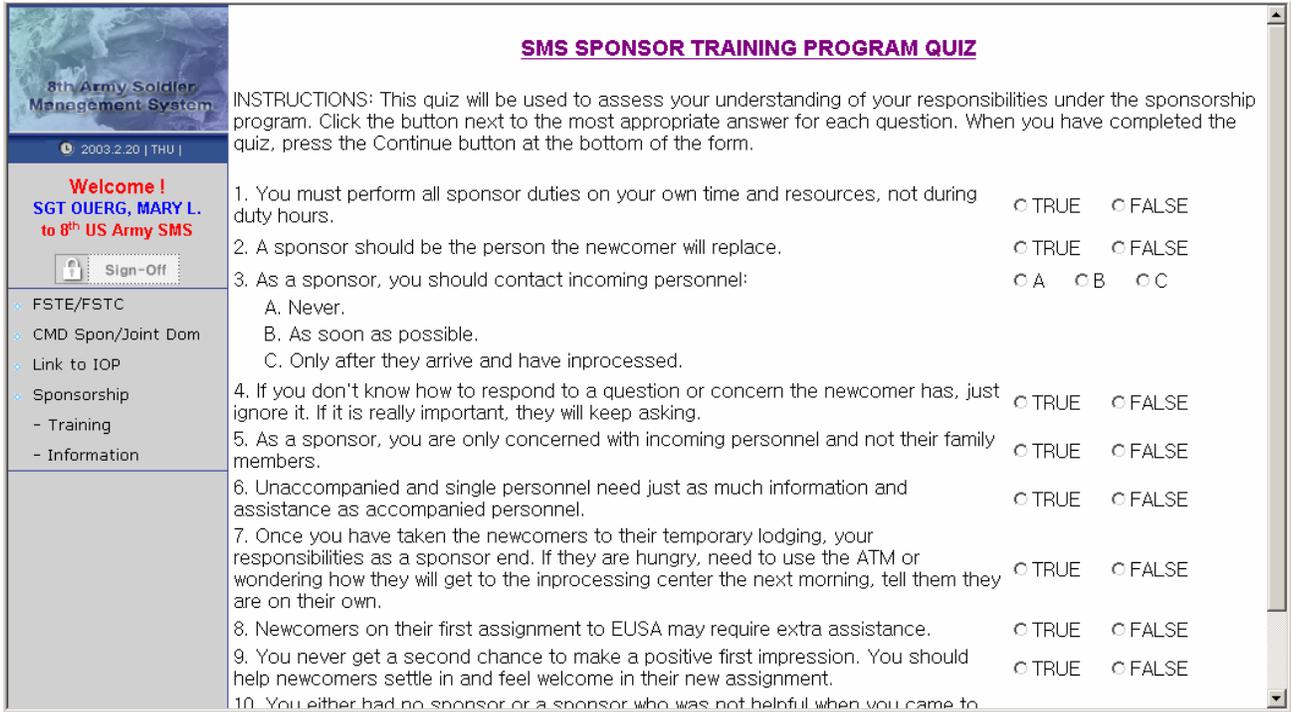
Enter Contact Information

DSN Work Phone Number: 315- 724-8945
 Commercial Work Phone Number: 011-82- 7914-8945
 Home Phone Number(Optional): 011-82- 784-9854
 Your EMail Address: mary.ouerg@usfk.korea.army.mil
 Address (Enter only ONE address):
 HHC, 8th PERSCOM
 Unit 15316, Box134

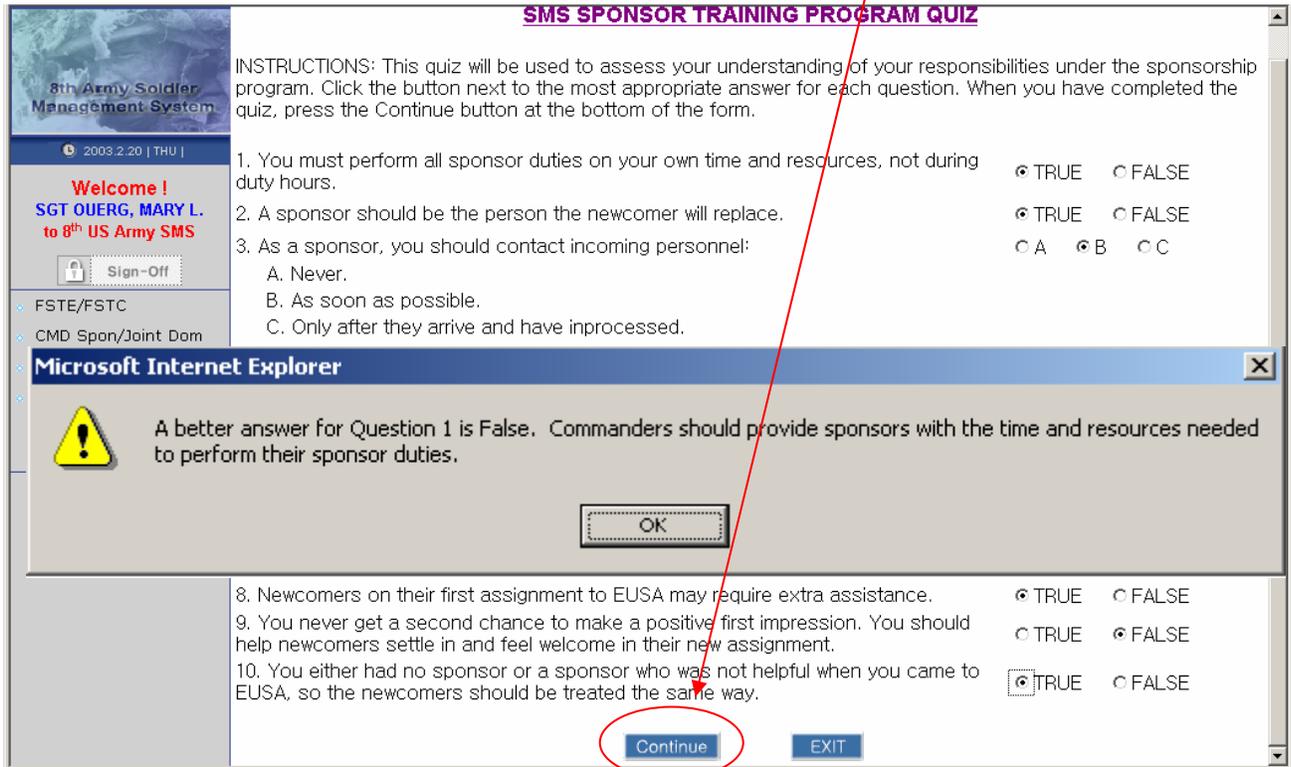
CITY/APO: APO STATE: AP ZIP CODE: 96257

IMPORTANT NOTE
 The information entered here will **ONLY** be used in the SMS program. All information provided will be sent to soldiers that you may sponsor. It will **NOT** update your information in ANY Army personnel systems.

- ④ At the end of training, you will take the “SMS Sponsor Training Program Quiz” to assess your understanding and knowledge of the sponsorship program.



- ⑤ When you have completed the quiz, press the **Continue** button at the bottom of the page. The pop-up window will give you the right answer to the incorrect responses.



- ⑥ This is the last page of Sponsorship Training



- **Resources:** This page is intended to help you locate information to assist you in sponsoring an incoming soldier.

Resources

The resources listed on this page are intended to help you locate information to assist you in sponsoring an incoming soldier. To access any resource, click anywhere on the underlined text.

ARMY WEB SITES

- [ARMY Home Page](#)
- [United States Forces Korea Home Page](#)
- [Eighth United States Army Home Page](#)
- [Eighth United States Army Intranet Page](#)
- [Army Knowledge Online](#) (Register for an official email account.)
- [SITES Data Base](#)

SPONSOR RELATED WEB SITES

- [8th PERSCOM Welcome to Korea Site - Information](#)
- [Army Regulation 600-8-8, The Total Army Sponsorship Program Before you arrive](#)
- [Republic of Korea Fact Book](#)
- [Sponsor Checklist](#)
- [Welcome to Korea Guide](#)

- **Contact Information:** You may change your information directly in this page

Change Contact Information

DSN Work Phone Number: 315- 724-8945

Commercial Work Phone Number: 011-82- 7914-8945

Home Phone Number(Optional): 011-82- 784-9854

Your Email Address: mary.ouerg@usfk.korea.army.mil

Address (Enter only ONE address):
 HHC, 8th PERSCOM
 Unit 15316, Box134

CITY/APO: APO STATE: AP ZIP CODE: 96257

IMPORTANT NOTE
 The information entered here will **ONLY** be used in the SMS program. All information provided will be sent to soldiers that you may sponsor. It will **NOT** update your information in ANY Army personnel systems.

3.2.2.6 Sponsorship Information

Click "Sponsorship Information" icon in the left menu, to check out who is your sponsor and his(her) contact information.

The screenshot displays the 8th Army Soldier Management System interface. The left sidebar contains a navigation menu with the following items: FSTE/FSTC, CMD Spon/Joint Dom, Link to IOP, Sponsorship, - Training, and - Information. The '- Information' item is circled in red. A red arrow points from the text above to this item. The main content area is titled "Sponsorship Information" and contains the following text:

Email the [WebMaster](#) for technical problems. Contact your S1 for questions about Sponsorship Informations.

You were assigned on 01/16/2003 to sponsor SGT Lucy, Tresh Julia.
You can contact this soldier at contact information:
Email Address: lucy@usfk.korea.army.mil
Duty Address : 32Chestnut Drive Killeen, JX 76542
Home Address :
Duty Phone Number: (254)699-5872
Home Phone Number:

3.3 Soldier Assignment

The soldier assignment module is used to assign soldiers to slots that are available IAW the current strengths and the 180 report. This module is also used by TARO, MSC/G1/BN and separate company level strength managers.

- Click “Soldier Management” Menu, and then you will see the Soldier Assignment Sub-Menus
 - Unassigned
 - Pre-assigned
 - Manual Assigned
 - Assigned
 - Soldier’s Information
 - Arrival Information
 - Notification
- ✓ Echelon levels will only be able to see the information pertaining to their unit



■ User level Information

● 8th PERSCOM User Level

: 8th PERSCOM User Level can assign MSC, BRIGADE, BATTALION and COMPANY level.

● MSC User Level

: MSC User Level can assign BRIGADE, BATTALION and COMPANY level.

● BRIGADE User Level

: BRIGADE User Level can assign BATTALION and COMPANY level.

● BATTALION User Level

: BATTALION User Level can assign COMPANY level.

Assignment Level / User Level	8 th PERSCOM	BRIGADE	BATTALION	COMPANY
8 th PERSCOM	Yes	Yes	Yes	Yes
MSC		Yes	Yes	Yes
BRIGADE			Yes	Yes
BATTALION				Yes

Table 3. Relationship between User Level and Assignment Level

3.3.1 Functionality Common to All User Levels

3.3.1.1 Unassigned

Soldiers that are projected to arrive to Korea will appear in the Unassigned pool based on the EDAS CAP CYCLE. These soldiers are waiting for an assignment. The unassigned pool will be updated once a week.

3.3.1.1.1 Unassigned List

Click the “Unassigned” Button to see the list of unassigned soldiers. The number of soldiers that are waiting for an assignment is reflected in parenthesis ().

Unassigned Soldier(s)
Total : 20 record(s)

Search filters: CAREER, CMF, MOS, SL, SQI, ASI, LA, SSN, Search, Nominate

TSRB	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	SEX	P	CS	JD	SPOUSE SSN	GAIN STATUS	EDAS DATE
N	14R2000YY	156806056	SGT	Madeline Alice Eriam	2003/8/20	209						X	2003/1/23
N	95B5000YY	203606014	MSG	Betty Velva Hilback	2003/8/20	209						X	2003/1/23
N	31U1000YY	219434117	SPC	Andy Kenneth Houth	2003/10/20	270	M					X	2003/1/23
N	12Z5000YY	273791536	MSG	Joel Keith Ratis	2003/9/20	240	M					X	2003/1/23
N	19K2000YY	278503049	SGT	Renee Anne Aleston	2003/9/20	240	M					X	2003/1/23
N	12B1000YY	291738467	PV2	Karen Natalie Wely	2020/3/1	200						X	2003/1/23
N	35E2000YY	341056084	SGT	William Jefferson Pett	2003/8/20	209	F				849921638	X	2003/1/23
N	13B2000YY	374815923	SGT	Julia Michelle Haudt	2003/9/20	240	M					X	2003/1/23
N	67U2000YY	389771457	SPC	Emily Francone Mant	2003/9/20	240	M					X	2003/1/23
N	13R1000YY	462742988	PV2	Robert John Ell	2003/8/20	209						X	2003/1/23

Selected Rows : 20 | <First> <Previous> <Next> <Last> | 1/2 | 1/23/2003 3:26:05 PM

CS/JD: A : Approved, D : Disapproved, P : Pending | Gain Status: G : New Gain, X : Existing Gain, F : Deferred

■ How to use Search Options

① CAREER | ② CMF | ③ MOS | ④ SL | ⑤ SQI | ⑥ ASI | ⑦ LA | ⑧ SSN | Search | Nominate

- ① CAREER: You can choose CAREER(Combat Arms(CA), Combat Support(CS), Command Sergeant Major or Sergeant Major(CSM) and Combat Service Support(CSS)) by drop down
- ② CMF: When you choose CAREER(Career Management Field(CMF)), you can see the sub-CAREER options

CS | 25 | 31 | 33 | SL | SQI | ASI | LA | SSN | Search | Nominate

- ③ MOS: When you choose CMF, you will see the sub-CMF options

CS | 33 | 33W | SL | SQI | ASI | LA | SSN | Search | Nominate

- ④ SL: Search with SKILL LEVEL
- ⑤ SQI: Search with SQI
- ⑥ ASI: Search with ASI
- ⑦ LANG: Search with LANG
- ⑧ SSN: Search with SSN number

CAREER [v] CMF [v] MOS [v] SL [] SQI [] ASI [] LA [] SSN [] Search [] Nominate []

■ Description of each column

8th Army Soldier Management System

2003.1.23 | THU |

Welcome!
EDWARDS, JOSEPH R.
(TARO-Assignment Section, 0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (20)
 - Pre-Assigned (2149)
 - Manual Assignment (4870)
 - Assigned (1014)
 - Soldier's Information
 - Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
 - Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Unassigned Soldier(s)
Total : 20 record(s)

CAREER [v] CMF [v] MOS [v] SL [] SQI [] ASI [] LA [] SSN [] Search [] Nominate []

TSRB	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	SEX	P	CS	JD	SPOUSE SSN	GAIN STATUS	EDAS DATE
N	14R2000YY	156806056	SGT	Madeline Alice Erieram	2003/8/20	209						X	2003/1/23
N	95B5000YY	203606014	MSG	Betty Velva Hilback	2003/8/20	209						X	2003/1/23
N	31U1000YY	219434117	SPC	Andy Kenneth Houth	2003/10/20	270	M					X	2003/1/23
N	12Z5000YY	273791536	MSG	Joel Keith Ratis	2003/9/20	240	M					X	2003/1/23
N	19K2000YY	278503049	SGT	Renee Anne Aleston	2003/9/20	240	M					X	2003/1/23
N	12B1000YY	291738467	PV2	Karen Natalie Wely	2020/3/1	200						X	2003/1/23
N	35E2000YY	341056084	SGT	William Jefferson Pett	2003/8/20	209	F				849921638	X	2003/1/23
N	13B2000YY	374815923	SGT	Julia Michelle Haudt	2003/9/20	240	M					X	2003/1/23
N	67U2000YY	389771457	SPC	Emily Francine Mant	2003/9/20	240	M					X	2003/1/23
N	13R1000YY	462742988	PV2	Robert John Ell	2003/8/20	209						X	2003/1/23

Selected Rows : 20 <First> <Previous> <Next> <Last> | 1/2 1/23/2003 3:26:05 PM

CS/JD	A : Approved	Gain Status	G : New Gain
	D : Disapproved		X : Existing Gain
	P : Pending		F : Deferred

- **TSRB:** Target Selective Reenlistment Bonus- The TSRB is a reenlistment option. Soldiers that have reenlisted for the option will serve an 18-month tour in Korea. The code Y=Yes or N= NO will indicate if the soldier will be serving under the TSRB option.
- **MOS:** Self explanatory
- **SSN:** Self explanatory
- **RANK:** Self explanatory
- **NAME:** Self explanatory
- **ARRIVAL Date:** Date the soldier arrive to Korea
- **UNTIL EDA:** Estimated Date of Arrival – The date the soldier is expected to arrive to Korea
- **SEX:** Self explanatory
- **P:** If this soldier is on the promotion standing list, the code Y=Yes
- **CS:** Command Sponsorship: Reflects the status of the soldier's Command Sponsorship Application.
 - A: Approved

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- D: Disapproved
- P: Pending
- JD: Joint Domicile: Reflects the status of the soldier's Joint Domicile Application.
 - A: Approved
 - D: Disapproved
 - P: Pending
- SPOUSE SSN: If the soldier is enrolled in the Army Married Couples Program, the spouse SSN will appear in this field
- GAIN STATUS: Indicates status of the SMS record.
 - G: New Gain: Indicates the first time the soldier appeared in the unassigned pool. The "G" record status code will change after the soldier's record has been in SMS for one week. After one week of being in SMS, the record status code will change to an "X" until the soldier has been arrived by in SIDPERS by 1RC
 - X: Existing Gain: Existing gains will appear until they have been arrived in SIDPERS. If the soldier was not originally projected to arrive to Korea, the record status code will be input by TARO
 - F: Deferred: Soldier's assignment date to Korea has been changed
- EDAS DATE: Date the soldier's assignment was generated by HQDA as reflected on the EDAS CAP cycle

3.3.1.1.2 Nomination

Click the “Nominate” button to nominate soldiers

The screenshot shows the 'Unassigned Soldier(s)' section with a table of 20 records. The 'Nominate' button is circled in red. Below the table, the 'Nomination Processor' section displays several status messages, with 'Please wait.....' and 'Completed.' messages circled in red.

TSRB	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	SEXP	CS	JD	SPOUSE SSN	GAIN STATUS	EDAS DATE
N	14R2000YY	156806056	SGT	Madeline Alice Erieram	2003/8/20	209					X	2003/1/23
N	95B5000YY	203606014	MSG	Betty Velva Hilback	2003/8/20	209					X	2003/1/23
N	31U1000YY	219434117	SPC	Andy Kenneth Houth	2003/10/20	270	M				X	2003/1/23
N	12Z5000YY	273791536	MSG	Joel Keith Ratis	2003/9/20	240	M				X	2003/1/23
N	19K2000YY	278503049	SGT	Renee Anne Aleston	2003/9/20	240	M				X	2003/1/23
N	12B1000YY	291738467	PV2	Karen Natalie Wely	2020/3/1	200					X	2003/1/23
N	35E2000YY	341056084	SGT	William Jefferson Pett	2003/8/20	209	F			849921638	X	2003/1/23
N	Julia Michelle

Nomination Processor
 Nominating soldiers assigned to stovepipe units.
 Please wait.....
 Completed.
 Nominating soldiers that have a specially managed MOS or Rank
 Please wait.....
 Completed.
 Nominating soldiers that came down late on CAP Cycle (< 75 days from EDA).
 Please wait.....
 Completed.
 Nominating soldiers that were not pinpoint assigned to company level before 75 days from EDA.
 Please wait.....
 Completed.
 Nominating all other soldiers with less than 180 days to estimated date of arrival.
 Please wait.....
 Completed.

■ **Nomination**

The term “nomination” is used in the assignment process. It is the automated process of making a pinpoint assignment for a soldier NLT 180 days from their EDA .

- **NOMINATION PROCESSOR:** The nomination processor electronically assigns soldiers to the MSC according to the established business rules and the duty positions based on the projected vacancies as reflected on the MTOE by skill level, MOS, SQI, ASI and projected arrival date.
 - PLEASE WAIT while the nomination processor is operating.
 - COMPLETED means that the nomination process is done successfully. The system will automatically move the soldiers to the PRE-ASSIGNED pool.

