

DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE (DARTS)

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Getting Started

The DARTS application and RDBMS processes Sensitive But Unclassified (SBU) information, therefore, access is controlled by a login screen requiring a user id and password that is validated against the Army Knowledge Online's (AKO) Lightweight Directory Access Protocol (LDAP) directory. In addition to requiring an AKO account, users must also have a DARTS account established. Initially, installation administrator accounts are set up by a DARTS Material Developer; subsequent installation users are then set up by the local DARTS installation administrators. When these requirements are met, access is obtained by linking to the application via URL <https://guardian.formscm.army.mil/>, using any web browser supporting HTML version 3.1 or above.

DARTS Overview

DARTS is a menu-driven, point and click web application. Users should find it easy to navigate.

When logged into the application, the level of access to the various module(s) is determined by the permissions granted by the local DARTS installation Administrator.

NOTE: *The DARTS database contains sensitive information which may be subject to the Privacy Act of 1974 (PL 93-579). It is important to treat it accordingly and limit access to those individuals with a need.*

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DARTS Login

1. Type your AKO user id and password in the appropriate **text box** as shown in *Figure i*.
2. Click the **Submit** button to access the application, or the **Reset** button to clear and reenter your userid and password. .

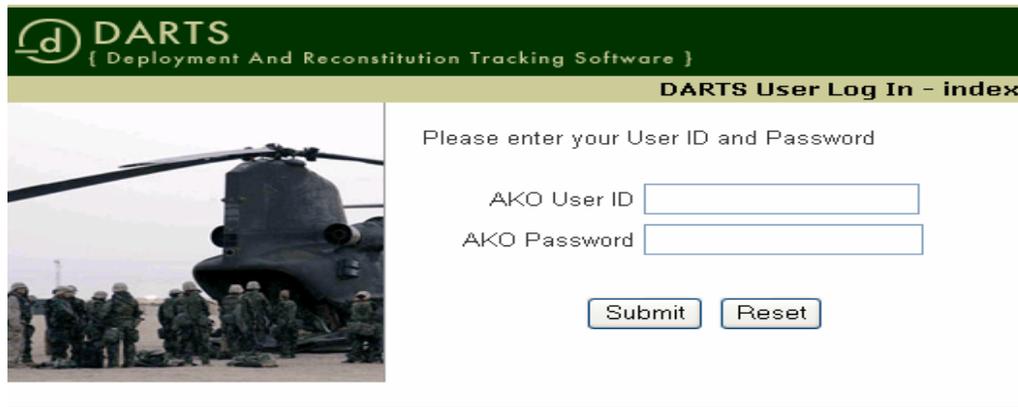


Figure i - DARTS User Login Page

When an invalid AKO user id and/or password is entered, **"You have entered an invalid id and/or password"** message displays on the DARTS *User Login* page.

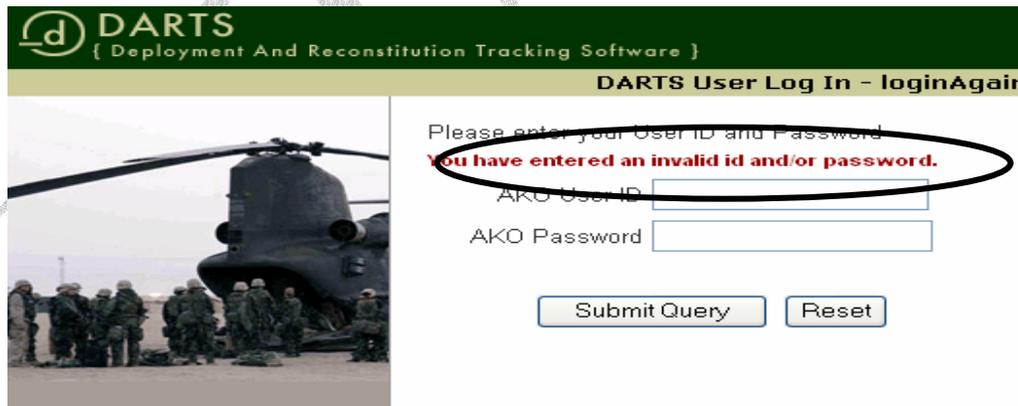


Figure ii – DARTS User Login Page with Error Prompt

You have three attempts to enter valid information. After the third attempt, the following AKO Lost Password form displays to allow you to enter a new one, if you have forgotten or lost it:

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AKO Lost Password

Choose ONE of the three options below and click Submit ONCE to reset your password.

OPTION 1: Enter your AKO User ID.

An email will be sent to the email address you registered with containing a link to reset your password.

AKO User ID:
(Example: john.doe)

OPTION 2: Enter the email address you registered with.

An email will be sent to the email address you registered with containing a link to reset your password.

Registration Email:
(Example: johndoe@yahoo.com)

OPTION 3: Enter your AKO User ID.

You will be asked to verify yourself by answering the three secret questions associated with your account. **You will then be prompted to reset your password.**

AKO User ID:
(Example: john.doe)

Submit

Figure iii – AKO Lost Password Page

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DARTS Main Menu

The *DARTS* application main menu consists of four options or modules covering four functional areas, *Individual*, *Unit*, *Admin*, and *LogEval*. They contain submenus and functions to allow you to complete unit and soldier readiness processing (URP/SRP), Redeployment-Post Deployment and Reconstitution Checklist (RPDRC), and track logistical data from deployed units.

The following *DARTS Main Menu* and Welcome page displays when a valid AKO user id and password are entered.

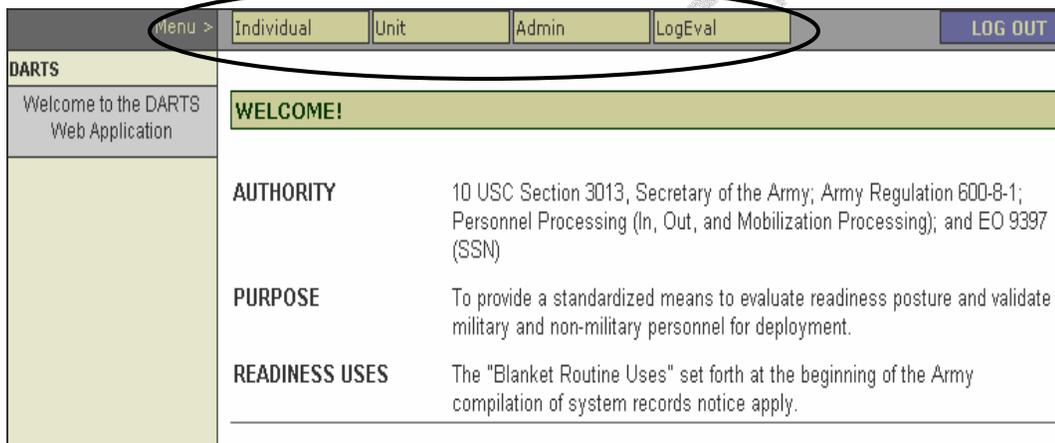


Figure iv - DARTS Main Menu & Welcome Page

SECTION 1 Admin Menu Option & Functions

The *Admin* menu option and module has one submenu, *User*. The *User* submenu contains three functions, *Create Installation Admin*, *Create General User*, and *Modify/Delete User*. Through these functions, you can create and customize user permissions, or delete existing users. Installation administrators are responsible for setting up local user accounts, grant access to the various modules; and read, write, or no permissions.

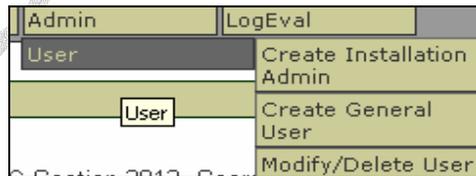


Figure 1.0 - Admin Menu & Submenu Option & Functions

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1.0 Create Installation Admin

The *Create Installation User* function permits you to set up an installation administrator with full application rights. Installation administrators are responsible for setting up general user accounts at their installation. To access this function:

1. Click *Admin* from DARTS Main Menu.
2. Click the *User* submenu.
3. Click *Create Installation User*.

The following *User Information* page displays:

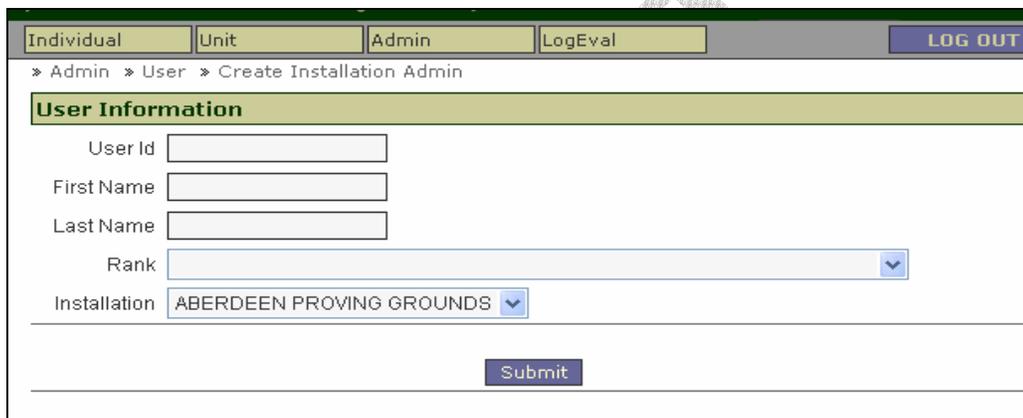


Figure 1.1 - User Information Page

Complete the *User Information* page as follows (Fill in all text boxes to avoid error prompts.):

1. User Id: Enter the user's AKO user id.
2. First Name: Enter the user's first name.
3. Last Name: Enter the user's last name.
4. Rank: Click the **down arrow**  to display a list of ranks to choose from.
5. Installation: Click the **down arrow**  to display a list of installations to choose from.
6. Click the **Submit** button to save the information. Note: If you exit this page before clicking the **Submit** button, changes are lost.

If the data entered is a duplicate record, a validation error message displays on the following page:

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The screenshot shows a web interface for creating a user. At the top, there are tabs for 'Individual', 'Unit', 'Admin', and 'LogEval', and a 'LOG OUT' button. Below the tabs is a breadcrumb trail: 'Admin > User > Create Installation Admin'. The main section is titled 'User Information'. A red-bordered box contains the message: 'Validation Error(s) You attempted to add a duplicate user record. Please try again.' Below this, there are input fields for 'User Id' (containing 'Rosalind.white'), 'First Name' (containing 'ROSALIND'), 'Last Name' (containing 'WHITE'), 'Rank' (a dropdown menu set to 'CIV (CIVILIAN)'), and 'Installation' (a dropdown menu set to 'ABERDEEN PROVING GROUNDS'). A 'Submit' button is at the bottom.

Figure 1.2 - Duplicate User Record Error Message

Otherwise, the *New User Permissions* page (Figure 1.3) displays. The New User Permissions page has four (4) sections representing the functional areas (or modules) i.e., Individual (ISP/RPDR), Units, Admin, and LogEval. From this page, you can set up **write**, **read**, or **none** user permissions to these modules.

When all data boxes are completely filled in on the *User Information* page, the following *New User Permissions* page displays.

The screenshot shows the 'New User Permissions' page for user 'Evelyn.Marks'. At the top, there are tabs for 'Individual', 'Unit', 'Admin', and 'LogEval', and a 'LOG OUT' button. Below the tabs is a breadcrumb trail: 'Admin > User > Create New User'. The main section is titled 'New User Permissions'. Below the title, there is a text input field containing 'Evelyn.Marks'. The page is divided into two main sections: 'Individual' and 'RPDR'. Each section has a 'Permission Level' dropdown menu set to 'WRITE'. The 'Individual' section lists the following functional areas: Personnel, Finance, Legal, Logistics, Training, Security, Medical, Dental, Vision, and ACS Family. The 'RPDR' section lists: Personnel, Finance, Installation, Security, Medical, Dental, Vision, Legal, and Logistics.

Figure 1.3 - Individual Section

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Unit	
Unit Readiness Process	
Briefings	Permission Level WRITE ▼
Echelon	
Echelon	Permission Level WRITE ▼
Roster	
Roster	Permission Level WRITE ▼
Task Force	
Task Force	Permission Level WRITE ▼
RPDRC	
Briefings	Permission Level WRITE ▼

Figure 1.3a – Unit Section

Admin	
User	
Permission Level	
Create New User	WRITE ▼
Modify/Delete User	WRITE ▼

Figure 1.3b – Admin Section

LogEval	
Unit Details	
Permission Level	
General Information	WRITE ▼
Addresses	WRITE ▼
Readiness Status	WRITE ▼
Unmatched Hand Receipts	WRITE ▼
Administration	
Permission Level	
Import Hand Receipt	WRITE ▼
Scenario	WRITE ▼
Readiness	
Permission Level	
Class I	WRITE ▼
Class II	WRITE ▼
Class III	WRITE ▼
Class V	WRITE ▼
Class VII	WRITE ▼
Class VIII	WRITE ▼
Class IX	WRITE ▼
Calibration	WRITE ▼
Critical Tools	WRITE ▼
Dining	WRITE ▼
Maintenance	WRITE ▼
Transportation	WRITE ▼
Submit	

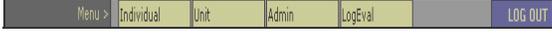
Figure 1.3c - LogEval Section

DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE (DARTS)

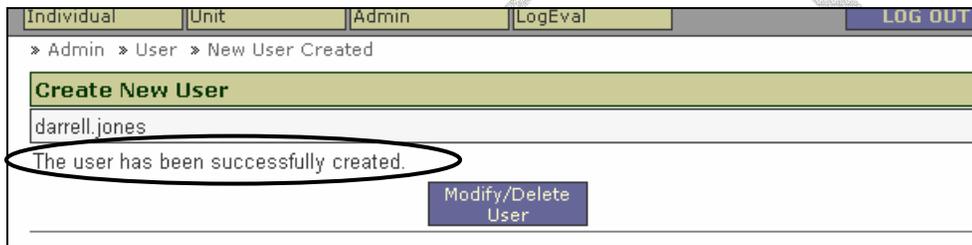
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1. For each section, accept the **write** default value, or click the **down arrow**  to change the permissions level to **read** or **none**.
2. Click the **Submit** button to save changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

3. Click any **main menu** option , or submenu option  to begin a different transaction, to exit this form or the application.

The following page displays signifying the user has been successfully created when the **Submit** button is clicked:



The screenshot shows a web interface with a navigation bar at the top containing 'Individual', 'Unit', 'Admin', 'LogEval', and 'LOG OUT'. Below the navigation bar is a breadcrumb trail: '» Admin » User » New User Created'. The main content area has a title 'Create New User' and a text input field containing 'darrell.jones'. A message box below the input field states 'The user has been successfully created.' and is circled in red. At the bottom right of the form is a 'Modify/Delete User' button.

Figure 1.4 – Create New User with Successfully Created Message

3. Click the Modify/Delete User button to exit this form, or follow #3 above.

1.1 Create General User

The *Create General User* function is similar to the *Create Installation Admin* function; however, it has limited module access and permissions.

To access the *Create New User* function:

1. Click *Admin* from DARTS *Main Menu*.
2. Click the *User* submenu.
3. Click *Create New User*.

The following *User Information* page displays.

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Menu > Individual Unit Admin LogEval LOG OUT

DARTS > Admin > User > Create General User

Welcome to the DARTS Web Application

User Information

User Id

First Name

Last Name

Rank

Submit

Figure 1.5 - User Information Page

Complete the *User Information* form as follows (Fill in all text boxes to avoid error prompts.):

1. User Id: Enter the user's AKO user id.
2. First Name: Enter the user's first name.
3. Last Name: Enter the user's last name.
4. Rank: Click the **down arrow**  to display a list ranks choose from. Note: If you exit this page before clicking the **Submit** button, changes are lost.

If the data entered is a duplicate record, a validation error message displays on the following page:

User Information

Validation Error(s)

You attempted to add a duplicate user record. Please try again.

User Id

First Name

Last Name

Rank

Submit

Figure 1.6 - User Information Page

Otherwise, the *New User Permissions* page (Figure 1.7) displays. The New User Permissions page has four (4) sections representing the functional areas (or modules) i.e., Individual (ISP/PPDR), Units, Admin, and LogEval. From this page, you can set up **write**, **read**, or **none** user permissions to these modules.

When all text boxes are completely filled in on the *User Information* page, the following *New User Permissions* page displays.

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<p>DARTS</p> <p>Welcome to the DARTS Web Application</p>	<p>New User Permissions</p> <p>Evelyn.Marks</p> <p>Individual</p> <p>Soldier Readiness Process</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Finance</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Legal</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Logistics</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Training</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Security</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Medical</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Dental</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Vision</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>ACS Family</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table> <p>RPDRC</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Finance</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Installation</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Security</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Medical</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Dental</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Vision</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Legal</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Logistics</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table>		Permission Level	Personnel	WRITE <input type="button" value="v"/>	Finance	WRITE <input type="button" value="v"/>	Legal	WRITE <input type="button" value="v"/>	Logistics	WRITE <input type="button" value="v"/>	Training	WRITE <input type="button" value="v"/>	Security	WRITE <input type="button" value="v"/>	Medical	WRITE <input type="button" value="v"/>	Dental	WRITE <input type="button" value="v"/>	Vision	WRITE <input type="button" value="v"/>	ACS Family	WRITE <input type="button" value="v"/>		Permission Level	Personnel	WRITE <input type="button" value="v"/>	Finance	WRITE <input type="button" value="v"/>	Installation	WRITE <input type="button" value="v"/>	Security	WRITE <input type="button" value="v"/>	Medical	WRITE <input type="button" value="v"/>	Dental	WRITE <input type="button" value="v"/>	Vision	WRITE <input type="button" value="v"/>	Legal	WRITE <input type="button" value="v"/>	Logistics	WRITE <input type="button" value="v"/>
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Legal	WRITE <input type="button" value="v"/>																																										
Logistics	WRITE <input type="button" value="v"/>																																										

Figure 1.7 – Individual Section

	<p>Unit</p> <p>Unit Readiness Process</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Briefings</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table> <p>Echelon</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Echelon</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table> <p>Roster</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Roster</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table> <p>Task Force</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Task Force</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table> <p>RPDRC</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Briefings</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table>		Permission Level	Briefings	WRITE <input type="button" value="v"/>		Permission Level	Echelon	WRITE <input type="button" value="v"/>		Permission Level	Roster	WRITE <input type="button" value="v"/>		Permission Level	Task Force	WRITE <input type="button" value="v"/>		Permission Level	Briefings	WRITE <input type="button" value="v"/>
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	Permission Level																				
Echelon	WRITE <input type="button" value="v"/>																				
	Permission Level																				
Roster	WRITE <input type="button" value="v"/>																				
	Permission Level																				
Task Force	WRITE <input type="button" value="v"/>																				
	Permission Level																				
Briefings	WRITE <input type="button" value="v"/>																				

Figure 1.7a – Unit Section of the New User Permissions Page

	<p>Admin</p> <p>User</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Permission Level</th> </tr> </thead> <tbody> <tr><td>Create New User</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> <tr><td>Modify/Delete User</td><td style="text-align: center;">WRITE <input type="button" value="v"/></td></tr> </tbody> </table>		Permission Level	Create New User	WRITE <input type="button" value="v"/>	Modify/Delete User	WRITE <input type="button" value="v"/>
	Permission Level						
Create New User	WRITE <input type="button" value="v"/>						
Modify/Delete User	WRITE <input type="button" value="v"/>						

Figure 1.7b – Admin Section of the New User Permissions Page

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LogEval	
Unit Details	
Permission Level	
General Information	WRITE
Addresses	WRITE
Readiness Status	WRITE
Unmatched Hand Receipts	WRITE
Administration	
Permission Level	
Import Hand Receipt	WRITE
Scenario	WRITE
Readiness	
Permission Level	
Class I	WRITE
Class II	WRITE
Class III	WRITE
Class V	WRITE
Class VII	WRITE
Class VIII	WRITE
Class IX	WRITE
Calibration	WRITE
Critical Tools	WRITE
Dining	WRITE
Maintenance	WRITE
Transportation	WRITE
Submit	

Figure 1.7c - LogEval Section of the New User Permissions Page

- For each section, accept the **write** default value, or click the **down arrow** to change the permission level to **read** or **none**.
- Click the **Submit** button to save changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

- Click any **main menu** option , or submenu option to begin a different transaction, exit this form or the application.

