DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE (DARTS)

User's Manual

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.formscom.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.*

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. .

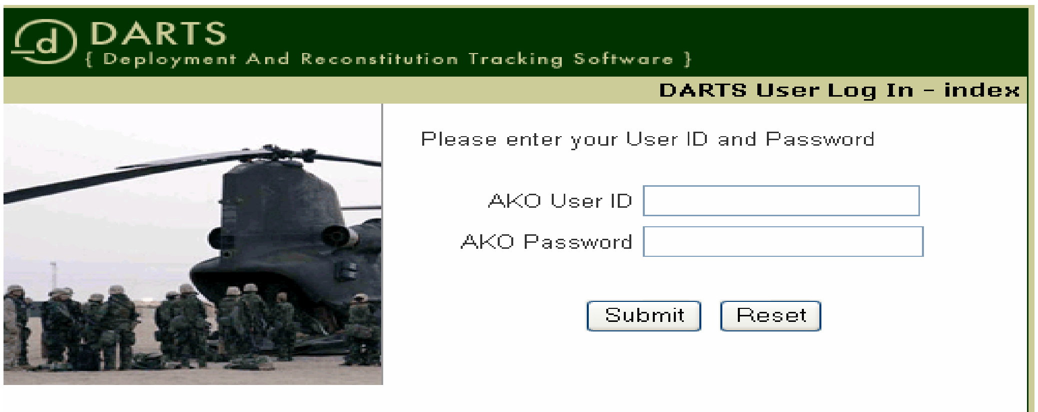


Figure i - DARTS User Login Page

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**.**

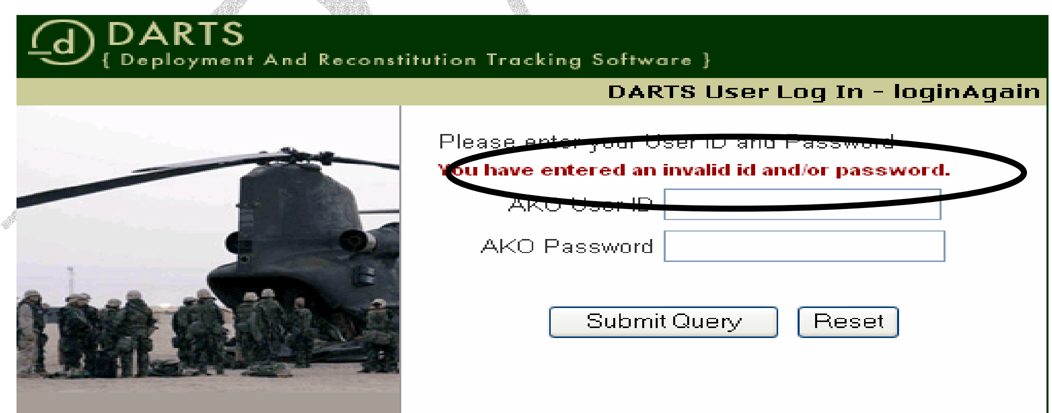


Figure ii – DARTS User Login Page with Error Prompt

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:

U.S.ARMY

AKO ARMY KNOWLEDGE ONLINE

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

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.

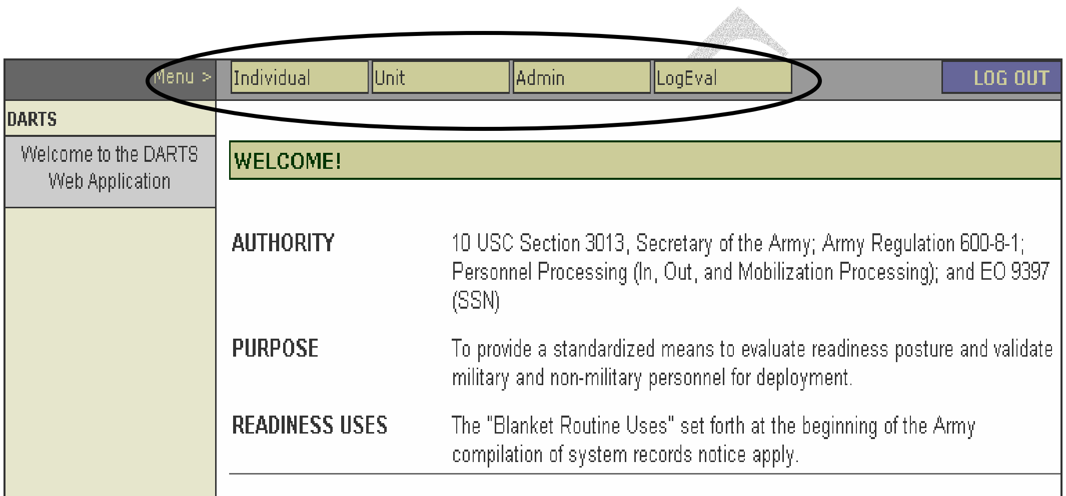


Figure iv - DARTS Main Menu & Welcome Page

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.

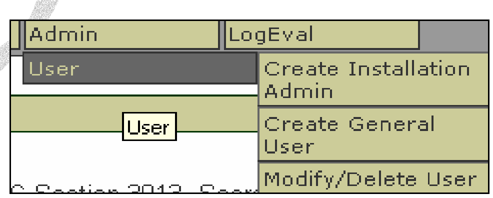


Figure 1.0 - Admin Menu & Submenu Option & Functions

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:

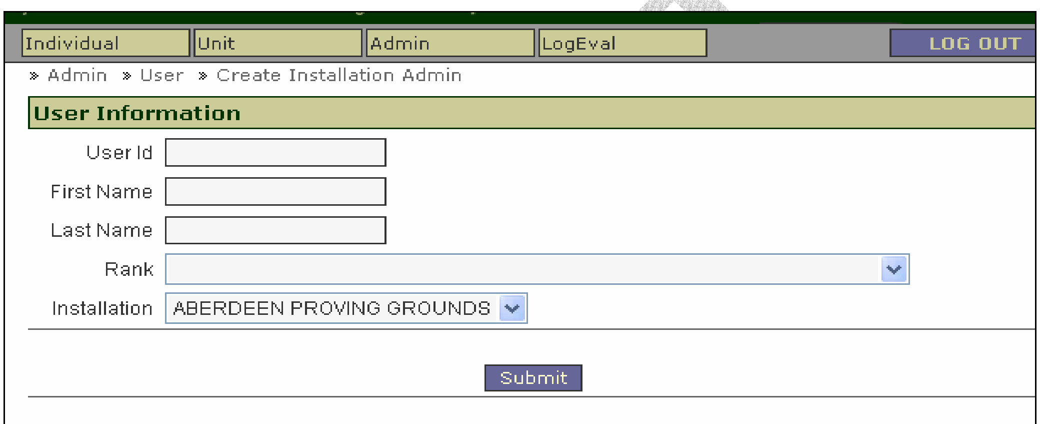


Figure 1.1 - User Information Page

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:

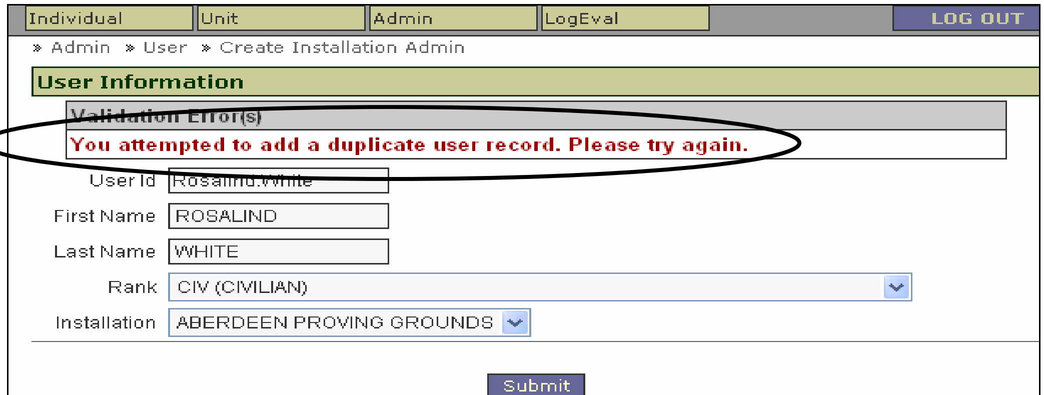


Figure 1.2 - Duplicate User Record Error Message

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/RPDRC), 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.