3.3.1.2 Pre-Assigned

Assigned soldiers in the PRE-ASSIGNED pool are waiting for a pinpoint assignment. The number of soldiers that are waiting for an assignment is reflected in parenthesis ().

3.3.1.2.1 Pre-Assigned List

“Pre-Assigned” reflects the number of soldiers that are waiting for a pinpoint assignment.

Pre-assigned Soldier(s)
Total : 2149 record(s)

Search filters: CAREER, CMF, MOS, SL, SQT, ASI, LA, UIC, SSN

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
<input type="checkbox"/>	<input type="checkbox"/>	14T2000YY	156806056	SGT	Madeline Alice Eriera	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			
<input type="checkbox"/>	<input type="checkbox"/>	11B1000YY	203606014	MSG	Betty Velva Hilback	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			
<input type="checkbox"/>	<input type="checkbox"/>	13M3000YY	219434117	SPC	Andy Kenneth Houth	2003/6/20	148	WAH4AA	CMT	YES	2003/1/21				
<input type="checkbox"/>	<input type="checkbox"/>	11B1000YY	273791536	MSG	Joel Keith Ratis	2003/4/30	97	WAH4AA	CMT	YES	2003/1/21	M			
<input type="checkbox"/>	<input type="checkbox"/>	77F1000YY	278503049	SGT	Renee Anne Aleston	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	F			
<input type="checkbox"/>	<input type="checkbox"/>	13M2000YY	291738467	PV2	Karen Natalie Wely	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			
<input type="checkbox"/>	<input type="checkbox"/>	63B10H8YY	341056084	SGT	William Jefferson Pett	2003/4/20	87	WAH4AA	CMT	YES	2003/1/21				
<input type="checkbox"/>	<input type="checkbox"/>	13B3000YY	374815923	SGT	Julia Michelle Haudt	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			
<input type="checkbox"/>	<input type="checkbox"/>	11B3000YY	389771457	SPC	Emily Francine Mant	2003/4/20	87	WAH4AA	CMT	YES	2003/1/21				
<input type="checkbox"/>	<input type="checkbox"/>	95B5M00YY	462742988	PV2	Robert John Ell	2003/4/20	87	WAH4AA	CMT	YES	2003/1/21				

Selected Rows : 2149 | <First> <Previous> <Next> <Last> | 1/215 | 1/23/2003 4:40:30 PM

■ How to use Search Options

- ✓ Others look at Description of How to use Search Options of 3.3.1.1.1 Unassigned List

① UIC: You can choose UIC by drop down

■ Description of each column

The screenshot shows the 'Pre-assigned Soldier(s)' section of the 8th Army Soldier Management System. It features a search bar at the top with filters for CAREER, CMF, MOS, SL, SQT, ASI, LA, UIC, and SSN. Below the search bar is a table with 14 columns: TSRB, Special Mgmt, MOS, SSN, RANK, NAME, ARR DATE, UNTIL EDA, ASSIGN UIC, CMT, CONFIRM, ASSIGN DATE, SEX, CS, JD, and SPOUSE SSN. The table contains 10 rows of data for various soldiers, including Madeline Alice Eriam, Betty Velve Hilback, Andy Kenneth Houth, Joel Keith Ratis, Renee Anne Aleston, Karen Natalie Wely, William Jefferson Pett, Julia Michelle Haudt, Emily Francine Mant, and Robert John Ell. At the bottom of the table, it indicates 'Selected Rows : 2149' and navigation controls like '<First> <Previous> <Next> <Last> | 1/215'. The date and time '1/23/2003 4:40:30 PM' are also displayed.

- **TSRB:** Target Selective Reenlistment Bonus- The TSRB is a reenlistment option. Soldiers that have reenlisted for the option will serve an 18-month tour in Korea. The code Y=Yes or N= NO will indicate if the soldier will be serving under the TSRB option.
- **SPECIAL MGMT:** Indicates the soldiers that have MOSs that are specially managed, such as IG or EO slots.
- **MOS:** Self explanatory
- **SSN:** Self explanatory
- **RANK:** Self explanatory
- **NAME:** Self explanatory
- **ARRIVAL Date:** Date the soldier arrive to Korea
- **UNTIL EDA:** Estimated Date of Arrival – The date the soldier is expected to arrive to Korea. The number of days until the soldier arrives is highlighted in “pink” to help assignment managers keep track of the 180,120,75 day business rules.
- **ASSIGN UIC:** Indicates the UIC that the soldier has been assigned by the nomination processor.
- **CMT:** Assignment managers can make comments in the pop-up window to annotate special instructions or comments pertaining to the soldier
 - **INPUT COMMENTS:** Click the comment button to annotate special instructions or comments pertaining to the soldier.
 - Make annotations in the comment pop-up window.
- **CONFIRM:** Assignment managers will confirm each assignment by hitting the “YES” button. The pop-up window will ask you if you want confirm the

assignment and you will hit yes or no. Later, if the assignment must be changed, assignment managers can change it manually if necessary.

- ASSIGNED DATE: Indicated the date the soldier was assigned to a unit.
- SEX: Self explanatory
- P(Promotable): If this soldier is on the promotion standing list, the code Y=Yes
- CS: Command Sponsorship: Reflects the status of the soldier's Command Sponsorship Application.
 - A: Approved
 - D: Disapproved
 - P: Pending
- JD: Joint Domicile: Reflects the status of the soldier's Joint Domicile Application.
 - A: Approved
 - D: Disapproved
 - P: Pending
- SPOUSE SSN: If the soldier is enrolled in the Army Married Couples Program, the spouse SSN will appear in this field

3.3.1.2.2 How to Assign

Now you can make pinpoint assignments according to the following steps

- STEP 1:** Click the "MOS". You will see the 180 report by MOS and skill level (use your mouse to expand the bottom of the screen to see the report). The report will reflect two skill levels, i.e. for SGT, skill level 1 and skill level 3 will appear to show that the soldier is authorized to work in either slot. The authorized and the assigned projections will be reflected for four months out. Use the 180 report to make all pinpoint assignment decisions.

Pre-assigned Soldier(s)
Total : 2149 record(s)

Search filters: CAREER, CMF, MOS, SL, SQT, ASI, LA, UIC, SSN

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
		14T2000Y	156806056	SGT	Madeline Alice Eriaram	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

MOS 14T
UIC: WAH4AA(00021NINF DIV MECH) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 2 | N/A |

UIC: WH30AA(0006ARACCB) <TOP> <Drill Down>

SL	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)
3	24	22	91.67	24	21	87.5	24	19	79.17	24	21	87.5
2	33	29	87.88	33	29	87.88	33	28	84.85	33	27	81.82
1	136	136	100	136	138	101.47	136	137	100.74	136	126	92.65

UIC: WNDEAA(0008HQHHC) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 1 | N/A |

UIC: WDC1AA(0017AVHHC) <TOP> <Drill Down>

UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>

UIC: WGHDA(MP HHC BDE) <TOP> <Drill Down>

UIC: WH35AA(0018MDMED CMD) <TOP> <Drill Down>

- STEP 2:** Choose the UIC that you want to assign and then the soldier's assignment UIC will be changed. Notice that the ASSIGNED UIC column will change on the PRE-ASSIGNED screen.

Pre-assigned Soldier(s)
Total : 2149 record(s)

Search filters: CAREER, CMF, MOS, SL, SQT, ASI, LA, UIC, SSN

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
		14T2000Y	156806056	SGT	Madeline Alice Eriaram	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

MOS 14T
UIC: WAH4AA(00021NINF DIV MECH) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 2 | N/A |

UIC: WH30AA(0006ARACCB) <TOP> <Drill Down>

SL	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)
3	24	22	91.67	24	21	87.5	24	19	79.17	24	21	87.5
2	33	29	87.88	33	29	87.88	33	28	84.85	33	27	81.82
1	136	136	100	136	138	101.47	136	137	100.74	136	126	92.65

UIC: WNDEAA(0008HQHHC) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 1 | N/A |

UIC: WDC1AA(0017AVHHC) <TOP> <Drill Down>

UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>

UIC: WGHDA(MP HHC BDE) <TOP> <Drill Down>

UIC: WH35AA(0018MDMED CMD) <TOP> <Drill Down>

- STEP 3:** To view the 180 report for additional assignment options and slots below the MSC level, click the “DRILL DOWN” link to view the BDE, BN level 180 report. At that point, you have the option to assign directly to the BDE, BN level if necessary. Particularly if the unit fails to assign the soldier NLT 75 days IAW the established business rules.

Pre-assigned Soldier(s)
Total : 2149 record(s)

CAREER | CMF | MOS | SL | SQI | ASI | LA | UIC | SSN | Search

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
	<input type="checkbox"/>	14T2000YY	156806056	SGT	Madeline Alice Eriam	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

MOS: 14T SKILL: 2

UIC: WAH4AA(00021NINF DIV MECH) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 2 | N/A |

UIC: WH3QAA(0006ARACCB) <TOP> <Drill Down>

SL	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)
3	24	22	91.67	24	21	87.5	24	19	79.17	24	21	87.5
2	33	29	87.88	33	29	87.88	33	28	84.85	33	27	81.82
1	136	136	100	136	138	101.47	136	137	100.74	136	126	92.65

UIC: WNDEAA(0008HQHHC) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 1 | N/A |

UIC: WDC1AA(0017AVHHC) <TOP> <Drill Down>

UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>

UIC: WGHDA(MP HHC BDE) <TOP> <Drill Down>

UIC: WH35AA(0018MDMED CMD) <TOP> <Drill Down>

- STEP 4:** Click the “confirm” button to confirm the selected assignment.

Pre-assigned Soldier(s)
Total : 2149 record(s)

CAREER | CMF | MOS | SL | SQI | ASI | LA | UIC | SSN | Search

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
	<input type="checkbox"/>	14T2000YY	156806056	SGT	Madeline Alice Eriam	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

MOS: 14T SKILL: 2

UIC: WAH4AA(00021NINF DIV MECH) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 2 | N/A |

UIC: WH3QAA(0006ARACCB) <TOP> <Drill Down>

SL	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)
3	24	22	91.67	24	21	87.5	24	19	79.17	24	21	87.5
2	33	29	87.88	33	29	87.88	33	28	84.85	33	27	81.82
1	136	136	100	136	138	101.47	136	137	100.74	136	126	92.65

UIC: WNDEAA(0008HQHHC) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 1 | N/A |

UIC: WDC1AA(0017AVHHC) <TOP> <Drill Down>

UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>

UIC: WGHDA(MP HHC BDE) <TOP> <Drill Down>

UIC: WH35AA(0018MDMED CMD) <TOP> <Drill Down>

- The pop-up window will appear to confirm the assignment. Click “OK” to confirm or “CANCEL”.

The screenshot displays the 8th Army Soldier Management System interface. A confirmation dialog box is overlaid on the main data table. The dialog box contains the following information:

- SSN : 156806056
- REQ_CD : 6K2003020388
- Assigned UIC : WAH4AA
- Name : Madeline Alice Erieram
- Do you confirm?
- Buttons: OK, Cancel

The background interface shows a table of pre-assigned soldiers with columns: TSRB, Special MGMT, MOS, SSN, RANK, NAME, ARR DATE, UNTIL EDA, ASSIGN UIC, CMT, CONFIRM, ASSIGN DATE, SEX, PCS, JD, SPOUSE SSN. The first row is highlighted, showing MOS 14T, SSN 156806056, RANK SGT, NAME Madeline Alice Erieram, ARR DATE 2003/5/20, UNTIL EDA 117, ASSIGN UIC WAH4AA, CMT CMT, CONFIRM YES, and ASSIGN DATE 2003/1/21.

- The pop-up window will reflect the soldier’s SSN, Requisition Code(REQ_CD), Assigned UIC and Name.

3.3.1.2.3 Soldier Detail Information

To view the soldier's EDAS record, click the "SSN" and the soldier's EDAS records will appear in the pop-up window. The EDAS record will reflect additional information to assist assignment managers in making pinpoint assignment decisions. The data fields are self-explanatory.

The screenshot shows the 'Pre-assigned Soldier(s)' list with a total of 2149 records. A red circle highlights the SSN '156806056' for Madeline Alice Eriam. A red arrow points from this SSN to the 'Soldier's Detail Information' pop-up window.

Soldier's Detail Information

SSN: 156806056 | NAME: Madeline Alice Eriam | RANK: SGT
 SEX: | MOS: 96H200DY | Until EDA: 87 Days | ARR DATE: 04/20/2003
 * EDA : Estimate Date of Arrival

GAINING INFORMATION

Assign Information
 PROMOTABLE: EPDCNO 6K200301B687 JD Rcvd APP
 CLEARANCE: ITT CSPON Rcvd APP

* JD,CSPON : A(Approved), D(Disapproved), P(Pending) | Rcvd(RECEIVED DATE), APP(APPROVED DATE)

TSRB: N GAIN STATUS: X
 * TSRB(Target Selective Reenlistment Bonus)
 * GAIN STATUS : G(New Gain), X(Existing), D(Delete), F(Deferred), S(Existing Sidpers3), H(HandJam)

UIC	UNIT	ASSIGN DATE	CONFIRM USER
MSC: WAH4AA	0002ININF DIV MECH	01/21/2003	
BDE			
BN			
CO			

	MOS	SKILL	SQI	ASI	Lang	CAREER	CMF
Requisition	96H	2	O	00	YY	CS	96
Primary	92G	2	O	00		CSS	92

LOSING UIC: W1E87J | USAICFH CO E (STU) 305
 GAINING UIC:

COMMENTS:

3.3.1.2.4 Input Comment

Click "CMT" Button to input comments.

The screenshot shows the 'Pre-assigned Soldier(s)' list with a total of 2149 records. A red circle highlights the 'CMT' button in the table row for Madeline Alice Eriam. A red arrow points from this button to the 'CMT' field in the detailed view below.

Pre-assigned Soldier(s) Total : 2149 record(s)

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
		14T2000YY	156806056	SGT	Madeline Alice Eriam	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

Soldier's Detail Information

MOS: 14T | SKILL: 2
 UIC: WAH4AA(0002ININF DIV MECH) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 2 | N/A |

UIC: WH30AA(0006ARACCB) <TOP> <Drill Down>

SL	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)	AUTH	ASGN	(%)
3	24	22	91.67	24	21	87.5	24	19	79.17	24	21	87.5
2	33	29	87.88	33	29	87.88	33	28	84.85	33	27	81.82
1	136	136	100	136	138	101.47	136	137	100.74	136	126	92.65

UIC: WNDEAA(0008HQHHC) <TOP> <Drill Down>

| SL | AUTH | ASGN | (%) |
|----|------|------|-----|------|------|-----|------|------|-----|------|------|-----|
| 3 | 0 | 0 | N/A |
| 2 | 0 | 0 | N/A |
| 1 | 0 | 1 | N/A |

UIC: WDC1AA(0017AVHHC) <TOP> <Drill Down>
 UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>
 UIC: WGHDA(MP HHC BDE) <TOP> <Drill Down>
 UIC: WH35AA(0018MDMFD CMD) <TOP> <Drill Down>

- You can input comments if necessary. All comments will include the assignment managers rank and name. Click **SAVE** or **CLOSE**

The screenshot displays the 8th Army Soldier Management System interface. On the left is a navigation menu with options like 'Soldier Assignment', 'Reports', and 'User Management'. The main area shows a 'Pre-assigned Soldier(s)' table with columns for SSN, RANK, NAME, and ASSIGN DATE. A 'Comment screen' is open over the table, containing a 'New Comment' text area and 'SAVE' and 'CLOSE' buttons. The comment screen also displays fields for SSN, RANK, NAME, MOS, ASSIGN DATE, and ASSIGNED BY. At the bottom, there are links for UIC: WENGAA(0175FICOMMAND) <TOP> <Drill Down>, UIC: WGHDA(A MP HHC BDE) <TOP> <Drill Down>, and UIC: WH3SAA(0018NDMFD CMD) <TOP> <Drill Down>.

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN DATE	SEXP	CS	JD	SPOUSE SSN
	<input type="checkbox"/>	14T2000YY	156806056	SGT	Madeline Alice Erieram	2003/5/20	117	WAH4AA	CMT	YES	2003/1/21	M			

SSN	RANK	NAME
156806056	SGT	Madeline Alice Erieram

MOS	ASSIGN DATE	ASSIGNED BY
96H2000YY	2003/1/21	edward

UIC: [WENGAA\(0175FICOMMAND\) <TOP> <Drill Down>](#)
 UIC: [WGHDA\(A MP HHC BDE\) <TOP> <Drill Down>](#)
 UIC: [WH3SAA\(0018NDMFD CMD\) <TOP> <Drill Down>](#)

3.3.1.3 Manual Assignment

- The manual assignment pool will be used to assign soldiers that meet certain criteria such as:
 - SPECIAL MOS: Indicates the soldiers that have MOSs that are specially managed, such as IG or EO slots. For example, Senior NCOs (1SG, SGM, CSM), EO duty, 91W and ASI is Y2, etc. Assignment manager will manually assign the soldier using the 180 report and established business rules
 - When the soldier has not been assigned to the company level within 75 days until EDA, TARO will assign the soldier
 - When the soldier appears on the EDAS CAP cycle less than 75 days until EDA.
 - When the soldier arrives to Korea and TARO did not know about the soldier in advance. The unit will also be notified telephonically to alert them that an unprojected soldier will be assigned to their unit. TARO will also assign a sponsor for the unprojected soldiers.

3.3.1.3.1 Manual Assignment List

The business logic and function of Manual Assignment List is the same as 3.3.1.2.1 Pre-Assigned List



8th Army Soldier Management System

2003.3.10 | MON |

Welcome!
EDWARDS, KIMBERLY R.
(TARO - Assignment Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (0)
 - Pre-Assigned (55)
 - Manual Assignment (424)
 - Assigned (5173)
- Soldier's Information
- Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
- Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Manual Assign. Soldier(s) Total : 424 record(s)

CAREER CMF MOS SL SQI ASI LA NC UIC SSN Search

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	NMC	ASSIGN DATE	SEX	PCSJD	SPOUSE SSN
<input type="checkbox"/>	<input type="checkbox"/>	91W2F00YY	040825579	SPC	SHEWBURIDGE WILLIAM BRYAN	2003/5/20	71	WH3SAA	CMT	YES	3	2003/2/5	M		
<input type="checkbox"/>	<input type="checkbox"/>	42A1O00YY	041965616	SPC	NANA NESTOR	2003/3/31	21		CMT	YES	1	2003/2/5	M		
<input type="checkbox"/>	<input type="checkbox"/>	92G3O00YY	045789846	SSG	BAJJO OVAL VALENTINO	2003/3/20	10		CMT	YES	1	2003/2/5			
<input type="checkbox"/>	<input type="checkbox"/>	92A1O00YY	056688481	PV2	OJEDA HECTOR JR	2003/2/20	-18		CMT	YES	1	2003/2/5	M		
<input type="checkbox"/>	<input type="checkbox"/>	19K1O00YY	060768311	SPC	BOCA JAMALI KEVIN	2003/3/31	21		CMT	YES	1	2003/2/5			
<input type="checkbox"/>	<input type="checkbox"/>	92G1O00YY	064666616	PFC	LAWRENCE CHRISTAN IRENE	2003/1/20	-49		CMT	YES	1	2003/2/5			249530492
<input type="checkbox"/>	<input type="checkbox"/>	42L1O00YY	067868099	PV1	PIERRELOUIS CASEY	2003/3/31	21		CMT	YES	1	2003/2/20	M		
<input type="checkbox"/>	<input type="checkbox"/>	31B1O00YY	069669740	PFC	SCHULTZ MICHAEL PATRICK JR	2003/3/3	-7		CMT	YES	1	2003/2/5			
<input type="checkbox"/>	<input type="checkbox"/>	31B1O00YY	072701656	PFC	PICKETT JODIE LYNN	2003/3/3	-7		CMT	YES	1	2003/2/5	F		
<input type="checkbox"/>	<input type="checkbox"/>	25U1O00YY	074643266	SPC	LAVERE NATHAN JOSEPH	2003/2/20	-18		CMT	YES	1	2003/2/5	M		

Selected Rows : 424 <First> <Previous> <Next> <Last> | 1/43 3/10/2003 9:12:46 AM

CS/JD	A : Approved D : Disapproved P : Pending	Gain Status	G : New Gain X : Existing Gain F : Deferred H : Unexpected arrival
NC (Nomination Code)	1: Came down late on CAP Cycle. 2: Was not pinpoint assigned to company level before 75 days. 3: Specially managed MOS. 4: System could not make an automated assignment based on business rules. 6: Unexpected arrival (not in EDAS CAP Cycle).		