The following *Create New User* confirmation page displays when the **Submit** button is clicked:

Individual	Unit	Admin	LogEval	LOG OUT
» Admin » User » New User Created				
Create New User				
darrell.jones				
The user has been successfully created.				
Modify/Delete User				

Figure 1.8 – Create New User with Successfully Created Message

- Click the **Modify/Delete User** button to return to the *Modify/Delete User* page, or follow #3 above.

DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE (DARTS)

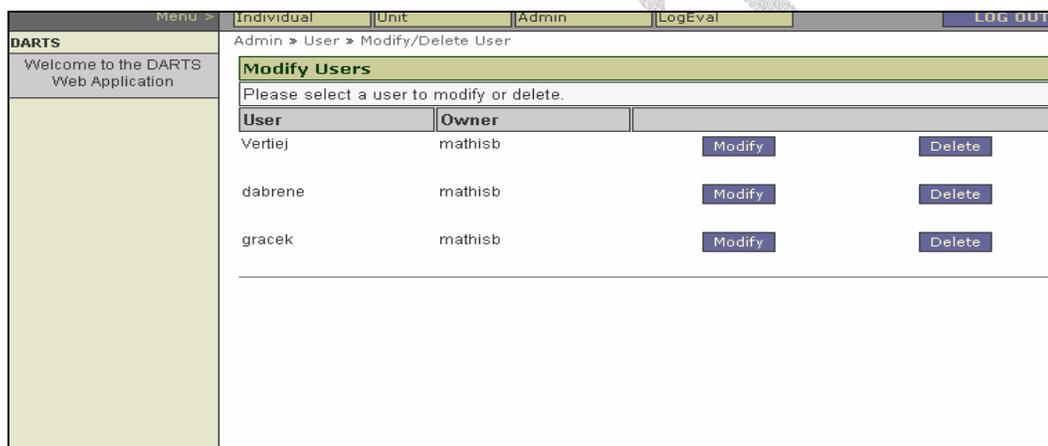
User's Manual

1.2 Modify/Delete User

The *Modify/Delete User* function allows you delete a user or alter a user's profile. To access this function:

1. Click *Admin* from DARTS main menu (*Figure iv*).
2. Click the *User* submenu.
3. Click *Modify/Delete User*.

The following *Modify Users* form displays.



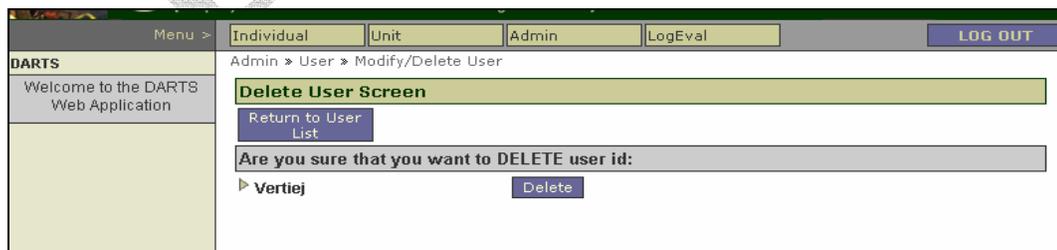
User	Owner	Modify	Delete
Vertiej	mathisb	Modify	Delete
dabrene	mathisb	Modify	Delete
gracek	mathisb	Modify	Delete

Figure 1.9 - Modify User Page

1.2.1 Delete User

1. Click the **Delete** button from the *Modify Users* page.

The following *Delete User Screen* page displays when the **Delete** button is clicked:



Are you sure that you want to DELETE user id:
▶ Vertiej

Figure 1.10 – Delete User Screen Page

2. Click the **Delete** button to confirm deletion

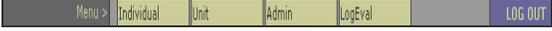
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----- OR -----

3. Click the **Return to User List** button to cancel the delete transaction.

----- OR -----

4. Click any **main menu** option , or submenu bar option  to begin a different transaction, exit this form or the application.

The *Modify Users* page (Figure 1.9) redisplay when the **Delete** button is clicked.

1.2.2 Modify User

The *Modify User* function allows you to change the user's access privileges and information. You can choose from two functions: *Modify User's Information*, *Modify User's Rights*.

1. Click the **Modify** button from the *Modify Users* page (Figure 1.9).

The following *Modify User Screen* displays.

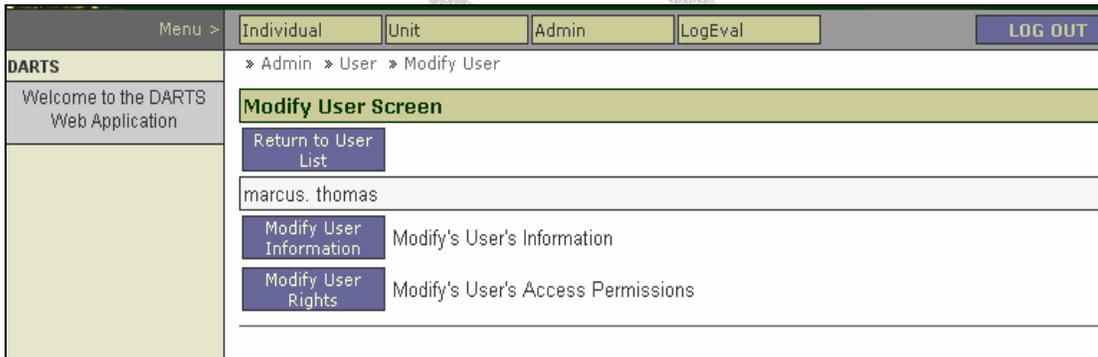


Figure 1.11 – Modify User Page

1.2.2.1 Modify User Information

1. Click the **Modify User Information** button from the *Modify User Screen* (Figure 1.11)

The following *Modify Users Information Screen* displays.

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Menu > Individual Unit Admin LogEval LOG OUT

DARTS
Welcome to the DARTS Web Application

» Admin » User » Modify User Info

Modify User Information Screen

Return to Modify User

UserId Rosalind.White

First Name ROSALIND

Last Name WHITE

User Rank CONT (CIVILIAN CONTRACTOR)

Submit

Figure 1.12– Modify User Information Page

2. Highlight and overwrite the text in the applicable **text box** to make a change.
3. Click the **down arrow**  on the **text box** to display a list of related values to choose from.
4. Click the **Submit** button to save changes. If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

Click the **Return to Modify User** button to cancel transaction and exit this page.

----- OR -----

Click any **main menu** option, , or submenu bar option, , to begin a different transaction, exit this form, or the application.

1.2.2.2 Modify User's Rights

The *Modify User Right* page consists of five (5) sections, *Individual Soldier Readiness Process, RPDRC, Unit, Admin,* and *LogEval*. The types of transactions (*write, read,* or *none*) a user can perform on a record are set from this page. To access the *Modify User Rights* function:

1. Click the **Modify User Rights** button from the *Modify User Screen* Page (Figure 1.11).

The following *Modify Users Permissions* page displays.

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Permission Level	
Personnel	WRITE
Finance	WRITE
Legal	WRITE
Logistics	WRITE
Training	WRITE
Security	WRITE
Medical	WRITE
Dental	WRITE
Vision	WRITE
ACS Family	WRITE

Figure 1.13 – Modify User Permissions Page

2. Accept the default **write** value, or click the **down arrow**  to change a user's permissions level to **read** or **none**.
3. Click the **Submit** button to save the changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

Click the **Return to Modify User** button to cancel transaction and exit this page.

----- OR -----

Click any **main menu** option , or submenu bar option  to begin a different transaction, exit this form or the application.

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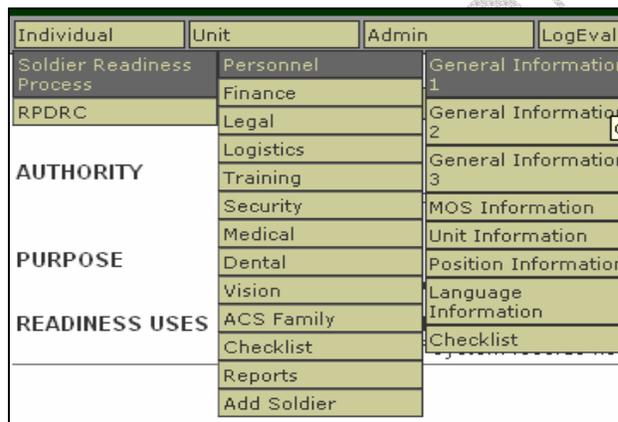
SECTION 2 Individual Menu Option & Functions

The *Individual* option contains two submenus, *Soldier Readiness Processing* and *RPDRC*.

2.1 Soldier Readiness Process (SRP)

From the *Soldier Readiness Processing* submenu, you can choose from thirteen (13) processes; they are: *Personnel, Finance, Legal, Logistics, Training, Security, Medical, Dental, Vision, ACS Family, Checklist, Reports, and Add Soldier*. To access the SRP processes:

1. Click the *Individual* main menu option
2. Click *Soldier Readiness Process* to view a list of options and functions to choose from.



Individual	Unit	Admin	LogEval
Soldier Readiness Process	Personnel		General Information 1
RPDRC	Finance		General Information 2
	Legal		General Information 3
AUTHORITY	Logistics		MOS Information
	Training		Unit Information
PURPOSE	Security		Position Information
	Medical		Position Information
	Dental		Language Information
READINESS USES	Vision		Information
	ACS Family		Checklist
	Checklist		
	Reports		
	Add Soldier		

Figure 2.0 – Soldier Readiness Processing Submenu Option & Functions

2.1.1 Personnel

The *Personnel* submenu contains eight (8) functions, *General Information 1; General Information 2; General 3, MOS Information; Unit Information; Position Information; Position Information; Language Information; and Checklist*.

2.1.1.1 Modify General Information 1

You must retrieve the individual's record before using the *General Information 1* section if it has not been retrieved. To do so, use the search box located in the upper left corner of the page. When the record is retrieved:

1. Click ***Soldier Readiness Process***.
2. Click ***Personnel***.
3. Click ***General Information 1***.

The following *General Information 1 Search* page displays:

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Menu Items Individual Unit Admin LogEval LOG OUT

> Search Individual By SSN Only

Search

> Submenu

General Information 1

General Information 2

General Information 3

MOS Information

Unit Information

Position Information

Language Information

Checklist

Individual > Soldier Readiness Process > Personnel > General Information 1

General Information 1

You will need to retrieve a soldier before using the General Information 1 Section. To do so, please enter the soldier's social security number in the search box. The search box is located in the upper left hand corner.

Figure 2.1 – General Information 1 Search Page

4. Enter the individual's **SSN** in the **Search text box** located at the top, left section of the page (figure 2.1).
5. Click the **Search** button.

When a record does not exist for the SSN entered, an appropriate message displays as follows:

Menu Items Individual Unit Admin LogEval LOG OUT

> Search Individual By SSN Only

222222222

Search

SOLDIER NOT FOUND

> Submenu

General Information 1

General Information 2

General Information 3

MOS Information

Unit Information

Position Information

Language Information

Checklist

Individual > Soldier Readiness Process > Personnel > General Information 1

General Information 1

You will need to retrieve a soldier before using the General Information 1 Section. To do so, please enter the soldier's social security number in the search box. The search box is located in the upper left hand corner.

Figure 2.1a – General Information 1 Search Page with message

Otherwise, the following *General Information 1* page displays populated with the individual's personal information:

DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE (DARTS)

Figure 2.2 - General Information 1 Page

6. Highlight and overwrite existing information in the applicable **text box** requiring changes (*text boxes* grayed out cannot be changed).
7. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

The following *Choose a Date* page displays:

Figure 2.3 – Calendar Prompt Page

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To choose a date:

8. Click the **down arrow**  next to the **m:** and **y:** boxes to select the month and year.
9. Click the **go** button.
10. Click a day from the **calendar**.

The chosen date populates the **date box** on the *General Information 1* page.

11. Click the **Submit** button on the *General Information 2* page to save changes. If you exit this page before clicking the **Submit** button, changes are lost.

2.1.1.2 Modify General Information 2

You must retrieve the individual's record before using the General Information 2 section if it has not been retrieved. To do so, use the search box located in the upper left corner of the page. When the record is retrieved:

1. Click *General Information 2* from the left **side bar** submenu as shown below.

The following *General Information 2* page displays, and is populated with additional personal information.

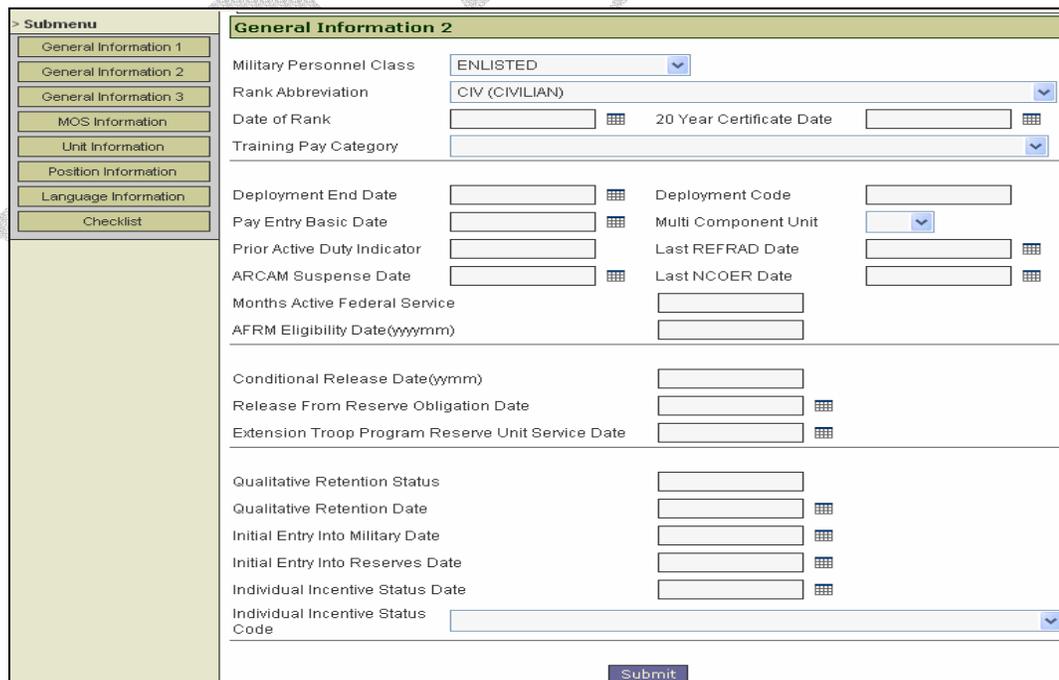


Figure 2.4 - General Information 2 Page

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2. Highlight and overtype existing information in the applicable **text box** requiring changes (*text boxes* grayed out cannot be changed).
3. Click in a **date box**, or on the **calendar icon** next to a *date box* to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.



Figure 2.5 – Choose a Date page

To choose a date:

4. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
5. Click the **go** button.
6. Click a **day** from the **calendar**.

The chosen date populates the **date box** on the *General Information 2* page.

7. Click the **Submit** button on the *General Information 2* page to save changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

2.1.1.3 Modify General Information 3

You must retrieve the individual's record before using the General Information 3 section if it has not been retrieved. To do so, use the search box located in the upper left corner of the page. When the record is retrieved:

1. Click *General Information 3* from the **left side bar** submenu.

The following *General Information 3* page containing a *Medical info, Montgomery GI Bill Info, and Miscellaneous* section display:

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Figure 2.6 – General Information 3 Page

2. Highlight and overtype existing information in the applicable **text box** requiring changes (*text boxes* grayed out cannot be changed).
3. Click in a **date box**, or on the **calendar icon** next to a *date box* to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.

Figure 2.7 – Choose a Date Page

To choose a date:

4. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
5. Click the **go** button.

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6. Click a day from the *calendar*.

The chosen date populates the applicable *date box* on the *General Information 3* page.

7. Click the **Submit** button on the *Personnel General Information* page. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.1.1.4 Modify MOS Information

You must retrieve the soldier's record before using the MOS Information section. To do so, please use the search box located in the upper left corner of the page. Additionally, **Military Personnel Class text box** from the *General Information 2* page must contain data, otherwise the *MOS Information* page will not display To access and modify the **Unit Information** page:

1. Click **MOS Information** from the left side bar **Submenu**.

The screenshot shows the MOS Information page. The top navigation bar includes 'Individual', 'Unit', 'Admin', 'LogEval', and 'LOG OUT'. The breadcrumb trail is 'Individual > Soldier Readiness Process > Personnel > MOS Information'. The 'SOLDIER INFO' section displays: SSN: 222222222, NAME: TURNER MILTON CIV, DOB: 17 MAR 1954, SEX: M, UIC: W00001, UNIT: UNIT TEST #1, DUTY STATUS: RET, TF / ROSTER: 102003 / SDSDS. The 'MOS Information' section includes a dropdown for 'MOS Qualified', and input fields for 'PMOS', 'Skill Level', and 'SQI' with an 'Edit PMOS' button. Below that are 'SMOS' and 'Skill Level' fields with an 'Edit SMOS' button. The 'AMOS' section has an 'Add AMOS' button and input fields for 'AMOS' and 'Skill Level'. The 'ASI' section has three dropdown menus for 'ASI 1', 'ASI 2', and 'ASI 3'. A 'Submit' button is at the bottom.

Figure 2.8 – MOS Information Page

2. Highlight and overwrite existing information in the applicable **text box** requiring changes (*text boxes* grayed cannot be changed).
3. Click the **down arrow**  on a **text boxes** to display a list of related values to choose from.
4. Click the **Edit PMOS** button to edit PMOS data.

The following page displays when Edit PMOS is clicked:

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Figure 2.9 Add PMOS Page

5. Click the **down arrow** on a **text boxes** to display a list of related values to choose from.
6. Click the **Submit** button to save PMOS changes, or the **Return** button to exit. Note: If you exit this page before clicking the **Submit** button, changes are lost.
7. Click the **Edit SMOS** button to edit existing data.

The page in Figure 2.9 displays when Edit PMOS is clicked. Follow steps 5-6 above to edit the SMOS.

8. Click the **Add MOS** button to add an MOS.

The page in Figure 2.9 displays when the Add MOS button is clicked. Follow steps 5-6 above to add a MOS.

2.1.1.5 Modify Unit Information

You must retrieve the soldier's record before accessing the Unit Information section. To do so, please use the search box located in the upper left corner of the page.

1. Click **Unit Information** from the left **side bar Submenu**.

The following *Unit Information* page displays.