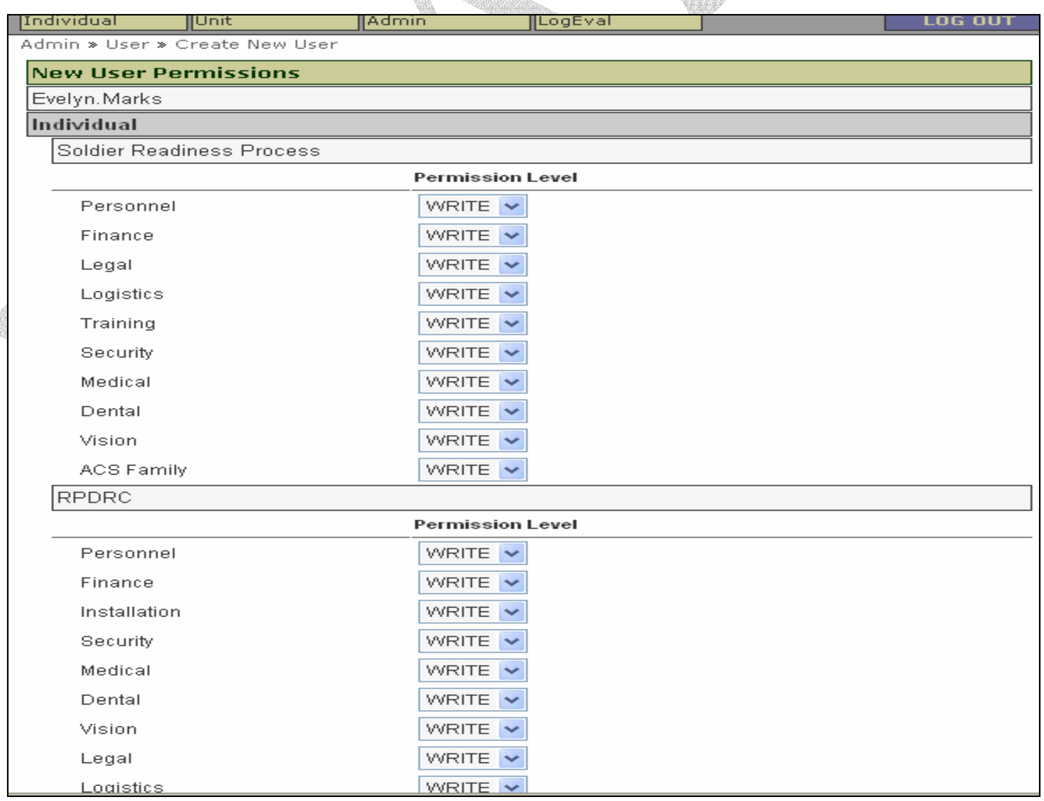


Figure 1.3 – Individual Section

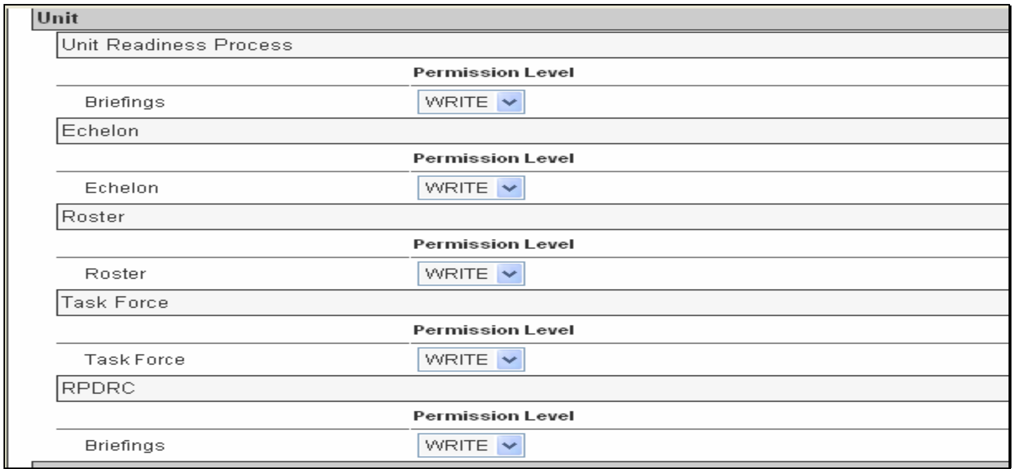


Figure 1.3a – Unit Section

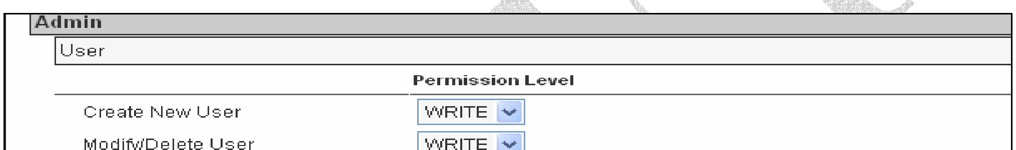


Figure 1.3b – Admin Section

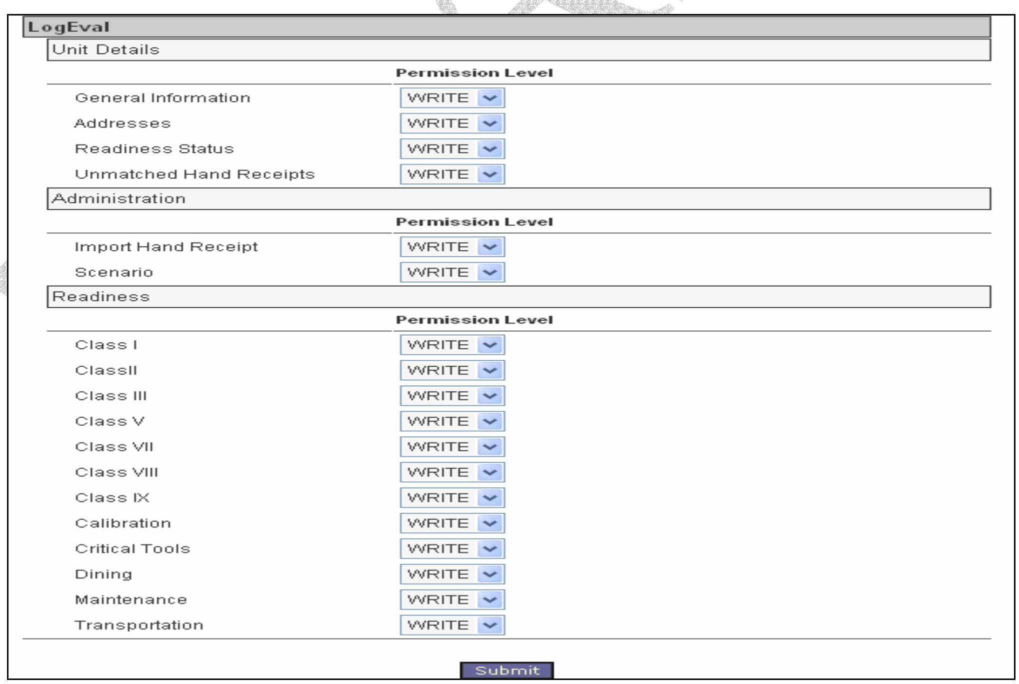


Figure 1.3c - LogEval Section

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 » Admin » User » Assign User Rights 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:

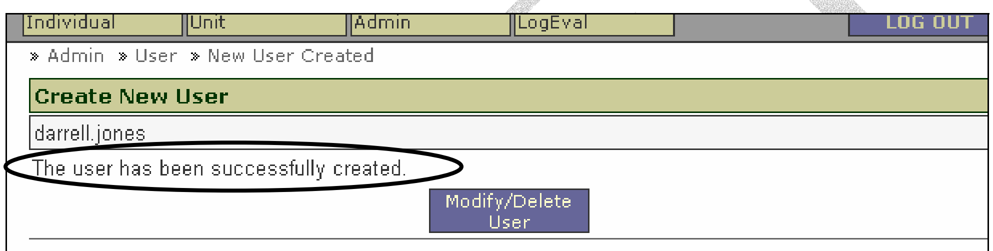


Figure 1.4 – Create New User with Successfully Created Message

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.

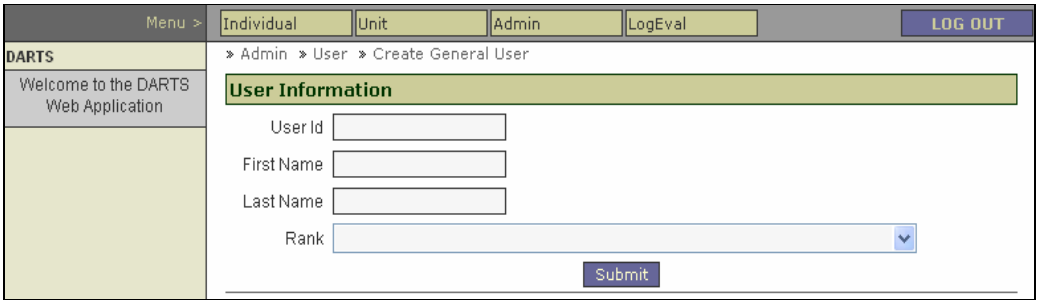


Figure 1.5 - User Information Page

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:

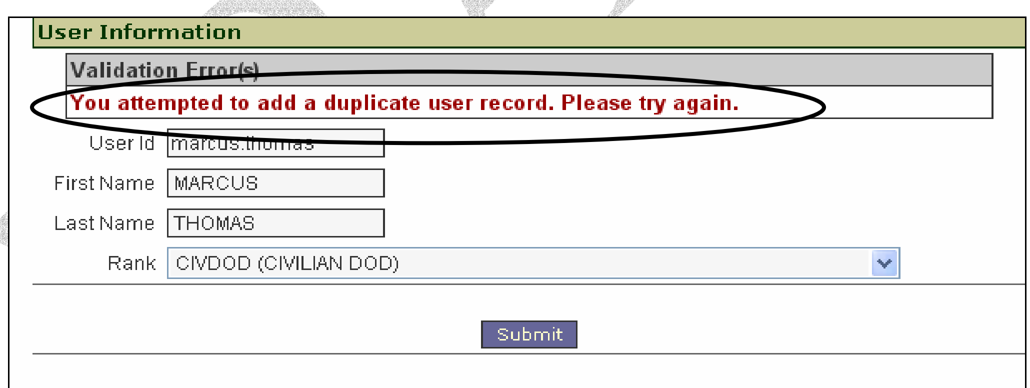


Figure 1.6 - User Information Page

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/RPDRC), 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.

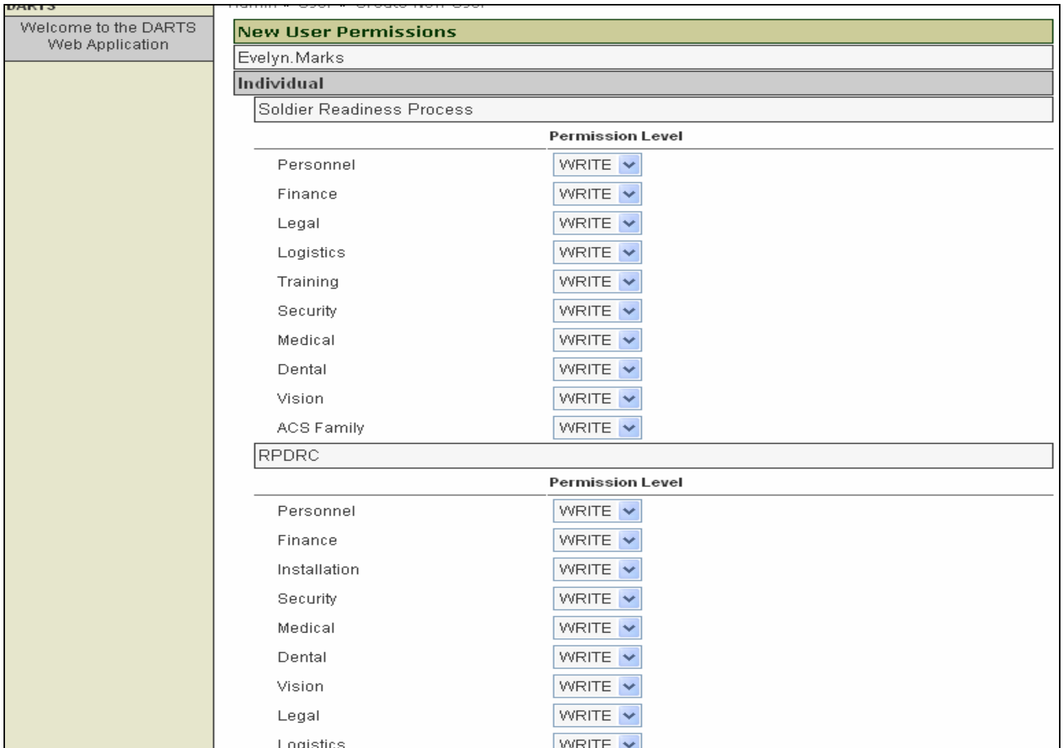


Figure 1.7 – Individual Section

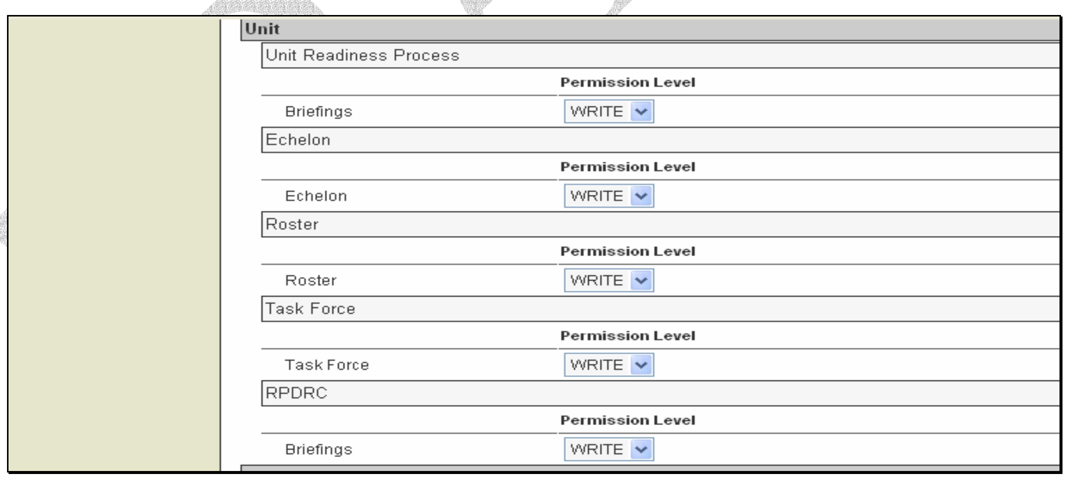


Figure 1.7a – Unit Section of the New User Permissions Page

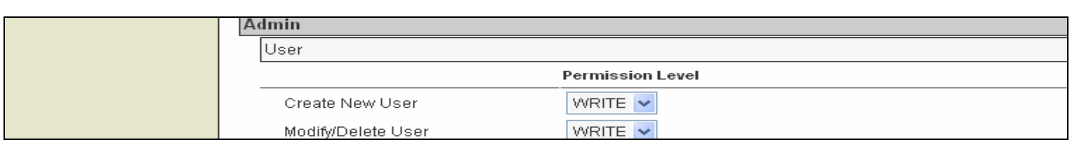


Figure 1.7b – Admin Section of the New User Permissions Page

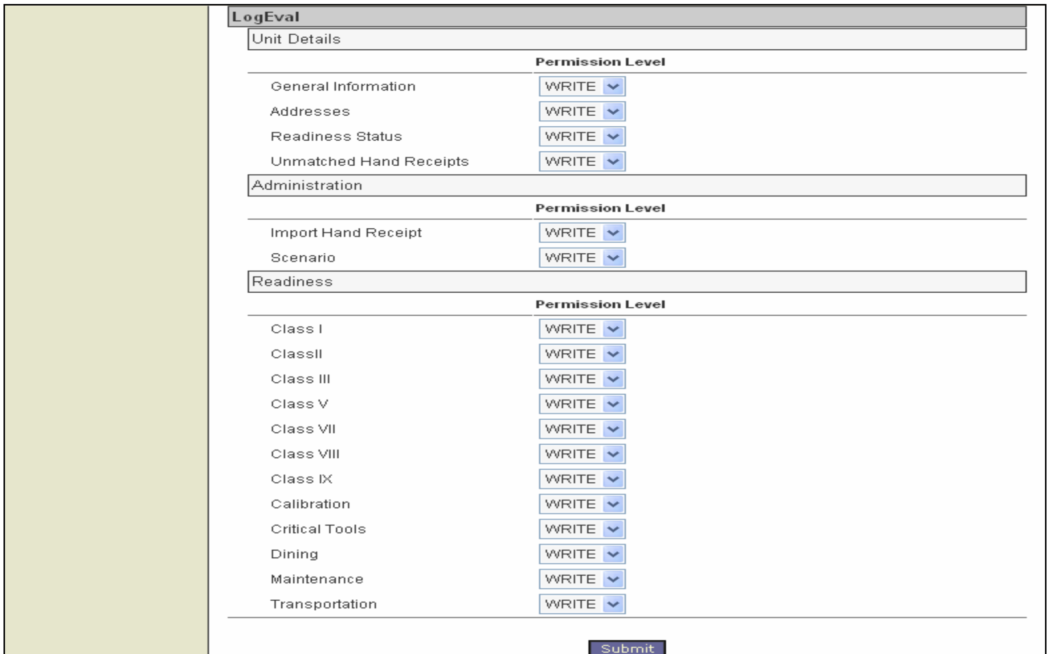


Figure 1.7c - LogEval Section of the New User Permissions Page

1. For each section, accept the ***write*** default value, or click the ***down arrow***  to change the permission 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, exit this form or the application.