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■ How to use Search Options

- ✓ Others look at Description of How to use Search Options of 3.3.1.2.1 Pre-Assigned List

①

CAREER [v] CMF [v] MOS [v] SL [v] SQI [v] ASI [v] LA [v] NC [v] UIC [v] SSN [] Search

① NC: You can choose Nomination Code by drop down

- 1: Came down late on CAP Cycle.
- 2: Were not Pinpoint Assigned to company level before 75days.
- 3: Specially managed MOS.
- 4: System could not make an automated assignment based on business rules.
- 6: Unexpected arrival(not in EDAS CAP Cycle)

■ Description of each column

8th Army Soldier Management System

2003.3.10 | MON |

Welcome!
EDWARDS, KIMBERLY R.
(TARO - Assignment Section,
000SAGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (0)
 - Pre-Assigned (55)
 - Manual Assignment (424)
 - Assigned (5173)
- Soldier's Information
- Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
- Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Manual Assign. Soldier(s) CAREER [v] CMF [v] MOS [v] SL [v] SQI [v] ASI [v] LA [v] NC [v] UIC [v] SSN [] Search

Total : 424 record(s)

TSRB	Special NIGMT	MOS	SSN	RANK	NAME	ARR DATE	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	MNC	ASSIGN DATE	SEX	PCS	JD	SPOUSE SSN
<input type="checkbox"/>	<input type="checkbox"/>	91W2F00YY	040825579	SPC	SHEWBRIDGE WILLIAM BRYAN	2003/5/20	71	WH3SAA	CMT	YES	3	2003/2/5	M			
<input type="checkbox"/>	<input type="checkbox"/>	42A1000YY	041965616	SPC	NANA NESTOR	2003/3/31	21		CMT	YES	1	2003/2/5	M			
<input type="checkbox"/>	<input type="checkbox"/>	92G3000YY	045789846	SSG	BAJJO OVAL VALENTINO	2003/3/20	10		CMT	YES	1	2003/2/5				
<input type="checkbox"/>	<input type="checkbox"/>	92A1000YY	056688481	PV2	OJEDA HECTOR JR	2003/2/20	-18		CMT	YES	1	2003/2/5	M			
<input type="checkbox"/>	<input type="checkbox"/>	19K1000YY	060768311	SPC	BOCA JAMALI KEVIN	2003/3/31	21		CMT	YES	1	2003/2/5				
<input type="checkbox"/>	<input type="checkbox"/>	92G1000YY	064666616	PFC	LAWRENCE CHRISTAN IRENE	2003/1/20	-49		CMT	YES	1	2003/2/5				249530492
<input type="checkbox"/>	<input type="checkbox"/>	42L1000YY	067868099	PV1	PIERRELOUIS CASEY	2003/3/31	21		CMT	YES	1	2003/2/20	M			
<input type="checkbox"/>	<input type="checkbox"/>	31B1000YY	069669740	PFC	SCHULTZ MICHAEL PATRICK JR	2003/3/3	-7		CMT	YES	1	2003/2/5				
<input type="checkbox"/>	<input type="checkbox"/>	31B1000YY	072701656	PFC	PICKETT JODIE LYNN	2003/3/3	-7		CMT	YES	1	2003/2/5	F			
<input type="checkbox"/>	<input type="checkbox"/>	25U1000YY	074643266	SPC	LAVERE NATHAN JOSEPH	2003/2/20	-18		CMT	YES	1	2003/2/5	M			

Selected Rows : 424 <First> <Previous> <Next> <Last> | 1/43 3/10/2003 9:12:46 AM

CS/JD	A : Approved D : Disapproved P : Pending	Gain Status	G : New Gain X : Existing Gain F : Deferred H : Unexpected arrival
NC (Nomination Code)	1: Came down late on CAP Cycle. 2: Was not pinpoint assigned to company level before 75 days. 3: Specially managed MOS. 4: System could not make an automated assignment based on business rules. 6: Unexpected arrival (not in EDAS CAP Cycle).		

- ✓ Others look at Description of each column of 3.3.1.2.1 Pre-Assigned List

- NC: Nomination Code
 - 1: Came down late on CAP Cycle.

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- 2: Were not Pinpoint Assigned to company level before 75days.
- 3: Specially managed MOS.
- 4: System could not make an automated assignment based on business rules.
- 6: Unexpected arrival(not in EDAS CAP Cycle)

3.3.1.3.2 How to Assign

The business logic and function of How to Assign is the same as 3.3.1.2.2 How to Assign

3.3.1.3.3 Soldier Detail Information

The business logic and function of Soldier Detail Information is the same as 3.3.1.2.4 Soldier Detail Information

3.3.1.3.4 Input Comment

The business logic and function of Input Comment is the same as 3.3.1.2.5 Input Comment

3.3.1.4 Assigned

After assignments have been confirmed, the soldier's record will move to the "Assigned Pool". Soldiers that have been pinpointed to the company level will remain in the assigned pool until they are arrived in SMS and /or in SIDPERS. Units must assign the soldier to the company level NLT 75day until EDA or the soldiers record will move to the manual assigned pool. At that time, it is 8th PERSCOM's responsibility to assign the soldier to a company and assign a sponsor. MSC's will risk losing the soldier if assignments are not made IAW the established business rules.

3.3.1.4.1 Assigned List

Click the "Assigned" Button to view the list of assigned soldiers. The number of soldiers that are waiting for an assignment is reflected in parenthesis ().

Assigned Soldier(s)
Total : 1014 record(s)

CAREER [v] CMF [v] MOS [v] SL [v] SQI [v] ASI [v] LA [v] SSN [v] NC [v]
ARR DATE : YYYY/MM/DD ~ YYYY/MM/DD UIC [v] Search

TSRB	Special Mgmt	MOS	SSN	RANK	NAME	ARR DATE	ARR	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN LEVEL	ASSIGN DATE	SEX	CS	JD	SPOUSE SSN	S
		63W1000YY	156806056	SGT	Madeline Alice Erieram	2003/2/20	N	27	WAH4AA	CMT	YES	BN	2003/1/15	M				
		97B2000YY	203606014	MSG	Betty Velva Hilback	2003/4/20	N	86	WH6AAA	CMT	YES	8 PERS	2003/1/9	M				
		31F107EYY	219434117	SPC	Andy Kenneth Houth	2002/12/30	N	-25	WDMAAA	CMT	YES	8 PERS	2003/1/9	M				
		46R2000YY	273791536	MSG	Joel Keith Ratis	2003/5/20	N	116	W4JT13	CMT	YES	8 PERS	2003/1/9	F				
		96B1000YY	278503049	SGT	Renee Anne Aleston	2003/5/20	N	116	WDMAAA	CMT	YES	8 PERS	2003/1/9	M				
		97B2000YY	291738467	PV2	Karen Natalie Wely	2003/1/20	N	-4	WH6AAA	CMT	YES	8 PERS	2003/1/9	F			825985959	
		97B2000YY	341056084	SGT	William Jefferson Pett	2003/4/20	N	86	WH6AAA	CMT	YES	8 PERS	2003/1/9					
		74B1000YY	374815923	SGT	Julia Michelle Haudt	2003/4/13	N	79	WDMAAA	CMT	YES	8 PERS	2003/1/9					
		54B2000YY	389771457	SPC	Emily Francine Mant	2003/3/20	N	55	WDMAAA	CMT	YES	8 PERS	2003/1/9	F				
		31C1000YY	462742988	PV2	Robert John Eli	2003/2/20	N	27	WH6AAA	CMT	YES	8 PERS	2003/1/9					

Selected Rows : 1014 <First> <Previous> <Next> <Last> | 1/103 1/24/2003 8:51:12 AM

■ How to use Search Options

- ✓ Others look at Description of How to use Search Options of 3.3.1.3.1 Manual Assignment List

CAREER ▾	CMF ▾	MOS ▾	SL	SQI	ASI	LA	SSN	NC ▾
ARR DATE : YYYY/MM/DD ~ YYYY/MM/DD		UIC ▾		Search				

① ARR DATE(Arrival Date): Search with arrival date

■ Description of each column

TSRB	Special MGMT	MOS	SSN	RANK	NAME	ARR DATE	ARR	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN LEVEL	ASSIGN DATE	SEX	CSD	SPOUSE SSN	ASSIGN STATUS	NC	ASSIGNED BY	SPONSOR SSN	SPONSOR
<input type="checkbox"/>	<input type="checkbox"/>	63W1000YY	156806056	SGT	Madeline Alice Eneram	2003/2/20	N	27	WAH4AA	CMT	YES	BN	2003/1/15	M			S	0	Administrator	004762925	Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	203606014	MSG	Betty Velva Hilback	2003/4/20	N	86	WHEAAA	CMT	YES	8 PERS	2003/1/9	M			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	31F107EYY	219434117	SPC	Andy Kenneth Houth	2002/12/30	N	-25	WDMAAA	CMT	YES	8 PERS	2003/1/9	M			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	46B2000YY	273791536	MSG	Joel Keith Ratis	2003/5/20	N	116	W4JT13	CMT	YES	8 PERS	2003/1/9	F			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	96B1000YY	278503049	SGT	Renee Anne Aleston	2003/5/20	N	116	WDMAAA	CMT	YES	8 PERS	2003/1/9	M			O	7	EDWARDS		Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	291730467	PV2	Karen Natalie Wely	2003/1/20	N	-4	WHEAAA	CMT	YES	8 PERS	2003/1/9	F		825985999	S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	341056084	SGT	William Jefferson Pett	2003/4/20	N	86	WHEAAA	CMT	YES	8 PERS	2003/1/9				S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	74B1000YY	374815923	SGT	Julia Michelle Haudt	2003/4/13	N	79	WDMAAA	CMT	YES	8 PERS	2003/1/9				S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	54B2000YY	389771457	SPC	Emily Francine Mant	2003/3/20	N	55	WDMAAA	CMT	YES	8 PERS	2003/1/9	F			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	31C1000YY	462742988	PV2	Robert John Ell	2003/2/20	N	27	WHEAAA	CMT	YES	8 PERS	2003/1/9				S	0	Administrator		Assign

- ✓ Others look at Description of each column of 3.3.1.2.1 Pre-Assigned List

- Assign Status: Reflects the status of the assignment
 - S: System Assigned
 - M: Manually Assigned
 - O: User override of system assignment
- NC: Nomination Code
 - 0: System nominated
 - 1: Came down late CAP Cycle.
 - 2: Were not Pinpoint Assigned to company level before 75days.
 - 3: Specially managed MOS.
 - 4: System could not make an automated assignment based on business rules.
 - 5: Stovepipe units
 - 6: Unexpected arrival(not in EDAS CAP Cycle)
 - 7: Diverted soldiers
- Assigned By: Reflects the name of the clerk that made the assignment in SMS

- Sponsor SSN: Soldier's that have been selected to be sponsors, their SSN will be reflected in this area
- Sponsor: A sponsor is an individual that has been selected by the unit to represent the first impression of a new assignment for an incoming soldier. Only those individuals who can represent the gaining unit in a positive manner will be selected as sponsors. An effective sponsor will welcome new soldiers and their families. Their activities, when performed with care, knowledge, and sincerity will benefit the soldier and the unit. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command.

3.3.1.4.2 How to Assign

The business logic and function of How to Assign is the same as 3.3.1.2.2 How to Assign

3.3.1.4.3 Soldier Detail Information

The business logic and function of Soldier Detail Information is the same as 3.3.1.2.4 Soldier Detail Information

3.3.1.4.4 Input Comment

The business logic and function of Input Comment is the same as 3.3.1.2.5 Input Comment

3.3.1.4.5 Assign Sponsor

Click the **Assign** button in Sponsor column to assign sponsor for incoming soldier

TSRB	Special Mgmt	MOS	SSN	RANK	NAME	ARR DATE	ARR	UNTIL EDA	ASSIGN UIC	CMT	CONFIRM	ASSIGN LEVEL	ASSIGN DATE	SPXCSID	SPOUSE SSN	ASSIGN STATUS	NC	ASSIGNED BY	SPONSOR SSN	SPONSOR
<input type="checkbox"/>	<input type="checkbox"/>	63W1000YY	156806056	SGT	Madeline Alice Eneram	2003/2/20	N	27	WAHAAA	CMT	YES	BN	2003/1/15	M		S	0	Administrator	00476025	Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	203606014	MSG	Betty Velva Hilback	2003/4/20	N	86	WHEAAA	CMT	YES	8 PERS	2003/1/9	M		S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	31F107EYY	219434117	SPC	Andy Kenneth Houth	2002/12/30	N	-25	WDMAAA	CMT	YES	8 PERS	2003/1/9	M		S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	46B2000YY	273791536	MSG	Joel Keith Ratis	2003/5/20	N	116	W4JT13	CMT	YES	8 PERS	2003/1/9	F		S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	96B1000YY	278503049	SGT	Renee Anne Aleston	2003/5/20	N	116	WDMAAA	CMT	YES	8 PERS	2003/1/9	N		O	7	EDWARDS		Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	291738467	PV2	Karen Natalie Welby	2003/1/20	N	-4	WHEAAA	CMT	YES	8 PERS	2003/1/9	F	825985959	S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	97B2000YY	341056084	SGT	William Jefferson Pett	2003/4/20	N	86	WHEAAA	CMT	YES	8 PERS	2003/1/9			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	74B1000YY	374815923	SGT	Dulia Michelle Haudt	2003/4/13	N	79	WDMAAA	CMT	YES	8 PERS	2003/1/9			S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	54B2000YY	389271457	SPC	Emily Francine Mart	2003/3/20	N	55	WDMAAA	CMT	YES	8 PERS	2003/1/9	F		S	0	Administrator		Assign
<input type="checkbox"/>	<input type="checkbox"/>	31C1000YY	462742988	PV2	Robert John Ell	2003/2/20	N	27	WHEAAA	CMT	YES	8 PERS	2003/1/9			S	0	Administrator		Assign

- The list of eligible sponsors will appear in the pop-up window

List of sponsors for 0002ININF DIV MECH(WAH4AA)

RANK: ALL NAME: Search

Selected Sponsor: Apply Cancel

SSN: RANK: NAME:

**Please, select the SSN of sponsor.*

MOS	SSN	RANK	NAME	SEX	DEROS	SPS	TRAINING DATE	DSN	E-MAIL	CONTACT INFORM.
000	156806056	SPC	Madeline Alice Erieram	M	2003/8/19	0				Update
96D	203606014	MSG	Betty Velva Hilback	M	2003/6/24	0				Update
75H	219434117	SFC	Andy Kenneth Houth	F	2004/6/24	0				Update
31U	273791536	PFC	Joel Keith Ratis	F	2003/4/30	0				Update
71L	278503049	SPC	Renee Anne Aleston	M	2003/10/14	0				Update
98C	291738467	PFC	Karen Natalie Wely	M	2003/5/22	0				Update
98C	341056084	SSG	William Jefferson Pett	M	2003/3/17	0				Update
96B	374815923	SGT	Julia Michelle Haudt	F	2003/5/6	0				Update
92Y	389771457	SPC	Emily Francine Mant	M	2003/9/17	0				Update
96B	462742988	SGT	Robert John Ell	M	2003/9/9	0				Update

Selected Rows : 58 <First> <Previous> <Next> <Last> | 1/6

- Click the SSN to select the sponsor

List of sponsors for 0002ININF DIV MECH(WAH4AA)

RANK: ALL NAME: Search

Selected Sponsor: Apply Cancel

SSN: RANK: NAME:

**Please, select the SSN of sponsor.*

MOS	SSN	RANK	NAME	SEX	DEROS	SPS	TRAINING DATE	DSN	E-MAIL	CONTACT INFORM.
000	156806056	SPC	Madeline Alice Erieram	M	2003/8/19	0				Update
96D	203606014	MSG	Betty Velva Hilback	M	2003/6/24	0				Update
75H	219434117	SFC	Andy Kenneth Houth	F	2004/6/24	0				Update
31U	273791536	PFC	Joel Keith Ratis	F	2003/4/30	0				Update
71L	278503049	SPC	Renee Anne Aleston	M	2003/10/14	0				Update
98C	291738467	PFC	Karen Natalie Wely	M	2003/5/22	0				Update
98C	341056084	SSG	William Jefferson Pett	M	2003/3/17	0				Update
96B	374815923	SGT	Julia Michelle Haudt	F	2003/5/6	0				Update
92Y	389771457	SPC	Emily Francine Mant	M	2003/9/17	0				Update
96B	462742988	SGT	Robert John Ell	M	2003/9/9	0				Update

Selected Rows : 58 <First> <Previous> <Next> <Last> | 1/6

- The selected sponsor will be shown in “Selected Sponsor” area.

List of sponsors for 0002ININF DIV MECH(WAH4AA)

RANK: ALL NAME: Search

Selected Sponsor Apply Cancel

SSN : 156806056 RANK : SPC NAME : Madeline Alice Erieram

*Please, select the SSN of sponsor.

MOS	SSN	RANK	NAME	SEX	DEROS	SPS	TRAINING DATE	DSN	E-MAIL	CONTACT INFORM.
000	156806056	SPC	Madeline Alice Erieram	M	2003/8/19	0				Update
96D	203606014	MSG	Betty Velva Hilback	M	2003/6/24	0				Update
75H	219434117	SFC	Andy Kenneth Houth	F	2004/6/24	0				Update
31U	273791536	PFC	Joel Keith Ratis	F	2003/4/30	0				Update
71L	278503049	SPC	Renee Anne Aleston	M	2003/10/14	0				Update
98C	291738467	PFC	Karen Natalie Wely	M	2003/5/22	0				Update
98C	341056084	SSG	William Jefferson Pett	M	2003/3/17	0				Update
96B	374815923	SGT	Julia Michelle Haudt	F	2003/5/6	0				Update
92Y	389771457	SPC	Emily Francine Mant	M	2003/9/17	0				Update
96B	462742988	SGT	Robert John Ell	M	2003/9/9	0				Update

Selected Rows : 58 <First> <Previous> <Next> <Last> | 1/6

- To confirm the selection, click the **Apply** button

List of sponsors for 0002ININF DIV MECH(WAH4AA)

RANK: ALL NAME: Search

Selected Sponsor Apply Cancel

SSN : 156806056 RANK : SPC NAME : Madeline Alice Erieram

*Please, select the SSN of sponsor.

MOS	SSN	RANK	NAME	SEX	DEROS	SPS	TRAINING DATE	DSN	E-MAIL	CONTACT INFORM.
000	156806056	SPC	Madeline Alice Erieram	M	2003/8/19	0				Update
96D	203606014	MSG	Betty Velva Hilback	M	2003/6/24	0				Update
75H	219434117	SFC	Andy Kenneth Houth	F	2004/6/24	0				Update
31U	273791536	PFC	Joel Keith Ratis	F	2003/4/30	0				Update
71L	278503049	SPC	Renee Anne Aleston	M	2003/10/14	0				Update
98C	291738467	PFC	Karen Natalie Wely	M	2003/5/22	0				Update
98C	341056084	SSG	William Jefferson Pett	M	2003/3/17	0				Update
96B	374815923	SGT	Julia Michelle Haudt	F	2003/5/6	0				Update
92Y	389771457	SPC	Emily Francine Mant	M	2003/9/17	0				Update
96B	462742988	SGT	Robert John Ell	M	2003/9/9	0				Update

Selected Rows : 58 <First> <Previous> <Next> <Last> | 1/6

- Description of each column
 - MOS: Self explanatory
 - SSN: Self explanatory
 - RANK: Self explanatory
 - NAME: Self explanatory
 - SEX: Self explanatory
 - DEROS: Indicates the date the soldier is eligible to return from overseas.
 - SPS: Indicates how many soldiers the selected sponsor is currently sponsoring
 - TRAINING DATE: Indicates the date the sponsor completed the "Sponsorship Training" module in SMS.
 - DSN: The selected sponsor's DSN will appear in this area.
 - E-MAIL: Selected sponsor's email address.
 - Contact Information: Reflects the selected sponsor's DSN, Commercial Work/Home phone number, email address, and APO Address.