Figure 2.10 - Unit Information Page

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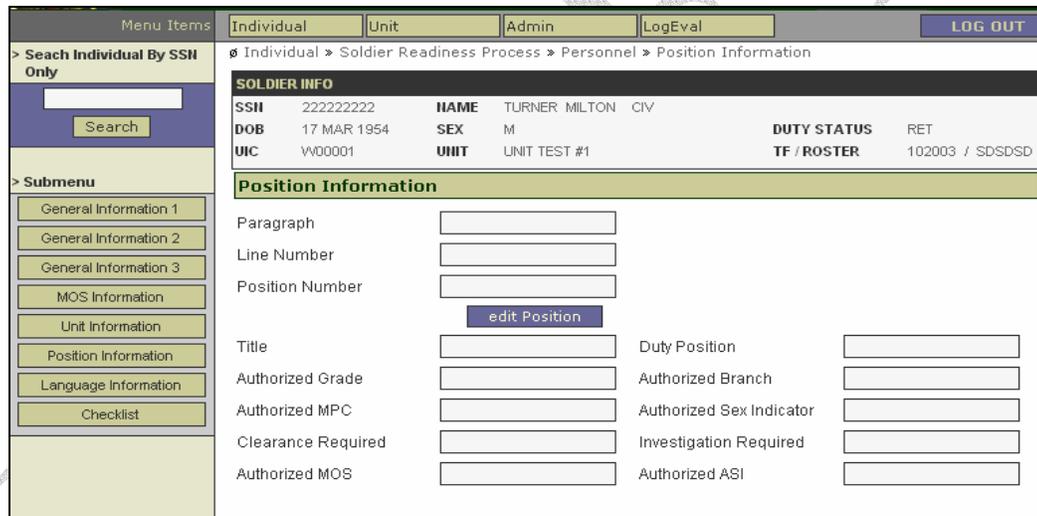
2. Highlight and overtype existing information in the applicable **text box** (A **text box** grayed out cannot be changed).
3. Click the **down arrow**  on **text boxes** to display a list of related values to choose from.
4. Click the **Submit** button to save changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

2.1.1.6 Modify Position Information

To access and modify the *Position Information* page:

1. Click the **Position Information** function from the left *side bar submenu*.

The following *Position Information* page displays:



SOLDIER INFO			
SSN	222222222	NAME	TURNER MILTON CIV
DOB	17 MAR 1954	SEX	M
UIC	W00001	UNIT	UNIT TEST #1
DUTY STATUS	RET	TF / ROSTER	102003 / SDSDS

Position Information			
Paragraph	<input type="text"/>		
Line Number	<input type="text"/>		
Position Number	<input type="text"/>	<input type="button" value="edit Position"/>	
Title	<input type="text"/>	Duty Position	<input type="text"/>
Authorized Grade	<input type="text"/>	Authorized Branch	<input type="text"/>
Authorized MPC	<input type="text"/>	Authorized Sex Indicator	<input type="text"/>
Clearance Required	<input type="text"/>	Investigation Required	<input type="text"/>
Authorized MOS	<input type="text"/>	Authorized ASI	<input type="text"/>

Figure 2.11 - Position Information

If the soldier's information was previously retrieved using the **Search** feature:

2. Click **Position Information** from the left side bar **Submenu**.
3. Click the **Edit Position** button.

The following additional *Position Information* page displays:

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SOLDIER INFO			
SSN	222222222	NAME	TURNER MILTON CIV
DOB	17 MAR 1954	SEX	M
UIC	W00001	UNIT	UNIT TEST #1
		DUTY STATUS	RET
		TF / ROSTER	102003 / SDCSDS

Position Information	
Paragraph	<input type="button" value="v"/>
Line Number	<input type="button" value="v"/>
Position Number	<input type="button" value="v"/>

Figure 2.12 - Additional Position Information Page

4. Click the **down arrow** to choose from a list of items.
5. Click the **Submit** button to save changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

2.1.1.7 Language Information

To access and modify *Language Information* page:

1. Click **Language Information** from the left **side bar submenu**.

The following *Language Information* page displays.

SOLDIER INFO			
SSN	333333333	NAME	FOSTER VALERIE CIV
DOB	16 JAN 1952	SEX	F
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW
		DUTY STATUS	--/--
		TF / ROSTER	--/--

Language Information	
Linguist	<input type="button" value="NO"/> <input type="button" value="YES"/>

Figure 2.13 - Language Information Page

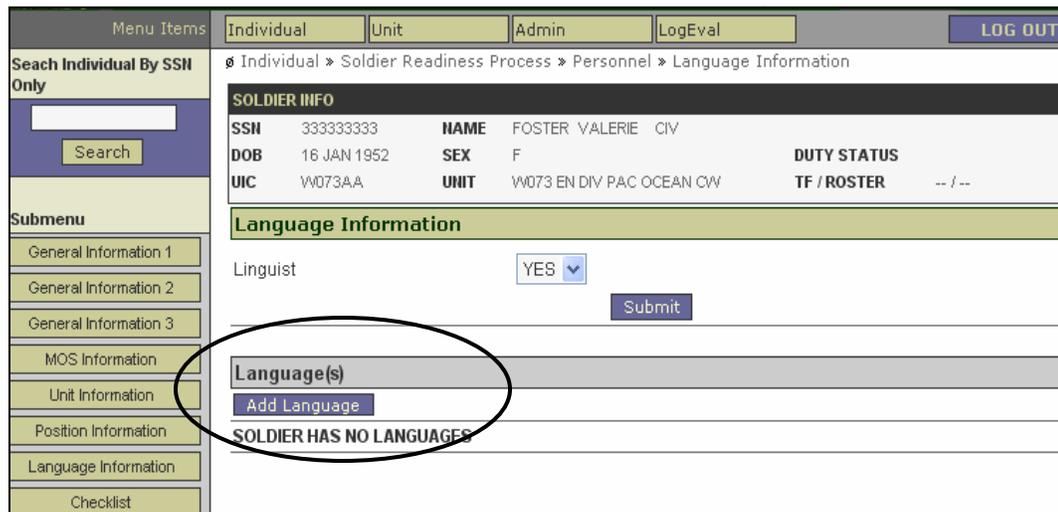
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2.1.1.7.1 Add Language

1. Click the **down arrow**  to change the default Linguist value from **NO** value to **YES**.
2. Click the **Submit** button.

Additional information displays in the lower left portion of the page to allow you to continue the add linguist process.

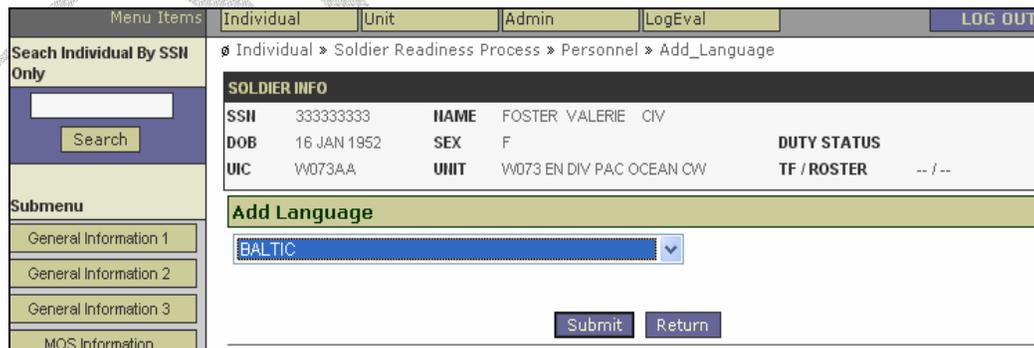


Menu Items	Individual	Unit	Admin	LogEval	LOG OUT
Search Individual By SSN Only	Individual » Soldier Readiness Process » Personnel » Language Information				
Search	SOLDIER INFO				
Submenu	SSN 333333333 NAME FOSTER VALERIE CIV				
General Information 1	DOB 16 JAN 1952 SEX F DUTY STATUS				
General Information 2	UIC W073AA UNIT W073 EN DIV PAC OCEAN CW TF / ROSTER -- / --				
General Information 3	Language Information				
MOS Information	Linguist YES 				
Unit Information	Submit				
Position Information	Language(s)				
Language Information	Add Language				
Checklist	SOLDIER HAS NO LANGUAGES				

Figure 2.14- Language Information

3. Click the **Add Language** button.

The following **Add Language** page displays:



Menu Items	Individual	Unit	Admin	LogEval	LOG OUT
Search Individual By SSN Only	Individual » Soldier Readiness Process » Personnel » Add_Language				
Search	SOLDIER INFO				
Submenu	SSN 333333333 NAME FOSTER VALERIE CIV				
General Information 1	DOB 16 JAN 1952 SEX F DUTY STATUS				
General Information 2	UIC W073AA UNIT W073 EN DIV PAC OCEAN CW TF / ROSTER -- / --				
General Information 3	Add Language				
MOS Information	BALTIC 				
	Submit Return				

Figure 2.15 - Add Language Page

4. Click the **down arrow**  to select a language.

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- Click the **Submit** button. Note: If you exit this page before clicking the **Submit** button, changes are lost. Repeat steps 4-5 above to add more languages.

2.1.1.7.2 Delete Language

- Click the **Delete** button next to the language being deleted.

Figure 2.16 – Add Language Page

2.1.1.8 Modify Personnel Checklist

Section II, Personnel Checklist consists of 24 questions with a Go or NOGO status based on whether or not a soldier has satisfied the item. Authorized users with access to Personnel Checklist have the ability to change GO or NO GO status'. A GO is indicated by a green button, while NOGO is indicated by a red button. Only authorized users can apply changes the Personnel Checklist.

- Click the **Checklist** from the *sidebar* submenu

The following Checklist Section II – Personnel page displays:

QUESTION	STATUS	
1 Emergency Data Record, DD Form 93 review & update (initial & date copy) DP	GO	Change
2 SGLV Form 8286 and 8286A, FEGLI, review & update (initial & date copy)	GO	Change
3 ID Tags (two sets w/chains) current DP	GO	Change
4 Common Access Card:DD Form2(active/reserve),1173,1173-1 issued/DEERS update	GO	Change
5 ETS/ESA date pending within deployment period	GO	Change
6 Permanent Physical Profile 3 or 4 (MMRB pending or complete)	NO GO	Change
7 Single parent or military couple in adoption process (waivable)	NO GO	Change
8 Mother of newborn (first 4 months) (waivable)	GO	Change

Figure 2.17 – Checklist Section II - Personnel Page

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Checklist Section II – Personnel (Cont'd)

9	Conscientious objector status: pending=GO, approved=consider duty restriction	GO	Change
10	BT/AIT or equivalent training completed (includes OBC, WOBC)	GO	Change
11	All previous discharge certificates (DD Forms 214 or 220), if applicable	GO	Change
12	RC only upon alert: Mobilization Orders	GO	Change
13	DA CIV only: Deployment information in CIVTRACKS	GO	Change
14	Passport or Visa requested or in possession, if required(carried by person)	GO	Change
15	Sole surviving son or daughter (waivable)	GO	Change
16	Turkish or German citizenship deploying through/to that country	GO	Change
17	Former Peace Corps member (for deployment country only)	GO	Change
18	Former hostage/POW in deployment area (waivable)	GO	Change
19	Chaplain: Appointment or visit, if requested	GO	Change
20	Army Community Service: Family Support Group or ACS info provided	GO	Change
21	Approved Family Care Plan, DA Form 5305-R, if required	NO GO	Change
22	Project PERSTEMPO days & input into PERSTEMPO web-site for all deployment	GO	Change
23	Emergency Essential Mobility Agreement	GO	Change
24	DEERS Update	GO	Change

Figure 2.17 – Checklist Section II - Personnel Page (Cont'd)

2. Click the **Change** button located on the *Checklist Section II - Personnel* page.
3. Click the **down arrow**  to change an existing GO or NOGO status.
4. Click the **Submit** button to save the change.

----- **OR** -----

Click the **Return** button to cancel and/or exit the page. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.1.2 Finance Checklist

Section III, Finance Checklist consists of 3 questions with a GO or NOGO Status based on whether a soldier has satisfied the item. A green button indicates a GO, while a red button indicates a NOGO. Only authorized users can apply changes the *Finance Checklist*. Only authorized users can apply changes the *Finance Checklist*.

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Individual	Unit	Admin
Soldier Readiness Process	Personnel	
RPDRC	Finance	Checklist
	Legal	
	Logistics	Finance
AUTHORITY	Training	on 3013, Se
	Security	rocessing (In
	Medical	
PURPOSE	Dental	tandardized
	Vision	on-military p
READINESS USES	ACS Family	Routine Use
	Checklist	f system rec
	Reports	
	Add Soldier	

Figure 2.18 – Soldier Readiness/Finance/Checklist Menu and Submenu Options

To access and modify the *Finance Checklist* page:

1. Click the **Individual** main menu option.
2. Click the **Soldier Readiness Process** submenu.
3. Click the **Finance** submenu.
4. Click the **Checklist** function.

The following *Checklist Section III – Finance* page displays.

<p>Menu Items</p> <p>> Search Individual By SSN Only</p> <p><input type="text"/></p> <p>Search</p> <p>> Submenu</p> <p>Checklist</p>	<p>Individual Unit Admin LogEval LOG OUT</p> <p>Individual » Soldier Readiness Process » Finance » Checklist</p> <p>SOLDIER INFO</p> <table border="1"> <tr> <td>SSN</td> <td>333333333</td> <td>NAME</td> <td>MILLER JAMES LTC</td> <td>DUTY STATUS</td> <td>ATC</td> </tr> <tr> <td>DOB</td> <td>29 JAN 1982</td> <td>SEX</td> <td>M</td> <td>TF / ROSTER</td> <td>WWWQQQ / 234123</td> </tr> <tr> <td>UIC</td> <td>W1BG13</td> <td>UNIT</td> <td>W1BG DMO PACIFIC</td> <td></td> <td></td> </tr> </table> <p>Checklist Section III - Finance</p> <table border="1"> <thead> <tr> <th>QUESTION</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 Enrolled in SUREPay/Direct Deposit</td> <td>GO</td> <td>Change</td> </tr> <tr> <td>2 Entitlements verification of pay data(include deployment area entitlements & BAH)</td> <td>GO</td> <td>Change</td> </tr> <tr> <td>3 Travel claims initiated or settled</td> <td>GO</td> <td>Change</td> </tr> </tbody> </table>	SSN	333333333	NAME	MILLER JAMES LTC	DUTY STATUS	ATC	DOB	29 JAN 1982	SEX	M	TF / ROSTER	WWWQQQ / 234123	UIC	W1BG13	UNIT	W1BG DMO PACIFIC			QUESTION	STATUS		1 Enrolled in SUREPay/Direct Deposit	GO	Change	2 Entitlements verification of pay data(include deployment area entitlements & BAH)	GO	Change	3 Travel claims initiated or settled	GO	Change
SSN	333333333	NAME	MILLER JAMES LTC	DUTY STATUS	ATC																										
DOB	29 JAN 1982	SEX	M	TF / ROSTER	WWWQQQ / 234123																										
UIC	W1BG13	UNIT	W1BG DMO PACIFIC																												
QUESTION	STATUS																														
1 Enrolled in SUREPay/Direct Deposit	GO	Change																													
2 Entitlements verification of pay data(include deployment area entitlements & BAH)	GO	Change																													
3 Travel claims initiated or settled	GO	Change																													

Figure 2.19 - Checklist Section III – Finance Page

5. Click the **Change** button next to the **Question** you want edit.

The following *Checklist* displays.

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Menu Items		Individual	Unit	Admin	LogEval	LOG OUT
> Search Individual By SSN Only						
[Search Input] [Search]						
> Submenu						
[Checklist]						
Individual » Soldier Readiness Process » Finance » Checklist						
SOLDIER INFO						
SSN	333333333	NAME	FOSTER VALERIE CIV			
DOB	16 JAN 1952	SEX	F	DUTY STATUS		
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW		TF / ROSTER	-- / --
Checklist						
Enrolled in SUREPayDirect Deposit				GO	▼	
Reason						
[Reason Input]						
				Submit	Return	

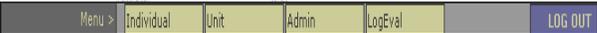
Figure 2.20 - Checklist Page

6. Click the **down arrow**  to change an existing **GO** or **NOGO** status.
7. Click the **Submit** button to save the change. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

----- **OR** -----

Click the **Return** button to cancel transaction and exit this page.

----- **OR** -----

Click any **main menu** option , or submenu bar option  to begin a different transaction, exit this form or the application.

2.1.3 Legal

The *Legal* submenu contains three (3) functions, *General Information 1*, *Flag*, and *Checklist*.

2.1.3.1 Modify General Information

To access and modify *General Information* page:

1. Click the **General Information** function.

The *General Information* page below, displays with **Number of Dependents** and **Marital Status** pre-populated when applicable.

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The screenshot shows the 'Legal General Information' page. On the left, there is a sidebar with 'Menu Items' (Search Individual By SSN Only) and 'Submenu' (General Information, Flags, Checklist). The main area has a breadcrumb trail: Individual » Soldier Readiness Process » Legal » General Information. Below this is a 'SOLDIER INFO' section with fields for SSN (33333333), NAME (FOSTER VALERIE CIV), DOB (16 JAN 1952), SEX (F), UIC (W073AA), and UHIT (W073 EN DIV PAC OCEAN CW). The 'DUTY STATUS' is TF / ROSTER. The 'Legal General Information' section contains several date fields with calendar icons: Geneva Convention Brief Date, Will Checked Date, Power of Attorney Checked Date, Insurance Civil Brief Date, and Local Laws Brief Date. There are also dropdown menus for Pending Civilian Charges and Pending Military Charges, and text boxes for Application for Relief Act Date, Passport Number, Will Location, Place of Birth, Citizenship, Number of Dependents (set to 2), and Marital Status (MARRIED). A 'Submit' button is at the bottom.

Figure 2.21 - Legal General Information Page

2. Highlight and overwrite existing information in the applicable **text box** requiring modifications (*text boxes* grayed cannot be changed).
3. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.



Figure 2.22 – Choose a Date page

To choose a date:

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4. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
5. Click the **go** button.
6. Click a day from the **calendar**.

The date chosen populates the applicable **date box** of the *Training General Information* page.

7. Click the **Submit** button on the *Training General Information* page to save your changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- OR-----

Click the **Return** button to cancel transaction and exit this page.

----- OR -----

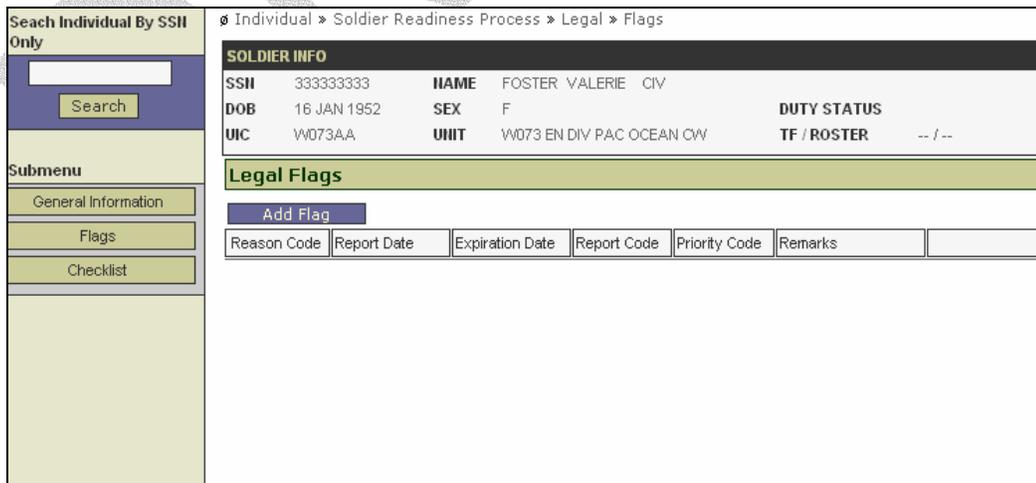
Click any **main menu** option , or submenu bar option  to begin a different transaction, exit this form or the application.

2.1.3.2 Add Legal Flags

To access and modify the *Legal Flags* page:

1. Click **Flags** from the left **sidebar** submenu.

The following *Language Information* page displays.



Search Individual By SSII Only

Search

Submenu

- General Information
- Flags
- Checklist

Individual > Soldier Readiness Process > Legal > Flags

SOLDIER INFO						
SSII	333333333	NAME	FOSTER VALERIE CIV		DUTY STATUS	
DOB	16 JAN 1952	SEX	F	TF / ROSTER		-- / --
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW			

Legal Flags

Add Flag

Reason Code	Report Date	Expiration Date	Report Code	Priority Code	Remarks	
-------------	-------------	-----------------	-------------	---------------	---------	--

Figure 2.23 - Legal Flag Page

2. Click the **Add Flag** button.

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The *Flag Information* page below, displays:

Menu Items				Individual	Unit	Admin	LogEval	LOG OUT
Search Individual By SSN Only								
<input type="text"/>								
<input type="button" value="Search"/>								
Submenu								
General Information								
Flags								
Checklist								
Individual > Soldier Readiness Process > Legal > Flags								
SOLDIER INFO								
SSN	333333333	NAME	FOSTER VALERIE CIV					
DOB	16 JAN 1952	SEX	F	DUTY STATUS				
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW				TF / ROSTER	-- / --
Flag Information								
Reason Code	<input type="text"/>							
Report Date	<input type="text"/>							
Expiration Date	<input type="text"/>							
Report Type Code	<input type="text"/>							
Priority Code	<input type="text"/>							
Remarks	<input type="text"/>							
<input type="button" value="Submit"/>								

Figure 2.24 - Flag Information Page

3. Highlight and overwrite existing information in the applicable **text box** requiring changes (*text boxes* grayed cannot be changed).
4. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.