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

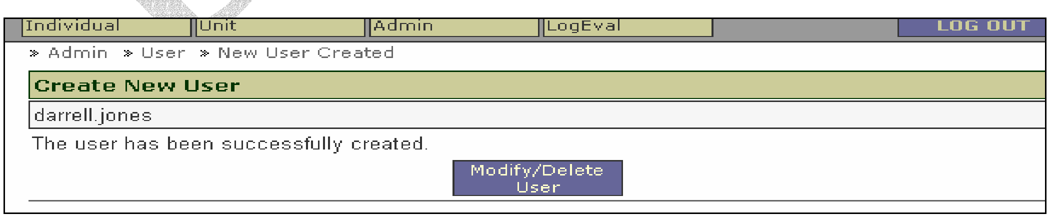


Figure 1.8 – Create New User with Successfully Created Message

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

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.

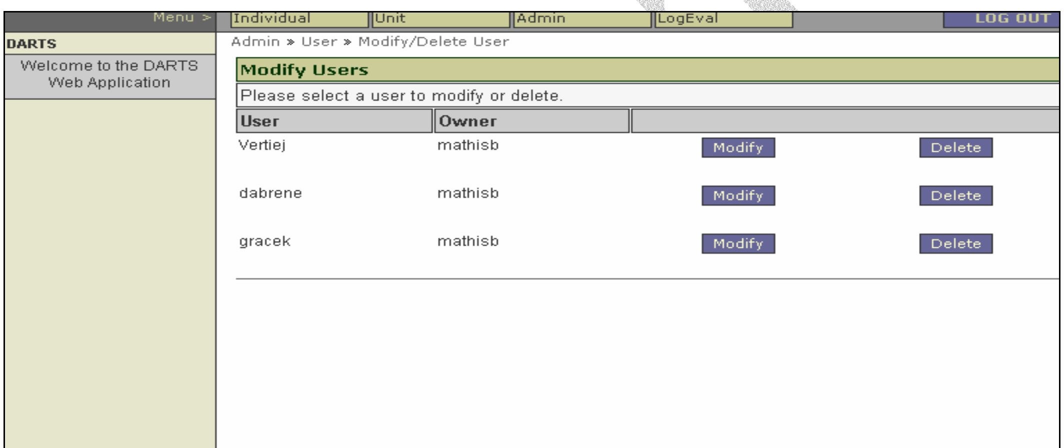


Figure 1.9 - Modify User Page

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:

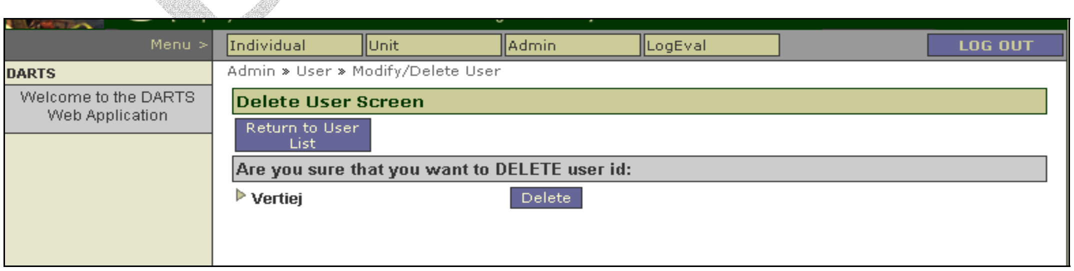


Figure 1.10 – Delete User Screen Page

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

--------- 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*) redisplays 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.

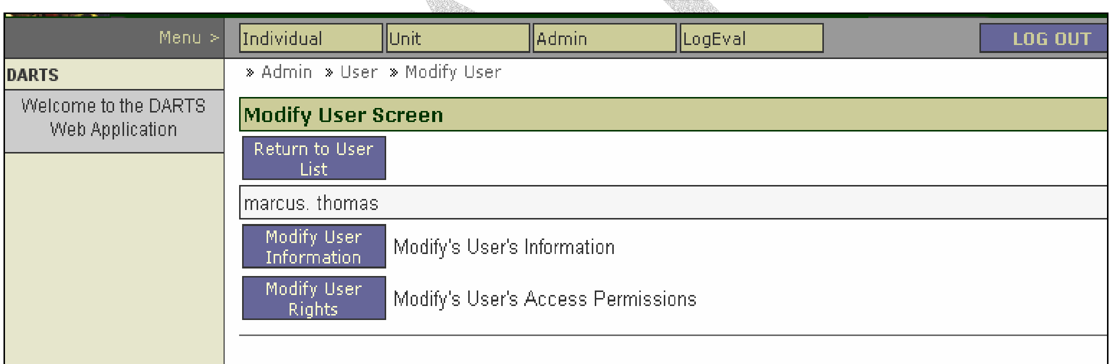


Figure 1.11 – Modify User Page

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.

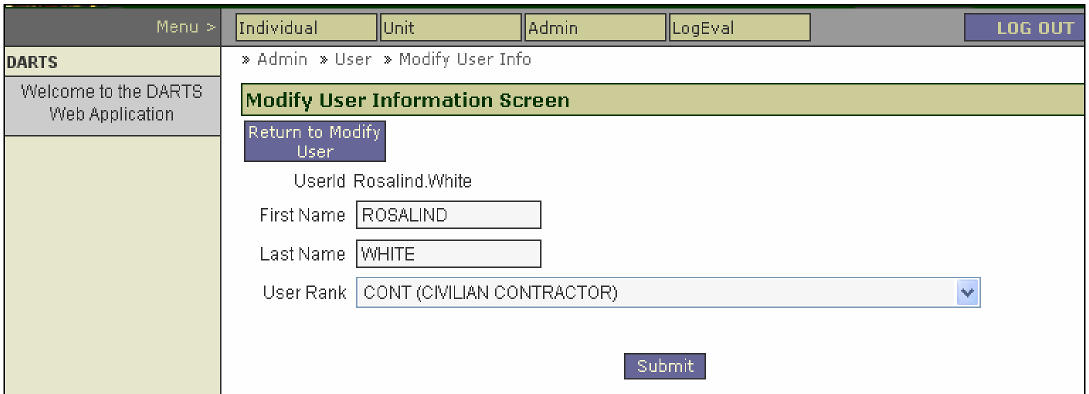


Figure 1.12– Modify User Information Page

2. Highlight and overtype 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.

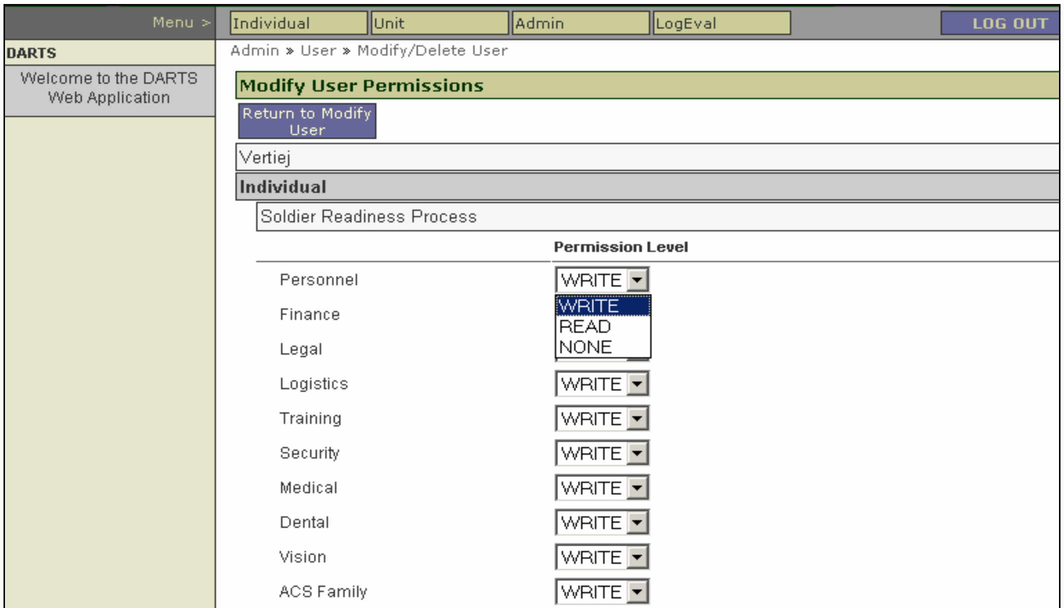


Figure 1.13 – Modify User Permissions Page

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.

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.

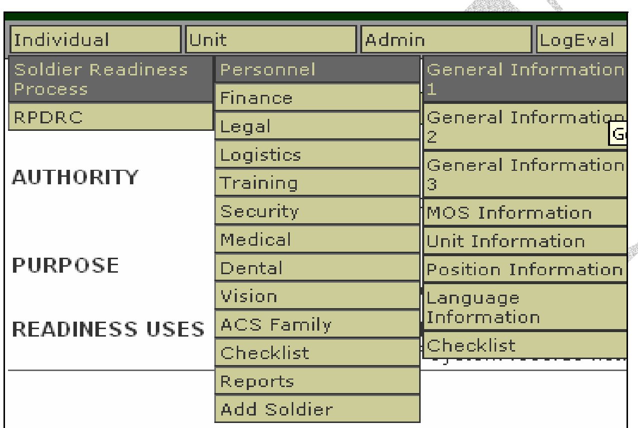


Figure 2.0 – Soldier Readiness Processing Submenu Option & Functions

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:

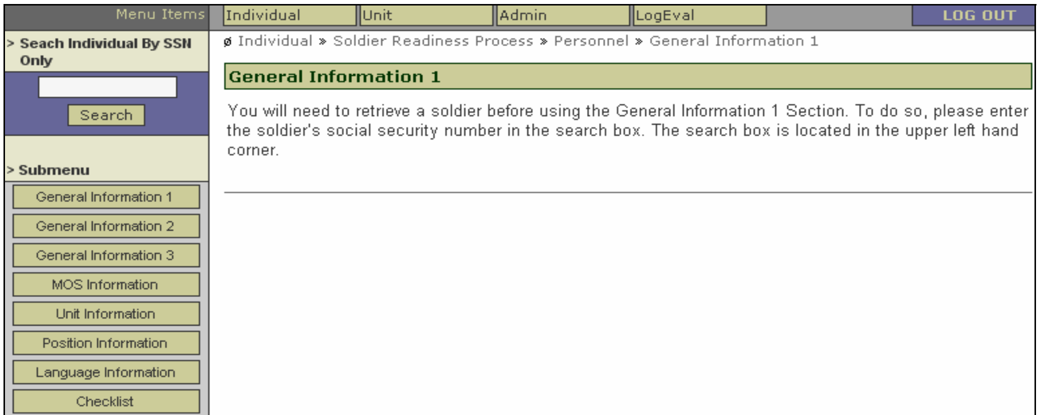


Figure 2.1 – General Information 1 Search Page

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:

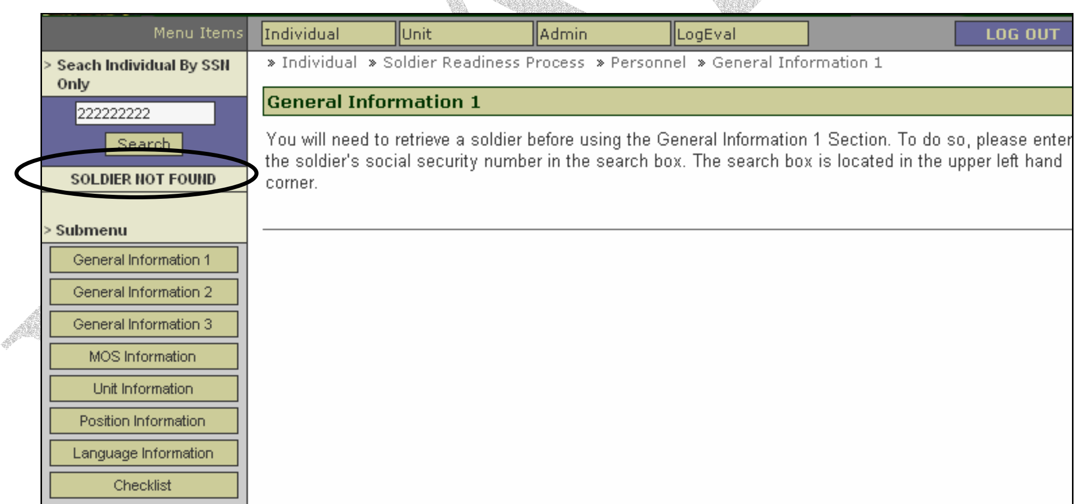


Figure 2.1a – General Information 1 Search Page with message

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

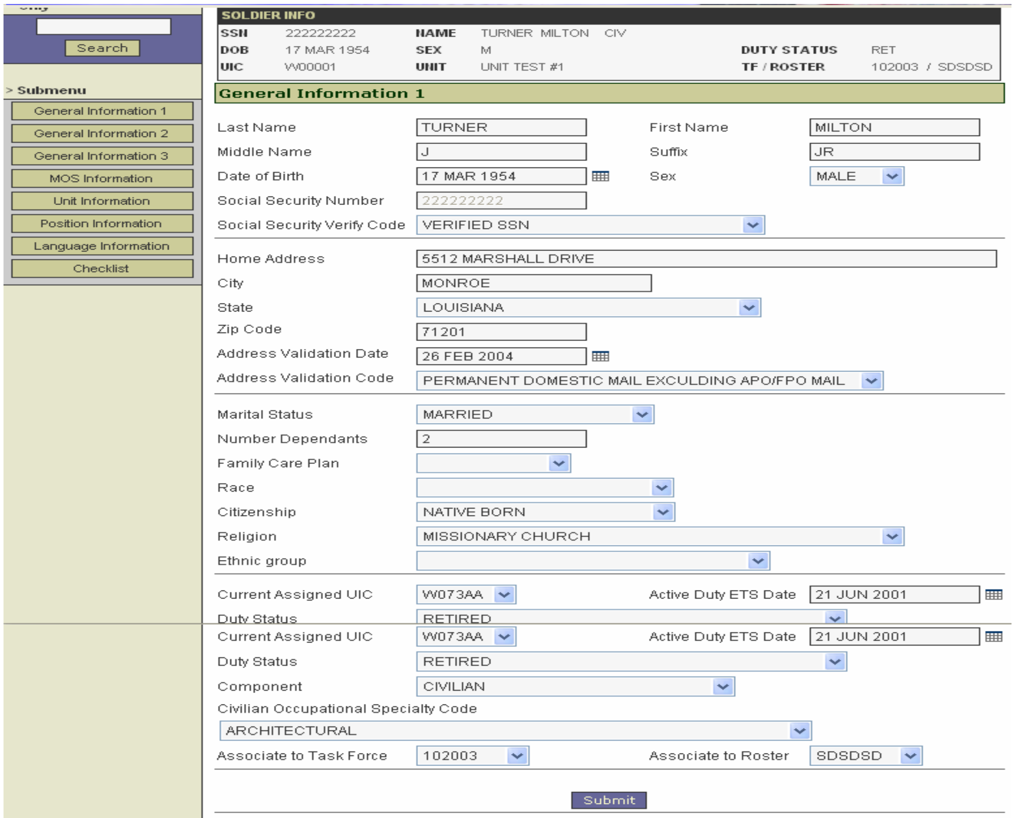


Figure 2.2 - General Information 1 Page

6. Highlight and overtype 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

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.

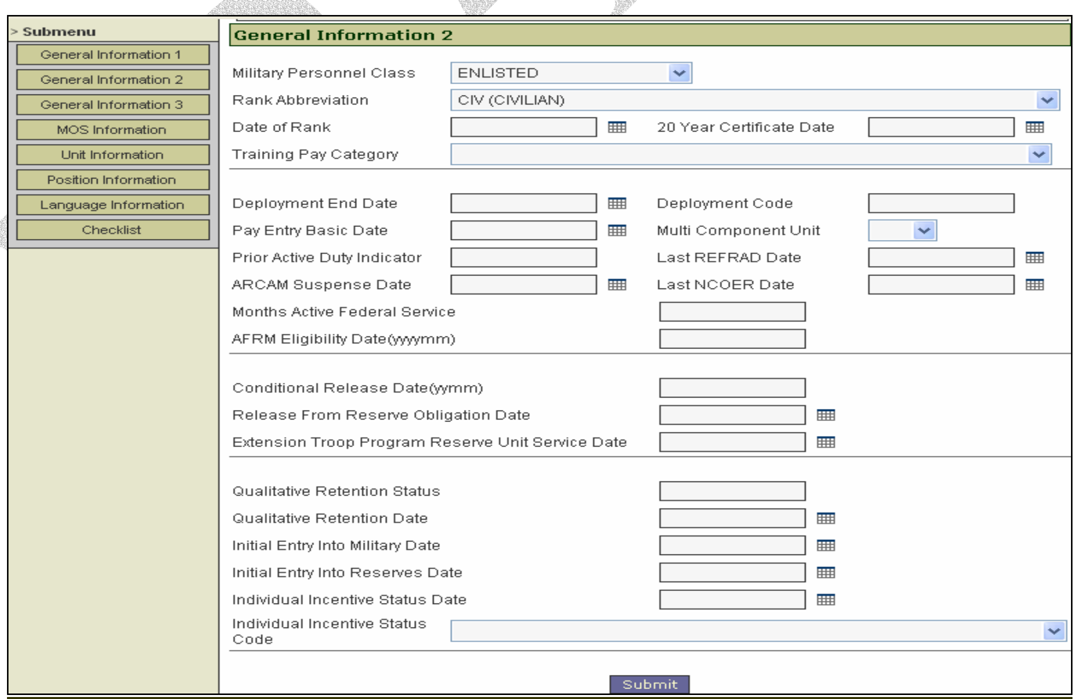


Figure 2.4 - General Information 2 Page

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.

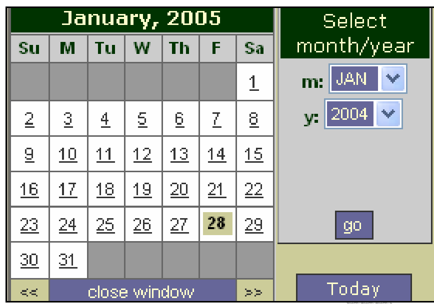


Figure 2.5 – Choose a Date page

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:

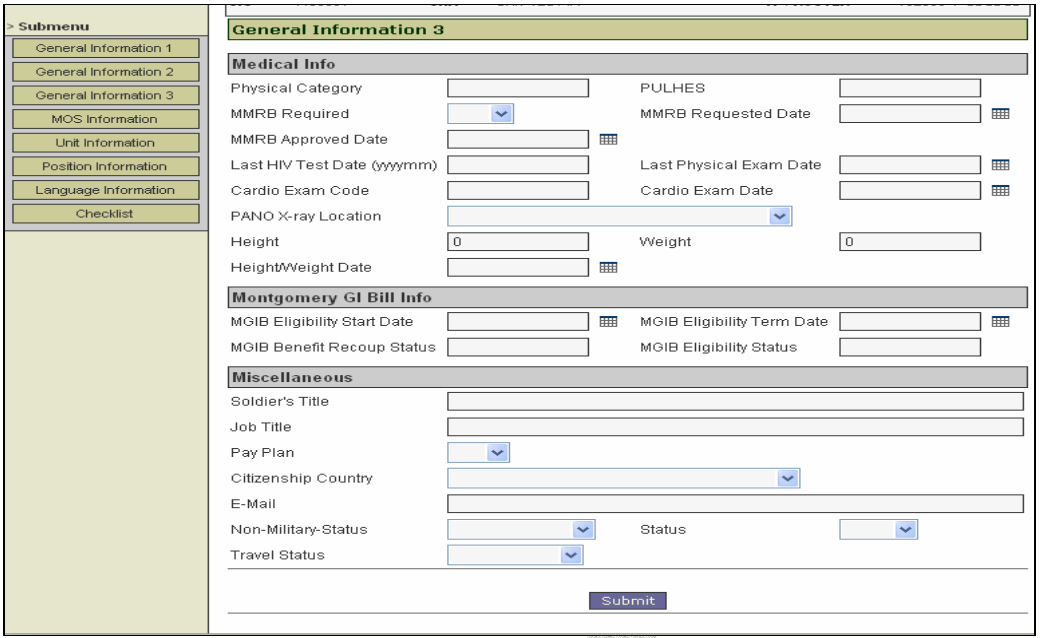


Figure 2.6 – General Information 3 Page

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.

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***.

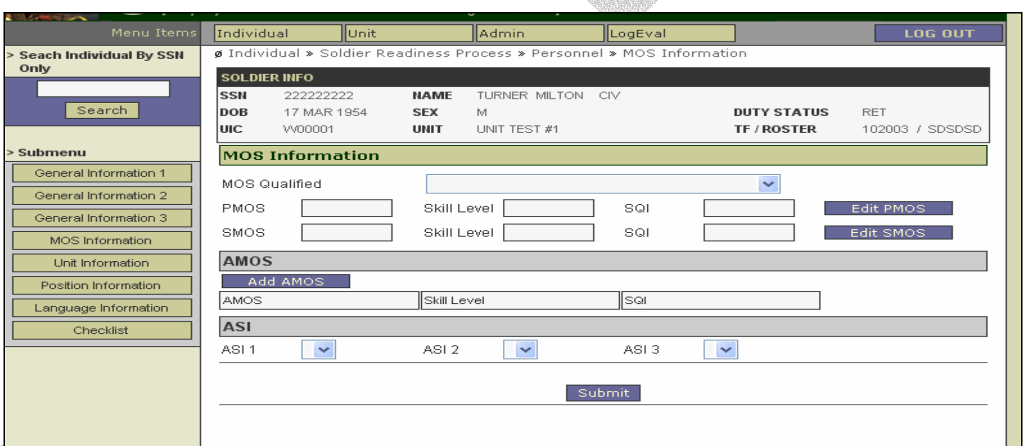


Figure 2.8 – MOS Information Page

2. Highlight and overtype 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:

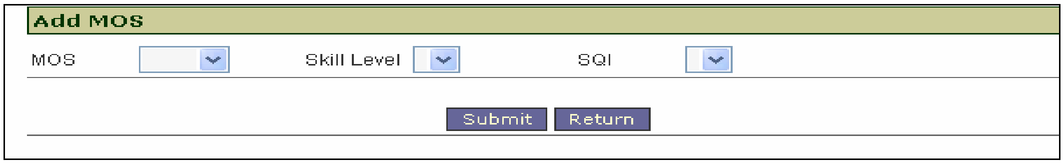


Figure 2.9 Add PMOS Page

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.

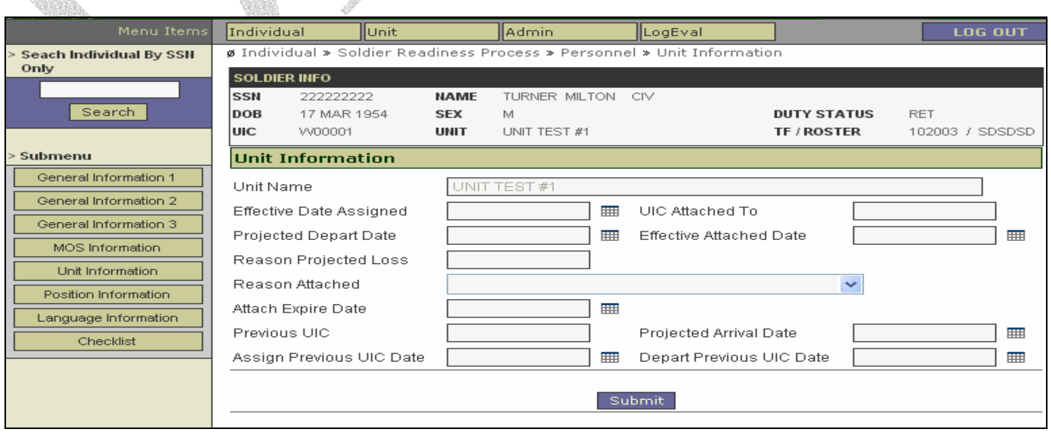


Figure 2.10 - Unit Information Page

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:

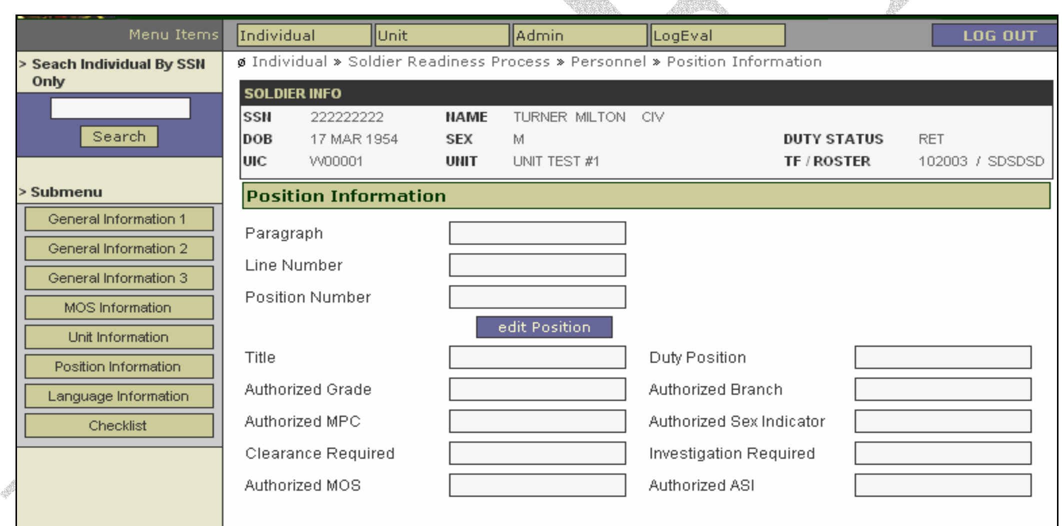


Figure 2.11 - Position Information

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:

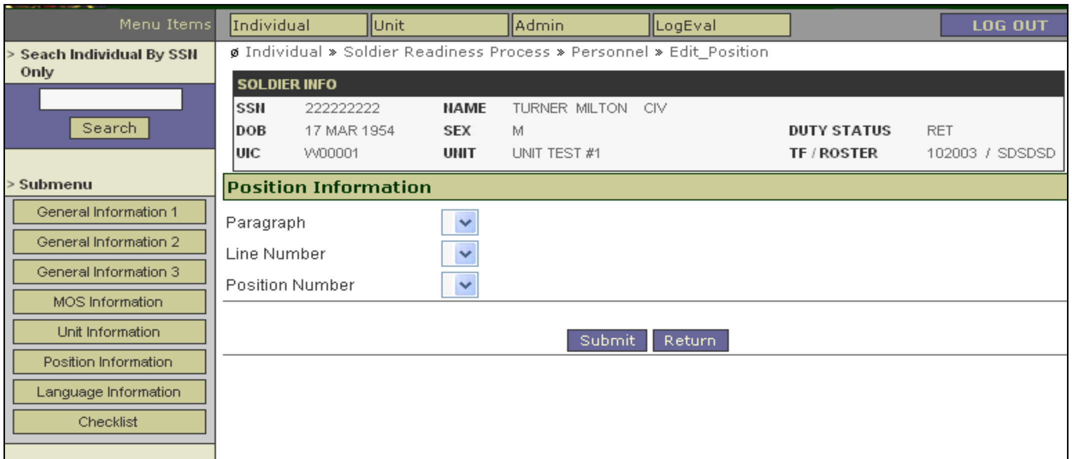


Figure 2.12 - Additional Position Information Page

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.

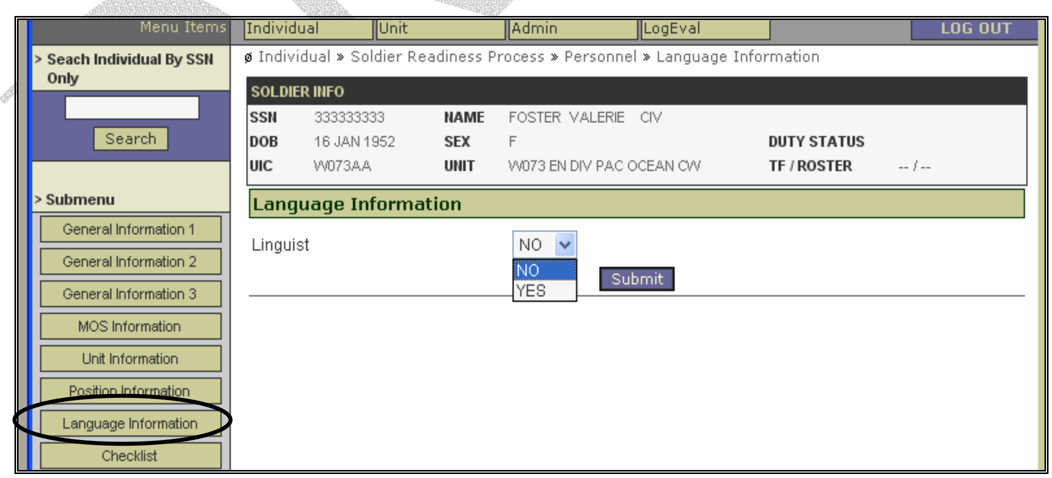


Figure 2.13 - Language Information Page

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.

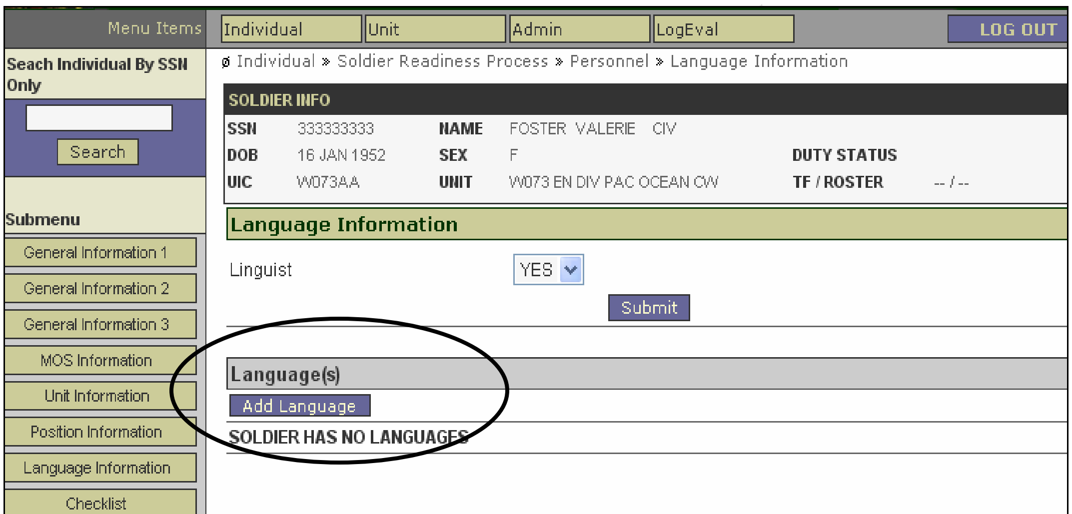


Figure 2.14- Language Information

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

The following *Add Language* page displays:

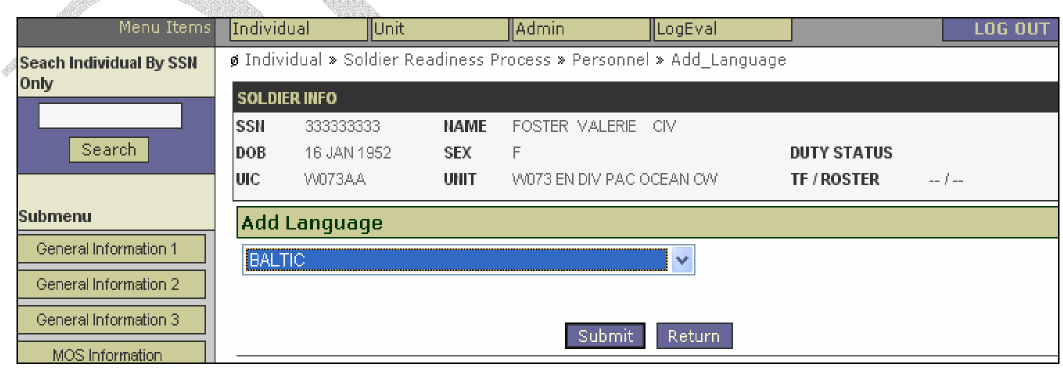


Figure 2.15 - Add Language Page

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

5. Click the ***Submit*** button. <u>Note:</u> 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

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

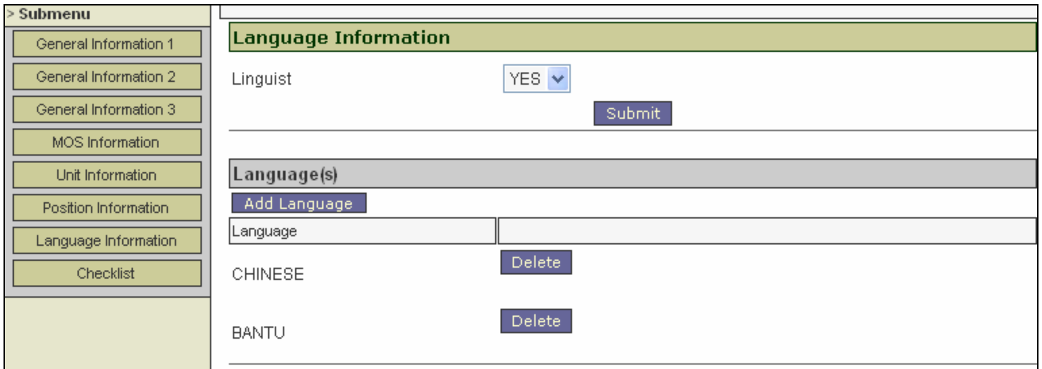


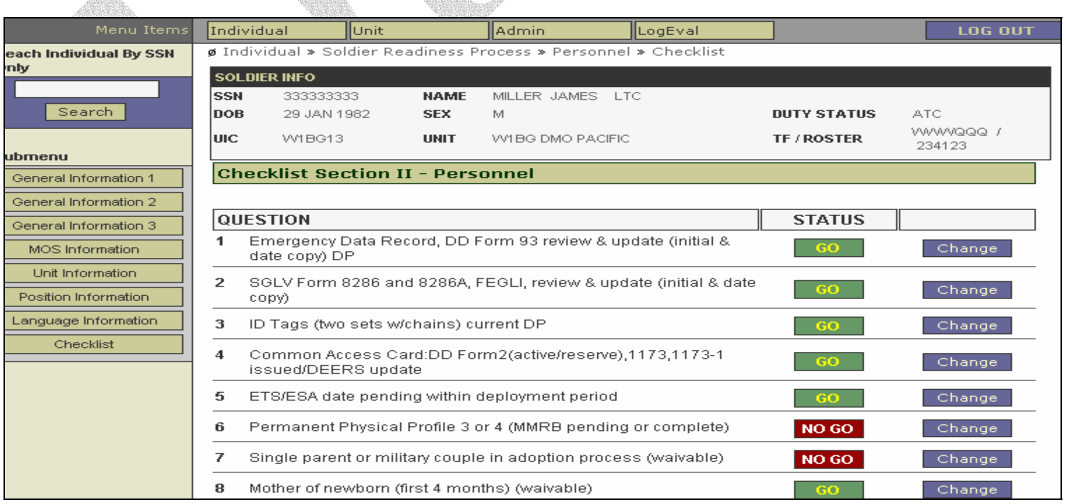
Figure 2.16 – Add Language Page

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.*

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

The following *Checklist Section II – Personnel* page displays:



igure 2.17 – Checklist Section II - Personnel Page

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.*

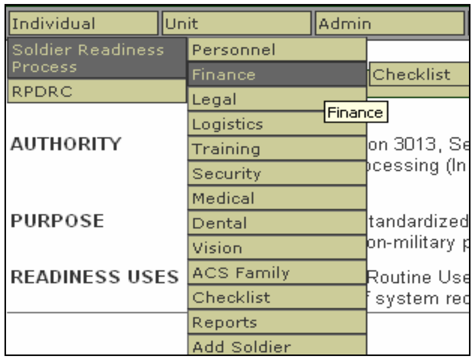


Figure 2.18 – Soldier Readiness/Finance/Checklist Menu and Submenu Options

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.

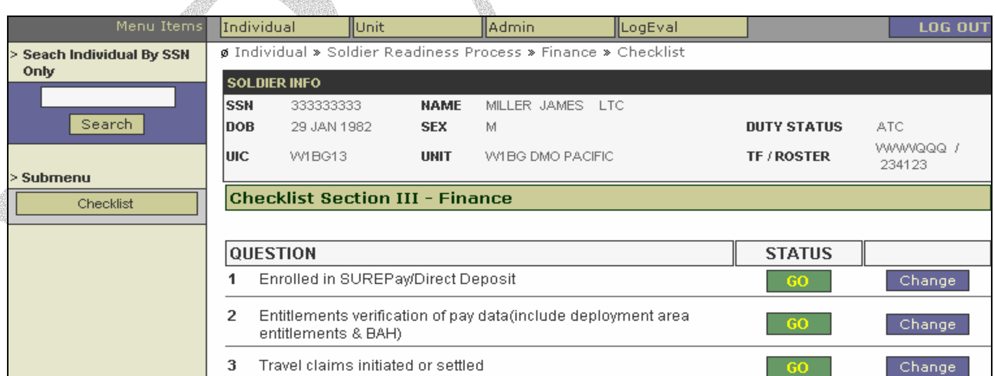


Figure 2.19 - Checklist Section III – Finance Page

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

The following *Checklist* displays.