- Click **Update** button to update contact information, click **Reset** button to make changes and **Close** to close the window when update have been completed.

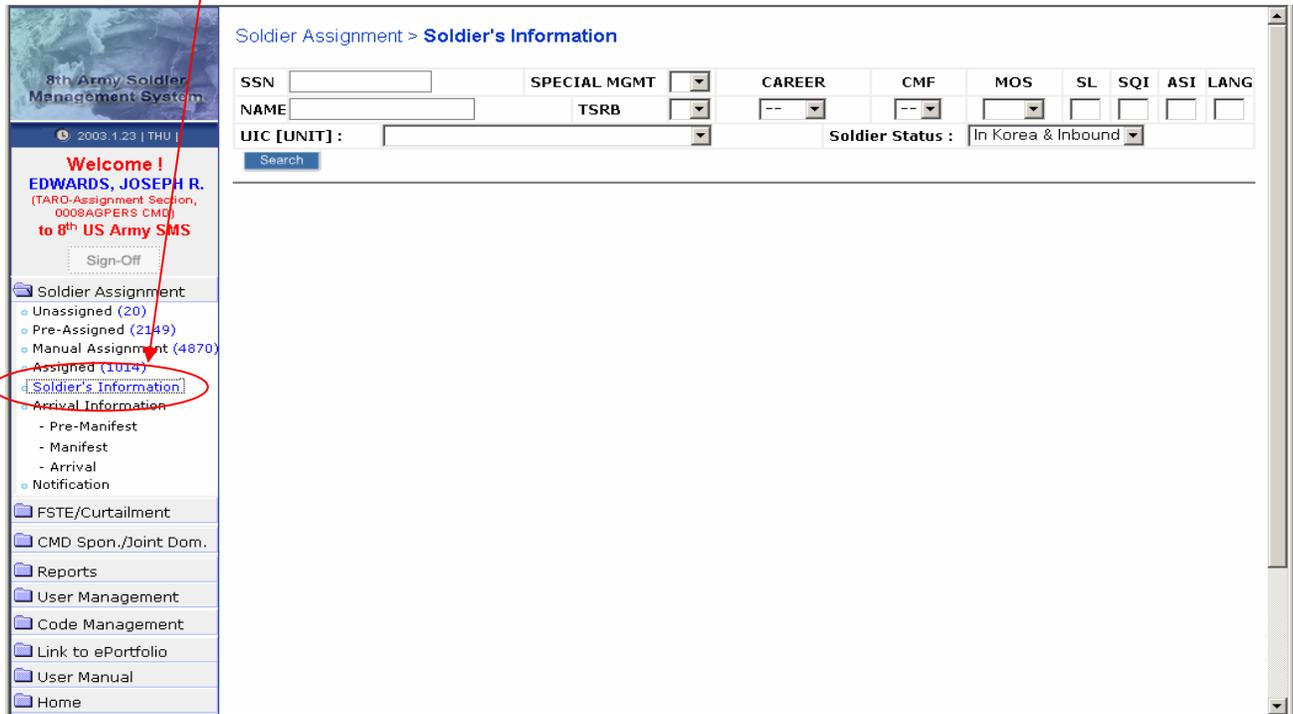
Enter or Change Sponsor's Contact Information

SGT Madeline's Contact Information

DSN Work Phone Number <small>Must</small>	<input type="text" value="315-"/>	<input type="text" value="724-5045"/>
Commercial Work Phone Number	<input type="text" value="011-82-"/>	<input type="text" value="724-4871"/>
Home Phone Number(Optional)	<input type="text" value="011-82-"/>	<input type="text"/>
Your EMail Address	<input type="text"/>	
Address (Enter only ONE address)	<input type="text"/>	
	<input type="text"/>	
CITY/APO <input type="text" value="APO"/>	STATE <input type="text" value="AP"/>	ZIP CODE <input type="text"/>

3.3.1.5 Soldier's Information

Click "Soldier's Information" menu, Assignment managers may need additional information about soldiers to make an assignment, use the soldier information module to view information about soldiers that are in Korea, inbound for Korea, or both. You may use the SPECIAL MGMT, TSRB, CAREER, CMF, UIC, and MOS drop down button to refine your search.



3.3.1.5.1 Soldier's Information List

Assignment managers should always refine their search by specifying the information that is needed. If not, all the soldiers records will appear on the screen that are in SMS. The total number of records selected will appear at the bottom of the screen in red.

8th Army Soldier Management System

2003.1.23 | THU |

Welcome!
EDWARDS, JOSEPH R.
(TARO-Assignment Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (20)
 - Pre-Assigned (2149)
 - Manual Assignment (4870)
 - Assigned (1014)
 - Soldier's Information
 - Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
 - Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Soldier Assignment > **Soldier's Information**

SSN SPECIAL MGMT CAREER CMF MOS SL SQI ASI LANG

NAME TSRB -- --

UIC [UNIT] : Soldier Status :

MOS	SSN	RANK	NAME	ARR DATE	ASGN UIC	ASGN UNIT	BN	BDE	MSC
54B2000YY	156806056	SGT	Madeline Alice Eneram	10/17/2002	WHMRC0	0038FAC COMPANY	0038FABTRY A MLRS	0002FAHHB	0002ININF DIV MECH
19D2000YY	203606014	SGT	Betty Velva Hilback	02/20/2002	WJGSAA	0602CSAVN SPT BN	0602CSAVN SPT BN	0002INHHC/MMC DISC	0002ININF DIV MECH
46R1000YY	219434117	PFC	Andy Kenneth Houth	10/10/2001	W4JT13	AMER FOR KOREA NET	AMER FOR KOREA NET	AMER FOR KOREA NET	AMER FOR KOREA NET
91S3000YY	273791536	SSG	Joel Keith Ratis						0018MDMED CMD
14T1000YY	278503049	SPC	Renee Anne Aleston	12/22/2002	WAWYFO	010043ADBTRY F	010043ADPATRIOT	010043ADPATRIOT	0006ARACCB
14J3P00YY	291738467	SSG	Karen Natalie Wely	11/08/2002	WAWLTO	050005ADHHC ADA BN	050005ADADA BN HVY D	050005ADADA BN HVY D	0002ININF DIV MECH
79S4400YY	341056084	SFC	William Jefferson Pett	05/20/1998	WHP699	AG HHC PERS CMD AUG	AG HHC PERS CMD AUG	AG HHC PERS CMD AUG	0008AGPERS CMD
98G1L00YY	374815923	SPC	Julia Michelle Haudt	01/02/2003	WH8MBO	0003MICO B CEWI AE	0003MIAERIAL EXPL	0003MIAERIAL EXPL	0501 MI HHD
88M1Q00YY	389771457	SPC	Emily Francine Mant	05/16/2002	WAJETO	0002CSHHD FWD SPT	020002CSSPT B	0002INHHC/MMC DISC	0002ININF DIV MECH
63Y1O00YY	462742988	SPC	Robert John Ell	01/14/2002	WAH8AA	010002INBDE	010002INBDE	010002INBDE	0002ININF DIV MECH

Total 34172 record(s) selected

First | Previous | [Next](#) | [Last](#) | 1/3418

1/24/2003 10:27:40 AM

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■ How to use Search Options

SSN	<input type="text"/>	SPECIAL MGMT	<input type="text"/>	CAREER	<input type="text"/>	CMF	<input type="text"/>	MOS	<input type="text"/>	SL	<input type="text"/>	SQI	<input type="text"/>	ASI	<input type="text"/>	LANG	<input type="text"/>
NAME	<input type="text"/>	TSRB	<input type="text"/>	--	<input type="text"/>	--	<input type="text"/>										
UIC [UNIT]:	<input type="text"/>				Soldier Status :		<input type="text"/>										

- SSN: Self explanatory
- Special Management
- Name: Self explanatory
- TSRB(Target Selective Reenlistment Bonus): The TSRB is a reenlistment option. Soldiers that have reenlisted for the option will serve an 18-month tour in Korea. The code Y=Yes or N= NO will indicate if the soldier will be serving under the TSRB option.
- SL(Skill Level): Search with SKILL LEVEL
- SQI: Search with SQI
- ASI: Search with ASI
- LANG: Search with LANG Code
 - ✓ Manually Input SL, SQI, ASI or LANGUAGE code information to retrieve soldier's that may meet the selected criteria.
- UIC: Select UIC from drop down Search Option
- Soldier Status: You can drill down to search for soldiers that are In Korea, Inbound or both.
 - In Korea: Search for the soldier who is in Korea
 - Inbound: Search for the soldier who is not in Korea
 - In Korea & Inbound: You can search the soldier who is in Korea with who is not in Korea

■ How to use CAREER and CMF

- The CAREER drop down search option indicates CAREER categories and CAREER Management Field(CMF)

CAREER	CMF
--	--

- Options
 - CA: Combat Arms
 - CS: Combat Support
 - CSM: Command Sergeant Major or Sergeant Major
 - CSS: Combat Service Support
- The list of MOS will appear in the CMF drop down search option after the CAREER category has been selected.
 - First select CAREER, then select CMF
 - CAREER: CA, CS, CSM, CSS
 - CMF: Lists the MOS that fall under the selected CAREER category

CAREER	CMF
CS	--
Soldier	25
	31
	33

3.3.1.5.2 Soldier's Detail Information

Click the SSN number of soldier, and then you can his(her) detail information

- If the soldier is in the Gaining table(Inbound), you will see this pop up page

Soldier Assignment > Soldier's Information

SSN: [] SPECIAL MGMT: [] CAREER: [] CMF: [] MOS: [] SL: [] SQI: [] ASI: [] LANG: []

NAME: [] TSRB: [] [] [] [] [] []

UIC [UNIT]: [] Soldier Status: In Korea & Inbound

Search

MOS	SSN	RANK	NAME	ARR DATE	ASGN UIC	ASGN UNIT	BN	BDE	MSC
54B2000YY	156806056	SGT	Madeline Alice Erieram	10/17/2002	WHMRC0	0038FAC COMPANY	0038FABTRY A MLRS	0002FAHHB	0002ININF DIV MECH
19D2000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
46R1000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
91S3000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
14T1000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
14J3P00YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
79S4400YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
98G1L00YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
88M1000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]
63Y1000YY	[]	[]	[]	[]	[]	[]	[]	[]	[]

Total 34172 re selected

Soldier Assignment > Soldier's Information > Soldier's Detail Information

SSN 156806056 NAME Madeline Alice Erieram RANK SGT

SEX [] MOS 96H2000YY Until EDA 87 Days ARR DATE 04/20/2003

* EDA : Estimate Date of Arrival

[GAINING] [TAPDB]

GAINING INFORMATION

Assign Information

PROMOTABLE	EPDCNO	6K200305N127	JD	Rcvd	APP
CLEARANCE	P		CSPON	Rcvd	APP

* JD,CSPON : A(Approved), D(Disapproved), P(Pending) | Rcvd(RECEIVED DATE), APP(APPROVED DATE)

TSRB	N	GAIN STATUS	X
------	---	-------------	---

* TSRB(Target Selective Reenlistment Bonus)
* GAIN STATUS : G(New Gain), X(Existing), F(Deferred), S(Existing Sidpers3), H(HandJam)

UIC	UNIT	ASSIGN DATE	ASSIGNED(Nominated) BY
MSC WAH4AA	0002ININF DIV MECH	03/04/2003	Administrator
BDE			
BN			
CO			

	MOS	SKILL	SQI	ASI	Lang	CAREER	CMF
Requisition	11B	1	O	2C	YY	CA	11
Primary	11B	1	O	00		CA	11

LOSING UIC W2L5F2 ITB 50 IN D1 BN CO B

GAINING UIC []

COMMENTS

[]

- Description of each column

- Until EDA: Until Date the soldier's assignment was generated by HQDA as reflected on the EDAS CAP cycle
- PROMOTABLE: If this soldier is on the promotion standing list, the code Y=Yes
- EPDCNO: A character string which uniquely sequences and identifies a requirement for soldiers.
- CLEARANCE: An encoded representation of the level of an official background inquiry conducted for an individual's security clearance.
- TSRB(Target Selective Reenlistment Bonus): The TSRB is a reenlistment option. Soldiers that have reenlisted for the option will serve an 18-month tour in Korea. The code Y=Yes or N= NO will indicate if the soldier will be serving under the TSRB option.

- GAIN STATUS
 - G(New Gain): Indicates the first time the soldier appeared in the unassigned pool. The "G" record status code will change after the soldier's record has been in SMS for one week. After one week of being in SMS, the record status code will change to an "X" until the soldier has been arrived by in SIDPERS by 1RC
 - X(Existing): Existing gains will appear until they have been arrived in SIDPERS. If the soldier was not originally projected to arrive to Korea, the record status code will be input by TARO
 - F(Deferred): Soldier's assignment date to Korea has been changed
 - S(Existing SIDPERS Record): Soldiers who are in Korea
 - H(Manual Entry): If the soldier is not in EDAS, manually entry will be required

- If the soldier is in the SIDPERS table(In Korea), you will see this page

8th Army Soldier Management System

2003.1.23 | THU |

Welcome!
EDWARDS, JOSEPH R.
(TARO-Assignment Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (20)
 - Pre-Assigned (2149)
 - Manual Assignment (4870)
 - Assigned (1014)
 - Soldier's Information
 - Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
 - Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Soldier Assignment > **Soldier's Information**

SSN SPECIAL MGMT CAREER CMF MOS SL SQI ASI LANG

NAME TSRB -- --

UTC [UNIT]: Soldier Status: In Korea & Inbound

MOS	SSN	RANK	NAME	ARR DATE	ASGN UIC	ASGN UNIT	BN	BDE	MSC
54B2000YY	156806056	SGT	Madeline Alice Erieram	10/17/2002	WHMRCO	0038FAC COMPANY	0038FABTRY A MLRS	0002FAHBB	0002ININF DIV MECH
19D2000YY	203606014	SGT	Betty Velva Hilback	02/20/2002	WJGSAA	0602CSAVN SPT BN	0602CSAVN SPT BN	0002INHHC/MMC DTSC	0002ININF DIV MECH
46R1000YY	219434								
91S3000YY	273791								
14T1000YY	278503								
14J3P00YY	291738								
79S4400YY	341056								
98G1L00YY	374815								
88M1000YY	389771								
63Y1000YY	462742								

Total 34172 record(s) selected

Soldier Assignment > Soldier's Information > **Soldier's Detail Information**

SSN 203606014 NAME Betty Velva Hilback RANK SGT

SEX M MOS 19D2000YY Until EDA ARR DATE

* EDA : Estimate Date of Arrival

SIDPERS3 INFORMATION

RANK	SGT	P	DOR	10/11/1994	DOB	08/25/1965	BASD	10/10/1988
BPED		01/05/1984	ETS	10/24/2003	DEROS	10/16/2003	DIEMS	01/05/1984

MOS	SKILL	SQI	ASI	Lang	CAREER	CMF	CLEARANCE
P:54B	2	0	00	YY	CSS	54	Y

MARRIAGE	D	# DPS	5	ACS DEP	0	UACS DEP	0	MIL SP SSN	DTY STAT	TRA
CO	WHMRCO	0038FAC COMPANY		BATTALION		0038FABTRY A MLRS		BRIGADE	0002FAHBB	
MSC	0002ININF DIV MECH	MEL V	CEL F	AREA 1		LOCATION	CP STANLEY			

- Description of each column
 - P (Promotable): If this soldier is on the promotion standing list, the code Y=Yes

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- DOR(Date Of Rank)
- DOB(Date Of Birth)
- BASD(Basic Active Service Date): The constructive calendar date that establishes the beginning of an individual's creditable active military service.
- BPED(Basic Pay Entry Date): The date that reflects the total of all periods of enlisted service, active and inactive, except time spent in the delayed entry program(DEP)
- ETS: The calendar date on which the latest period of service a soldier incurred through contractual obligation expires
- DEROS: The calendar date on which a soldier is scheduled to return to the continental united states upon completion of an oversea tour
- DIEMS(Date Initially Entered Military Service): The date an individual was initially enlisted into the uniformed services
- # DPS(Number of Dependents): Number of family members
- ACS DEP(Accompanied Dependency): Number of command sponsored family members joining the soldier upon reassignment to Korea
- UACS DEP(Unaccompanied Dependency): Number of unaccompanied non-command sponsored family members that will join the soldier in Korea
- MEL(Military Education Level): Reflects the highest Military Education level attained
- CEL(Civilian Education Level): Reflects the highest Civilian Education level attained
- AREA: Unit Area Code
- LOCATION: Unit Location

- If you click the **TAPDB** button, you will get the information from EDAS

The screenshot shows the 'Soldier's Information' page in the 8th Army Soldier Management System. The page is titled 'Soldier Assignment > Soldier's Information'. At the top, there are several input fields for SSN, SPECIAL MGMT, CAREER, CMF, MOS, SL, SQT, ASI, and LANG. Below these are fields for NAME, TSRB, and UIC [UNIT]. A 'Soldier Status' dropdown menu is set to 'In Korea & Inbound'. A search bar is visible on the left side of the main content area.

The main content area is titled 'Soldier's Detail Information' and displays the following data:

SSN	203606014	NAME	Betty Velva Hilback		RANK	SGT
SEX	M	MOS	19D2000YY	Until EDA	ARR DATE	

* EDA : Estimate Date of Arrival

Buttons for 'SIDPERS' and 'TAPDB' are located below the data. The 'TAPDB' button is circled in red.

Below the buttons is a section titled 'TAPDB INFORMATION' containing a table with the following data:

PMOS	54B	SKILL	2	ASI	SQT	LANG			
SMOS		PAY GRADE	V5	SPOUSE SSN	MPC	E	COMP		
DOR	10/11/1994	DOB	08/25/1965	BASD	10/10/1988	PEBD	01/05/1984	ETS	10/24/2003
DEROS	10/16/2003	MARITAL STATUS	D	CURR UIC	WHMRCO				
ARR DT	10/28/2002	PPA	3C	RACEPOP	C	ETHGRP	Y	MEL	V

On the left side of the interface, there is a navigation menu with the following items:

- 8th Army Soldier Management System
- 2003.1.23 | THU |
- Welcome! EDWARDS, JOSEPH R. (TARO-Assignment Section, 0008AGPERS CMD) to 8th US Army SMS
- Sign-Off
- Soldier Assignment
 - Unassigned (20)
 - Pre-Assigned (2149)
 - Manual Assignment (4870)
 - Assigned (1014)
 - Soldier's Information
 - Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
 - Notification
- FSTE/Curtailment
- CMD Spon./Joint Dom.
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

■ Description of each column

- MPC(Military Personal Code): Specifies if the soldier is enlisted, officer, or warrant officer
- COMP(Component): The branch of service in which the soldier is currently a member
- PPA: An encoded representation of an organization or element which provides automatic data processing service in support of the army's military personnel information system
- RACEPOP: An encoded representation of a division of the human population having descent or origin in particular peoples or racial groups
- ETHGRP: An encoded representation of a segment of the population that possesses common characteristics and closely identifies with cultural heritage

3.3.1.6 Notification

Notification function shows how many the leaking and losing strength that requested soldier may not show up

Click "Notification" menu, and then you will get the main page of Notification



3.3.1.6.1 Deferred

Deferred shows soldiers that the soldier's arrival date is deferred(postponed)

After you click the **Deferred** button, you will get the Deferred soldier list

Soldier Assignment > Notification

Deferred | Diverted | Deleted | No Show

> Deferred Soldier(s)

EDAS CAP CYCLE DATE: 01/24/2003

MOS	SSN	RANK	NAME	Old ARR Date	New ARR Date	UIC	UNIT	BN	BDE	MSC
63W1000YY	156806056	SPC	Madeline Eriera Alice	10/24/2002	02/20/2003	WDEFAA	0516AGPER SVC TYPE A	0516AGPER SVC TYPE A		0008AGPERS CMD
63W1000YY	203606014	SPC	Betty Hilback Velva	11/21/2002	02/20/2003	WDEFAA	0516AGPER SVC TYPE A	0516AGPER SVC TYPE A		0008AGPERS CMD
35R2000YY	219434117	SGT	Andy Houth Kenneth	03/31/2003	07/20/2003					
63H1000YY	273791536	PV1	Joel Ratis Keith	01/01/1900	02/16/2003					0002ININF DIV MECH
88M1000YY	278503049	PFC	Renee Aleston Anne	10/08/2002	02/20/2003					0002ININF DIV MECH
92G1000YY	291738467	PFC	Karen Wely Natalie	10/08/2002	02/20/2003					0002ININF DIV MECH
19K2000YY	341056084	SGT	William Pett Jefferson	02/28/2003	06/20/2003					0002ININF DIV MECH
91W3000YY	374815923	SSG	Julia Haudt Michelle	01/01/1900	02/28/2003					0002ININF DIV MECH
98G1L00KP	389771457	PFC	Emily Mant Francine	03/15/2003	05/04/2003					0501 MI HHD
98G1L00KP	462742988	PFC	Robert Ell John	10/08/2002	05/04/2003					0501 MI HHD

Total 324 record(s) selected First | Previous | [Next](#) | [Last](#) | 1/33 1/24/2003 1:27:49 PM

3.3.1.6.2 Diverted

Diverted shows soldiers that S1 changed Assign UIC

After you click the **Diverted** button, you will get the Diverted soldier list

The screenshot shows the '8th Army Soldier Management System' interface. On the left is a navigation menu with categories like 'Soldier Assignment', 'FSTE/Curtailment', and 'Reports'. The main content area is titled 'Soldier Assignment > Notification'. Below the title are buttons for 'Deferred', 'Diverted', 'Deleted', and 'No Show'. The 'Diverted' button is circled in red. Below these buttons, a sub-header reads '> Diverted Soldier(s) (Period of Divert : From 1/17/2003 to 1/24/2003)'. A table with columns 'MOS', 'SSN', 'RANK', 'NAME', 'DIVERTED DATE', 'Old UIC', 'Old UNIT', and 'ASSIGNED BY' is shown, with the text 'There is no data' in the body. A 'Welcome!' message for 'EDWARDS, JOSEPH R.' is visible in the top left of the main area.