January, 2005							Select month/year	
Su	M	Tu	W	Th	F	Sa	m:	y:
						1	JAN	2004
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
<< close window >>							Today	

Figure 2.25 – Choose a Date page

To choose a date:

5. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
6. Click the **go** button.
7. Click a day from the **calendar**.

The chosen date populates the applicable **date box** of the *Flag Information* page.

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8. Click the **Submit** button on the **Flag Information** page to save changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

Click the **Return** button to cancel transaction and exit this page.

----- OR -----

Click any **main menu** option , or submenu bar option  to begin a different transaction, exit this form or the application.

2.1.3.3 Modify Checklist

Section IV, Legal Checklist consists of 3 questions with a Go or NOGO status based on whether a soldier has satisfied the item. A green button indicates a GO, while a red button indicates a NOGO. Only authorized users can apply changes to the GO or NOGO status.

Individual	Unit	Admin	LogEval
Soldier Readiness Process	Personnel		
	Finance		
RPDRC	Legal	General Information	
	Logistics	Flags	
AUTHORITY	Legal	Checklist	
	Training	Processing (In, Out, and	
	Security		
	Medical		
PURPOSE	Dental	tandardized means to	
	Vision	on-military personnel fo	
READINESS USES	ACS Family	Routine Uses" set forth	
	Checklist	f system records notice	
	Reports		
	Add Soldier		

Figure 2.26 – SRP/Legal/Checklist Menu, Submenu Options Functions

To access and modify the *Legal Checklist* page:

1. Click **Checklist** from the **sidebar** submenu.

The following *Checklist Section IV – Legal* page displays.

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Menu Items		Individual	Unit	Admin	LogEval	LOG OUT
Individual » Soldier Readiness Process » Legal » Checklist						
SOLDIER INFO						
SSN	333333333	NAME	FOSTER VALERIE CIV		DUTY STATUS	
DOB	16 JAN 1952	SEX	F	TF / ROSTER		-- / --
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW			
Checklist Section IV - Legal						
QUESTION			STATUS			
1	Will Counseling or Education		NO GO	Change		
2	Power of Attorney (POA)		NO GO	Change		
3	Domestic violence investigation pending (weapon prohibition)		NO GO	Change		

Figure 2.27 – Checklist Section IV – Legal Page

- Click the **Change** button next to the **Question** you want to change.

The following *Checklist* page displays.

Menu Items		Individual	Unit	Admin	LogEval	LOG OUT
Individual » Soldier Readiness Process » Legal » Checklist						
SOLDIER INFO						
SSN	333333333	NAME	FOSTER VALERIE CIV		DUTY STATUS	
DOB	16 JAN 1952	SEX	F	TF / ROSTER		-- / --
UIC	W073AA	UNIT	W073 EN DIV PAC OCEAN CW			
Checklist						
Domestic violence investigation pending (weapon prohibition)			GO	▼		
Reason			GO			
			NO GO			
			Submit Return			

Figure 2.28 – Checklist Section IV – Legal Page

- Click the **down arrow** to change an existing **GO** or **NOGO Status**.
- Enter an explanation in the **Reason** data box.
- Click the **Submit** button to save the change. Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- OR -----

Click the **Return** button to cancel transaction and exit this page.

----- OR -----

Click any **main menu** option , or submenu bar option to begin a different transaction, exit this form or the application.

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2.1.4 Logistics

The *Logistics* submenu contains two (2) functions, *General Information* and *Checklist*.

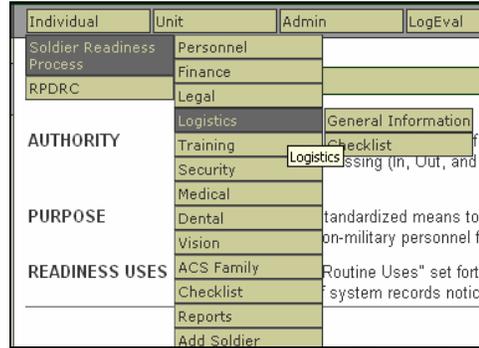


Figure 2.29 General Information Menu and Submenu Options

2.1.4.1 Modify General Information

1. Click the *Logistics* submenu.
2. Click the *General Information* function.

The following *Logistics General Information* page displays:

A screenshot of the 'Logistics General Information' page. The page title is 'Deployment And Reconstitution Tracking Software'. The breadcrumb trail is 'Individual > Soldier Readiness Process > Logistics > General Information'. The page contains a 'SOLDIER INFO' section with the following data: SSN: 333333333, NAME: FOSTER VALERIE, CIV, DOB: 16 JAN 1952, SEX: F, DUTY STATUS: TF / ROSTER -- / --, UIC: WD73AA, UHIT: WD73 EN DIV PAC OCEAN CV. Below this is the 'Logistics General Information' section with three rows of data: 'Individual Equipment Inventory Validated (CIF)' with a date of 30 MAR 2004, 'TA 50 Equipment Inventory Validated (CIIP)' with a date of 1 MAR 2004, and 'Organizational Equipment Inventory Validated (CDE)' with a date of 11 MAR 2004. There are also two empty rows for 'Equipment Issued' and 'Equipment Signed For'. A 'Submit' button is located at the bottom of the form.

Figure 2.30 – Logistics General Information Page

2.1.4.2 Modify Logistics/Checklist

Section V, Supply and Logistics Checklist consists of 6 questions with a Go or NOGO status based on whether a soldier has satisfied the item. A green button indicates a GO, while a red button indicates a NOGO. Only authorized users can apply changes to the GO or NO GO status.

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To access and modify the *Logistics Checklist* page:

1. Click the **Individual** main menu option.
2. Click the **Soldier Readiness Process** submenu.
3. Click the **Logistics** submenu.
4. Click the **Checklist** function.

The following *Checklist Section V – Supply & Logistics Search* page displays.

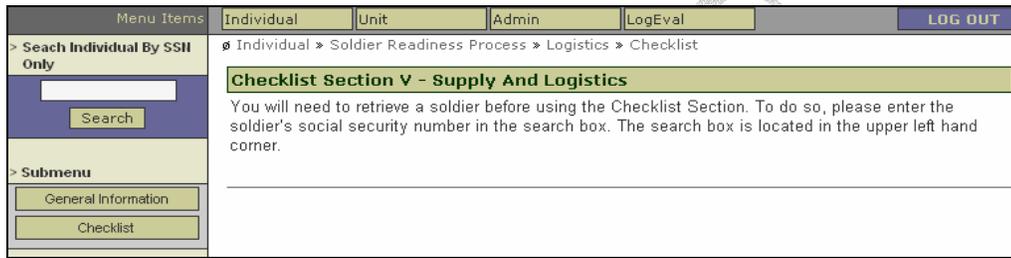


Figure 2.31 – Checklist Section V – Supply & Logistics Search Page

5. Enter the individual's **SSN** in the **Search text box** on the top, left portion of the page.
6. Click **Search** button.

The following *Checklist Section V – Supply & Logistics* page displays:

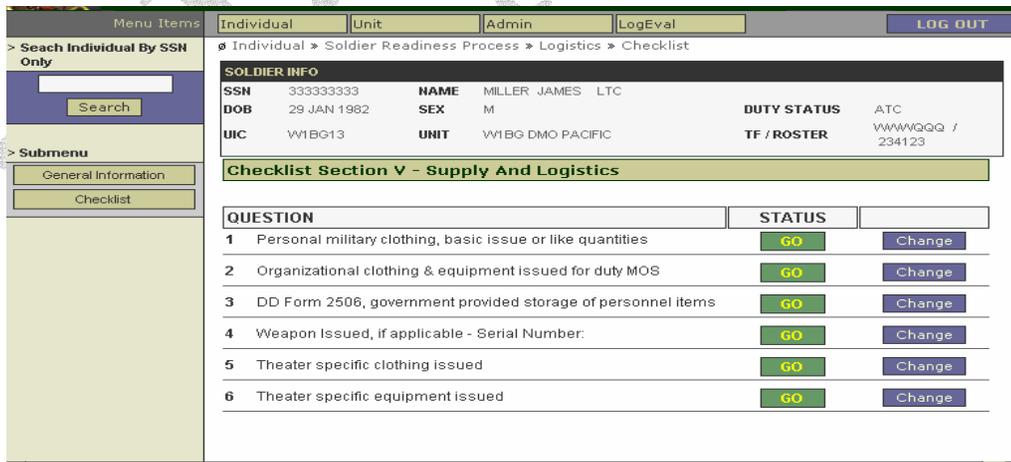


Figure 2.32 – Checklist Section V – Supply and Logistics Page

7. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist* page displays:

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Figure 2.33 – Supply & Logistics Checklist Page

8. Click the **down arrow** to change an existing **GO** or **NOGO Status**.
9. Click the **Submit** button to save the change.

OR

10. Click the **Return** button to cancel transaction and return to the previous page.
- Note: If you exit this page before clicking the **Submit** button, changes are lost.

----- **OR** -----

Click any **main menu** option , or submenu bar option to begin a different transaction, exit this form, or the application.

2.1.5 Training

The *Training* submenu contains three (3) functions, *General Information*, *Flight Rating*, and *Checklist*.

Individual	Unit	Admin	LogEval
Soldier Readiness Process	Personnel		
RPDRC	Finance		
	Legal		
	Logistics		
AUTHORITY	Training	General Information of the A	
	Security	Flight Rating	
	Medical	Checklist	
PURPOSE	Dental	Standardized means to eval	
	Vision	on-military personnel for de	
READINESS USES	ACS Family	Routine Uses" set forth at	
	Checklist	system records notice ap	
	Reports		
	Add Soldier		

Figure 2.34 - Training Submenu and Functions

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2.1.5.1 Modify General Information

To access and modify *Training/General Information* page:

1. Click the **Individual** main menu option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Training** functional area.
4. Click the **General Information** function.

The following *Training General Information* page displays:

Training General Information	
Weapon Qualification last 6 Months	<input type="text"/>
Family Member Deploy Briefing Date	<input type="text"/>
Terrorist Briefing Date	<input type="text"/>
Army Physical Fitness Test last 12 Months	<input type="text"/>
CTT Completed last 24 Months	<input type="text"/>
Weapon Serial Number	<input type="text"/>
Defense Language Aptitude Battery Test Score	<input type="text"/>
Defense Language Aptitude Battery Test Date	<input type="text"/>
Army Physical Readiness Test Status	<input type="text"/>
Army Physical Readiness Test Date	<input type="text"/>
Army Forces Qualification Test Percentile	<input type="text"/>
Army Forces Qualification Test Group	<input type="text"/>
Military Education Enrollment Level	<input type="text"/>
Military Education Completion Date	<input type="text"/>
Military Education Level	<input type="text"/>
Civilian Education Level	<input type="text"/>
Civilian Education Certificate Year (yyyy)	<input type="text"/>
College Education Major Subject	<input type="text"/>

Figure 2.35 – Training General Information Page

5. Highlight and overwrite existing information in the applicable text boxes. A **text box** grayed out cannot be changed.
6. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

The following *Choose a Date* page displays:

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Figure 2.36 – Choose a Date page

To choose a date:

7. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
8. Click the **go** button.
9. Click a day from the **calendar**.

The chosen date populates in the applicable **date box** of the *Training General Information* page.

10. Click the **Submit** button on the **General Information** page. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.1.5.2 Training/Flight Rating

To modify the following *SRP/Training/Flight Rating* page:

1. Click the **Flight Rating** from the left **sidebar submenu**.

The following *Training Flight Rating* page displays:

A screenshot of the 'Training Flight Rating' page. On the left is a sidebar menu with a '> Submenu' header and three items: 'General Information', 'Flight Rating' (which is highlighted), and 'Checklist'. The main content area has a title 'Training Flight Rating' and a sub-header 'Flight Rating'. Below this is a 'Flight Status' text box with a dropdown arrow. A 'Submit' button is centered below the text box. At the bottom of the main area is an 'Add Flight Rating' button. Below that are three input fields: 'Rating Type Code', 'Rating Qualification Date', and 'Skill Code'.

Figure 2.37 – Training Flight Rating Page

2. Click the **down arrow** on the **Flight Status text box** to choose from a list of related values.
3. Click the **Add Flight Rating** button.

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The following *Add Flight Rating* page displays:

Add Flight Rating

is required.
Validation Error(s)
Flight Rating Type Code cannot be blank. Please add a Flight Rating Type Code.

Rating Type Code

Rating Qualification Date

Skill Code

Figure 2.38 - Add Flight Rating Page

4. Highlight and overtype existing information in the **text box** requiring changes.
5. Click in a **date box**, or on the **calendar icon** next to a **date box** to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.

Choose a Date - Microsoft I...

January, 2005

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Select month/year

m: JAN

y: 2004

<< close window >>

Figure 2.39 - Choose a Date Page

To choose a date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a day from the **calendar**.

The chosen date is populated in the applicable *Rating Qualifications Date box* on the *Add Flight Rating* page.

9. Click the **Submit** button to save changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

The following *Flight Rating* page displays with the added flight rating.

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Figure 2.40 - Training Flight Rating Page

2.1.5.3 Checklist Section VI – Training

Section VI, *Training Checklist* consists of a total of 17 items (1-10h) with a Go or NOGO status based on whether or not a soldier has satisfied the item. Authorized users to this Checklist have the ability to change GO or NO GO status'. A GO (satisfied) is indicated by a green button, while NOGO (not satisfied) is indicated by a green button. Only authorized users can apply changes to the *Training Checklist*.

To access and modify the *Checklist Section VI – Training* page:

1. Click the **Individual** main menu option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Training** functional area.
4. Click the **Checklist** function.

The following Checklist Section VI – Training Page displays:

QUESTION	STATUS	
1 Weapons qualification, if applicable	GO	Change
2 Military Drivers License (OF 346) Issued, if applicable	GO	Change
3 Force Protection Training administered	GO	Change
4 OPSEC/SEADA Briefing	GO	Change
5 CTT completed, as required	GO	Change
6 Deployment Briefing to Family Members (only upon alert)	GO	Change
7 Safety & Local laws for deployment area briefing	GO	Change
8 Media Awareness Training	GO	Change

Figure 2.41 – Checklist Section VI – Training Page

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	9 Theater specific training requirements completed	60	Change
	10a UCMJ Briefing	60	Change
	10b Terrorist Briefing	60	Change
	10c Geneva Convention Briefing	60	Change
	10d Law of Land Warfare Briefing	60	Change
	10e Soldiers & Sailor Relief Act Briefing	60	Change
	10f Reemployment Rights Briefing	60	Change
	10g ESGR Briefing	60	Change
	10h Civilian or criminal Briefing	60	Change

Figure 2.41 – Checklist Section VI – Training Page cont'd)

- Click the **Change** button next to the **Question** and **Status** you want to change.

The following Checklist page displays:

Figure 2.42 – Edit checklist Page

- Click the **down arrow** to change an existing GO or NOGO status.
- Type an explanation in the **Reason text box**, if applicable.
- Click the **Submit** button to save the change. Note: If you exit this page before clicking the **Submit** button, changes are lost.

-----OR-----

Click the **Return** button if you want to cancel the transaction and exit the page.

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2.1.6 Security

The *Security* submenu contains two (2) functions. They are: *General Information* and *Checklist*.

2.1.6.1 General Information

To access and modify the *Security General Information* page:

1. Click the **Individual** main menu option.
2. Click the **Soldier Readiness Process** submenu.
3. Click the **Security** functional area.
4. Click the **General Information** function.

The following *Security General Information* page displays:

The screenshot displays the 'Security General Information' page. At the top, there are menu items: 'Individual', 'Unit', 'Admin', 'LogEval', and a 'LOG OUT' button. Below the menu is a breadcrumb trail: '» Individual » Soldier Readiness Process » Security » General Information'. The 'SOLDIER INFO' section includes fields for SSN (222222222), NAME (TURNER, MILTON), CIV, COMPONENT (CIV), DOB (17 MAR 1954), SEX (M), DUTY STATUS (RET), UIC (W00001), and UNIT (UNIT TEST #1). The 'Security General Information' section has a 'Clearance Information' subsection with fields for Status Date, Type, Required (set to 'Clearance Not Required'), and Local Access. The 'Investigation Information' subsection has fields for Status Date, Type, Required (set to 'Clearance Not Required'), Initiated Date, and Completion Type. The 'Position Information' subsection has fields for Paragraph Number, Line Number, Position Number, and Position Title. A 'Submit' button is located at the bottom right of the form.

Figure 2.43 - Security General Information Page

5. Highlight and overwrite existing information in the **text box** requiring changes.
6. Click the **down arrow** on a **text box** to display a list of related values to choose from.
7. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

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The following *Choose a Date* page display:



Figure 2.44 Choose a Date Page

To choose a Date:

8. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
9. Click the **go** button.
10. Click a day from the **calendar**.

The chosen date populates the applicable **date box** on the *General Information* page.

11. Click the **Submit** button to save changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.1.6.2 Security Checklist

Section VII, Security Checklist consists of a two items with a Go or NOGO status based on whether or not a soldier has satisfied the item. Authorized users to this Checklist have the ability to change GO or NO GO status'. A GO (satisfied) is indicated by a green button, while NOGO (not satisfied) is indicated by a green button. Only authorized users can apply changes to the *Training Checklist*.

To access and modify the *Security Checklist* page:

1. Click the **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Security** functional area.
4. Click the **Checklist** function.

The following *Checklist Section VIII – Security* page displays.

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<p>> Search Individual By SSN Only</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input style="width: 90%;" type="text"/> </div> <p style="text-align: center; margin: 0;"><input type="button" value="Search"/></p> <p>> Submenu</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">General Information</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">Checklist</div>	<p style="text-align: right; font-size: small;">» Individual » Soldier Readiness Process » Security » Checklist</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #333; color: white;"> <th colspan="4" style="text-align: left; padding: 2px;">SOLDIER INFO</th> </tr> <tr> <td style="width: 25%; padding: 2px;">SSN 222222222</td> <td style="width: 25%; padding: 2px;">NAME TURNER MILTON SGT</td> <td style="width: 25%; padding: 2px;">COMPONENT USA</td> <td style="width: 25%; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">DOB 23 OCT 1946</td> <td style="padding: 2px;">SEX M</td> <td style="padding: 2px;">DUTY STATUS ATC</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">UIC W00001</td> <td style="padding: 2px;">UNIT UNKNOWN</td> <td style="padding: 2px;">TF / ROSTER 5112SA / WPRMAA</td> <td style="padding: 2px;"></td> </tr> </table> <div style="background-color: #90EE90; padding: 5px; margin-top: 10px; text-align: center;"> Checklist Section VII - Security </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; padding: 2px;">QUESTION</th> <th style="width: 15%; padding: 2px;">STATUS</th> <th style="width: 25%; padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1 Security clearance meets requirement for duty position</td> <td style="text-align: center; padding: 2px; color: white; background-color: red;">NO GO</td> <td style="text-align: center; padding: 2px;"><input type="button" value="Change"/></td> </tr> <tr> <td style="padding: 2px;">2 Security clearance meets requirement for deployment mission</td> <td style="text-align: center; padding: 2px; color: white; background-color: red;">NO GO</td> <td style="text-align: center; padding: 2px;"><input type="button" value="Change"/></td> </tr> </tbody> </table>	SOLDIER INFO				SSN 222222222	NAME TURNER MILTON SGT	COMPONENT USA		DOB 23 OCT 1946	SEX M	DUTY STATUS ATC		UIC W00001	UNIT UNKNOWN	TF / ROSTER 5112SA / WPRMAA		QUESTION	STATUS		1 Security clearance meets requirement for duty position	NO GO	<input type="button" value="Change"/>	2 Security clearance meets requirement for deployment mission	NO GO	<input type="button" value="Change"/>
SOLDIER INFO																										
SSN 222222222	NAME TURNER MILTON SGT	COMPONENT USA																								
DOB 23 OCT 1946	SEX M	DUTY STATUS ATC																								
UIC W00001	UNIT UNKNOWN	TF / ROSTER 5112SA / WPRMAA																								
QUESTION	STATUS																									
1 Security clearance meets requirement for duty position	NO GO	<input type="button" value="Change"/>																								
2 Security clearance meets requirement for deployment mission	NO GO	<input type="button" value="Change"/>																								

Figure 2.45 - Checklist Section VII – Security Page

5. Click the **Change** button next to the **Question** and **Status** you want to change.

The following Checklist page displays:

Individual	Unit	Admin	LogEval	<input type="button" value="LOG OUT"/>
» Individual » Soldier Readiness Process » Personnel » General Information 3				
SOLDIER INFO				
SSN 222222222	NAME TURNER MILTON SGT	COMPONENT USA		
DOB 23 OCT 1946	SEX M	DUTY STATUS ATC		
UIC W00001	UNIT UNKNOWN	TF / ROSTER 5112SA / WPRMAA		
Checklist				
Security clearance meets requirement for duty position				
				GO <input style="width: 20px;" type="button" value="v"/>
Reason				
<input style="width: 90%;" type="text"/>				
Date				
				22 MAY 2004 <input style="width: 20px;" type="button" value="calendar icon"/>
<input type="button" value="Submit"/>		<input type="button" value="Return"/>		

Figure 2.46 - Change Checklist Status Page

6. Click the **down arrow** to change an existing GO or NOGO status.
7. Type an explanation in the **Reason text box**, if applicable.
8. Accept the default current date, or click in the **date box**, or on the **calendar icon next to the date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:

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Figure 2.47 Choose a Date Page

To choose a Date:

9. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
10. Click the **go** button.
11. Click a day from the **calendar**.