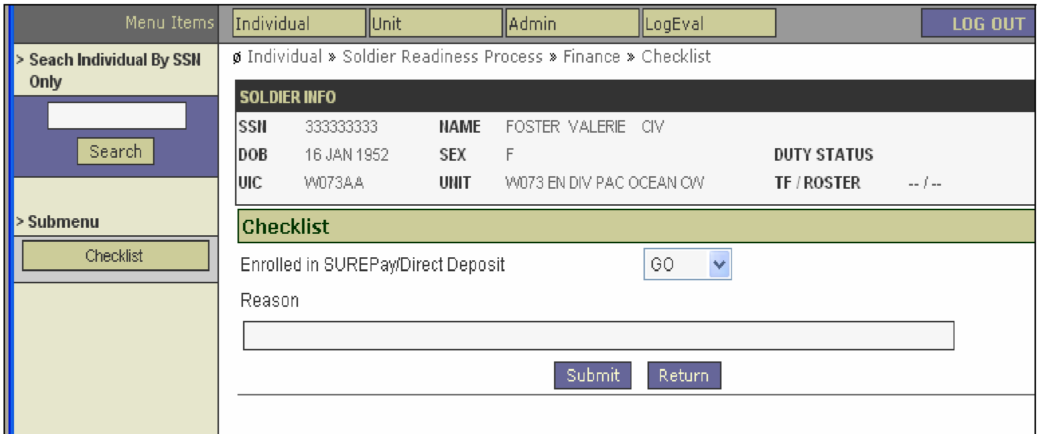


Figure 2.20 - Checklist Page

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.

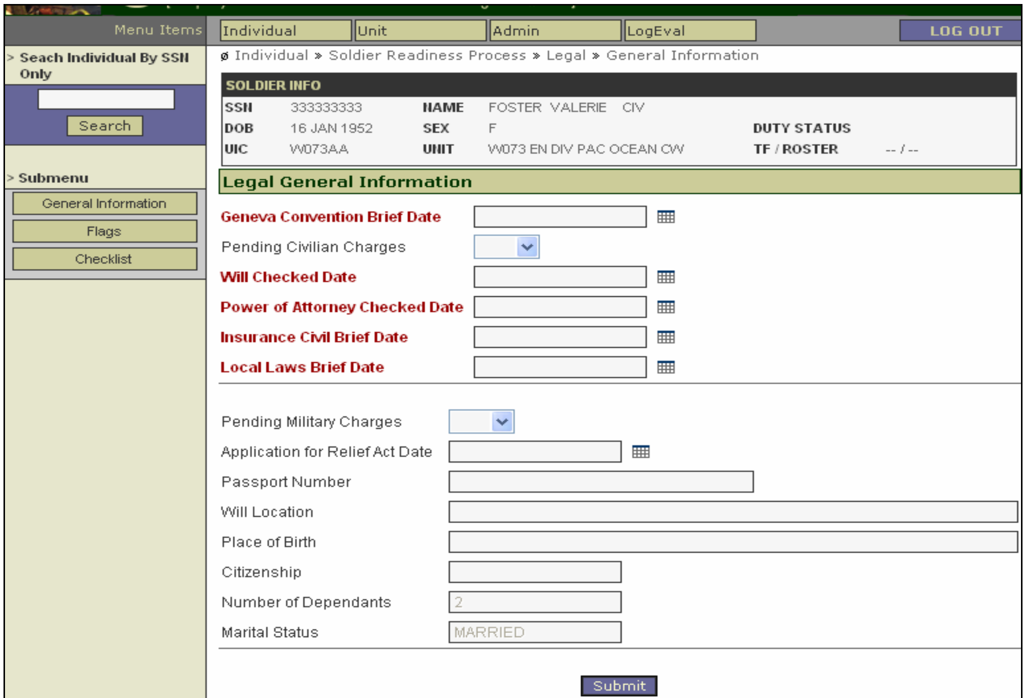


Figure 2.21 - Legal General Information Page

2. Highlight and overtype 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.

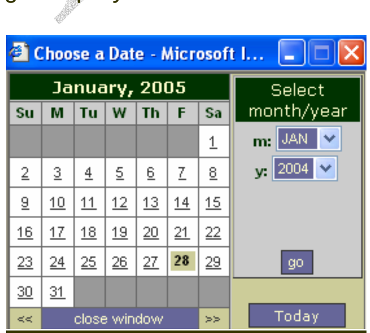


Figure 2.22 – Choose a Date page

To choose a date:

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.

Figure 2.23 - Legal Flag Page

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

The *Flag Information* page below, displays:

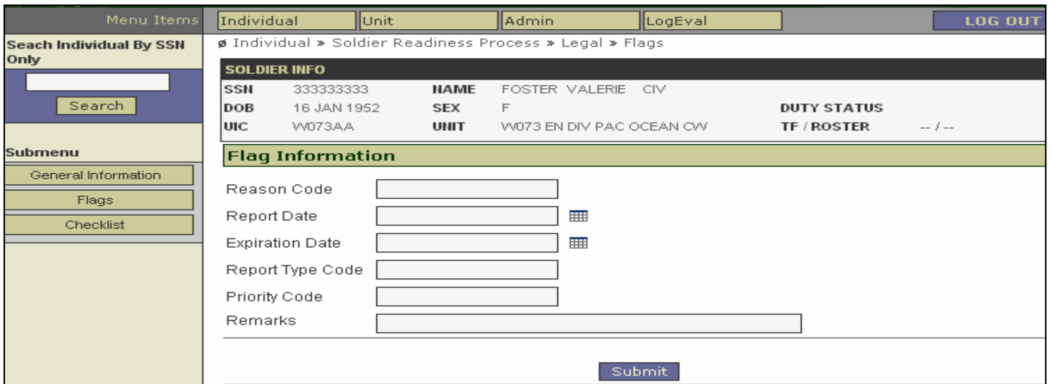


Figure 2.24 - Flag Information Page

3. Highlight and overtype 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.

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.

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 NO GO status.

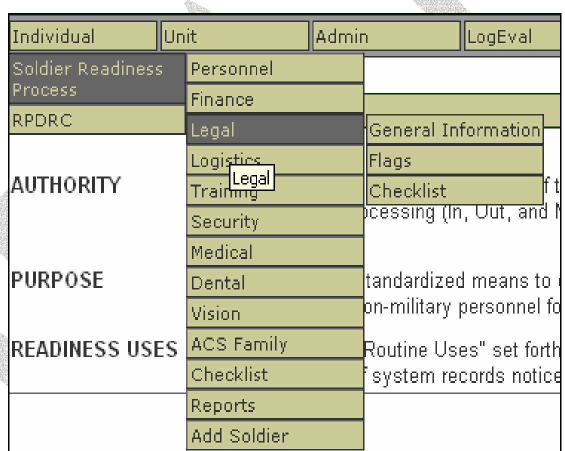


Figure 2.26 – SRP/Legal/Checklist Menu, Submenu Options Functions

To access and modify the *Legal Checklist* page:

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

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

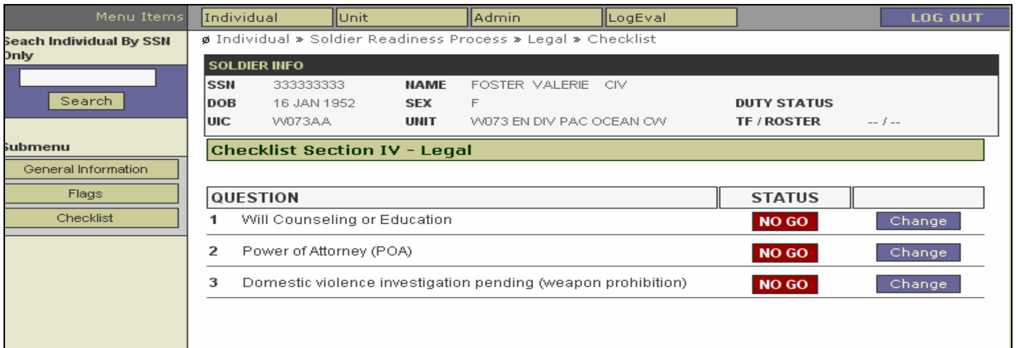


Figure 2.27 – Checklist Section IV – Legal Page

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

The following *Checklist* page displays.

Figure 2.28 – Checklist Section IV – Legal Page

3. Click the ***down arrow***  to change an existing **GO** or **NOGO *Status.***
4. Enter an explanation in the ***Reason*** data box.
5. 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.

2.1.4 Logistics

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

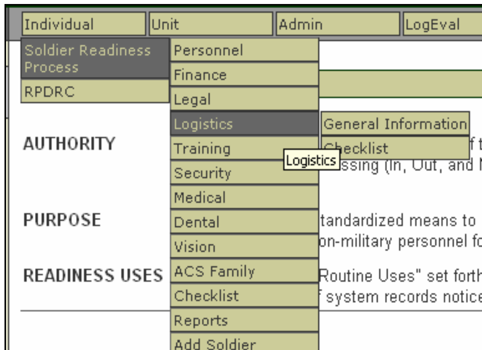


Figure 2.29 General Information Menu and Submenu Options

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:

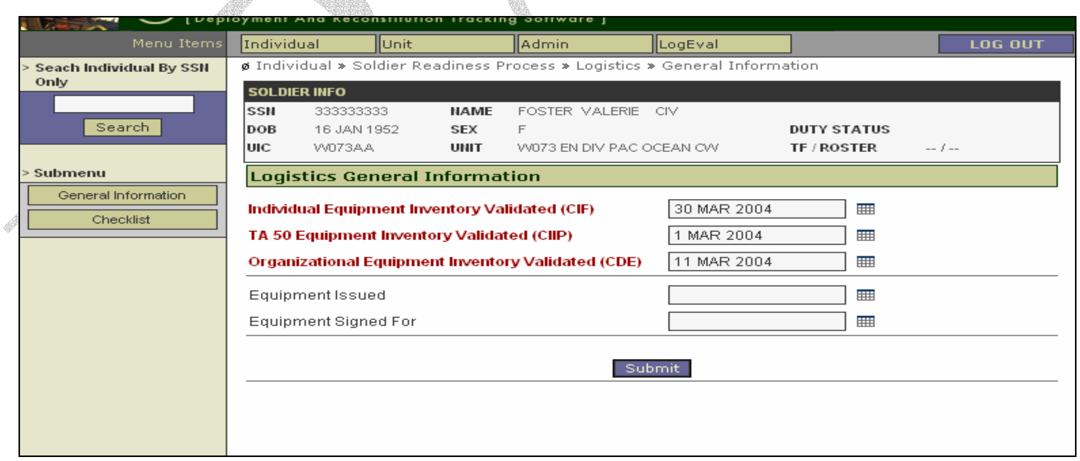


Figure 2.30 – Logistics General Information Page

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.

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.

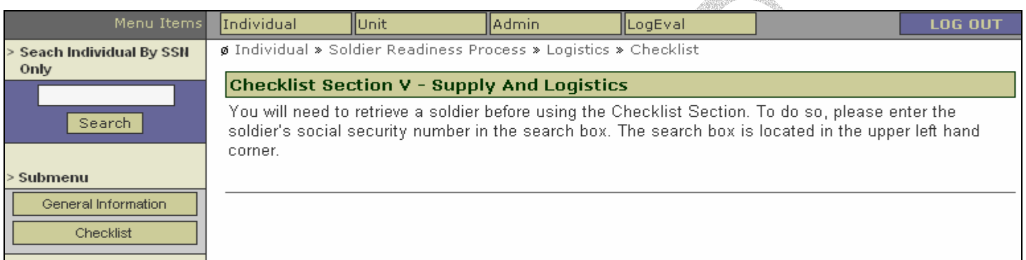


Figure 2.31 – Checklist Section V – Supply & Logistics Search Page

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:

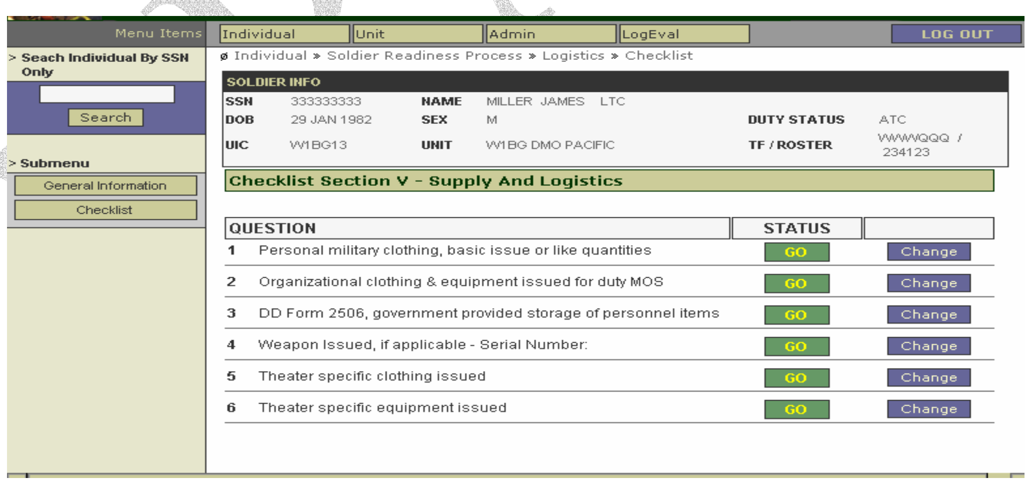


Figure 2.32 – Checklist Section V – Supply and Logistics Page

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

The following ***Checklist*** page displays:

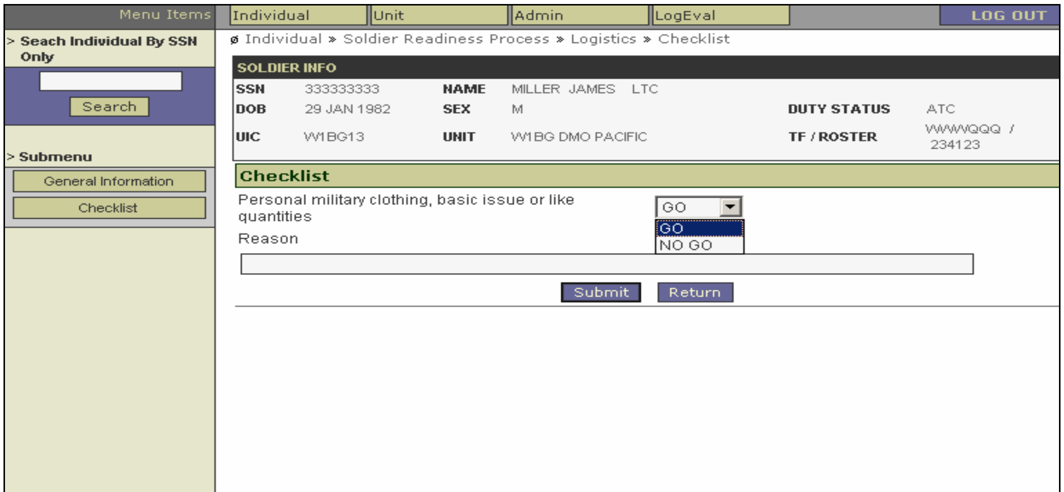


Figure 2.33 – Supply & Logistics Checklist Page

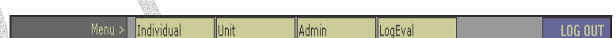
8. Click the ***down arrow***  to change an existing ***GO*** or **NOGO *Status.***
9. Click the ***Submit*** button to save the change.

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*.

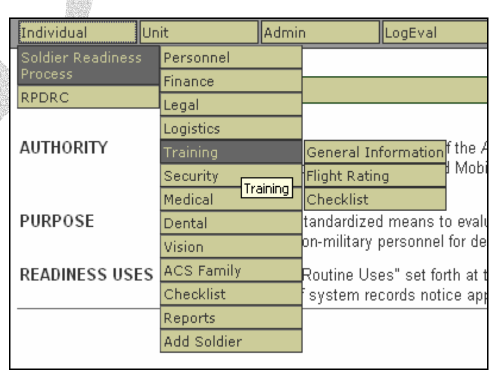


Figure 2.34 - Training Submenu and Functions

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:

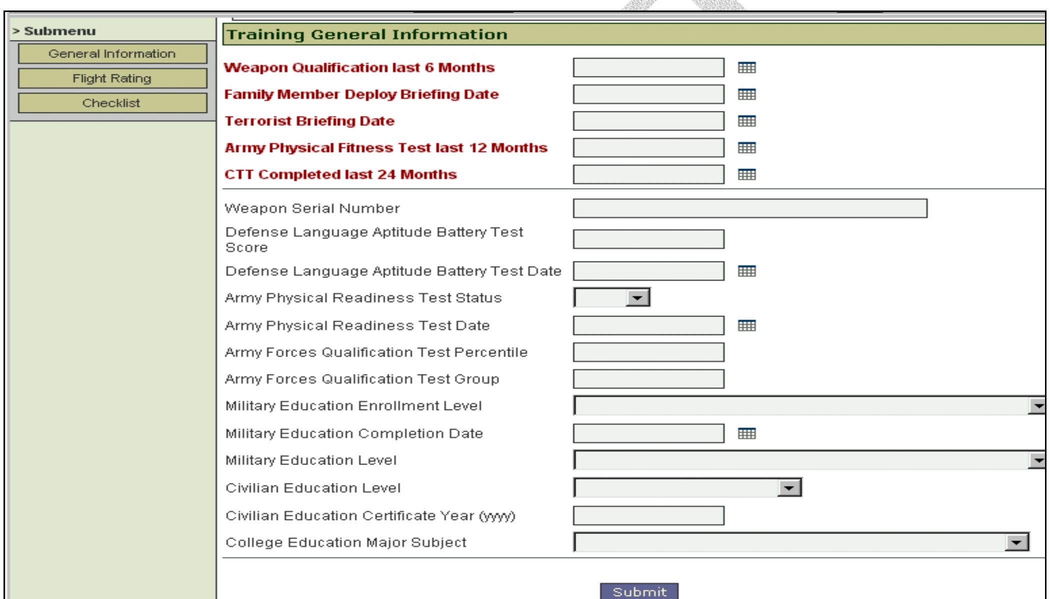


Figure 2.35 – Training General Information Page

5. Highlight and overtype 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:

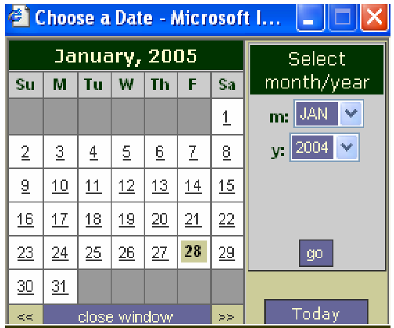


Figure 2.36 – Choose a Date page

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. <u>Note:</u> 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:

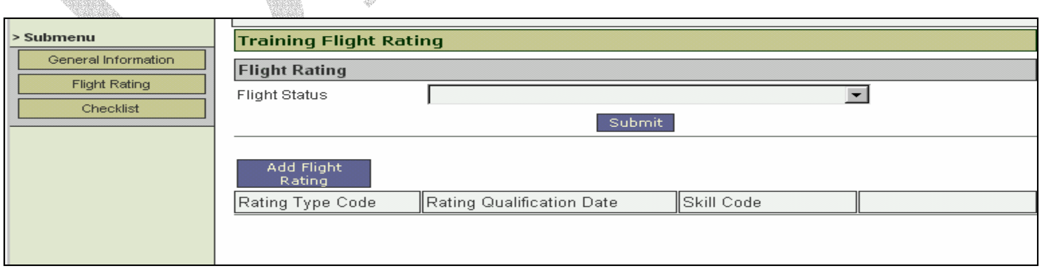


Figure 2.37 – Training Flight Rating Page

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.

The following *Add Flight Rating* page displays:

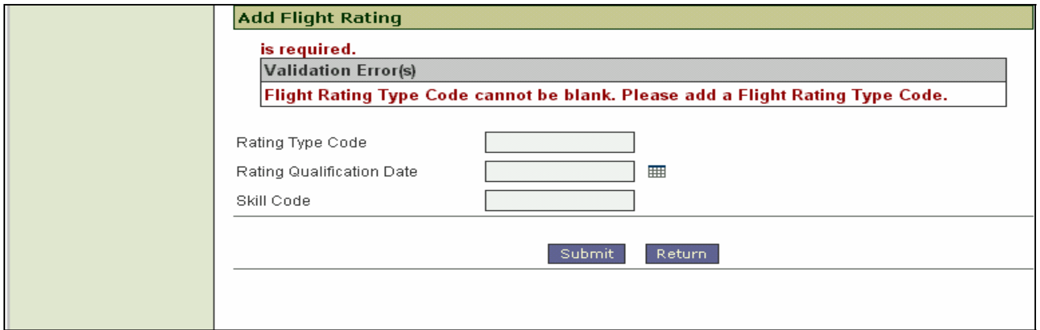


Figure 2.38 - Add Flight Rating Page

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.

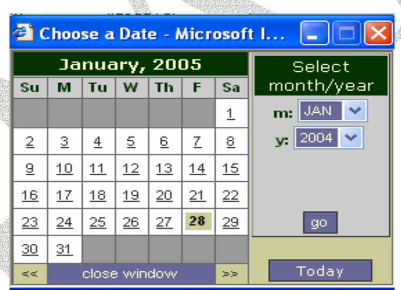


Figure 2.39 - Choose a Date Page

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

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

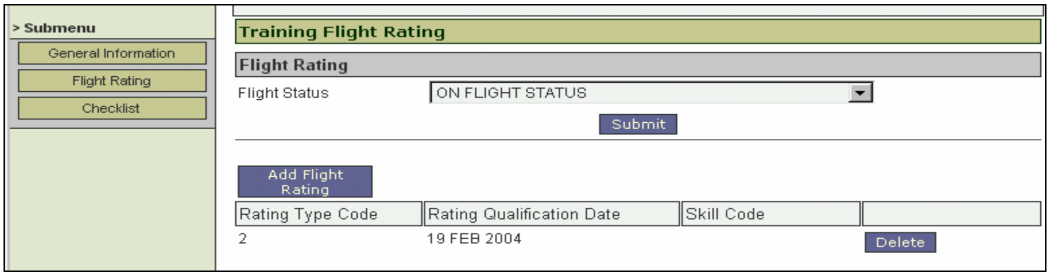


Figure 2.40 - Training Flight Rating Page

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:

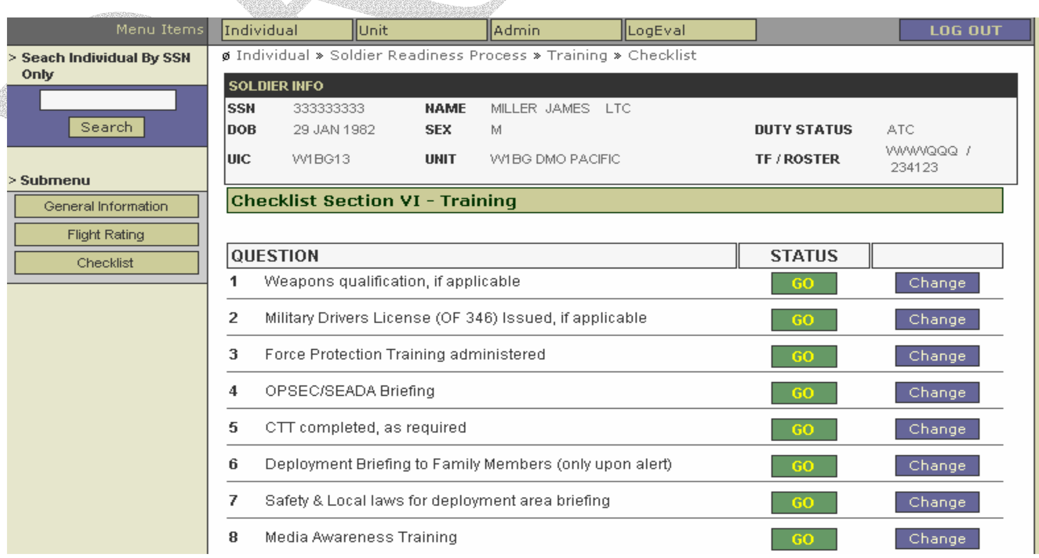


Figure 2.41 – Checklist Section VI – Training Page

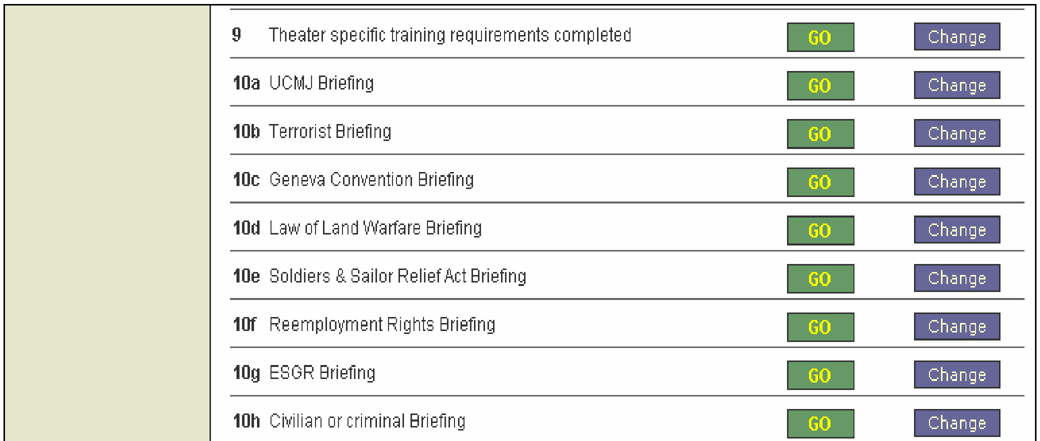


Figure 2.41 – Checklist Section VI – Training Page cont'd)

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

The following Checklist page displays:

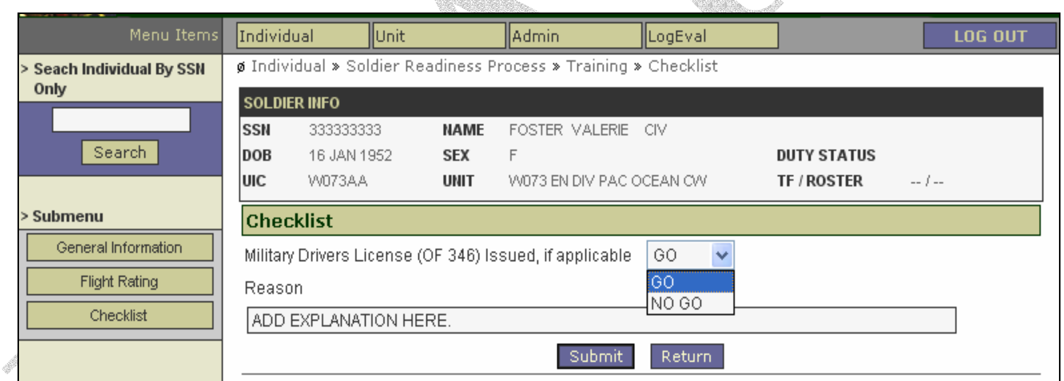


Figure 2.42 – Edit checklist Page

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. 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.