3.3.1.6.3 Deleted

Deleted shows soldiers that the soldier is disappeared in EDAS Cap Cycle

After you click the **Deleted** button, you will get the Deleted soldier list

The screenshot shows the 'Soldier Assignment > Notification' page. At the top, there are four buttons: 'Deferred', 'Diverted', 'Deleted' (circled in red), and 'No Show'. Below these buttons is a section for 'Deleted Soldier(s)' with a filter for 'EDAS CAP CYCLE DATE' set to '01/24/2003'. A table lists 15 soldiers with columns for MOS, SSN, Rank, Name, ARR DATE, ASGN UIC, ASGN UNIT, BN, BDE, and MSC. The table is followed by a summary line: 'Total 145 record(s) selected' and navigation links: 'First | Previous | Next | Last | 1/15'. The date and time '1/24/2003 1:32:48 PM' are displayed in the bottom right corner.

MOS	SSN	Rank	Name	ARR DATE	ASGN UIC	ASGN UNIT	BN	BDE	MSC
54B1O00YY	156806056	PFC	Madeline Erieram Alice	02/20/2003					0501 MI HHD
35E1O00YY	203606014	SPC	Betty Hilback Velva	01/20/2003			0122SCSIG BN HVY D	0122SCSIG BN HVY D	0002ININF DIV MECH
96B4O00YY	219434117	SFC	Andy Houth Kenneth	02/20/2003					0019 CS HHC TSC
45D1O00YY	273791536	SPC	Joel Ratis Keith	05/20/2003					0002ININF DIV MECH
92Y3O00YY	278503049	SSG	Renee Aleston Anne	01/20/2003					MP HHC BDE
71L2O00YY	291738467	SGT	Karen Wely Natalie	01/20/2003					0002ININF DIV MECH
95B4O00YY	341056084	SFC	William Pett Jefferson	01/20/2003					0002ININF DIV MECH
95B3OZ6YY	374815923	SSG	Julia Haudt Michelle	01/20/2003					MP HHC BDE
95B1O00YY	389771457	SPC	Emily Mant Francine	01/20/2003					0002ININF DIV MECH
92Y3O00YY	462742988	SSG	Robert Ell John	01/20/2003					0017AVHHC

3.3.1.6.4 No Show

No Show shows soldier that the requested soldier is not arrived(show up) in 2 months

After you click the **No Show** button, you will get the Deleted soldier list

Soldier Assignment > Notification

Deferred Divered Deleted **No Show**

> No Show Soldier(s)

MOS	SSN	Rank	Name	ARR DATE	ASGN UIC	ASGN UNIT	BN	BDE	MSC
11B1O00YY	156806056	PV2	Madeline Erieram Alice	11/30/2002					0002ININF DIV MECH
92A1O85YY	203606014	SPC	Betty Hilback Velva	11/30/2002					0019 CS HHC TSC
31P1O00YY	219434117	PV2	Andy Houth Kenneth	11/25/2002					0001SCARMY BDE
55B1O00YY	273791536	PV2	Joel Ratis Keith	11/24/2002					

Total 4 record(s) selected First | Previous | Next | Last | 1/1 1/24/2003 1:33:07 PM

8th Army Soldier Management System

2003.1.23 | THU |

Welcome!
EDWARDS, JOSEPH R.
(TARO-Assignment Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
 - Unassigned (20)
 - Pre-Assigned (2149)
 - Manual Assignment (4870)
 - Assigned (1014)
 - Soldier's Information
 - Arrival Information
 - Pre-Manifest
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3.3.2 Functionality Specific to 8th PESCOM

Only 8th PERSCOM level can handle the Arrival Information(Pre-Manifest, Manifest and Arrival)

3.3.2.1 Arrival Information

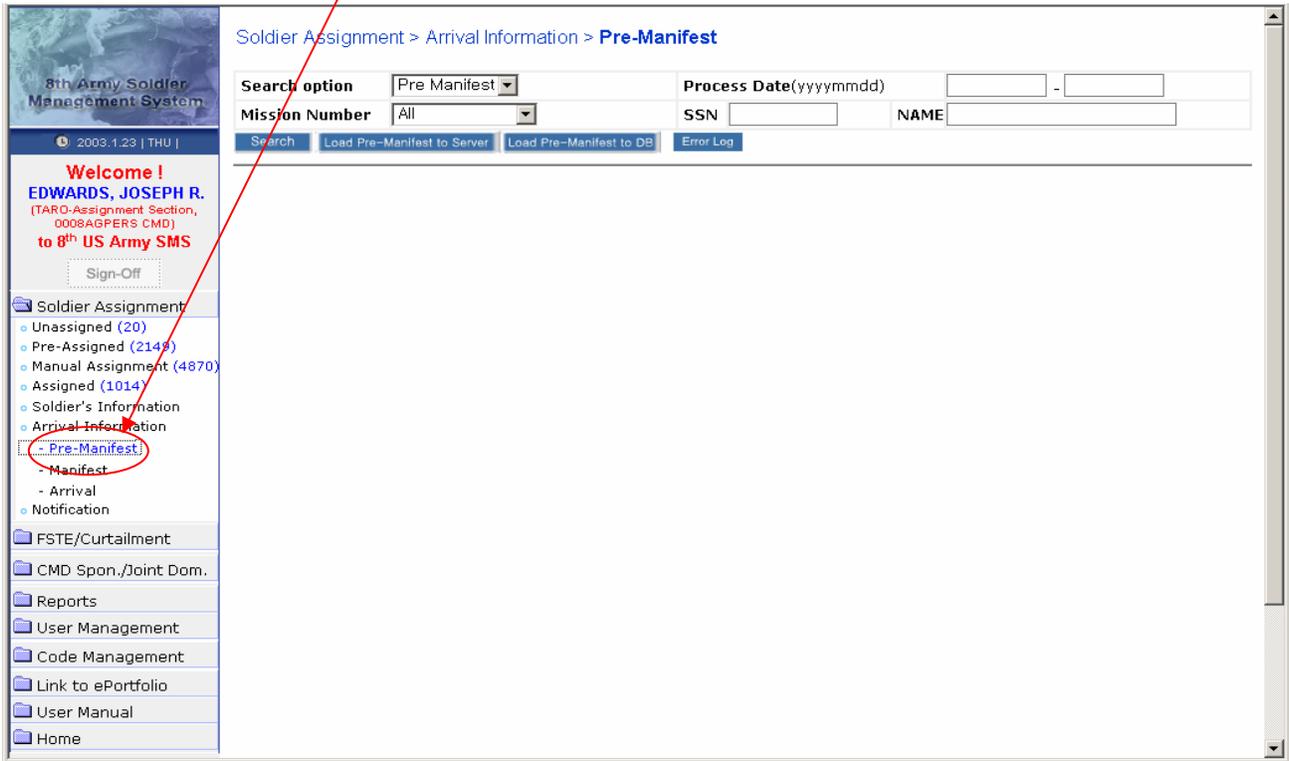
Arrival Information Menu has Pre-Manifest, Manifest and Arrival sub menus



3.3.2.1.1 Pre-Manifest

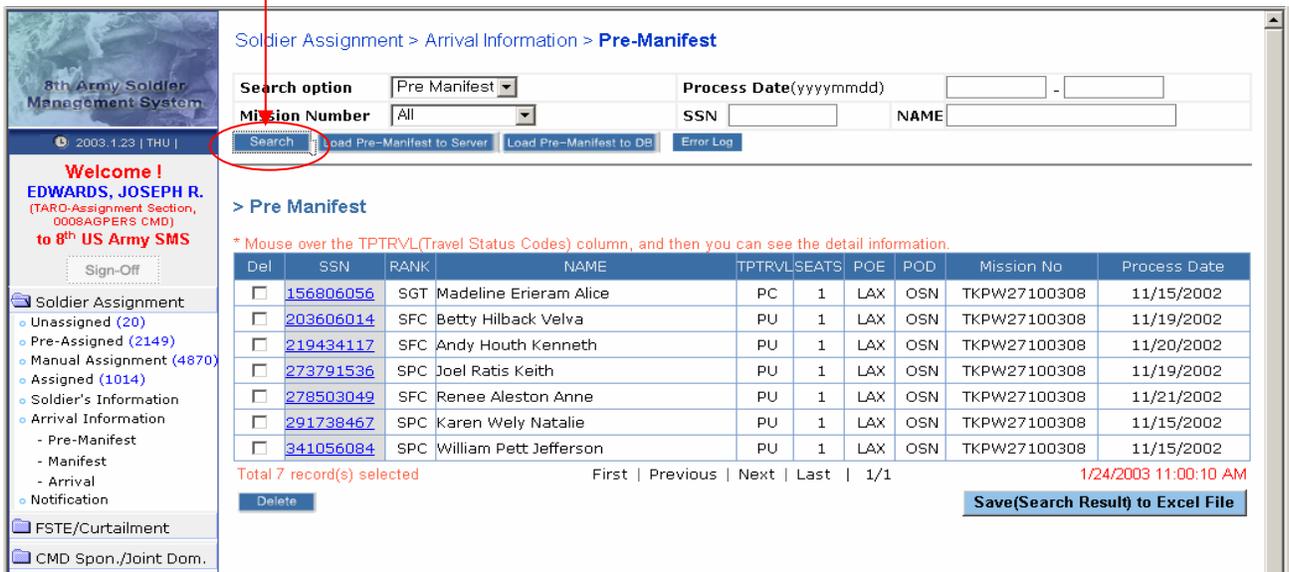
A document that specifies the names of the passengers prior to departure to a specific destination

Click the “Pre-Manifest” menu, you will get the Search Option of Pre-Manifest

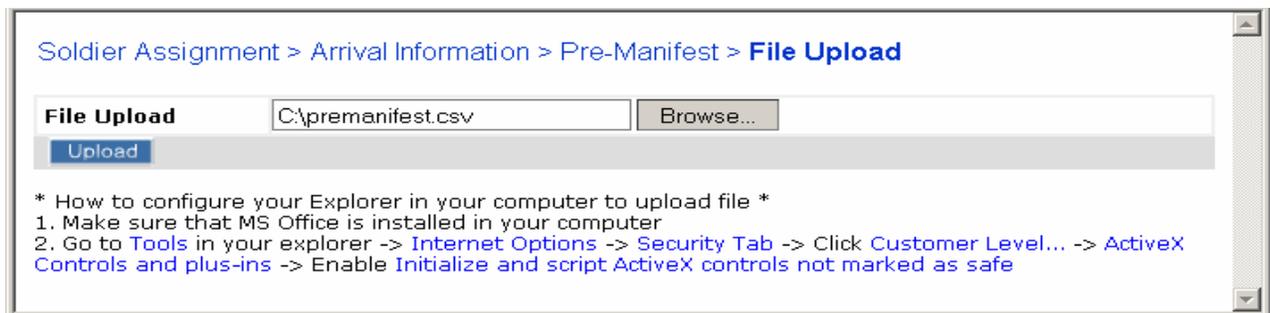


- Pre-Manifest List

Click **Search** button to get the Pre-Manifest List



- How to upload Pre-Manifest File
 - Step 1: Click the **Load Pre-Manifest to Server** button, and then the pop-up window will come up. Choose the file you want to upload to server (Only **CVS** file is allowed to upload)



- Error Check
 - ① If column count is wrong, you will see the error as below.



- ② The title of each column is case sensitive



- ✓ Column Name and Count for Pre-Manifest, Manifest and Arrival file

Service	Count	Title of each column
Pre-Manifest	8	Passenger Name, Rnk, SSN ID, TpTrvl, Seats, POE, POD, Mission #
Manifest	7	Matched, Passenger Name, Rnk, SSN ID, TpTrvl, POE, POD
Arrival	6	MSC, MOS, NAME, SSN, RNK, COMMENTS

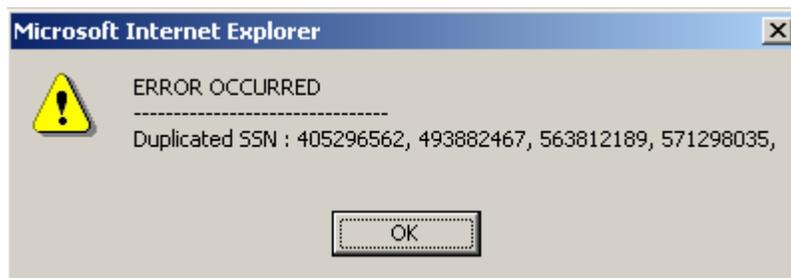
③ It checks the length of SSN number



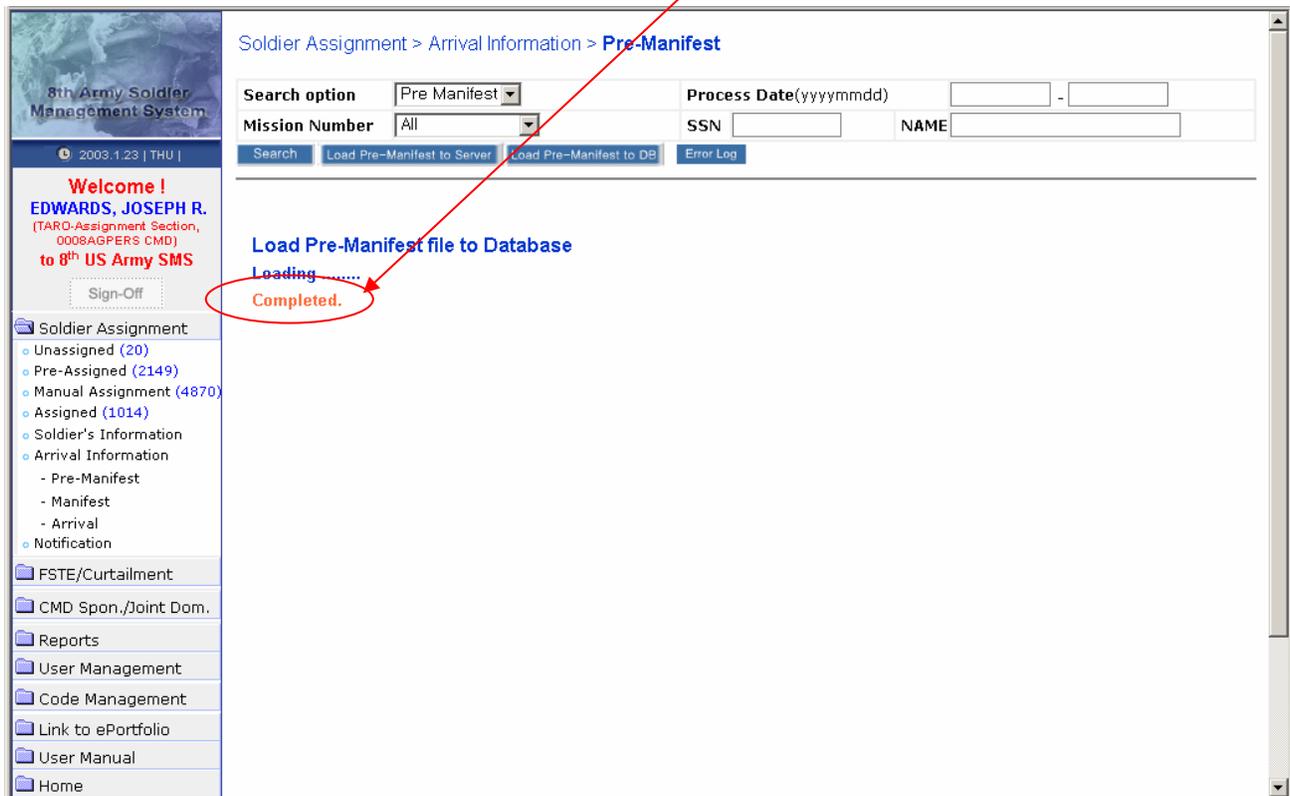
④ It checks character in SSN number



⑤ It checks duplication of SSN number



- Step 2: Click the **Load Pre-Manifest to DB** button to insert the data you uploaded to Database. If you see “Completed” sign, it means that the process is done successful.



- Error check (Common in Pre-Manifest, Manifest and Arrival)
 - ① 5000: Duplication SSN
 - ② 6000: Over 9 digits SSN
 - ③ 7000: File copy error
 - ④ 8000: Copy to temporary table error
- Error check(Arrival only)
 - ① 5500: Invalid rank
 - ② 6500: A soldier is in active in Sidpers

③ 7500: A soldier is already arrived in Korea

- How to search the Pre-Manifest error log
: There can be an error whiling uploading file to server and uploading file to table of database

- Click the **Error Log** button to check out where is error occurred

Soldier Assignment > Arrival Information > **Pre-Manifest**

Search option: Pre Manifest | Process Date (yyyyymmdd): | Mission Number: All | SSN: | NAME: |

Buttons: Search | Load Pre-Manifest to Server | Load Pre-Manifest to DB | **Error Log**

> **ERROR LOG for Pre-Manifest**

Date	Description
4/21/2003 2:14:54 PM	6000, Over 9 digit SSNs : 0046846189 0051605688
4/21/2003 2:13:15 PM	6000, Over 9 digit SSNs : 0046846189 0051605688
4/18/2003 9:08:16 AM	8000, Occurred error during file load to temporary table
4/18/2003 9:00:35 AM	8000, Occurred error during file load to temporary table
4/18/2003 8:59:12 AM	8000, Occurred error during file load to temporary table
4/18/2003 8:57:51 AM	8000, Occurred error during file load to temporary table
4/9/2003 9:38:26 PM	5000, Duplicated SSN : 316683742 555913344
4/9/2003 9:35:35 PM	5000, Duplicated SSN : 316683742 555913344

Total 8 record(s) selected | First | Previous | Next | Last | 1/1 | 4/24/2003 8:48:28 AM

- How to delete soldier on the Pre-Manifest List
Choose soldiers you want to delete and click **Delete** button

Soldier Assignment > Arrival Information > Pre-Manifest

Search option: Pre Manifest | Process Date: [] - []
Mission Number: All | SSN: [] | NAME: []

Search | Load Pre-Manifest to Server | Load Pre-Manifest to DB | Error Log

> Pre Manifest

* Mouse over the TPTRVL(Travel Status Codes) column, and then you can see the detail information.