The chosen date populates the **date box** on the *Checklist* page.

12. Click the **Submit** button to save the change. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

-----OR-----

Click the **Return** button if you want to cancel the transaction and exit the page.

2.1.7 Medical

The *Medical* submenu contains one (1) function, *Medical Checklist*. The GO and NO GO Information is feed to DARTS via RIDES-I. The checklist can only be changed by authorized personnel.

2.1.7.1 Medical Checklist

To access and modify the *Medical/Checklist* page:

1. Click the **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Medical** functional area.
4. Click the **Checklist** function.

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The following *Checklist Section VIII – Medical* page displays.

Checklist Section VIII - Medical		
QUESTION	STATUS	
1 Shot record, International Certificate of Vaccination, PHS 731	NO GO	Change
2 Immunizations current (DD Form 2766)	NO GO	Change
3 Current DA Form 7349 on hand (USAR)	NO GO	Change
4 Human Immunodeficiency Virus (HIV) Antibody Test current, if required	NO GO	Change
5 DNA tissue sample on file AFIP, SF Form 600, if required	NO GO	Change
6 Exceptional Family Member	NO GO	Change
7 Medical Record Review	NO GO	Change
8 Female: Pregnancy Profile Yes/No	NO GO	Change
9 Current physical exam on hand: soldier found qualified	NO GO	Change
10 Hearing aid with extra batteries, if required	NO GO	Change
11 Physical Profile, temporary or permanent that restricts deployment	NO GO	Change
12 Medical Pre-Deployment Health assessment questionnaire (DD Form 2795)	NO GO	Change
13 Theater specific immunizations required for deployment area	NO GO	Change
14 Prescriptions, sufficient supply, minimum 90 day if OCONUS	NO GO	Change

Figure 2.48 Checklist Section VIII – Medical

- Click the **Change** button next to the **Question** and **Status** you want to change.

The following Checklist page displays:

Section VI - Medical	
TRICARE Enrollment Appl.	GO <input type="button" value="v"/>
Reason	<input type="text"/>
Date	22 MAY 2004 <input type="button" value="calendar icon"/>
<input type="button" value="Submit"/>	

Figure 2.49 - Change Checklist Status Page

- Click the **down arrow** to change an existing GO or NOGO status.
- Type an explanation in the **Reason text box**, if applicable.
- Accept the default current date, or click in the **date box**, or on the **calendar icon next to the date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:

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Figure 2.50 - Choose a Date Page

To choose a Date:

9. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
10. Click the **go** button.
11. Click a day from the **calendar**.

The chosen date populates the **date box** on the *Checklist* page.

12. Click the **Submit** button to save the change. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

-----OR-----

Click the **Return** button to cancel the transaction and exit the page.

2.1.8 Dental

The *Dental* submenu contains one (1) function, *Dental Checklist*. GO and NO GO Information is feed to DARTS via RIDES-I. The checklist can only be modified by authorized personnel.

2.1.8.1 Dental Checklist

To access and modify the *Dental Checklist* page:

1. Click the **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Medical** functional area.
4. Click the **Checklist** function.

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The following *Checklist Section IX – Dental* page displays.

QUESTION	STATUS	
1 Dental Record on file	NO GO	Change
2 Panorgraphic X-ray	NO GO	Change
3 Dental Classification Date	NO GO	Change
4 Dental Classification (1 or 2 = GO; 3 or 4 = NOGO)	NO GO	Change

Figure 2.51 - Checklist Section IX – Dental Page

5. Click the **Change** button next to the **Question** and **Status** you want to change.

The following Checklist page displays:

» Individual » Soldier Readiness Process » Personnel » General Information 3

SOLDIER INFO

SSN 222222222	NAME TURNER MILTON SGT	COMPONENT USA
DOB 23 OCT 1946	SEX M	DUTY STATUS ATC
UIC W00001	UNIT UNKNOWN	TF / ROSTER 5112SA / WPRMAA

Checklist

Dental Record on file

Reason

Date

Figure 2.52 - Change Checklist Status Page

6. Click the **down arrow** to change an existing GO or NOGO status.
7. Type an explanation in the **Reason text box**, if applicable.
8. Accept the default current date, or click in the **date box**, or on the **calendar icon next to the date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:

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Figure 2.53 - Choose a Date Page

To choose a Date:

9. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
10. Click the **go** button.
11. Click a day from the **calendar**.

The chosen date populates the **date box** on the *Checklist* page.

12. Click the **Submit** button to save the change. Note: If you exit this page before clicking the **Submit** button, changes are lost.

-----OR-----

Click the **Return** button to cancel the transaction and exit the page.

2.1.9 Vision

The *Vision* submenu contains one (1) function, *Vision Checklist*. GO and NO GO Information is feed to DARTS via RIDES-E interface. The checklist can only be modified by authorized personnel.

2.1.9.1 Vision Checklist

To access and modify the *Vision Checklist* page:

1. Click the **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Vision** functional area.
4. Click the **Checklist** function.

The following *Checklist Section VIII – Vision* page displays:

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Submenu Checklist	Demob Checklist Section VIII - Vision									
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">QUESTION</th> <th style="width: 15%;">STATUS</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>1 Vision screening.</td> <td style="background-color: #d9534f; color: white;">NO GO</td> <td style="text-align: center;">Change</td> </tr> <tr> <td>2 Vision classification.</td> <td style="background-color: #d9534f; color: white;">NO GO</td> <td style="text-align: center;">Change</td> </tr> </tbody> </table>		QUESTION	STATUS		1 Vision screening.	NO GO	Change	2 Vision classification.	NO GO	Change
QUESTION	STATUS									
1 Vision screening.	NO GO	Change								
2 Vision classification.	NO GO	Change								

Figure 2.54 - Checklist Section IX – Dental Page

5. Click the **Change** button next to the **Question** and **Status** you want to change.

Checklist	Section VIII - Vision
Vision screening. GO <input type="button" value="v"/> Reason <input style="width: 90%;" type="text"/> Date 22 MAY 2004 <input type="button" value="c"/> <div style="text-align: center; margin-top: 10px;"><input type="button" value="Submit"/></div>	

Figure 2.55 - Change Checklist Status Page

6. Click the **down arrow** to change an existing GO or NOGO status.
7. Type an explanation in the **Reason text box**, if applicable.
8. Accept the default current date, or click in the **date box**, or on the **calendar icon** next to the **date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:

Figure 2.56 - Choose a Date Page

To choose a Date:

9. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.

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10. Click the **go** button.
11. Click a day from the **calendar**.

The chosen date populates the **date box** on the *Checklist* page.

12. Click the **Submit** button to save the change. Note: If you exit this page before clicking the **Submit** button, changes are lost.

-----OR-----

Click the **Return** button to cancel the transaction and exit the page.

2.1.10 ACS Family

The *ACS Family* submenu contains one (1) function, General Information.

2.1.10.1 Modify General Information

To access and *Modify SRP/ACS Family/General Information* page:

1. Click the **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **ACS Family** functional area.
4. Click the **General Information** function.

The *ACS/Family/General Information* page below, displays:

ACS/Family General Information	
Provided Family Support LGP/ACS Info?	<input type="checkbox"/> Support Info Not Provided
General Affairs Checklist Completed	<input type="checkbox"/> Support Info Not Provided
Spouse/Legal Next of Kin Name	<input type="text"/>
Spouse/Legal Next of Kin Relationship	<input type="text"/>
Spouse/Legal Next of Kin Native Language	<input type="text" value="ACHOLI"/>
Spouse/Legal Next of Kin Street Address	<input type="text"/>
Spouse/Legal Next of Kin City/ State/ Zip	<input type="text"/>
Emergency Phone Number 1	<input type="text"/>
Emergency Phone Number 2	<input type="text"/>
Special Soldier Needs	<input type="text"/>
Special Family Needs	<input type="text"/>
Local Duty Phone Number	<input type="text"/>
Family Care Plan Completed	<input type="checkbox"/>
Family Care Plan Submitted	<input type="checkbox"/>
Number of Dependents	<input type="text" value="2"/>
Marital Status	<input type="text" value="M"/>
<input type="button" value="Submit"/>	

Figure 2.57 ACS/Family General Information Page

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5. Highlight and overtype existing information in the applicable **text box**.
6. Click in a **date box**, or on the **calendar icon** next to a **date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:



Figure 2.58 Choose a Date Page

To choose a Date:

7. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
8. Click the **go** button.
9. Click a day from the **calendar**.

The chosen date populates the **date box** on the *ACS/Family General Information* page.

10. Click the **Submit** button to save changes. **Note:** If you exit this page before clicking the **Submit** button, changes are lost.

2.1.11 ISRP Reports

The *ISRP Reports* option allows you to view or print two types of reports, *Soldier SRP checklist* and *Soldier DA Form 2A*.

To access and generate *ISRP Reports*:

1. Click **Individual** Main Menu Option.
2. Click the **Soldier Readiness Process** Submenu.
3. Click the **Reports** option.

The following *ISRP Reports* page displays:

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Figure 2.59 – ISRP Reports Page

2.1.11.1 View/Print SRP Checklist Reports

To view or print the *Soldier SRP Checklist* Report:

1. Click the **View Report** button next to the *Soldier SRP Checklist* report.

The following Security Information prompt displays:

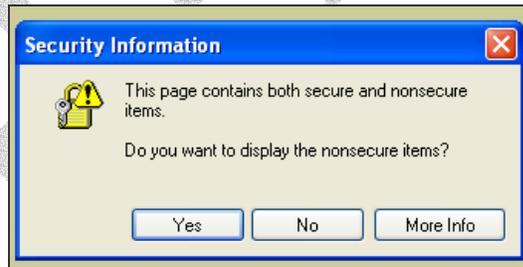


Figure 2.60 Security Information Prompt

2. Click the **YES** button on the *Security Information* prompt.

When the following prompt displays, wait...the *Readiness and Deployment Checklist* will display momentarily.

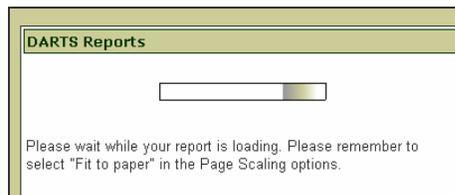


Figure 2.61 DARTS Reports Prompt

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The following *Readiness and Deployment Checklist* displays.

READINESS AND DEPLOYMENT CHECKLIST															
For use of this form, see DA PAM 600-81 AND AR 600-9-101; This form is subject to the Privacy Act of 1974. IAW PL 53-579, 1974. SEE 5 USC 552a.; the proponent agency is ODCSPER															
AUTHORITY: 10 USC Section 3013, Secretary of the Army; Army Regulation 600-9-101, Personnel Processing (In, Out, and Mobilization) Processing; and EO 9397 (SSN).															
PURPOSE: To provide a standardized means to evaluate readiness posture and validate military and non-military personnel for deployment.															
ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.															
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)				3. SSN									
20040524		TURNER, MILTON, JAMES				222222222									
4. SERVICE AFFILIATION			5. COMPONENT		6. STATUS		7. PLAN PAY/GRADE								
<input checked="" type="checkbox"/>	USA	<input type="checkbox"/>	USCG	<input checked="" type="checkbox"/>	ACTIVE	<input type="checkbox"/>	TPU	<input type="checkbox"/>	RET						
<input type="checkbox"/>	USN	<input type="checkbox"/>	PHS	<input type="checkbox"/>	GUARD	<input type="checkbox"/>	IRR	<input type="checkbox"/>	NG10						
<input type="checkbox"/>	USAF	<input type="checkbox"/>	NOAA	<input type="checkbox"/>	RESERVE	<input checked="" type="checkbox"/>	IMA	<input type="checkbox"/>	NG32						
<input type="checkbox"/>	USMC	<input type="checkbox"/>		NON-MILITARY	<input type="checkbox"/>	AGR	8. E-MAIL ADDRESS								
							MILTON.TURNER@US.ARMY.MIL								
9. NON-MILITARY STATUS					10. TRAVEL STATUS										
<input type="checkbox"/>	DOD	<input type="checkbox"/>	CONTRACTOR	<input type="checkbox"/>	AAFES	<input checked="" type="checkbox"/>	a. UNIT ORDER		11. DATE OF BIRTH (YYYYMMDD)						
<input type="checkbox"/>	DAC	<input type="checkbox"/>	RED CROSS	<input type="checkbox"/>		OTHER (Specify)	b. INDIVIDUAL		19461023						
12. JOB TITLE					13. ASI			14. CITIZENSHIP COUNTRY							
DGR								UNITED STATES							
15. LANGUAGE SPECIALTIES			16. DATE LANGUAGE CERTIFIED (YYYYMMDD)				17. DEPLOYMENT COUNTRY								
CZ							UNITED STATES								
18. PARENT UNIT			19. PARENT UIC		20. UNIT DSN PHONE NUMBER		21. COMMERCIAL PHONE NUMBER								
22. OVERALL STATUS OF EACH SECTION															
a. Readiness Certification		b. Personnel		c. Finance		d. Legal		e. Supply and Logistics							
<input type="checkbox"/>	GO	<input type="checkbox"/>	NO/GO	<input type="checkbox"/>	GO	<input checked="" type="checkbox"/>	NO/GO	<input type="checkbox"/>	GO	<input checked="" type="checkbox"/>	NO/GO	<input type="checkbox"/>	GO	<input checked="" type="checkbox"/>	NO/GO

Figure 2.62 – Readiness and Deployment Checklist Report

Since the *Readiness and Deployment Checklist* consists of three pages, you will have to use the scroll bar to view the entire report, or click the print icon to print the full report. You can also use the navigation buttons across the top of the form to save a copy of the report, email, or perform other tasks.

2.1.11.2 Soldier DA Form 2A Reports

To view or print the Soldier DA Form 2A:

1. Click the **View Report** button across from the Soldier DA Form 2A report option.
2. Click the **YES** button next to *Soldier DA Form 2A* on the following prompt.

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When the following prompt displays, wait, the *Soldier DA Form 2A* will display momentarily.



Figure 2.63 DARTS DA FORM 2A Report Prompt

The following DA Form 2A displays. Use the scroll bar to view the entire report, the navigation button to customize your view, or click the print icon to print report. You can also use the navigation buttons across the top of the form to save a copy of the report, email, or perform other tasks.

A screenshot of the "DaForm2A" application interface. The window title is "DaForm2A". The top toolbar includes icons for "Save a Copy", "Print", "Email", "Search", "Review & Comment", and "Sign". Below the toolbar is a navigation bar with "Select Text", a search icon, a zoom level of "106%", and other navigation icons. The main content area displays the "DA FORM 2A" report. The report includes a privacy notice: "*** THIS OUTPUT MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 (PL 93-579) ***" and a date of "5/22/04". The report is organized into three sections: "SECTION I - PERSONNEL DATA", "SECTION II - SERVICE DATA", and "SECTION III - QUALIFICATION DATA". Each section contains a list of numbered fields. The left sidebar has buttons for "Bookmarks", "Signatures", "Layers", "Pages", and "Comments". The bottom status bar shows "1 of 1" and navigation controls.

Figure 2.64 - DA Form 2A.

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2.1.12 Add Soldier

The *Add Soldier* submenu contains one (7) options to choose from, General Information1, General Information 2, General Information 3, MOS Information, Unit Information, Language Information, and Checklist.

2.1.12.1 Add General Information 1

To access the *Add Soldier* page:

1. Click the *Individual* Main Menu Option.
2. Click the *Soldier Readiness Process* Submenu.
3. Click the *Add Soldier* function.

The following *Add Soldier* page displays:

Menu Items	Individual	Unit	Admin	LogEval	LOG OUT
> Search Individual By SSN Only	Individual » Soldier Readiness Process » Add Soldier				
Add Soldier					
These fields are required to add a new soldier.					
Last Name		<input type="text"/>	First Name		<input type="text"/>
Middle Name		<input type="text"/>	Suffix		<input type="text"/>
Social Security Number		<input type="text"/>	Date of Birth		<input type="text"/>
Current Assigned UIC		<input type="text" value="W00001"/>	Sex		<input type="text"/>
Citizenship		<input type="text"/>			
Religion		<input type="text"/>			
Component		<input type="text"/>			
Rank		<input type="text"/>			
Active Duty ETS Date		<input type="text"/>	<input type="text"/>		
Marital Status		<input type="text"/>			
Number Dependents		<input type="text"/>			
<input type="button" value="Submit"/>					

Figure 2.65 – Add Soldier Page

4. Fill in the soldier's information in the applicable *text box* (all **text boxes** must be completed, except **Middle Name**, and **Suffix** to avoid a validation error).
5. Click the **down arrow** on a **text box** to display a list of related values to choose from.
6. Click in a **date box**, or on the **calendar icon** next to a **date box** to display a calendar to obtain a date.

The following *Choose a Date* page display:

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Figure 2.66 Choose a Date Page

To choose a Date:

7. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
8. Click the **go** button.
9. Click a day from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Add Soldier** page.

10. Click the **Submit** button when all the required text boxes are properly filled.

Note: If you exit this page before clicking the **Submit** button, changes are lost.

The following *General Information 1* page displays with the information from the *Add Soldier* page populated.

Submenu	
General Information 1	
General Information 2	
General Information 3	
MOS Information	
Unit Information	
Position Information	
Language Information	
Checklist	

General Information 1			
Last Name	ROSS	First Name	HORACE
Middle Name	LUCKY	Suffix	SR
Date of Birth	18 AUG 1950	Sex	MALE
Social Security Number	323232323		
Social Security Verify Code			
Home Address			
City			
State			
Zip Code			
Address Validation Date			
Address Validation Code			
Marital Status	MARRIED		
Number Dependents	2		
Family Care Plan			
Race			
Citizenship	NATIVE BORN		
Religion	CENTRAL BIBLE CHURCH		
Ethnic group			
Current Assigned UIC	W00001	Active Duty ETS Date	17 MAR 2004
Duty Status			
Component	US ARMY (ACTIVE)		
Civilian Occupational Specialty Code			
Associate to Task Force		Associate to Roster	

Figure 2.67 - General Information 1 Page

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2.1.12.2 Add General Information 2

1. Click *General Information 2* from the left **side bar** submenu as shown below.

The following *General Information 2* page displays, and is populated with additional personal information.