Del	SSN	RANK	NAME	TPTRVLSEATS	POE	POD	Mission No	Process Date
<input type="checkbox"/>	156806056	SGT	Madeline Erieram Alice	PC	1	LAX	TKPW27100308	11/15/2002
<input checked="" type="checkbox"/>	203606014	SFC	Betty Hilback Velva	PU	1	LAX	TKPW27100308	11/19/2002
<input type="checkbox"/>	219434117	SFC	Andy Houth Kenneth	PU	1	LAX	TKPW27100308	11/20/2002
<input type="checkbox"/>	273791536	SPC	Joel Ratis Keith	PU	1	LAX	TKPW27100308	11/19/2002
<input checked="" type="checkbox"/>	278503049	SFC	Renee Aleston Anne	PU	1	LAX	TKPW27100308	11/21/2002
<input type="checkbox"/>	291738467	SPC	Karen Wely Natalie	PU	1	LAX	TKPW27100308	11/15/2002
<input type="checkbox"/>	341056084	SPC	William Pett Jefferson	PU	1	LAX	TKPW27100308	11/15/2002

Total 7 record(s) selected | First | Previous | Next | Last | 1/1 | 1/24/2003 11:00:10 AM

Delete | **Save(Search Result) to Excel File**

- How to Save to Excel File
Click the **Save(Search Result)to Excel File** button

Soldier Assignment > Arrival Information > Pre-Manifest

Search option: Pre Manifest | Process Date: [] - []
Mission Number: All | SSN: [] | NAME: []

Search | Load Pre-Manifest to Server | Load Pre-Manifest to DB | Error Log

> Pre Manifest

* Mouse over the TPTRVL(Travel Status Codes) column, and then you can see the detail information.

Del	SSN	RANK	NAME	TPTRVLSEATS	POE	POD	Mission No	Process Date
<input type="checkbox"/>	156806056	SGT	Madeline Erieram Alice	PC	1	LAX	TKPW27100308	11/15/2002
<input type="checkbox"/>	203606014	SFC	Betty Hilback Velva	PU	1	LAX	TKPW27100308	11/19/2002
<input type="checkbox"/>	219434117	SFC	Andy Houth Kenneth	PU	1	LAX	TKPW27100308	11/20/2002
<input type="checkbox"/>	273791536	SPC	Joel Ratis Keith	PU	1	LAX	TKPW27100308	11/19/2002
<input type="checkbox"/>	278503049	SFC	Renee Aleston Anne	PU	1	LAX	TKPW27100308	11/21/2002
<input type="checkbox"/>	291738467	SPC	Karen Wely Natalie	PU	1	LAX	TKPW27100308	11/15/2002
<input type="checkbox"/>	341056084	SPC	William Pett Jefferson	PU	1	LAX	TKPW27100308	11/15/2002

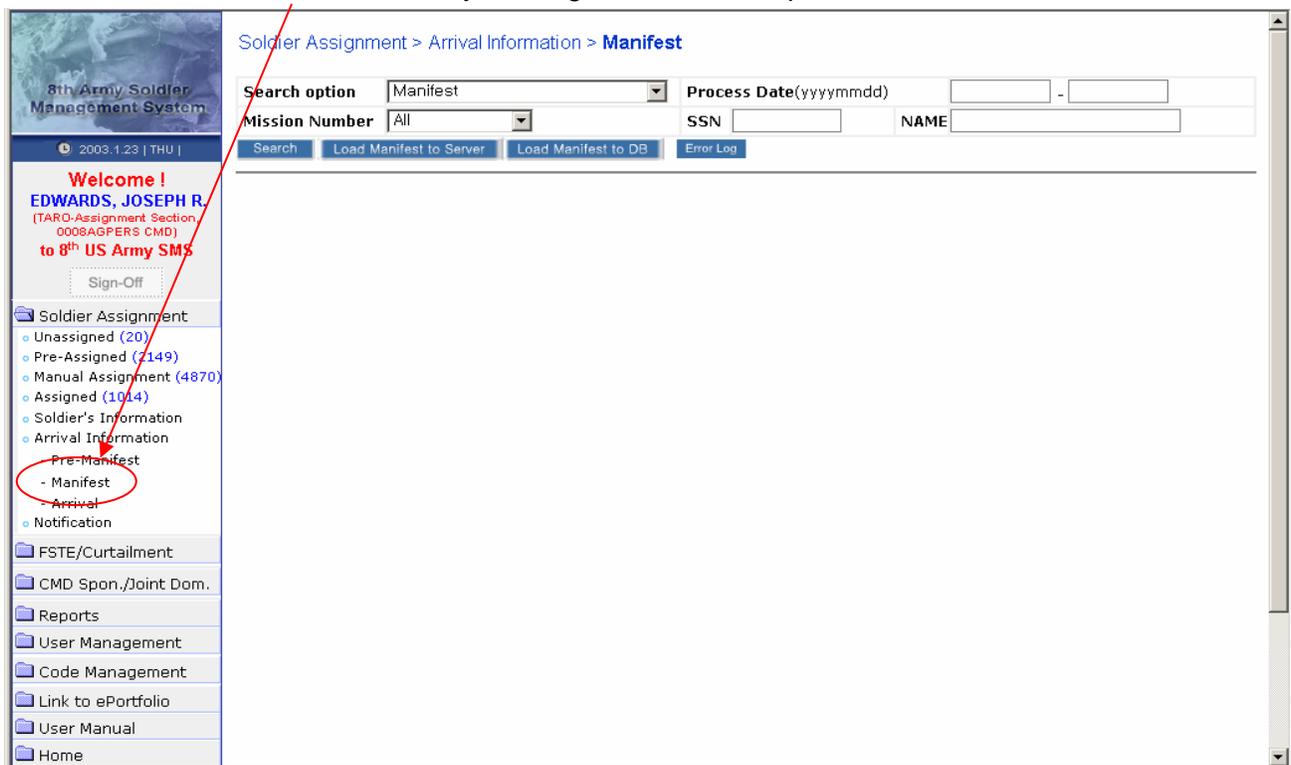
Total 7 record(s) selected | First | Previous | Next | Last | 1/1 | 1/24/2003 11:00:10 AM

Delete | **Save(Search Result) to Excel File**

3.3.2.1.2 Manifest

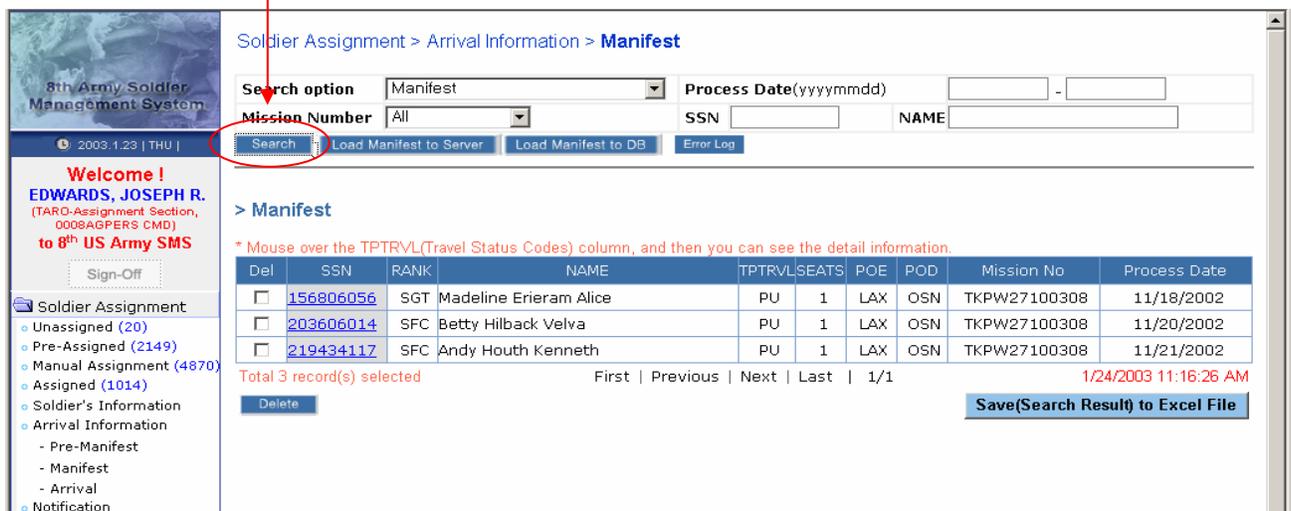
A document specifying in detail, the names of the passengers that have been transported to a specific destination

Click the "Manifest" menu, you will get the Search Option of Manifest



- Manifest List

Click **Search** button to get the Manifest List

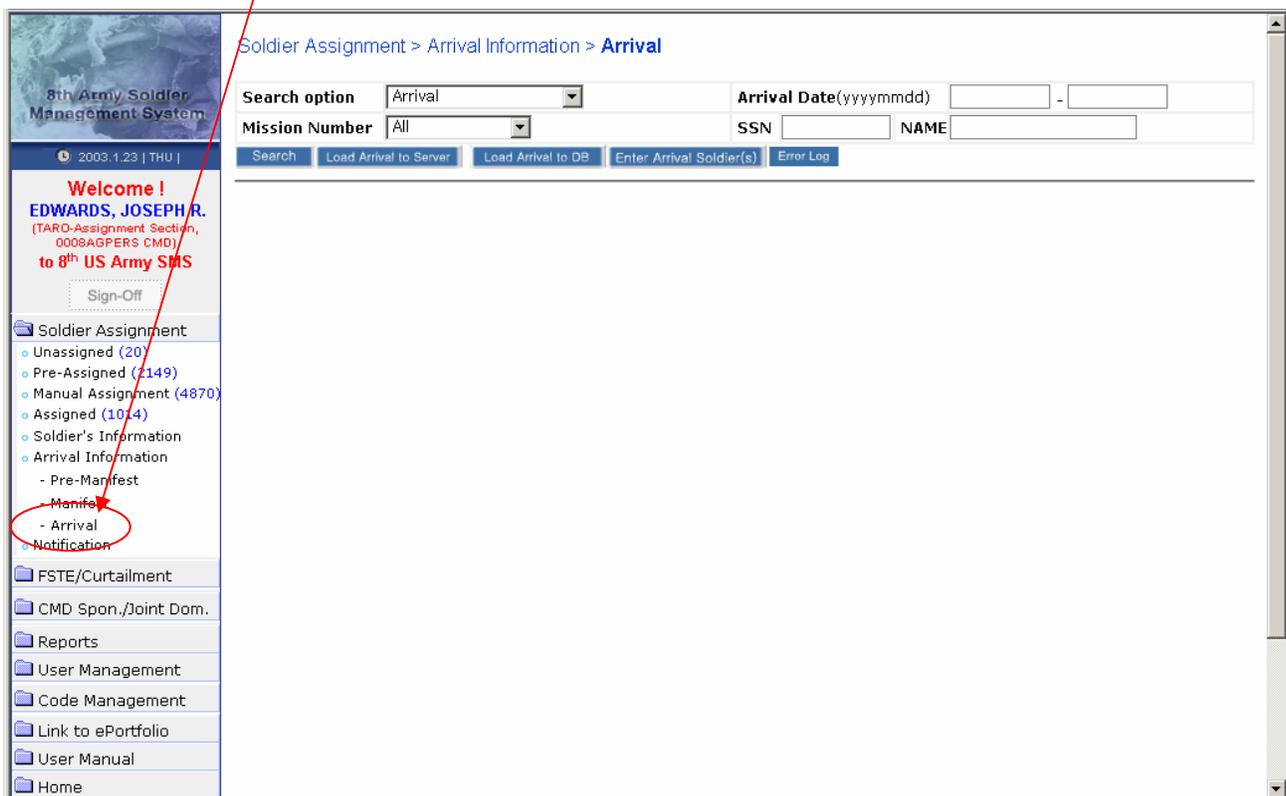


- How to upload Manifest File
: The Function and Business rule is the same as “How to upload Pre-Manifest File”
- How to search Manifest error log
: The Function and Business rule is the same as “How to search Pre-Manifest File”
- How to delete soldier on the Pre-Manifest List
: The Function and Business rule is the same as “How to delete soldier on the Pre-Manifest List”
- How to Save to Excel File
: The Function and Business rule is the same as “How to Save to Excel File”

3.3.2.1.3 Arrival

Occurs when a soldier physically arrives to the gaining command. an arrival transaction must be submitted in SIDPERS

Click the “Arrival” menu, you will get the Search Option of Arrival



- Arrival List
Click **Search** button to get the Arrival List

Soldier Assignment > Arrival Information > Arrival

Search option: Arrival | Arrival Date: - | Mission Number: All | SSN: | NAME: |

Search | Load Arrival to Server | Load Arrival to DB | Enter Arrival Soldier(s) | Error Log

> Arrival

Del	MSC	MOS	NAME	SSN	RANK	ARR DATE	Mission No	COMMENTS	Submit
<input type="checkbox"/>	WH3SAA	91SO300YY	Madeline Erieram Alice	156806056	SSG	01/08/2003	INCH20021128		Yes
<input type="checkbox"/>	WDMAAA	31LO100YY	Betty Hilback Velva	203606014	PV1	01/08/2003	INCH2002123		Yes
<input type="checkbox"/>		25AO00YY	Andy Houth Kenneth	219434117	2LT	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		44AO00YY	Joel Ratis Keith	273791536	LTC	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		42AO00YY	Renee Aleston Anne	278503049	CPT	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		42BO00YY	Karen Wely Natalie	291738467	MA1	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		60PO00YY	William Pett Jefferson	341056084	MA1	01/08/2003	TKPW27100308		Yes

Total 7 record(s) selected | First | Previous | Next | Last | 1/1 | 1/24/2003 1:05:32 PM

Delete | **Save(Search Result) to Excel File**

- You can change the “Arrival Date” and “Mission Number”
- You can input the “comments”
- After you change Arrival Date, Mission Number and Comments, click **Yes** button
- How to upload Arrival File
: The Function and Business rule is the same as “How to upload Pre-Manifest File”
- How to search Arrival error log
: The Function and Business rule is the same as “How to search Manifest File”
- How to delete soldier on the Pre-Manifest List

: The Function and Business rule is the same as “How to delete soldier on the Pre-Manifest List”

- How to Save to Excel File
: The Function and Business rule is the same as “How to Save to Excel File”

- Enter Arrival Soldier(s)
: Click the **Enter Arrival Soldier(s)** button, if the arrived soldier is not in Arrival List, you can Input the soldier

Soldier Assignment > Arrival Information > **Arrival**

Search option: Arrival | Arrival Date: () - () | Mission Number: All | SSN: () | NAME: ()

Buttons: Search, Load Arrival to Server, Load Arrival to QB, **Enter Arrival Soldier(s)**, Error Log

2003.1.23 | THU |

Welcome ! EDWARDS, JOSEPH R.
(TARO-Assignment Section, 0008AGPERS CMD) to 8th US Army SMS

Sign-Off

Soldier Assignment

- o Unassigned (20)
- o Pre-Assigned (2149)
- o Manual Assignment (4870)
- o Assigned (1014)
- o Soldier's Information
- o Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
- o Notification

FSTE/Curtailment

CMD Spon./Joint Dom.

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> Arrival

Del	MSC	MOS	NAME	SSN	RANK	ARR DATE	Mission No	COMMENTS	Submit
<input type="checkbox"/>	WH3SAA	91SO300YY	Madeline Eriera Alice	156806056	SSG	01/08/2003	INCH20021128		Yes
<input type="checkbox"/>	WDMAAA	31LO100YY	Betty Hilback Velve	203606014	PV1	01/08/2003	INCH2002123		Yes
<input type="checkbox"/>		25AO00YY	Andy Houth Kenneth	219434117	2LT	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		44AO00YY	Joel Ratis Keith	273791536	LTC	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		42AO00YY	Renee Aleston Anne	278503049	CPT	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		42BO00YY	Karen Wely Natalie	291738467	MAJ	01/08/2003	TKPW27100308		Yes
<input type="checkbox"/>		60PO00YY	William Pett Jefferson	341056084	MAJ	01/08/2003	TKPW27100308		Yes

Total 7 record(s) selected | First | Previous | Next | Last | 1/1 | 1/24/2003 1:05:32 PM

Buttons: Delete, Save(Search Result) to Excel File

- After you search soldier, you can change the soldier's information(Arrival Date, Mission Number and Comments) and click **Yes** button to submit

Soldier Assignment > Arrival Information > **Input Arrival Soldier(s)**

SSN: () | NAME: () | Buttons: Search, Manual Entry

2003.1.23 | THU |

Welcome ! EDWARDS, JOSEPH R.
(TARO-Assignment Section, 0008AGPERS CMD) to 8th US Army SMS

Sign-Off

Soldier Assignment

- o Unassigned (20)
- o Pre-Assigned (2149)
- o Manual Assignment (4870)
- o Assigned (1014)
- o Soldier's Information
- o Arrival Information
 - Pre-Manifest
 - Manifest
 - Arrival
- o Notification

FSTE/Curtailment

CMD Spon./Joint Dom.

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MSC	MOS	NAME	SSN	RANK	ARR DATE	Mission No	COMMENTS	Submit
WHP6AA	63WO100YY	Madeline Eriera Alice	156806056	SPC			10/24/2002 - ARR	Yes
WAH4AA	91WO2M6YY	Betty Hilback Velve	203606014	SSG			He is good at JAW	Yes
WHP6AA	91WO100YY	Andy Houth Kenneth	219434117	SPC				Yes
WHP6AA	96BO200YY	Joel Ratis Keith	273791536	SGT				Yes
	35RO200YY	Renee Aleston Anne	278503049	SGT				Yes
WHP6AA	92GO100YY	Karen Wely Natalie	291738467	SPC				Yes
WNBRAA	92RP100YY	William Pett Jefferson	341056084	SPC				Yes
WAH4AA	96HO200YY	Julia Haudt Michelle	374815923	SGT				Yes
WAH4AA	11BO100YY	Emily Mant Francine	389771457	SPC				Yes
	19KO100YY	Robert Ell John	462742988	PV1				Yes

Total 5399 record(s) selected | First | Previous | Next | Last | 1/540 | 1/24/2003 1:11:08 PM

- Manual Entry: Click the **Manual Entry** button, if you find the soldier you can input manually.

Soldier Assignment > Arrival Information > **Input Arrival Soldier(s)**

SSN NAME Search **Manual Entry**

MSC	MOS	NAME	SSN	RANK	ARR DATE	Mission No	COMMENTS	Submit
WHP6AA	63WO100YY	Madeline Erieram Alice	156806056	SPC			10/24/2002 - ARR	Yes
WAH4AA	91WO2M6YY	Betty Hilback Velda	203606014	SSG			He is good at JAW	Yes
WHP6AA	91WO100YY	Andy Houth Kenneth	219434117	SPC				Yes
WHP6AA	96BO200YY	Joel Ratis Keith	273791536	SGT				Yes
	35RO200YY	Renee Aleston Anne	278503049	SGT				Yes
WHP6AA	92GO100YY	Karen Wely Natalie	291738467	SPC				Yes
WNBRAA	92RP100YY	William Pett Jefferson	341056084	SGT				Yes
WAH4AA	96HO200YY	Julia Haudt Michelle	374815923	SGT				Yes
WAH4AA	11BO100YY	Emily Mant Francine	389771457	SPC				Yes
	19KO100YY	Robert Ell John	462742988	PV1				Yes

Total 5399 record(s) selected First | Previous | [Next](#) | [Last](#) | 1/540 1/24/2003 1:11:08 PM

- After you click **Manual Entry**, you will get this page. First, input SSN number and click the **Search EDAS** button, if the soldier is in the EDAS table you will get the information if not, you can input manually.