Submenu	
General Information 1	
General Information 2	
General Information 3	
MOS Information	
Unit Information	
Position Information	
Language Information	
Checklist	

General Information 2	
Military Personnel Class	ENLISTED
Rank Abbreviation	CIV (CIVILIAN)
Date of Rank	[calendar icon]
20 Year Certificate Date	[calendar icon]
Training Pay Category	[dropdown]
Deployment End Date	[calendar icon]
Deployment Code	[text box]
Pay Entry Basic Date	[calendar icon]
Multi Component Unit	[dropdown]
Prior Active Duty Indicator	[text box]
Last REFRAD Date	[calendar icon]
ARCAM Suspense Date	[calendar icon]
Last NCOER Date	[calendar icon]
Months Active Federal Service	[text box]
AFRM Eligibility Date(yyyymm)	[text box]
Conditional Release Date(yymm)	[text box]
Release From Reserve Obligation Date	[calendar icon]
Extension Troop Program Reserve Unit Service Date	[calendar icon]
Qualitative Retention Status	[text box]
Qualitative Retention Date	[calendar icon]
Initial Entry Into Military Date	[calendar icon]
Initial Entry Into Reserves Date	[calendar icon]
Individual Incentive Status Date	[calendar icon]
Individual Incentive Status Code	[dropdown]

Submit

Figure 2.68 - General Information 2 Page

2. Fill in information in the appropriate **text box**.
3. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.

January, 2005							Select month/year
Su	M	Tu	W	Th	F	Sa	m: JAN
						1	y: 2004
2	3	4	5	6	7	8	[go]
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
<<	close window					>>	Today

Figure 2.69 – Choose a Date page

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To choose a date:

4. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
5. Click the **go** button.
6. Click a **day** from the **calendar**.

The chosen date populates the **date box** on the *General Information 2* page.

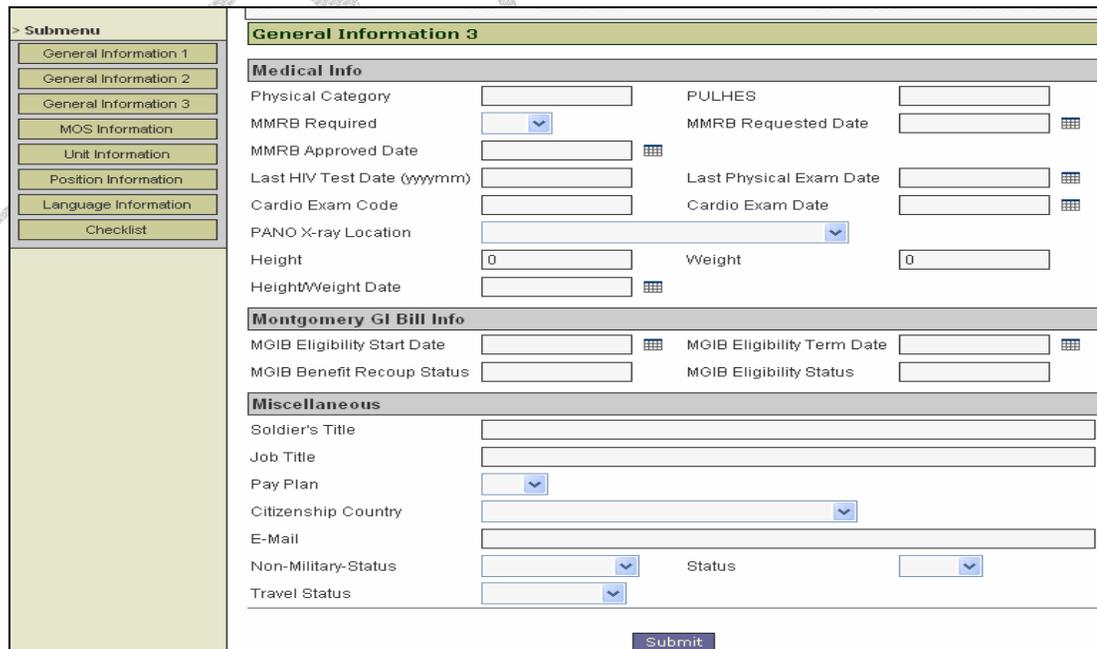
7. Click the **Submit** button on the *General Information 2* page to save changes. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.1.12.3 Add General Information 3

You must retrieve the individual's record before using the General Information 3 section if it has not been retrieved. To do so, use the search box located in the upper left corner of the page. When the record is retrieved:

1. Click *General Information 3* from the **left side bar** submenu.

The following *General Information 3* page containing a *Medical info*, *Montgomery GI Bill Info*, and *Miscellaneous* section display:



The screenshot displays the 'General Information 3' page. On the left is a 'Submenu' with options: General Information 1, General Information 2, General Information 3 (selected), MOS Information, Unit Information, Position Information, Language Information, and Checklist. The main content area is divided into three sections: 'Medical Info', 'Montgomery GI Bill Info', and 'Miscellaneous'. The 'Medical Info' section includes fields for Physical Category (PULHES), MMRB Required (dropdown), MMRB Requested Date, MMRB Approved Date, Last HIV Test Date (yyyymm), Last Physical Exam Date, Cardio Exam Code, Cardio Exam Date, PANO X-ray Location (dropdown), Height, Weight, and HeightWeight Date. The 'Montgomery GI Bill Info' section includes MGIB Eligibility Start Date, MGIB Eligibility Term Date, MGIB Benefit Recoup Status, and MGIB Eligibility Status. The 'Miscellaneous' section includes Soldier's Title, Job Title, Pay Plan (dropdown), Citizenship Country (dropdown), E-Mail, Non-Military-Status (dropdown), Status (dropdown), and Travel Status (dropdown). A 'Submit' button is located at the bottom right of the form.

Figure 2.70 – General Information 3 Page

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2. Highlight and overtype existing information in the applicable **text box** requiring changes (*text boxes* grayed out cannot be changed).
3. Click in a **date box**, or on the **calendar icon** next to a *date box* to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.



Figure 2.71 – Choose a Date Page

To choose a date:

4. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
5. Click the **go** button.
6. Click a day from the **calendar**.

The chosen date populates the applicable **date box** on the *General Information 3* page.

7. Click the **Submit** button on the *Personnel General Information* page. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2 RPDR

To access the *RPDR* option and functions:

1. Click **Individual** from the main menu.
2. Click **RPDR** to display a list of options and functions to choose from.

The following *RPDR* page displays:

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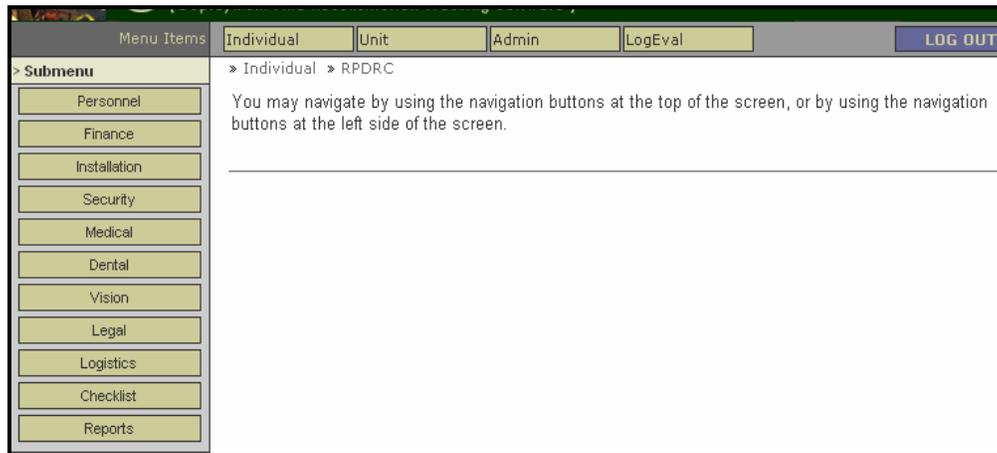


Figure 2.73 - RPDR Main Page

3. Click the applicable button from the left side bar to choose a function.

2.2.1 Personnel

The *RPDR Personnel* submenu contains two (2) functions, *Acknowledgement / Validation* and *Checklist*.

2.2.1.1 Modify Acknowledgement / Validation

To access the *Acknowledgement / Validation* page:

1. Click ***Personnel*** from the *side bar menu*.

Prior to displaying the *Acknowledgement / Validation* page, you must retrieve the individual's record. To do so:

2. Click ***Acknowledgement/Validation*** from the side bar submenu

The following *Acknowledgement /Validation* submenu page displays:

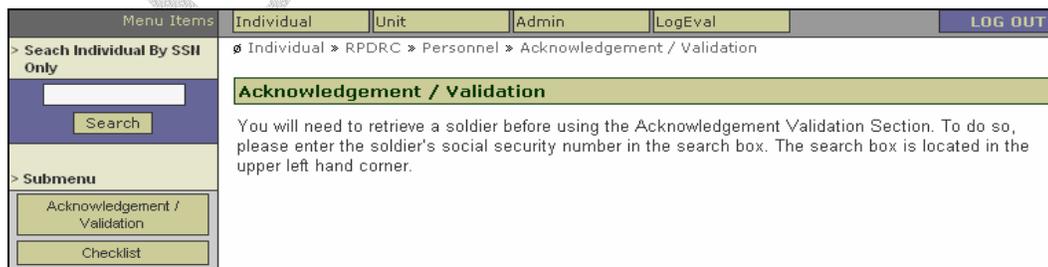


Figure 2.74 - Acknowledgement /Validation Search Individual by SSN Page

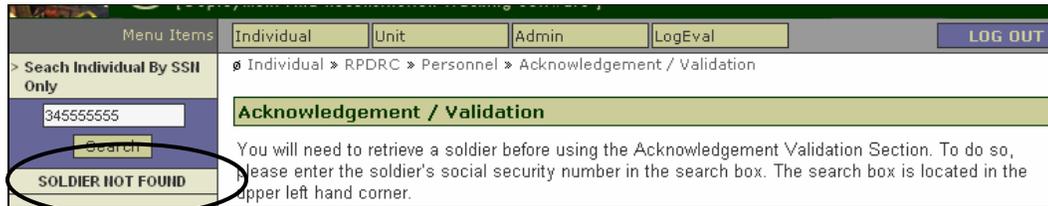
3. Click in the ***Search text box***.

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4. Type in the SSN.
5. Click the **Search** button.

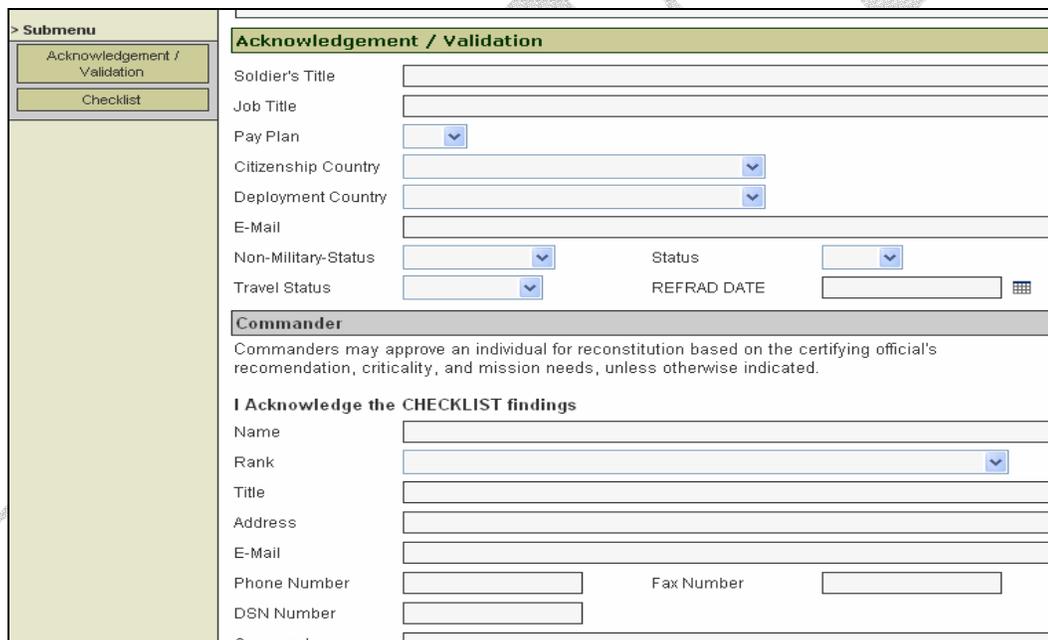
An invalid SSN entered displays the following **SOLDIER NOT FOUND** message on the page:



The screenshot shows a web application interface. At the top, there are menu items: Individual, Unit, Admin, LogEval, and a LOG OUT button. Below the menu is a breadcrumb trail: Individual > RPDR > Personnel > Acknowledgement / Validation. The main content area is titled "Acknowledgement / Validation". On the left, there is a search box containing "34555555" and a "Search" button. Below the search box, a message reads: "SOLDIER NOT FOUND". To the right of the search box, a message states: "You will need to retrieve a soldier before using the Acknowledgement Validation Section. To do so, please enter the soldier's social security number in the search box. The search box is located in the upper left hand corner."

Figure 2.75 - Search Individual by SSN Page with a Message

When a valid SSN is entered, the following **Acknowledgment/Validation** edit page displays:



The screenshot shows the "Acknowledgement / Validation" edit page. On the left is a submenu with "Acknowledgement / Validation" and "Checklist". The main form contains the following fields: Soldier's Title, Job Title, Pay Plan (dropdown), Citizenship Country (dropdown), Deployment Country (dropdown), E-Mail, Non-Military-Status (dropdown), Status (dropdown), Travel Status (dropdown), and REFRAD DATE (date field with calendar icon). Below these is a "Commander" section with a text box: "Commanders may approve an individual for reconstitution based on the certifying official's recommendation, criticality, and mission needs, unless otherwise indicated." Underneath is a section titled "I Acknowledge the CHECKLIST findings" with fields for Name, Rank (dropdown), Title, Address, E-Mail, Phone Number, Fax Number, DSN Number, and Comments.

Figure 2.76 - Acknowledgement/Validation Page

6. Highlight and overwrite existing information in the applicable **text box** requiring changes.
7. Click the **down arrow** on a **text box** to display a list of related values to choose from.
8. Click in a **date box**, or on the **calendar icon** next to a date box to display a calendar to obtain a date.

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The following *Choose a Date* page display:



Figure 2.66 Choose a Date Page

To choose a Date:

9. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
10. Click the **go** button.
11. Click a day from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Add Soldier** page.

12. Click the **Submit** button when all the required text boxes are properly filled.

Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.1.2 Modify Demob Checklist Section II - Personnel

To access Checklist:

1. Click the 'Checklist' button on the side bar.

The following RPDR Personnel Checklist displays:

QUESTION	STATUS	
1 Common Access Card (CAC)/determine eligibility of DEERS status.	NO GO	Change
2 Records update & Evaluation Reports completed (OER/INCOER) if required.	NO GO	Change
3 SGLV 8286/DD Form 93 review/revised date.	NO GO	Change
4 Promotion/Awards during mobilization documented?	NO GO	Change
5 Army Education Center.	NO GO	Change
6a Required Training: Changes in Relationships.	NO GO	Change
6b Required Training: Communication with Spouse.	NO GO	Change
6c Required Training: Suicide Awareness & Prevention.	NO GO	Change
6d Required Training: Communication with Children.	NO GO	Change

Figure 2.78 - Demob Checklist Section II – Personnel Page

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2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:

> Submenu	Section II - Personnel
Acknowledgement / Validation	Common Access Card (CAC)/determine eligibility of DEERS status. NO GO
Checklist	Reason
	<input type="text"/>
	<input type="button" value="Submit"/>

Figure 2.79 - Section II – Personnel Checklist Reason Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the **text box**
5. Click the **Submit** button to save your answer. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.2 Modify Demob Checklist Section III – Finance

To access Finance Checklist:

1. Click the **Checklist** button on the side bar.

The following RPDRC Finance Checklist displays:

QUESTION	STATUS	
1 Received Readiness Finance Brief.	NO GO	<input type="button" value="Change"/>
2 Completed advance pay action to close out DoD charge cards prior to reverting to RC status.(RC Only)	NO GO	<input type="button" value="Change"/>
3 Discontinue (Stop) (Change) allotment's. (AC Only)	NO GO	<input type="button" value="Change"/>
4 Entitlements verified/Direct deposit changes completed.	NO GO	<input type="button" value="Change"/>
5 Settle any travel claim's TCS/REFRAD Orders.	NO GO	<input type="button" value="Change"/>
6 Number of days Accrued Leave to be paid upon separation.	NO GO	<input type="button" value="Change"/>

Figure 2.80 - Demob Checklist Section II – Finance Page

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:

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Figure 2.81 – Finance Change Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:

Figure 2.82 Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section III – Finance** page.

9. Click the **Submit** button when all the required text boxes are properly filled.

Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.3 Modify Demob Checklist Section III - Installation

To access the Installation Checklist:

1. Click the **Checklist** button on the side bar.

The following RPDR Installation Checklist displays:

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Demob Checklist Section IV - Installation		
QUESTION	STATUS	
1a DBOS: Transportation Branch: Completed HHG/personnel property arrangements?	NO GO	Change
1b DBOS: Transportation Branch: Requires transportation arrangements?	NO GO	Change
2a DBOS: Housing Division: Cleared Quarters, BOQ, or BEQ?	NO GO	Change
3a DCFA: Army Community Service Division: Family Support GP/ACS information provided?	NO GO	Change
4a G3/DPTM: Security Division: Security File Reviewed?	NO GO	Change
4b G3/DPTM: Security Division: Security Debrief?	NO GO	Change

Figure 2.83 - Demob Checklist Section IV – Installation Page

2. Click the **Change** button next to the **Question** and **Status** you want to change. The following *Checklist Reason* page displays:

Section IV - Installation	
DBOS: Transportation Branch: Completed HHG/personnel property arrangements?	GO <input type="button" value="v"/>
Reason	<input type="text"/>
Date	24 MAY 2004 <input type="button" value="calendar"/>
<input type="button" value="Submit"/>	

Figure 2.84 – Installation Change Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:



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Figure 2.85 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section IV – Installation** page.

9. Click the **Submit** button when all the required text boxes are properly filled.

Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.4 Modify Demob Checklist Section III - Security

To access the Security Checklist:

1. Click the **Checklist** button on the side bar.

The following RPDRC Security Checklist displays:

QUESTION	STATUS	
1 Security clearance meets requirement for duty position	NO GO	Change
2 Security clearance meets requirement for deployment mission	GO	Change

Figure 2.86 - Demob Checklist Section IV – Security Page

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following **Checklist Reason** page displays:

Section V - Security

Debriefed by S-2 Reverse SF 312 completed if access withdrawn. "C"

Reason

Date

Figure 2.87 – Security Change Page

3. Click the **down arrow** to choose the correct answer.

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4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:



Figure 2.88 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section V – Security** page.

9. Click the **Submit** button to save your answer. Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.5 Modify Demob Checklist Section VI- Medical

To access the Medical Checklist:

1. Click the **Checklist** button on the side bar.

The following RPDR Medical Checklist displays:

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Demob Checklist Section VI - Medical		
QUESTION	STATUS	
1 TRICARE Enrollment Appl.	NO GO	Change
2 Received Medical health records review. (if applicable)	NO GO	Change
3 Complete DD Form 2796 for in-Theater exposures? "C"	NO GO	Change
4 Has Medical Surveillance Program had clinical evaluation?	NO GO	Change
5 Hospitalized/medical treatment prohibiting demobilization?	NO GO	Change
6 Medical Protection System (MEDPROS).	NO GO	Change
7 DD 2786 (Adult Pre & Chronic Care Flow sheet) original returned to med record.	NO GO	Change
8 Medical Line of Duty (LOD) received (if required) Completion of DD Form 261.	NO GO	Change
9 Conduct initial TB Test.	NO GO	Change
10 Suspense follow-up 90 Day TB Test.	NO GO	Change
11 Conduct HIV draw for DOD Repository.	NO GO	Change
12 Required Immunizations.	NO GO	Change
13 Received OWCP process for occupational illness & injury reporting. "C"	NO GO	Change
14 Received copy of DD3349 (Medical Profile) prior to release.	NO GO	Change

Figure 2.89 - Demob Checklist Section VI – Medical Page

- Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:

Section VI - Medical	
TRICARE Enrollment Appl.	GO <input type="button" value="v"/>
Reason	<input type="text"/>
Date	24 MAY 2004 <input type="button" value="calendar"/>
<input type="button" value="Submit"/>	

Figure 2.90 – Medical Change Page

- Click the **down arrow** to choose the correct answer.
- Enter a reason in the **text box**.
- Accept the default current date, or click in the **date box** to display a calendar to choose a date from. If you choose the later, the following *Choose a Date* page displays:

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Figure 2.88 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section VI – Medical** page.