Soldier Assignment > Arrival Information > **Input Arrival Soldier(s)**

SSN NAME Search **Manual Entry**

> **Manual Entry**

SSN (Social Security Number) **Search EDAS**

Mission Number

Full Name (Last Middle First)

Sex

MOS (Military Occupation Specialty)

SL (Skill Level)

SQI (Special Qualification Identifier)

ASI (Additional Skill Identifier)

Lang (Language)

Rank

Grade

Date of Birth (yyyymmdd)

3.4 Command Sponsorship and Joint Domicile

The definition of Command Sponsorship, go to 2.6.1 Command Sponsorship
The definition of Joint Domicile, go to 2.6.2. Joint Domicile

Click the “CMD Spon./Joint Dom.” button to view the Command Sponsorship/Joint Domicile menu



3.4.1 Add the record

3.4.1.1 Search of Soldier(s) for Add record

Click the “Add the record” menu, to add data



■ How to use Search Option

- SSN: Search with SSN
- NAME: Search with Name
- SM Type: The type of Service Member
 - All: All soldiers including officer
 - E - Inbound: Inbound Soldier

- E - In Korea: Soldier who is in Korea
- O - Inbound: Inbound Officer
- O - In Korea: Officer who is in Korea

3.4.1.2 List of Soldier(s) for Add record

Click the **Search** button to view the result soldiers

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Add record

SSN NAME SM Type All

MOS	SSN	RANK	NAME	ARR DATE	MSC	MSC NAME	ASGN UIC	ASGN UNIT
0002000YY	156806056	SGT	Madeline Alice Erieram	10/17/2002	4	0002ININF DIV MECH	WHMRCD	0038FAC COMPANY
88M2000YY	203606014	SGT	Betty Velva Hilback	03/11/2003				
11B3000YY	219434117	PFC	Andy Kenneth Houth	03/11/2003				
31U3000YY	273791536	SSG	Joel Keith Ratis	03/11/2003				
14T3000YY	278503049	SPC	Renee Anne Aleston	03/11/2003				
00Z5000YY	291738467	SSG	Karen Natalie Wely	03/11/2003				
12B3000YY	341056084	SFC	William Jefferson Pett	03/12/2003				
11B3000YY	374815923	SPC	Julia Michelle Haudt	03/12/2003				
11B3000YY	389771457	SPC	Emily Francine Mant	03/12/2003				
0001000YY	462742988	SPC	Robert John Ell	10/10/2001	KA	AMER FOR KOREA NET	W4JT13	AMER FOR KOREA NET

Total 32047 record(s) selected

First | Previous | [Next](#) | [Last](#) | 1/3205

3/20/2003 10:09:00 AM

3.4.1.3 Add the record

3.4.1.3.1 For Soldiers

- **STEP 1:** Click the SSN number to add, and then the Add screen will be pop-up

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Add record

SSN NAME SM Type All

MOS	SSN	RANK	NAME	ARR DATE	MSC	MSC NAME	ASGN UIC	ASGN UNIT
0002000YY	156806056	SGT	Madeline Alice Erieram	10/17/2002	4	0002ININF DIV MECH	WHMRCD	0038FAC COMPANY

Command Sponsorship/Joint Domicile > Add the record

Soldier's Information

SSN	156806056	RANK	SGT	NAME	Madeline Alice Erieram	MOS	0002000YY
DEROS	10/16/2003	UIC	WHMRCD	UNIT	0038FAC COMPANY	MSC	4 (0002ININF DIV MECH)

Action Information

PROCESS TYPE	<input type="text"/>	RECEIVED DATE	4/14/2003	ARRIVAL DATE	10/17/2002
STATUS	<input type="text"/>	TRAVEL STATUS	<input type="text"/>	CSPON	<input type="text"/>
EFMP	<input type="text"/>	SM Type	E-In Korea	COMPLETE DATE	<input type="text"/>

- **STEP 2:** Fill out column, and click **Add** button to add the data

Command Sponsorship/Joint Domicile > **Add the record**

Soldier's Information					
SSN	156806056	RANK	SGT	NAME	Madeline Alice Erieram
DEROS	10/16/2003	UIC	WHMRCO	UNIT	0038FAC COMPANY
MOS	0002000YY		MSC	4 (0002ININF DIV MECH)	

Action Information			
PROCESS TYPE	<input type="text"/>	RECEIVED DATE	4/14/2003
STATUS	<input type="text"/>	TRAVEL STATUS	<input type="text"/>
EFMP	<input type="text"/>	SM Type	E-In Korea
ARRIVAL DATE	10/17/2002		CSPON
COMPLETE DATE	<input type="text"/>		

Joint Domicile's Information					
Spouse SSN	<input type="text"/>	RANK	<input type="text"/>	NAME	<input type="text"/>
MSC CD	<input type="text"/>	UIC	<input type="text"/>		
APPEND COMMENT	<input type="text"/>				

Add

How to read the travel status
S CCT 12 1442Z JUN02

	S	CCT	12	1442Z	JUN02
S=SEOUL		DISP=DISAPPROVED	Status Day	Status Time	Status Month & Year
T=TAEGU		JD=JOINT DOMICILE			
P=PUSAN		INCOTY=IN-COUNTRY TRAVEL			
H=HUMPHRIES		CCT=CONCURRENT TRAVEL			
O=OSAN		ECCT=ECONOMY CONCURRENT TRAVEL			

- Description of each column

- RECEIVED DATE
- PROCESS TYPE
 - Cmd Spose: Command Sponsorship
 - Joint Domicile: Joint Domicile
 - CS and JD: Command Sponsorship and Joint Domicile
 - Temporary
 - INCOTY
- CLERK

- TRAVEL STATUS: See 3.2.1.4. Command Sponsorship/Joint Domicile Information.
- CSPON
- STATUS
 - APPROVED
 - ASSIGNMENTS
 - COMPLETE
 - DISAPPROVED
 - EFMP
 - FSTE
 - G1
 - HOUSING
 - INCOMPLETE
 - J1
 - UNIT
- EFMP
- SM TYPE
- COMPLETED DATE

3.4.1.3.2 For Officer

- **STEP 1:** Click the **Add Officer** button to add officers, and then the Add screen will be pop-up

8th Army Soldier Management System

2003.3.20 | THU |

Welcome!
EDWARDS, JOSEPH R.
(TARD Assignment Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
- FSTE/Curtailment
- CMD Spon./Joint Dom.
 - o Add the record
 - o Update/Delete
 - o Status of Soldiers
- Reports
- User Management
- Code Management
- Link to ePortfolio
- User Manual
- Home

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Add record

SSN NAME SM Type All

MOS	SSN	RANK	NAME	ARR DATE	MSC	MSC NAME	ASGN UIC	ASGN UNIT
0002000YY	156806056	SGT	Madeline Alice Erieram	10/17/2002	4	0002ININF DIV MECH	WHMRCD	0038FAC COMPANY

Command Sponsorship/Joint Domicile > Add of Officer record

SSN RANK LNAME FNAME MNAME

MOS DEROS MSC Code UIC

RECEIVED DATE ARRIVAL DATE PROCESS TYPE

CLERK TRAVEL STATUS CSPON

STATUS EFMP SM Type COMPLETED DATE

JD Soldier's Information

Spouse SSN RANK NAME MSC CD UIC

APPEND COMMENT

Add

How to read the travel status

S CCT 12 1442Z JUN02

S	CCT	12	1442Z	JUN02
S=SEOUL	DISP=DISAPPROVED	Status Day	Status Time	Status Month & Year
T=TAEGU	JD=JOINT DOMICILE			
P=PUSAN	INCOTY=IN-COUNTRY TRAVEL			
H=HUMPHRIES	CCT=CONCURRENT TRAVEL			
O=OSAN	ECCT=ECONOMY CONCURRENT TRAVEL			

- **STEP 2:** Fill out column, and click **Add** button to add the data

Command Sponsorship/Joint Domicile > **Add of Officer record**

SSN	<input type="text"/>	RANK	<input type="text"/>	LNAME	<input type="text"/>	FNAME	<input type="text"/>	MNAME	<input type="text"/>
MOS	<input type="text"/>	DEROS	<input type="text"/>	MSC Code	<input type="text"/>	UIC	<input type="text"/>		

RECEIVED DATE	<input type="text"/>	ARRIVAL DATE	<input type="text"/>	PROCESS TYPE	Cmd Spnse
CLERK	Command	TRAVEL STATUS	<input type="text"/>	CSPON	<input type="text"/>
STATUS	<input type="text"/>	EFMP	<input type="text"/>	SM Type	<input type="text"/>
				COMPLETED DATE	<input type="text"/>

JD Soldier's Information

Spouse SSN	<input type="text"/>	RANK	<input type="text"/>	NAME	<input type="text"/>	MSC CD	<input type="text"/>	UIC	<input type="text"/>
------------	----------------------	------	----------------------	------	----------------------	--------	----------------------	-----	----------------------

APPEND COMMENT

Add

How to read the travel status

S CCT 12 1442Z JUN02

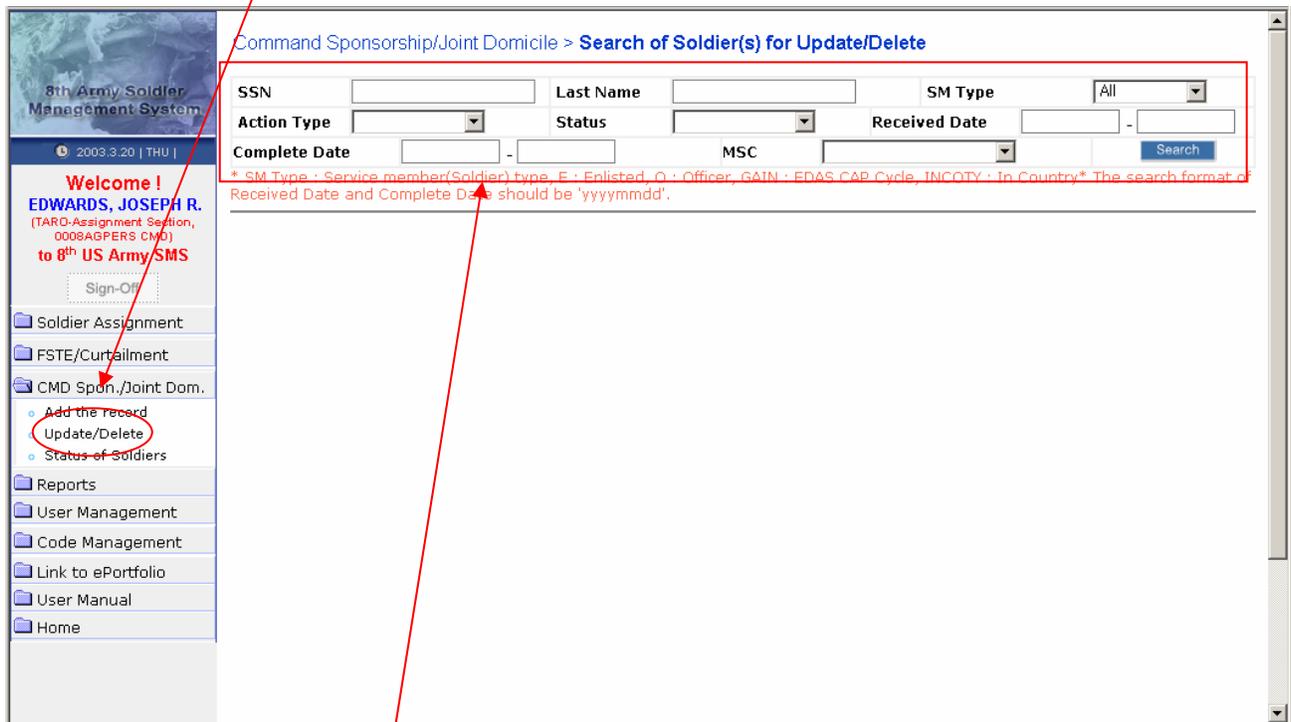
S	CCT	12	1442Z	JUN02
		Status Day	Status Time	Status Month & Year

S=SEOUL DISP=DISAPPROVED
T=TAEGU JD=JOINT DOMICILE
P=PUSAN INCOTY=IN-COUNTRY TRAVEL
H=HUMPHRIES CCT=CONCURRENT TRAVEL
O=OSAN ECCT=ECONOMY CONCURRENT TRAVEL

3.4.2 Update/Delete

3.4.2.1 Search of Soldier(s) for Update/Delete record

Click the “Update/Delete” menu to Add and Update data



■ How to use Search Option

- SSN: Search with SSN
- Last Name: Search with Last Name
- SM Type: The type of Service Member
 - All: All soldiers including officer
 - E - Inbound: Inbound Soldier
 - E - In Korea: Soldier who is in Korea

- O - Inbound: Inbound Officer
- O - In Korea: Officer who is in Korea
- Action Type
 - Cmd Spose: Command Sponsorship
 - Joint Domicile: Joint Domicile
 - CS and JD: Command Sponsorship and Joint Domicile
 - Temporary
 - INCOTY
- Status
 - APPROVED
 - ASSIGNMENTS
 - COMPLETE
 - DISAPPROVED
 - EFMP
 - FSTE
 - G1
 - HOUSING
 - INCOMPLETE
 - J1
 - UNIT
- Received Date
- Complete Date
- MSC

3.4.2.2 List of Soldier(s) for Update/Delete record

Click the **Search** button to view the result soldiers

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Update/Delete

SSN: Last Name: SM Type: All

Action Type: Status: Received Date: - Complete Date: - MSC:

* SM Type : Service member(Soldier) type, E : Enlisted, O : Officer, GAIN : EDAS CAP Cycle, INCOTY : In Country* The search format of Received Date and Complete Date should be 'yyyymmdd'.

SSN	Rank	Name	TYPE	STATUS	Rcvd DT	CMPT DT	MSC	Travel Status	SPOUSE SSN
156806056	SGT	Madeline Alice Erieram	Cmd Spnse	COMPLETE	2/13/2002	2/25/2002		SCCT151405ZFEB02	
203606014	SGT	Betty Velve Hilback	INCOTY	COMPLETE	8/30/2002	9/9/2002		IN-COTY APPVD 9 SEP 02/srp/ no travel involved- depns already here// 111042ZSEP02	
219434117	PFC	Andy Kenneth Houth	Cmd Spnse	G1	3/3/2003				
273791536	SSG	Joel Keith Ratis	Cmd Spnse	COMPLETE	5/6/1998	5/6/1998		SCCT041601ZMAY98/xfer froms-0913p to/ 8 jul/ ah	
278503049	SPC	Renee Anne Aleston	Cmd Spnse	G1	3/3/2003		0008HQHHC		
291738467	SSG	Karen Natalie Wely	Cmd Spnse	G1	3/3/2003				
341056084	SFC	William Jefferson Pett	Cmd Spnse	G1	3/3/2003				
374815923	SPC	Julia Michelle Haudt	Cmd Spnse	G1	3/3/2003				
389771457	SPC	Emily Francine Mant	Cmd Spnse	COMPLETE	5/22/2001	1/1/1998		SCCT010934ZJUN98 / rec'd lease agreement 7 jun02	
462742988	SPC	Robert John Ell	Cmd Spnse	COMPLETE	5/17/2001	5/25/2001		TCCT250738ZMAY01	

Total 3108 record(s) selected

First | Previous | [Next](#) | [Last](#) | 1/311

3/20/2003 10:26:14 AM

3.4.2.3 Update/Delete the record

3.4.2.3.1 For Soldiers

- **STEP 1:** Click the SSN number to Update/Delete, and then the Update/Delete screen will be pop-up

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Update/Delete

SSN Last Name SM Type

Action Type Status Received Date -

Complete Date MSC

* SM Type : Service member(Soldier) type, E : Enlisted, O : Officer, GAIN : EDAS CAP Cycle, INCOTY : In Country* The search format of Received Date and Complete Date should be 'yyyymmdd'.

SSN	Rank	Name	TYPE	STATUS	Rcvd DT	CMPT DT	MSC	Travel Status	SPOUSE SSN
156806056	SGT	Madeline Alice Erieram	Cmd Spnse	COMPLETE	2/13/2002	2/25/2002		SCCT151405ZFEB02	
203606014	SGT	Betty Velva Hilback	INCOTY	COMPLETE	8/30/2002	9/9/2002		IN-COTY APPVD 9 SEP 02/srp/ no travel involved- depns already here// 111042ZSEP02	
219434117	PFC	Andy Kenneth Houth	Cmd Spnse	G1	3/3/2003				
273791536	SSG	Joel Keith Ratis	Cmd Spnse	COMPLETE	5/6/1998	5/6/1998		SCCT041601ZMAY98/xfer froms-0913p to/ 8 jul/ ah	
278503049	SPC	Renee Anne Aleston	Cmd Spnse	G1	3/3/2003		0008HQHHC		
291738467	SSG	Karen Natalie Wely	Cmd Spnse	G1	3/3/2003				
341056084	SFC	William Jefferson Pett	Cmd Spnse	G1	3/3/2003				
374815923	SPC	Julia Michelle Haudt	Cmd Spnse	G1	3/3/2003				
389771457	SPC	Emily Francine Mant	Cmd Spnse	COMPLETE	5/22/2001	1/1/1998		SCCT0109342JUN98 / rec'd lease agreement 7 jun02	
462742988	SPC	Robert John Ell	Cmd Spnse	COMPLETE	5/17/2001	5/25/2001		TCCT250738ZMAY01	

Total 3108 record(s) selected First | Previous | [Next](#) | [Last](#) | 1/311 3/20/2003 10:26:14 AM

- **STEP 2:** You can Update and Delete

Command Sponsorship/Joint Domicile > Update / Delete

Soldier's Information

SSN	156806056	RANK	SGT	NAME	Madeline Alice Erieram	MOS	25R2000YY
DEROS	09/17/2003	UIC	W4JT13	UNIT	AMER FOR KOREA NET	MSC	KA (W4JT13)

Action Information

PROCESS TYPE	INCOTY	RECEIVED DATE	04/04/2003	ARRIVAL DATE	01/01/1900
STATUS	APPROVED	TRAVEL STATUS	INCOTY081702ZAPR03	CSPON	S-1777P
EFMP	No	SM Type	E-In Korea	COMPLETE DATE	04/10/2003

Joint Domicile's Information

Spouse SSN		RANK		NAME		MSC		UIC	
------------	--	------	--	------	--	-----	--	-----	--

3.4.2.3.2 For Officers

- STEP 1: Click the SSN number to Update/Delete, and then the Update/Delete screen will be pop-up

Command Sponsorship/Joint Domicile > Search of Soldier(s) for Update/Delete

SSN: Last Name: SM Type: All

Action Type: Status: Received Date: -

Complete Date: - MSC:

* SM Type : Service member(Soldier) type, E : Enlisted, O : Officer, GAIN : EDAS CAP Cycle, INCOTY : In Country* The search format of Received Date and Complete Date should be 'yyyymmdd'.

SSN	Rank	Name	TYPE	STATUS	Rcvd DT	CMPT DT	MSC	Travel Status	SPOUSE SSN
156806056	MAJ	Madeline Alice Erieram	CS and JD	G1	4/14/2003		0019 CS HHC TSC		123456789
203606014	COL	Betty Velva Hilback	Cmd Spnse	COMPLETE	2/13/2002	2/25/2002		SCCT1514052FEB02	
219434117	PFC	Andy Kenneth Houth	INCOTY	COMPLETE	8/30/2002	9/9/2002		IN-COTY APPVD 9 SEP 02/srp/ no travel involved- depns already here// 111042ZSEP02	
273791536	SSG	Joel Keith Ratis	Cmd Spnse	COMPLETE	5/6/1998	5/6/1998		SCCT041601ZMAY98//fer froms-0913p to/ 8 jul/ ah	
278503049	PFC	Renee Anne Aleston	CS and JD	G1	4/14/2003		0001SCARMY BDE		111223333
291738467	PV2	Karen Natalie Wely	Cmd Spnse	COMPLETE	4/22/2003	3/3/2003	0002ININF DIV MECH	tets	
341056084	SGT	William Jefferson Pett	Cmd Spnse	COMPLETE	5/22/2001	1/1/1998		SCCT010934ZJUN98 / recd lease agreement 7 jun02	
374815923	2LT	Julia Michelle Haudt	Cmd Spnse	COMPLETE	5/17/2001	5/25/2001		TCCT250738ZMAY01	
389771457	COL	Emily Francine Mant	Cmd Spnse	COMPLETE	3/4/2002	3/5/2002		SCCT051823ZMAR02	
462742988	MSG	Robert John Ell	Cmd Spnse	COMPLETE	4/9/2002	4/23/2002		(efmp) DISP230917ZAPR02	

Total 3266 record(s) selected

First | Previous | [Next](#) | [Last](#) | 1/327

4/24/2003 11:08:52 AM

[Save\(Search Result\) to Excel File](#)

- STEP 2: You can Update and Delete

Command Sponsorship/Joint Domicile > Update / Delete of Officer record

SSN: 156806056 RANK: MAJ LNAME: Erieram FNAME: Madeline MNAME: Alice

MOS: 91Z DEROS: 07/20/2004 MSC Code: AE UIC: WNBRAA

RECEIVED DATE: 04/02/2003 ARRIVAL DATE: 07/20/2003 PROCESS TYPE: Cmd Spnse

CLERK: Command Spns TRAVEL STATUS: CSPON

STATUS: UNIT EFMP: No SM Type: O-Inbound COMPLETED DATE:

JD Soldier's Information

Spouse SSN: RANK: NAME: MSC CD: UIC:

APPEND COMMENT

COMMENTS

3.4.3 Status of Soldiers

3.4.3.1 Search of Soldier(s) for Status of Soldiers

Look the 3.4.2.1 Search of Soldier(s) for Update/Delete record

3.4.3.2 List of Soldier(s) for Status of Soldiers

Look the 3.4.2.2 List of Soldier(s) for Update/Delete record

The difference is that there will be no Save(Search Result)to Excel File button

3.4.3.3 The Detail Information

Look the 3.4.2.3 Update/Delete the record

The difference is that there will be no Update and Delete button

3.5 FSTE and FSTC

The definition of FSTE, go to 2.5.1 FSTE
The definition of FSTC, go to 2.5.3 FSTC

Click the “FSTE/Curtailment” button to view the FSTE and FSTC menu



3.5.1 Add/Update/Delete

3.5.1.1 Search

Click the “Add/Update/Delete” menu, to add, update and delete

FSTE/Curtailment > Add/Update/Delete screen

SSN RANK NAME
 PMOS 91H MSC AI UIC WBHUAD

Search Save Add

*ACTION TYPE FSTE *DAYS 366 / 12M 00 ETS 2007/5/31
 *ORG. DEROS 2003/3/10 *REQ. DEROS 2004/3/10 CURR.DEROS 2004/3/10

OTEIP N OPTION 4 COT N OTEIP CAT 12M

*SM SIGNED DT 2006/3/2 *RCVD DT FROM UNIT 2005/3/2
 FWRD TO DA DT CLOSED DT

*STATUS ----- STATUS DT
 AI N NEXT AI IFSTE N

ITT SECTION
 LOSING UNIT GAINING UNIT
 REPORT DT MDC No Cost TOTAL COST 0.00

REMARKS

- You can search soldier with SSN number
- Click **Search** button
- Click the “<Next>” or “<Previous>”, to go forward or go backward in searched results

FSTE/Curtailment > Add/Update/Delete screen

SSN 156806056 RANK SGT NAME Madeline Alice Erieram
 PMOS 91H MSC AI UIC WBHUAD

Search Save Add Del

*ACTION TYPE FSTE *DAYS 366 / 12M 00 ETS 2007/5/31
 *ORG. DEROS 2003/3/10 *REQ. DEROS 2004/3/10 CURR.DEROS 2004/3/10

OTEIP Y OPTION 4 COT N OTEIP CAT 12M

*SM SIGNED DT 2006/3/2 *RCVD DT FROM UNIT 2005/3/2
 FWRD TO DA DT CLOSED DT

*STATUS ----- STATUS DT
 AI N NEXT AI IFSTE N

ITT SECTION
 LOSING UNIT GAINING UNIT
 REPORT DT MDC No Cost TOTAL COST 0.00

REMARKS

3.5.1.2 Add

- Input the SSN number you want to add
- Click the **Add** button, and then the data will be shown

FSTE/Curtailment > Add/Update/Delete screen

SSN	156806056	RANK	SGT	NAME	Madeline Eriam Alice
PMOS	91H	MSC	AI	UIC	WBHUA0

***ACTION TYPE** FSTE ***DAYS** / / **ETS** 2004/8/28
***ORG. DEROS** 2004/3/17 ***REQ. DEROS** / / **CURR.DEROS** / /

OITEIP N **OPTION** -- **COT** N **OITEIP CAT** ----

***SM SIGNED DT** / / ***RCVD DT FROM UNIT** / /
FWRD TO DA DT / / **CLOSED DT** / /

***STATUS** ---- **STATUS DT** / /
AI N **NEXT AI** / / **IFSTE** N

ITT SECTION
LOSING UNIT WH3SAA(AI) WBHST0 **GAINING UNIT** --- --
REPORT DT / / **MDC** No Cost **TOTAL COST** 0.00

REMARKS

- Description of each column
Look at Description of each column in 3.2.1.4 FSTE/FSTC
- Restriction
 - ‘**’ should be filled

- “Days” filed will be automatically calculated, after you input the “REQ.DEROS” field
- If “Days”(MM) is less than 12 months, the “COT” and “OTEIP” will be ‘N’, “Option” will be ‘N/A’ and “OTEIP CAT” will be ‘Null’
- If “Days”(MM) is more than 12 months or same as 12 months,
 - If “COT” is ‘Y’, then “OTEIP” will be ‘N’, “OPTION” will be ‘Null’ and “OTEIP CAT” will be ‘2’
 - If “OTEIP” is ‘Y’, then “COT” will be ‘N’, “OPTION” will be ‘1~4’ and “OTEIP CAT” will be ‘2’
- If “Days”(MM) is less than 12 months and more or same as 12 months, “OTEIP” will be ‘Y’, “COT” will be ‘N’, “OPTION” will be ‘1~4’ and “OTEIP CAT” will be ‘1’
- The “STATUS DT” will be the date you click the **Save** button
- When the “STATUS” is ‘A8’, ‘D8’, ‘ADA’, ‘DDA’ and ‘RWA’, the “CLOSED DT” will be mandatory field.
- Only ‘FSTE’ in “Action Type” is allowed “ITT”

- Click **Save** button to save

3.5.1.3 Delete

- If you want to delete the data, click the **Delete** button

FSTE/Curtailment > Add/Update/Delete screen

SSN	156806056	RANK	SGT	NAME	Madeline Alice Erieram
PMOS	91H	MSC	AI	UIC	WBHUAD

Buttons: Search, Save, Add, **Del**

*ACTION TYPE	FSTE	*DAYS	366 / 12M 00	ETS	2007/5/31
*ORG. DEROS	2003/3/10	*REQ. DEROS	2004/3/10	CURR.DEROS	2004/3/10
OTEIP	Y	OPTION	4	COT	N
OTEIP CAT	12M				
*SM SIGNED DT	2006/3/2	*RCVD DT FROM UNIT	2025/3/2		
FWRD TO DA DT	2002/3/3	CLOSED DT	2010/3/4		
*STATUS	ADA	STATUS DT	2003/4/10		
AI	N	NEXT AI		IFSTE	Y

ITT SECTION

LOSING UNIT	AI WBHUAD	GAINING UNIT	---
REPORT DT	MDC	No Cost	TOTAL COST 0

REMARKS

<Previous> <Next> | 1/25

3.5.2 Query by search items

3.5.2.1 Search

Click “Query by search items” menu, you can search with a bunch of options

The screenshot displays the user interface for the 8th Army Soldier Management System. On the left is a navigation menu with the following items: 'Welcome!', 'FSTE/Curtailment, (TARO - FSTE/C Section, 0008AGPERS CMD) to 8th US Army SMS', 'Sign-Off', 'Soldier Assignment', 'FSTE/Curtailment' (with a sub-menu containing 'Add/Update/Delete', 'Query by search items' (circled in red), and 'Status of Soldiers'), 'CMD Spon./Joint Dom.', 'FSTE/C Reports', 'Link to ePortfolio', 'User Manual', and 'Home'. The main content area is titled 'FSTE/Curtailment > Query by search items' and contains a search form with the following fields: 'SSN', 'NAME', 'AI', 'IFSTE', 'ACTION TYPE', 'CLOSED DT', 'YYYY/MM/DD ~ YYYY/MM/DD', 'MSC', 'DAYS', 'STATUS', and 'OTEIP'. A yellow 'Search' button is located at the bottom right of the form.

- How to use Search Options

SSN	<input type="text"/>	NAME	<input type="text"/>	AI	<input type="text"/>	IFSTE	<input type="text"/>		
ACTION TYPE	<input type="text"/>	CLOSED DT	<input type="text"/> ~ <input type="text"/>	UIC	<input type="text"/>	DAYS	<input type="text"/>		
STATUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
							OTEIP	<input type="text"/>	<input type="button" value="Search"/>

- SSN: Self explanatory
- Name: Self explanatory
- AI: Look at Description of 3.2.1.3 FSTE/FSTC
- IFSTE: Look at Description of 3.2.1.3 FSTE/FSTC
- ACTION TYPE: Look at Description of 3.2.1.3 FSTE/FSTC
- You can choose “CLOSED DT” and “RECEIVED DT”
- UIC: MSC level UIC
- DAYS
 - 12M GE: More and equal with 12 months
 - 12M LT: Less than 12 months
- STATUS: Look at Description of 3.2.1.3 FSTE/FSTC, you can choose multi STATUS at once
- OTEIP: Look at Description of 3.2.1.3 FSTE/FSTC

■ After you choose the options, you will see the list as below

8th Army Soldier Management System

2003 4 21 | MON |

Welcome!
FSTE/Curtailment,
(TARO - FSTE/C Section,
0008AGPERS CMD)
to 8th US Army SMS

-
- -
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-

FSTE/Curtailment > Query by search items

SSN	<input type="text"/>	NAME	<input type="text"/>	AI	<input type="text"/>	IFSTE	<input type="text"/>		
ACTION TYPE	<input type="text"/>	CLOSED DT	<input type="text"/> ~ <input type="text"/>	MSC	<input type="text"/>	DAYS	<input type="text"/>		
STATUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
							OTEIP	<input type="text"/>	<input type="button" value="Search"/>

ACTION TYPE	STAT	MSC	SSN	RANK	NAME	PMOS	OTEIP	AI	IFSTE	RCVD DT	CLOSED DT
FSTE (12M OD)	ADA	AI	156806056	SGT	Madeline Alice Erieram		N		N	2001/3/27	2001/4/6
FSTE (12M OD)	A8	4	203606014	SGT	Betty Velva Hilback	14J	Y	N	N	2003/3/31	2003/4/2
FSTE (12M OD)	ADA	AI	219434117	PFC	Andy Kenneth Houth		N		N	2001/8/23	2001/9/12
FSTE (24M OD)	A8	AH	273791536	SSG	Joel Keith Ratis	79S	N		N	2001/6/26	2001/8/21
PCURT (--1M OD)	ADA	4	278503049	SPC	Renee Anne Aleston	88M	N		N	2003/2/20	2003/2/27
FSTE (12M OD)	ADA	4	291738467	SSG	Karen Natalie Wely		N		N	2002/1/16	2002/2/20
FSTE (3M OD)	ADA	AM	341056084	SFC	William Jefferson Pett		N		N	2001/11/27	2001/12/18
FSTE (12M OD)	ADA	AE	374815923	SPC	Julia Michelle Haudt		N		N	2002/4/25	2002/5/7
FSTE (12M)	DDA	AT	389771457	SPC	Emily Francine Mant	12B	N		N	2002/10/30	2002/12/11
FSTE (12M OD)	ADA	4	462742988	SPC	Robert John Ell	98G	Y		N	2002/3/26	2002/4/5

Selected Rows : 8720 4/21/2003 3:46:28 PM

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■ You can get the EXCEL file by clicking the Save(Search results) to Excel file button

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3.5.2.2 Detail Information of FSTE/FSTC

You can get the detail information by clicking the SSN number on the list

FSTE/Curtailment > Soldier Detail Information

SSN	156806056	RANK	SGT	NAME	Madeline Alice Erieram
PMOS		MSC	AI	UIC	

ACTION TYPE	FSTE	DAYS	365	12M 0D
CURR. DEROS	2001/10/28	REQ. DEROS	2002/10/28	ETS

OTEIP	N	OPTION		COT	N	OTEIP CAT	12M
--------------	---	---------------	--	------------	---	------------------	-----

*SM SIGNED DT		*RCVD DT FROM UNIT	2001/03/27
FWRD TO DA DT	2001/03/29	CLOSED DT	2001/04/06

*STATUS	ADA	STATUS DT	2001/04/06
AI		NEXT AI	
		IFSTE	N

ITT SECTION

LOSING UNIT	AI	GAINING UNIT	
REPORT DT		MDC	
		TOTAL COST	

REMARKS

Back

- Help
Click the **Help** link, and then the pop-up window will pop up for the detail description of each column

Description of each column

Action Type	The type of action that has been requested by the soldier for FSTE or FSTC. Unit request for IFSTE will also be reflected on this page. FSTE - Foreign Service Tour Extension IFSTE - Involuntary Foreign Service Tour Extension FSTC - Foreign Service Tour Curtailment PCURT - Pregnancy Curtailment SCURT - School Curtailment CURT - Regular Curtailment
Current DEROS	Date Estimated to Return from Overseas is the date the soldier is eligible to return from overseas upon completion of the prescribed maximum overseas tour from the country in which serving.

- Back
Click the **Back** button to go back to the selected list

3.5.3 Status of Soldiers

3.5.3.1 Search

Click “Status of Soldiers” menu, you can search with options

The screenshot displays the 8th Army Soldier Management System interface. On the left is a navigation menu with the following items: Soldier Assignment, FSTE/Curtailment (expanded), Add/Update/Delete, Query by search items, Status of Soldiers (circled in red), CMD Spon./Joint Dom., FSTE/C Reports, Link to ePortfolio, User Manual, and Home. A red arrow points from the 'Status of Soldiers' menu item to the search options in the main content area. The main content area is titled 'FSTE/Curtailment > Status of Soldier(s)' and contains a search form with the following fields:

SSN	<input type="text"/>	NAME	<input type="text"/>	CLOSED DT	<input type="text"/> YYYY/MM/DD ~ <input type="text"/> YYYY/MM/DD	<input type="button" value="Search"/>
		IFSTE	<input type="text"/> ---	RECEIVED DT	<input type="text"/> YYYY/MM/DD ~ <input type="text"/> YYYY/MM/DD	

■ How to use Search Options

SSN	<input type="text"/>	NAME	<input type="text"/>	CLOSED DT	<input type="text" value="YYYY/MM/DD"/> ~ <input type="text" value="YYYY/MM/DD"/>	Search
		IFSTE	<input type="text" value="---"/>	RECEIVED DT	<input type="text" value="YYYY/MM/DD"/> ~ <input type="text" value="YYYY/MM/DD"/>	

- SSN: Self explanatory
- Name: Self explanatory
- IFSTE: Look at Description of 3.2.1.3 FSTE/FSTC
- CLOSED DT: You can search with closed date
- RECEIVED DT: You can search with received date

■ After you choose the options, you will see the list as below

8th Army Soldier Management System

2003.4.21 | MON |

Welcome !

FSTE/Curtailment,
(TARO - FSTE/C Section,
0008AGPERS CMD)
to 8th US Army SMS

Sign-Off

- Soldier Assignment
- FSTE/Curtailment
 - o Add/Update/Delete
 - o Query by search items
 - o Status of Soldiers
- CMD Spon./Joint Dom.
- FSTE/C Reports
- Link to ePortfolio
- User Manual
- Home

FSTE/Curtailment > Status of Soldier(s)

SSN	<input type="text"/>	NAME	<input type="text"/>	CLOSED DT	<input type="text" value="YYYY/MM/DD"/> ~ <input type="text" value="YYYY/MM/DD"/>	Search
		IFSTE	<input type="text" value="---"/>	RECEIVED DT	<input type="text" value="YYYY/MM/DD"/> ~ <input type="text" value="YYYY/MM/DD"/>	

MSC	UIC	UIC NAME	SSN	RANK	NAME	PMOS	ACTION TYPE	STATUS	IFSTE	RECEIVED DT	CLOSED DT
AI			156806056	SGT	Madeline Alice Erieram		FSTE (12M OD)	ADA	N	2001/3/27	2001/4/6
4	WAWLTO		203606014	SGT	Betty Velve Hilback	14J	FSTE (12M OD)	A8	N	2003/3/31	2003/4/2
AI			219434117	PFC	Andy Kenneth Houth		FSTE (12M OD)	ADA	N	2001/8/23	2001/9/12
AH	WHP699	AG HHC PERS CMD AUG	273791536	SSG	Joel Keith Ratis	79S	FSTE (24M OD)	A8	N	2001/6/26	2001/8/21
4	WAJBAA	0002INHHC/MMC DISC	278503049	SPC	Renee Anne Aleston	88M	PCURT (-1M OD)	ADA	N	2003/2/20	2003/2/27
4			291738467	SSG	Karen Natalie Wely		FSTE (12M OD)	ADA	N	2002/1/16	2002/2/20
AM			341056084	SFC	William Jefferson Pett		FSTE (3M OD)	ADA	N	2001/11/27	2001/12/18
AE			374815923	SPC	Julia Michelle Haudt		FSTE (12M OD)	ADA	N	2002/4/25	2002/5/7
AT	W29VAA	8 ARMY WIGHTMAN NCO AC	389771457	SPC	Emily Francine Mant	12B	FSTE (12M)	DDA	N	2002/10/30	2002/12/11
4	WH7NT0	0102MIHQ/HQ AND OP	462742988	SPC	Robert John Ell	98G	FSTE (12M OD)	ADA	N	2002/3/26	2002/4/5

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3.5.3.2 Detail Information of FSTE/FSTC

Look the 3.5.2.2 Detail Information of FSTE/FSTC

4. Glossary

4.1 Department of Defense/Department of the Army Systems

DEERS	Defense Eligibility Enrollment System. DOD system to determine eligibility for defense benefits such as health care, commissary privileges, ...
EDAS	Enlisted Distribution and Assignment System. Application that interfaces to TAPDB for enlisted management and assignments
eMILPO	Electronic Military Personnel Office. Replacing SIDPERS as the installation/theater level personnel management system
RETAIN	The Army's reenlistment management system
TAADS	The Army Authorization Document System. The system that manages all personnel and equipment requirements and authorizations for unit tables of organization and equipment (TOE)
TAPDB	Total Army Personnel Database. The Army's master database for personnel information on all soldiers
TOPMIS	Total Officer Personnel Management Information System. Application that interfaces to TAPDB for officer management and assignment

TRICARE The Department of Defense health care management system

4.2 Eight US Army Initiative

Command Sponsorship/Join t Domicile Website Website that tracks the status of all Army command sponsorship and joint domicile requests for Korea. Superseded by SMS

ePORTFOLIO Website that provides personnel reports for units and agencies. Integrated into the next version of SMS

FSTE/FSTE Website Website that tracks the status of all Army extension and curtailment requests in the Korea. Superseded by SMS

Levy Website Website that allows a soldier to conduct a levy brief online with information automatically submitted to the servicing personnel unit for orders processing. Integrated into a future version of SMS

Pinpoint Assignment System Eighth US Army initiative to provide every incoming soldier with a pinpoint assignment down to company level no later than 75 days prior to report date. Superseded by SMS

Postal Locator Eighth US Army initiative to provide an automated means to track soldier forwarding addresses for both soldiers arriving into the theater and soldiers that have left Korea. Integrated into a future version of SMS

Sponsorship Website Website that facilitated the assignment of sponsors for every inbound soldier. Modeled after the S-Gate system in Europe. Superseded by SMS

Theater Strength Management System Eighth US Army initiative to provide MSC assignments and reports for current and projected enlisted strengths. Superseded by SMS

Turbo In/Out Processing (IOP) Eighth US Army initiative to provide automated, one-stop in and out processing. Integrated into SMS and deployed to Area II in Apr 03. Deployed to Areas I, III, and IV in future versions of SMS