9. Click the **Submit** button when all the required text boxes are properly filled.
Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.6 Modify Demob Checklist Section VII - Dental

To access the Dental Checklist:

1. Click the 'Checklist' button on the side bar.

The following RPDR Dental Checklist displays:

QUESTION		STATUS	
1	Complete dental record/care (while on Active Duty) reviewed?	NO GO	Change
2	Verify dental class.	NO GO	Change
3	Pantographic X-Ray in dental record.	NO GO	Change
4	VA Dental Care.	NO GO	Change

Figure 2.89 - Demob Checklist Section VII – Dental Page

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:

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The screenshot shows a web form titled "Section VII - Dental". On the left is a "Checklist" tab. The main form area contains the following elements: a "GO" dropdown menu, a "Reason" text input field, a "Date" field with the value "24 MAY 2004" and a calendar icon, and a "Submit" button at the bottom.

Figure 2.90 – Dental Change Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:

The screenshot shows a "Choose a Date" dialog box. It features a calendar for January 2005. The 28th is highlighted. To the right of the calendar are two dropdown menus: "m:" with "JAN" selected and "y:" with "2004" selected. Below these are a "go" button and a "Today" button. At the bottom left are navigation arrows and a "close window" label.

Figure 2.91 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the *m:* and *y:* boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the *calendar*.

The date chosen is populated in the appropriate *date box* of the **Section VII – Dental** page.

9. Click the **Submit** button when all the required text boxes are properly filled.
- Note: If you exit this page before clicking the **Submit** button, changes are lost.

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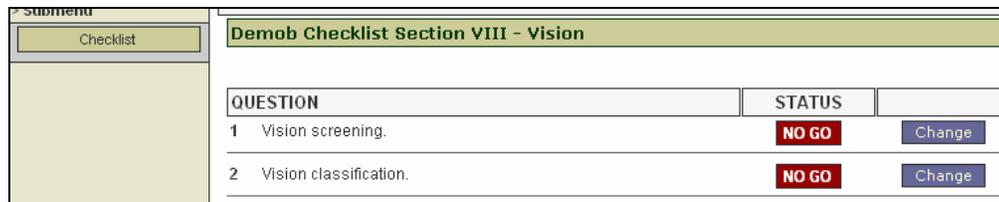
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2.2.7 Modify Demob Checklist Section VIII - Vision

To access the Vision Checklist:

1. Click the 'Checklist' button on the side bar.

The following RPDR Vision Checklist displays:

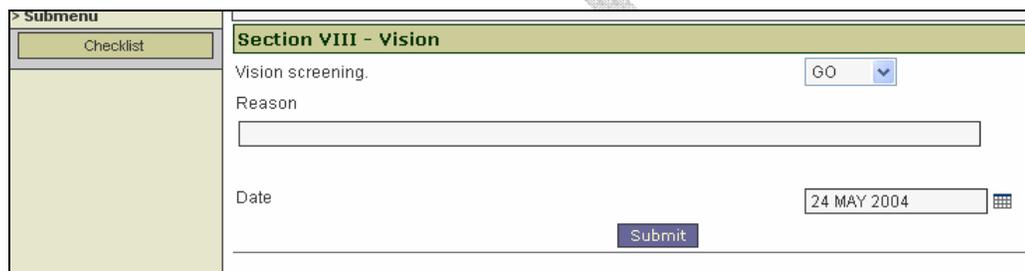


QUESTION	STATUS	
1 Vision screening.	NO GO	Change
2 Vision classification.	NO GO	Change

Figure 2.92 - Demob Checklist Section IV – Vision Page

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:



Section VIII - Vision

Vision screening. GO

Reason

Date 24 MAY 2004

Submit

Figure 2.93 – Vision Change Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:



Choose a Date - Microsoft I...

January, 2005

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Select month/year

m: JAN

y: 2004

go

Today

Figure 2.94 - Choose a Date Page

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To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section VII – Vision** page.

9. Click the **Submit** button when all the required text boxes are properly filled.
Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.8 Modify Demob Checklist Section IX - Legal

To access the Legal Checklist:

1. Click the 'Checklist' button on the side bar.

The following RPDCR Legal Checklist displays:

QUESTION	STATUS	
1 Counselored on insurance & civil matters & legal rights?	NO GO	Change
2 Briefed on Uniformed Services Employment & Reemployment Rights Act?	NO GO	Change
3 Briefed on Soldiers & Sailors Civil Relief Act Rights.	NO GO	Change
4 Has soldier/civilian been counseled on claims filing procedure. "C"	NO GO	Change

Figure 2.95 - Demob Checklist Section IV – Legal Page

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following **Checklist Reason** page displays:

Section IX - Legal

Counseled on insurance & civil matters & legal rights? GO

Reason

Date 24 MAY 2004

Submit

Figure 2.96 – Legal Change Page

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3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:



Figure 2.97 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section IX – Legal** page.

9. Click the **Submit** button when all the required text boxes are properly filled.
Note: If you exit this page before clicking the **Submit** button, changes are lost.

2.2.9 Modify Demob Checklist Section IX – Supply And Logistics

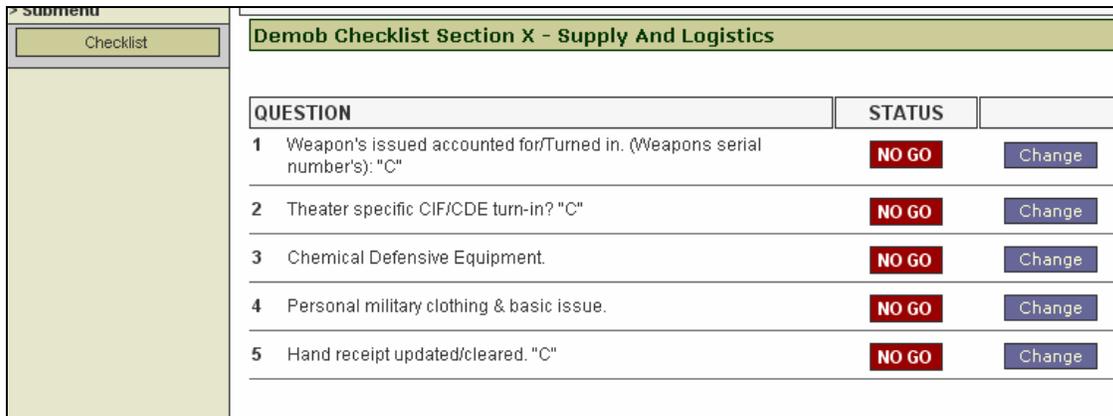
To access the Logistics Checklist:

1. Click the 'Checklist' button on the side bar.

The following RPDR Logistics Checklist displays:

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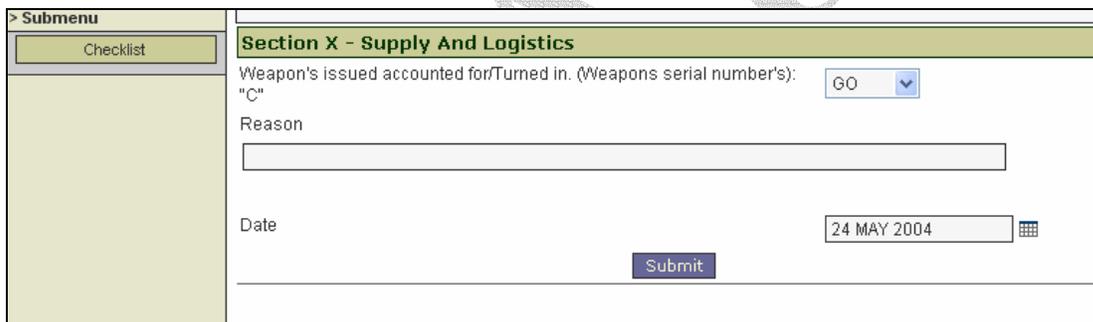


QUESTION	STATUS	
1 Weapon's issued accounted for/Turned in. (Weapons serial number's): "C"	NO GO	Change
2 Theater specific CIF/CDE turn-in? "C"	NO GO	Change
3 Chemical Defensive Equipment.	NO GO	Change
4 Personal military clothing & basic issue.	NO GO	Change
5 Hand receipt updated/cleared. "C"	NO GO	Change

Figure 2.98 - Demob Checklist Section X – Supply And Logistics

2. Click the **Change** button next to the **Question** and **Status** you want to change.

The following *Checklist Reason* page displays:



Section X - Supply And Logistics

Weapon's issued accounted for/Turned in. (Weapons serial number's): "C"

Reason

Date

Figure 2.99 –Section X – Supply And Logistics Change Page

3. Click the **down arrow** to choose the correct answer.
4. Enter a reason in the *text box*.
5. Accept the default current date, or click in the *date box* to display a calendar to choose a date from.

The following *Choose a Date* page displays:

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Figure 2.100 - Choose a Date Page

To choose a Date:

6. Click the **down arrow** next to the **m:** and **y:** boxes to select a month and year.
7. Click the **go** button.
8. Click a **day** from the **calendar**.

The date chosen is populated in the appropriate **date box** of the **Section X – Supply And Logistics** page.

9. Click the **Submit** button when all the required text boxes are properly filled.
Note: If you exit this page before clicking the **Submit** button, changes are lost.

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SECTION 3 LogEval Main Menu Option & Functions

The *LogEval* menu option consists of four submenus, *Unit Details*, *Administration*, *Readiness*, and *Reports*. The *LogEval* module was designed to track logistical data from deployed units for the purpose of mobilization planning during peacetime and actual mobilization. It also tracks the progress of each unit as they pass through the Mobilization Unit In- Processing Center (MUIC).

3.1 Unit Details

To access the *Unit Details*:

1. Click *LogEval* from the main menu.
2. Click *Unit Details* to view a list of options to choose from.

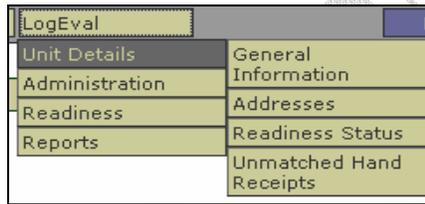


Figure 3.1 - LogEval/Unit Detail Menu, Submenu Options & Functions

3.1.1 Modify Unit General Information

The source of the unit details data is Logistics Integrated Data Base (LIDB). The Administrator input unit data prior to the exercise or mobilization. The following *Unit General Information* page displays when the *General Information* option is selected.

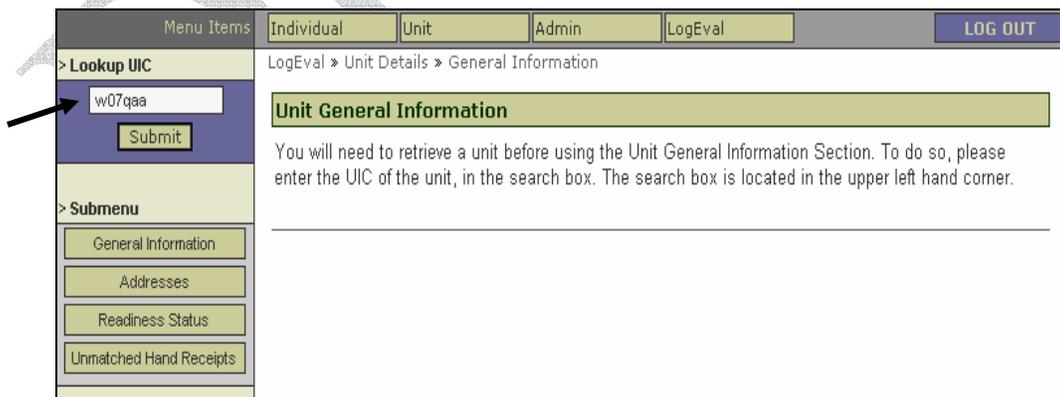


Figure 3.2 - Unit General Information Search Page

A UIC must be retrieved prior to displaying the *Unit General Information* page. To retrieve the UIC information:

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1. Click in the *Lookup UIC text box*.
2. Enter a valid UIC.
3. Click the **Search** button

If you enter a UIC that you are unauthorized to access, the following message displays.

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has a 'Lookup UIC' section with a text box containing 'wa0007' and a 'Submit' button. Below this, a message is circled in red: 'You do not have access to this UIC. Please contact your local MOBILAS administrator.' The main content area has a breadcrumb trail '» LogEval » Unit Details » General Information' and a header 'Unit General Information'. Below the header, a message reads: 'You will need to retrieve a unit before using the Unit General Information Section. To do so, please enter the UIC of the unit, in the search box. The search box is located in the upper left hand corner.'

Figure 3.3 - Lookup UIC Search

Otherwise, the following *Unit General Information* page displays when an authorized UIC is entered.

The screenshot shows a web interface with a top navigation bar containing 'Menu Items', 'Individual', 'Unit', 'Admin', 'LogEval', and 'LOG OUT'. The left sidebar has a 'Lookup UIC' section with a text box containing 'w00001' and a 'Submit' button, and a 'Submenu' section with buttons for 'General Information', 'Addresses', 'Readiness Status', and 'Unmatched Hand Receipts'. The main content area has a breadcrumb trail '» LogEval » Unit Details » General Information' and a header 'UNIT HEADER INFO'. Below the header, the UIC is 'W00001' and the Unit Name is 'UNIT TEST #1'. Below this is a 'Unit General Information' section with various fields: UIC (W00001), Unit Name (UNIT TEST #1), Home Station (City), Home Station (State) (dropdown), DODAAC, Unit Component (ARMY NATIONAL GUARD dropdown), Authorized Strength (999), ALO (0), MTOE, Date MTOE Effective (calendar icon), Scenario (dropdown), and Latest Arrival Date (calendar icon). A 'Submit' button is at the bottom right.

Figure 3.4 - Unit General Information Page

All text and date boxes of the *General Information* page are editable except **UIC** and **Unit Name**. Complete the *General Information* page as follows:

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1. Highlight and overtype existing information in the applicable **text box** requiring changes.
2. Click in a **date box**, or on the **calendar icon** next to a **date box** to display a calendar to obtain a date.

The following *Choose a Date* page displays when the calendar icon is clicked.



Figure 3.5 – Choose a Date Page

To choose a date:

3. Click the **down arrow**  next to the **m:** and **y:** boxes to select a month and year.
4. Click the **go** button.
5. Click a day from the **calendar**.

The chosen date populates the applicable **date box** on the *Unit General Information 3* page.

6. Click the **Submit** button on the *Unit General Information* page. Note: If you exit this page before clicking the **Submit** button, changes are lost.

OR

Click the submenu item, , to start a different transaction, or to exit the application.

3.1.2 Address

The Unit Address Information consists of three parts: TAC1 (Mailing Address), TAC2 (Shipping, Address), and TAC3 (Billing Address).

To access the *Unit Details*:

1. Click *LogEval* from the main menu.
2. Click *Address* to view a list of options to choose from.

The following Unit Addresses page displays:

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Unit Addresses	
TAC1 (Mailing Address)	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text" value="NEW MARKET"/>
State	<input type="text"/>
Zip	<input type="text"/>
TAC2 (Shipping Address)	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
TAC3 (Billing Address)	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
<input type="button" value="Submit"/>	

Figure 3.6 - Unit Address Page

For each of the Type Address Code (TAC) addresses, enter the following information:

1. **Name:** Type the name of the unit.
 2. **Address 1:** Type the first line of the address.
 3. **Address 2:** Type the second line of the address if needed.
 4. **City:** Type the city.
 5. **State:** Click the down arrow to choose a state or region from the list.
 6. **ZIP:** Type a 5 or 9 digit ZIP code. (Numeric values ONLY).
7. Click the **Submit** button to save changes. If you exit this page before clicking the **Submit** button, changes are lost.

OR

8. Click any **main menu**, , or submenu item, , to start a different transaction, or to exit the application.

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3.1.3 Readiness Status

3.1.4 Unmatched Hand Receipts

When the hand receipt data is loaded into DARTS, each record is verified against a Fedlog table and identified as class 2 or 7. If the Line Item Number (LIN) is not in the Fedloc table, it will be identified as a class 0 and become an unmatched record.

All units with unmatched hand receipt records will be identified on the Main Page in DARTS. Class II and Class VII pages cannot be accessed for a unit with Unmatched Hand Receipt records, until a Senior Logistics Coordinator has categorized them as class 2 or 7.

To Complete the Unmatched Hand Receipt page:

1. Double click on the Unit Identification Code (UIC).
2. From the list of records displayed, determine which is 2 or 7 and enter a 2 or 7 in the Supply Category Material Code (SCMC) column. Any records that cannot be categorized as 2 or 7 should be left as a class 0.
3. Selecting Cancel will return all displayed records to a class 0.
4. Selecting Save will save the records categorized as class 2 and 7 and will delete those left as class 0.

3.2 Administration

The *Administration* submenu option of *LogVal* consists of two functions, *Import Hand Receipt* and *Scenario*, to allow you to perform various administrative tasks.

3.2.1 Import Hand Receipt

In preparation for mobilization, a unit has to upload their SPBS-R Hand Receipt Data Download (ALV09PDP.NEW) into DARTS. This can be accomplished electronically prior to arrival at the Mobilization Unit In processing Center (MUIC), or via a diskette upload on-site.

When the data is loaded, a Senior Logistics Coordinator is notified if any unmatched Line Item Numbers (LINS) exist in the loaded data. Unmatched hand receipt records must be identified as either Class II, or Class VII, or deleted. Unit data that is on diskette is manually input at each station.

To access the *Import Hand Receipt* menu option:

1. Click the '*LogVal*' menu option.
2. Click the '*Administration*' submenu options.
3. Click the '*Import Hand Receipt*' function from the main menu.

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Figure 3.7 - Import Hand Receipt Submenu Option

The following *Import Hand Receipt* page displays:

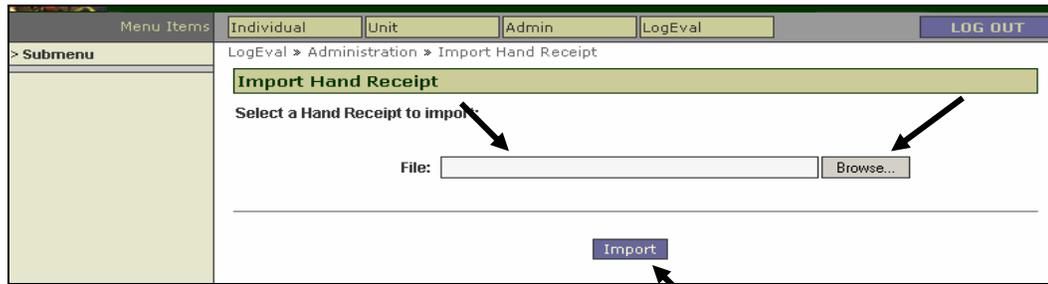


Figure 3.8 - Import Hand Receipt Page

1. Enter file name in the **File text box**.
 2. Click the 'Import' button to import the file.
- OR**
3. Click the **Browse** button to search for the file to be imported.

The following *Choose File* dialog box displays:

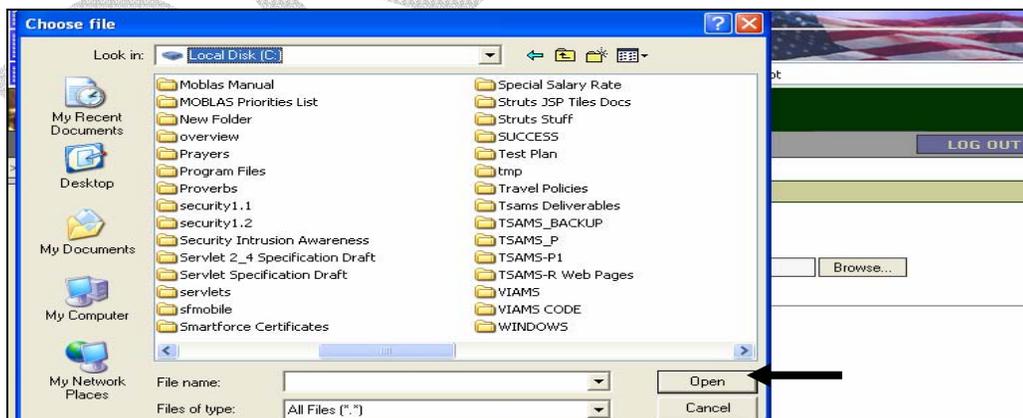


Figure 3.9 - Choose File Dialog

4. Locate the file using the *Choose File* dialog box.
5. Click the **Open** button when the import file is located.

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If the file has an incorrect extension or format, you will be returned to the following page with an error message describing the error detected.

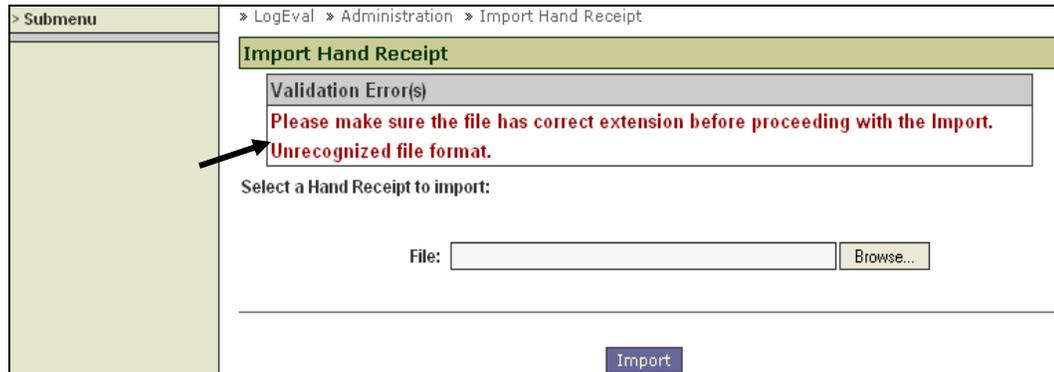


Figure 3.10 – Import Hand Receipt Page

However, if the import file is in the correct format and has the correct extension, you can proceed.

6. Click the **Import** button to import the file.

If the UIC on the import file does not already exist in the database, this unit has to be added to the database before any import can be performed. Please contact your System Administrator to add a Unit to the database.

If the UIC is in the database, the application checks to see if a previous import already exists in the database. If a previous import file already exists, you will be forwarded to *Confirm Import* page.

Note: If you choose to confirm import and continue, the previous import will be permanently deleted.

3.2.2 Scenario

The *Scenario* submenu consists of two functions, *Create Scenario* and *Modify Scenario*. The data source is Operations Order (OPORDER), from higher headquarters.

3.2.2.1 Create Scenario

Prior to mobilization or a mobilization exercise, an administrator enters the Calculation Method and Theater of Operations on the scenario page (see figure---below).

The *Calculation Method (Required or Authorized)* is used to calculate shortage and excess quantities on the Class II and Class VII pages, while the *Theater of Operation* identifies the deployment location. To access the Create Scenario function and page:

1. Click *LogEval* option from DARTS main menu.

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2. Click the Administration submenu option.
3. Click the *Scenario* function option.
4. Click *Create Scenario* option.

The following *Create Scenario* page displays:



Figure 3.11 --- Create Scenario Page

5. Enter the Theater of operation in the **Theater** text box.
6. Accept the default, **Authorized**, value in the **Calculation Method** text box, or click the down arrow on the text box to change the value to **Required**.
7. Click the **Submit** button.

3.2.2.2 Modify Scenario

The *Modify Scenario* page allows you to delete or modify the Theater and all unit data associated with it.

1. Click **LogEval** option from the main menu
2. Click the **Administration** submenu option.
3. Click the **Scenario** option.
4. Click **Modify Scenario**.

The following *Theater* page displays:

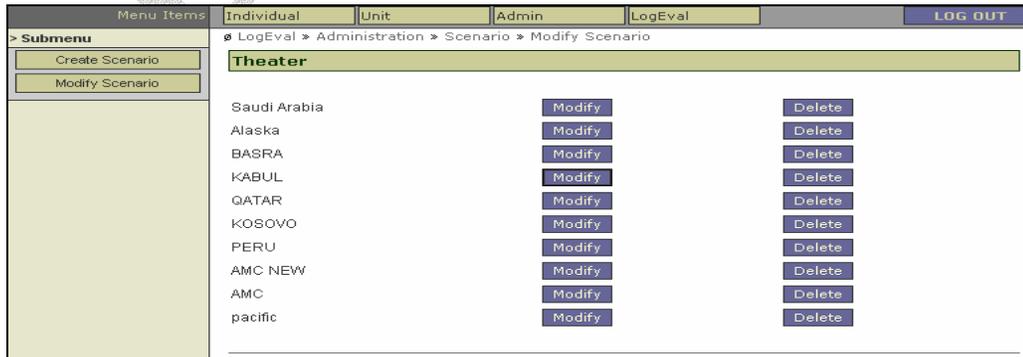


Figure 3.12 - Modify Scenario / Theater Page

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1. Click the **Modify** button.

The following *Modify a Scenario* page displays:

Figure 3.13 - Modify Scenario Page

To Modify a Theater or Calculation Method, click the **Modify** button:

2. Highlight and overtype existing theater the new theater.
3. Click the **down arrow** on the Calculation Method **text box** to make a change.
4. Click the **down arrow** in the **LIN text box** to make your selection.

Figure 3.14 – Modify Scenario Page

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The *Modify Scenario* page allows you to delete or modify the Theater and all unit data associated with it.

3.2.2.2 Delete Theater

1. Click **LogEval** option from DARTS Main Menu
2. Click the **Administration** submenu option.
3. Click the **Scenario** function option.
4. Click **Modify Scenario**.
5. Click the **Delete** button.

Individual Unit Admin LogEval LOG OUT

Administration > Scenario > Modify Scenario > Modify Scenario Page

Modify a Scenario:

Theater: SAUDI ARABIA
Calculation Method: AUTHORIZED

Submit

ADD LIN ADD NSN

LIN	NOMENCLATURE	QTY PER SOLDIER	MODIFY ITEM	DELETE ITEM
B85119	BODY ARMOR SMALL ARMS PROTECTIVE: AIRCREWMEN FRONT TORSO AREA	2	Modify	Delete

To add items, select a LIN from class II Property Book Items:

LIN: A00303: ASSESSORY BOX: TSEC/ST-81 E1

Qty Per Soldier

Submit

Enter an NSN item manually:

NIIN

Quantity Per Soldier

Submit

To Modify a Theater or Calculation Method, click the 'Modify' button as shown in figure...
Modify data fields only where applicable, as follows:

1. Highlight the existing Theater and overtype with the new Theater.
2. Click the down arrow of the 'Calculation Method' data text box to change the Calculation Method to 'Required' or 'Authorized'.
3. Click the down arrow in the 'LIN' data text box to select.

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3.3 Class I

To complete the Class I form:

1. DA Form 1687 Received: If DA Form 1687 has been received, place a check in the text box.
2. Number of Basic MREs Required: Enter the number of Meals Ready to Eat (MRES) required for departure (Numeric value from 0 – 32767).
3. Number of Training MREs Required: Enter the number of MREs required during training (Numeric value from 0 – 32767).
4. Basic MREs Available: If the number of required basic MREs are available, place a check in the box.
5. Training MREs Available: If the number of required training MREs are available, place a check in the box.
6. Enter remarks.
7. Readiness Status: Check Go or No Go in the Readiness Status text box. (You must check a Readiness Status or cancel to discard changes).

3.4 Class II – Clothing & Individual Equipment

The source of this data is the automated property book system. If Hand Receipt data is not pre-filled using the hand receipt diskette, it must be input at this station.

To complete the Class II form:

Individual:

1. DA 3078 Received: If the unit is short individual clothing, and DA Form 3078 has been received, place a check in the box.
2. Date Received: Enter the date DA Form 3078 was received (Date must be in a date format, day month year).
3. Enter Remarks

OCIE:

1. DA 2765-1 Received: If shortages exist for Organizational Clothing Individual Equipment (OCIE) and DA Form 2765-1 has been received, place a check in the box.
2. Date Received: Enter the date DA Form 2765-1 was received (Date must be in a date format, day month year).
3. Enter Remarks.

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3.5 Theater

1. DA 2765-1 Received: If shortages exist for special theater requirements and DA Form 2765-1 has been received, place a check in the box.
2. Date Received: Enter the date DA Form 2765-1 was received.

Validation rule: Date must be in a date format, day month year.

3. Enter Remarks.

DA 1687 Received: If DA Form 1687 has been received, place a check in the box.

Hand Receipt:

Using the hand receipt data, and the strength and theater information from the bottom of the page, verify that the correct quantities and type of equipment are on hand.

1. LIN. Choose or enter a Line Item Number (LIN).
2. Nomenclature: Enter the LIN Nomenclature if it has not been pre-filled.
3. Quantity Required: Enter the quantity required.

Validation rule: You must enter numbers only.

4. Quantity Authorized: Enter the quantity authorized. **Validation rule: You must enter numbers only.**

5. Quantity On-Hand: Enter the quantity on-hand.

Validation rule: You must enter numbers only.

6. Chemical Defense Equipment?: Is the item Chemical Defense Equipment (CDE)?
7. Net Position: The net position is the result of 'On-Hand' minus 'Authorized' or 'Required' and will be automatically calculated.

Shortage Status: Choose a Shortage Status.

Validation rule: You must choose a Shortage Status.

Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard chances.

3.6 Class III- Packaged Petroleum, Oil & Lubricants

The source of this data is information from the advance party.

To Complete the Class III form:

1. DA Form 1687 Received: If DA Form 1687 has been received, place a check in the box.
2. Enter Remarks.
3. Shortage Status: Choose a Shortage Status.

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Validation rule: You must choose a Shortage Status.

4. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

3.7 Class V - Ammunition

The source of this data is information from the advance party.

To complete the Class V form:

1. DD Form 577 Received: If DD Form 577 has been received place a check in the box.
2. DA Form 581 Current: If DA Form 581 is current place a check in the box.
3. Training Ammo Available: If ammunition required for training is available, place a check in the box.
4. TAT Ammo Available: If ammunition To Accompany Troops (TAT) is available, place a check in the box.
5. Special Ammo Available: If special ammunition requirements are available, place a check in the box.
6. Enter remarks.
7. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

3.8 Class VII - Major End Items

The source of this data is the automated property book system. If Hand Receipt data is not pre-filled using, the hand receipt diskette, it must be input at this station.

To complete the Class VII form:

1. Date of last 100% Inventory: Enter the date of the last 100% inventory.

Validation rule- Date must be in a date format, day month year.

2. Some items are at a site other than ECS, MATES, or Home Station: Place a check in the box if you have items stored at a site other than ECS, MATES or Home Station.
3. DA Form 1687 Received: If DA Form 1687 has been received, place a check in the box.
4. Enter Remarks.

3.9 Class VIII - Medical

The source of this data is information from MEDPROS.

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To complete the Class VIII form:

1. DA Form 1687 Received: If DA Form 1697 has been received, place a check in the box.
2. Enter Remarks.
3. Shortage Status: Choose a Shortage Status.

Validation rule You must choose a Shortage Status.

4. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

3.10 Class IX - Repair Parts

The source of this data is information from the advance party.

To complete the Class IX form:

1. PLL Percentage On-Hand: Enter the Prescribed Load List (PLL) percentage that you have on- hand.

Validation rule: You must enter a numeric percentage value between the range of 0 and 100.

2. ASL Percentage On-Hand: Enter the Authorized Stockage List (ASL) percentage that you have on-hand.

Validation rule: You must enter a numeric percentage value between the range of 0 and 100.

3. Enter Remarks.
4. Shortage Status: Choose a Shortage Status.

Validation rule: You must choose a Shortage Status.

5. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or Cancel to discard changes.

3.11 Calibration

The source of this data is the unit's TIMMS (TMDE Integrated Material Management System) report. Each unit should have a current copy of this report.

To complete the Calibrations form:

1. DA Form 1687 Received: If DA Form 1697 has been received, place a check in the box.

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2. Total Items: Enter the total number of Test, Measurement, and Diagnostic Equipment (TMDE) items.

Validation rule: This number must be from 0 to 32767.

3. Total Delinquent Items: Enter the number of TMDE items that are delinquent.

Validation rule: This number must be less than the total number of TAME items and from 0 to 32767.

4. Total Delinquent Items not here: Enter the number of delinquent items that cannot be calibrated on site.

Validation rule: This number must be less than the total number of TAME items that are delinquent and from 0 to 32767.

5. Total Delinquent Items in 30 days: Enter the total number of items that will become delinquent within 30 days.

Validation rule: This number must be less than the total number of TME items (minus the number of delinquent items) and from 0 to 32767.

6. Total Delinquent Items in 30 days not here: Enter the number of the items that will become delinquent within 30 days that cannot be calibrated on site.

Validation rule: This number must be less than the number of TMDE items that will become delinquent within 30 days and from 0 to 32767.

7. % of Readiness: Percent of readiness is automatically calculated by subtracting the total Delinquent items from the Total Items, dividing by the Total Items, and multiplying by 100.

8. Enter Remarks.

9. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

Known Issues: The data in TIMMS only reflects items that have been calibrated at least one time. From this initial calibration, TIMMS is able to detect items that are due for calibration or have become delinquent.

3.12 Critical Tools/BII

The source of this data is information from the advance party.

To complete the Critical Tools/BII form:

1. Enter the nomenclature for each critical tool or basic issue item that is short.
2. For each critical tool or basic issue item that is identified, enter the quantity of the shortage. **Validation rule: This number must be from 0 to 32767.**
3. Enter Remarks.
4. Shortage Status: Choose a Shortage Status.

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Validation rule: You must choose a Shortage Status.

5. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes

3.13 Dining Facility

The source of this data is information from the advance party

To complete the Dining Facility form:

1. Facility Number: Enter the names or building numbers of the dining facilities, if they have been assigned to you.
2. # of Personnel Dining at Consolidated Mess: Enter the number of personnel dining at consolidated mess.

Validation rule: This number must be from 1 to 32767.

3. Number of Personnel in the Advance Party: Enter the number of personnel in the advance party. **Validation rule.-This number must, be from 1 to 32767.**
4. Number of Personnel in the Main Body: Enter the number of personnel in the main body. . **Validation rule: This number must be from 1 to 32767.**
5. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule. You must check a Readiness Status or Cancel to discard changes.

3.14 Maintenance

The source of this data is information from the advance party.

To complete the Maintenance form:

1. BII Shortages: If there are Basic Issue Item (BII) shortages, place a check in the box. The actual shortages are entered in the Critical Tools/BII class.
2. TM Shortages: If there are Technical Manual (TM) shortages, place a check in the box.
3. MOS Training Needed: If Military Occupational Specialty (MOS) training is needed place a check in the box.
4. AOAP Records: Did the unit bring historical records for the Army Oil Analysis Program (AOAP)? Select Yes, No or n/a if it does not apply.
5. Enter Remarks.
6. Readiness Status: Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

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3.15 DA Form 2406

1. NSN or LIN: Enter the National Stock Number (NSN) or Line Item Number (LIN).
2. Nomenclature: Enter the nomenclature.
3. ERC: Select Equipment Readiness Code (F-RC). **Validation rule: Must be P, A, B, C or blank.**
4. %: Enter the percent of readiness.

Validation rule. Enter a number from 1 to 99.

5. Enter Remarks.

3.16 MWO

1. MWO #: Enter the Modified Work Order (MWO) number.
2. Description: Enter the description of work to be performed.
3. Deadline?: Select "yes" if not performing the work will deadline the vehicle?
4. Enter Remarks

3.17 Transportation

The source of this data is information from the advance party.

To complete the Transportation form:

1. HAZMAT Certifier Appointed: If the unit has a trained Hazardous Material (HAZMAT) Certifier appointed place a check in the box.
2. HAZMAT Training Provided to Handlers and Drivers: If Hazardous Material training, has been provided to cargo handlers, packers, and vehicle drivers, place a check in the box.
3. AUEL Required: If an Automated Unit Equipment List (AUEL) is required, place a check in the box.
4. Rail Plan Required: If a rail plan is required, place a check in the box.
5. Rail Training Required: If rail training is required, place a check in the box.
6. BBM Required: If Text boxing, Bracing Material is required, place a check in the box.
7. Air Required: If an air plan is required, place a check in the box.
8. 463L Training Required: If 463L training is required, place a check in the box.
9. BBPCT Required: If Blocking, Bracing, Packing, Crating and Tie-down (BBPCT) is required, place a check in the box.
10. AUEL Appointment Date: If AUEL is required enter an AUEL appointment date.

Validation rule: Date must be in a date format, day month year.

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11. AUEL Appointment Time: If AUEL is required enter an AUEL appointment time.

Validation rule: Must be military time.

12. Convoy Arrival Date: Enter the convoy arrival date.

Validation rule: Date must be in a date format, day month year.

13. Convoy Arrival Time: Enter the convoy arrival time. **Validation rule: Must be military time.**

14. Enter Remarks.

15. Check Go or No Go in the Readiness Status text box.

Validation rule: You must check a Readiness Status or cancel to discard changes.

Note: When a date is deleted, the corresponding time will also be deleted.

3.18 Unit Data

The source of this data is Logistics Integrated Database (LIDE).

The Unit Data will be entered by an administrator (prior to the exercise or mobilization). One tab is for General Information and the other is for Unit Addresses.

3.19 General Information

1. UIC: Enter Unit Identification Code (UIC).

2. Unit Name: Enter the unit's name.

3. Home Station City: Enter the home station city.

4. Home Station State: Choose the home station state from the list.

5. DODAAC: Enter the Department of Defense Activity Address Code (DODAAC).

6. Unit Component: Select the unit component.

7. Authorized Strength: Enter the authorized strength of the unit. **Validation rule: This number must be from 0 to 32767.**

8. ALO: Enter the Authorized Level of Organization (ALO). **Validation rule: This number must be from 1 to 5.**

9. MTOE: Enter the Modified Table of Organization and Equipment (MTOE).

10. Date MTOE Effective: Enter the date the MTOE became effective.

Validation rule: Date must be in a date format, day month year.

11. Scenario: Choose the scenario from the list.

12. Pending Action Required Date: Enter the date deployment actions are required by.

Validation rule-Date must be in a date format, day month year.

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ALO	Authorized Level of Organization
AOAP	Army Oil Analysis Program
ASL	Authorized Stockage List
AUEL	Automated Unit Equipment List (from within GCCS to determine Weight limit for transportation)
BBPCT	Blocking, Bracing Packing Crating Tie-down (materials used to package)
BII	Basic Issue Items
CDE	Chemical Defense Equipment (also known as NBC)
DODAAC	Department of Defense Activity Address Code
ERC	Equipment Readiness Code
HAZMAT	Hazardous Material
LIDB	Logistics Integrated Data Base
LIN	Line Item Number
DARTS	Mobilization Level Application Software
MRE	Meal Ready to Eat
MTOE	Modified Table of Organization & Equipment
MUIC	Mobilization Unit In processing Center
MULA	Mobilization Unit Logistics Assessment
MWO	Modified Work Order
NBC	Nuclear, Biological, and Chemical (also known as CDE)
NSN	National Stock Number
OCIE	Organizational Clothing Individual Equipment
OPORDER	Operations Order
PLL	Prescribed Load List
SCMC	Supply Category Material Code (Class 11, Class VII, etc)
SPBS-R	Standard Property Book System-Redesign
TAC	Type Address Code
TAT	To Accompany Troops
TIMMS	TMDE Integrated Material Management System
TMDE	Test, Measurement, and Diagnostic Equipment
UIC	Unit Identification Code