2.1.6 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:

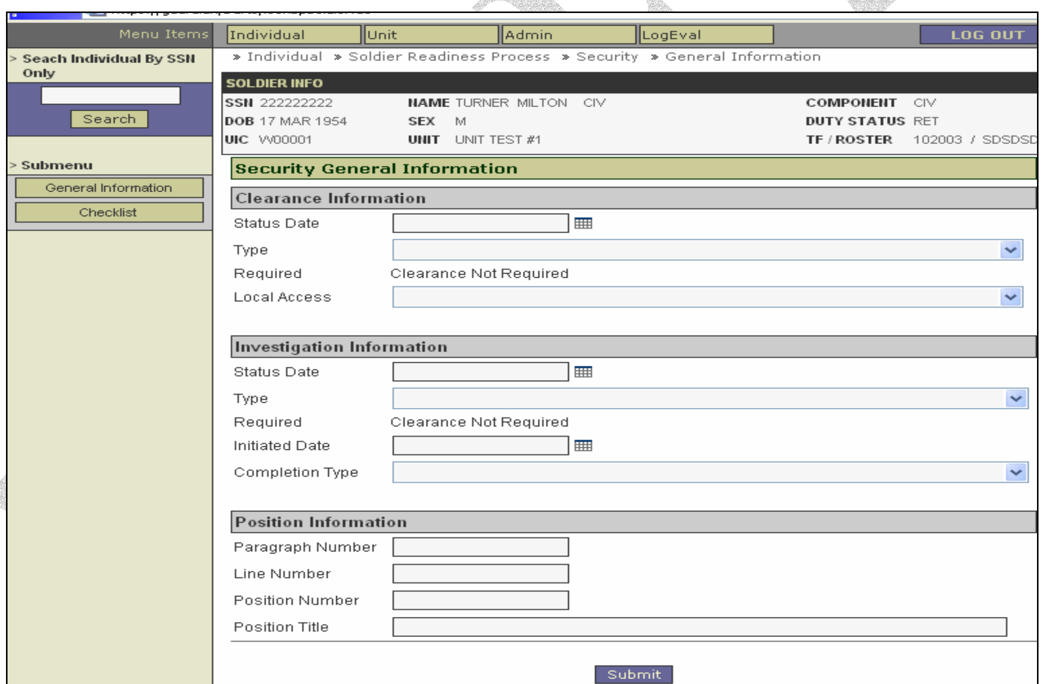


Figure 2.43 - Security General Information Page

5. Highlight and overtype 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.

The following *Choose a Date* page display:

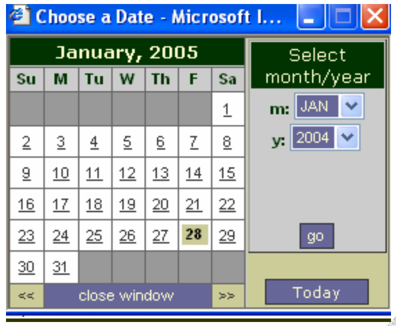


Figure 2.44 Choose a Date Page

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.

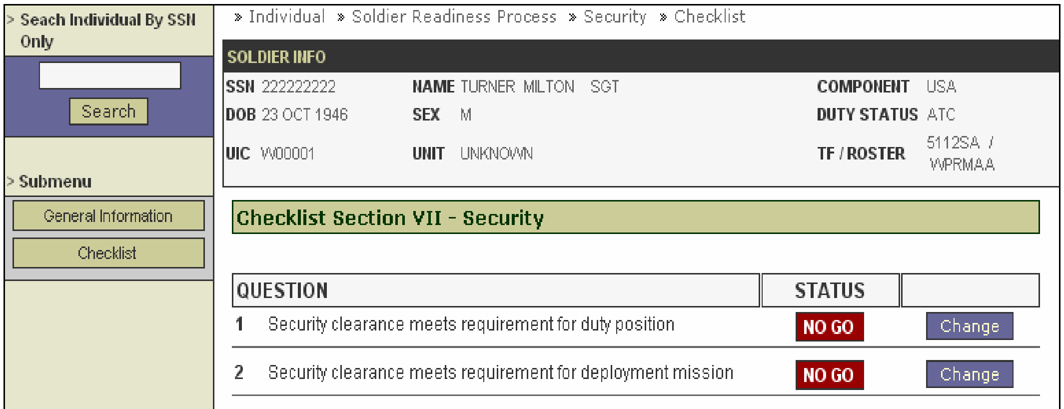


Figure 2.45 - Checklist Section VII – Security Page

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

The following Checklist page displays:

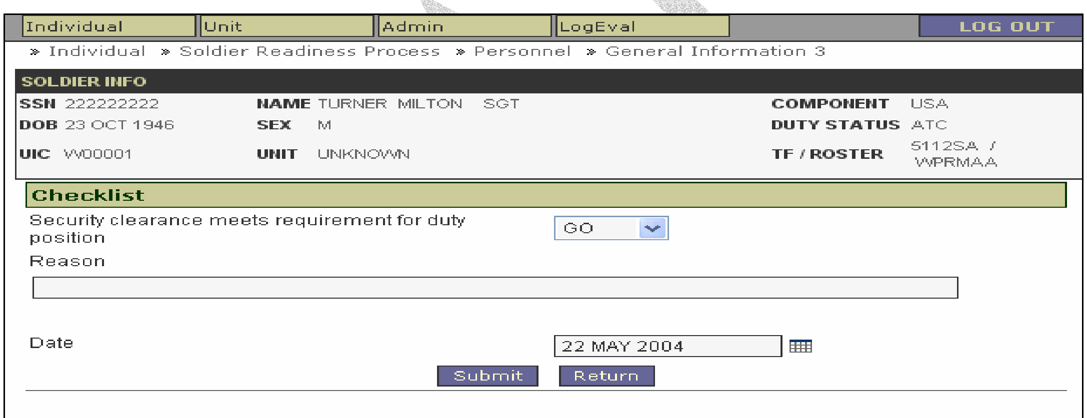


Figure 2.46 - Change Checklist Status Page

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:

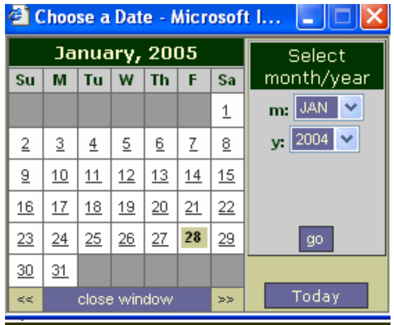


Figure 2.47 Choose a Date Page

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

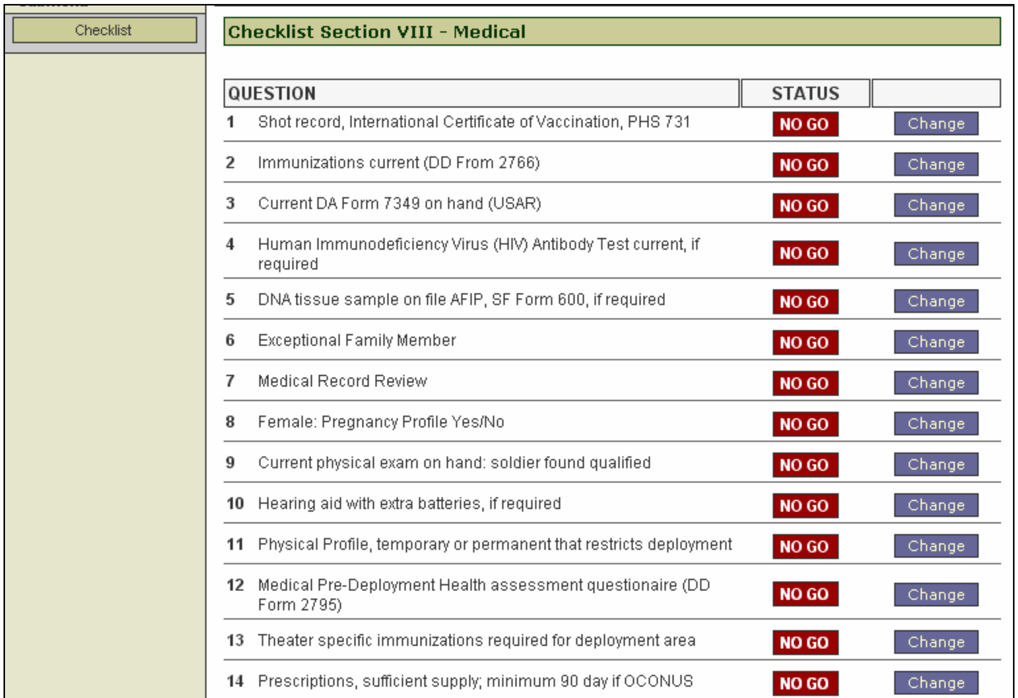
The *Medical* submenu contains one (1) function, *Medical Checklist*. The GO and NO GO Information is feed to DARTS via RIDES-I. The checklist can only be changed by authorized personnel.

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.

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



Checklist

Checklist Section VIII - Medical

QUESTION		STATUS	
1	Shot record, International Certificate of Vaccination, PHS 731	NO GO	Change
2	Immunizations current (DD From 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 questionaire (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

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

The following Checklist page displays:

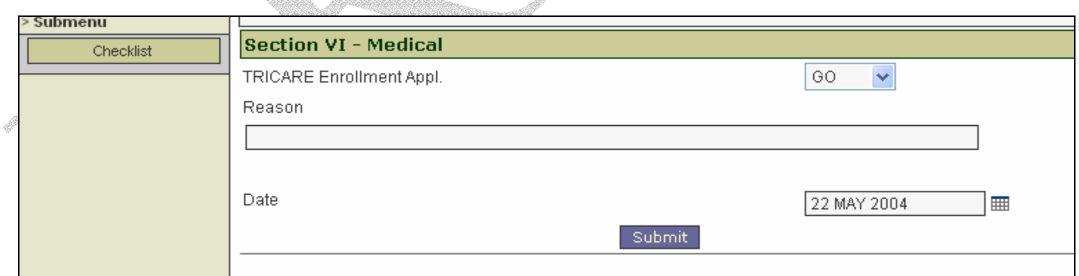


Figure 2.49 - Change Checklist Status Page

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:

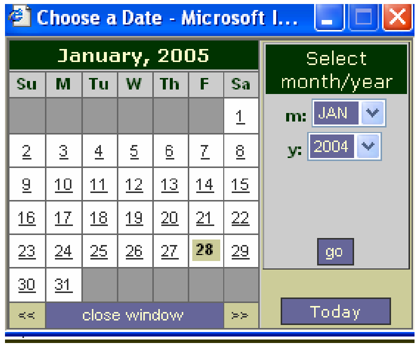


Figure 2.50 - Choose a Date Page

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.

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

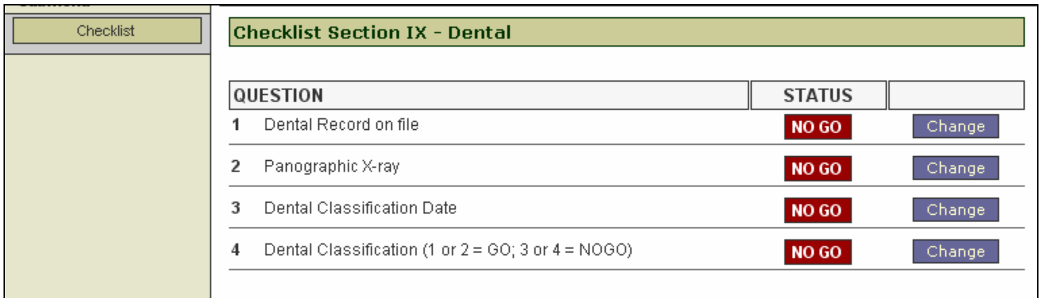


Figure 2.51 - Checklist Section IX – Dental Page

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

The following Checklist page displays:

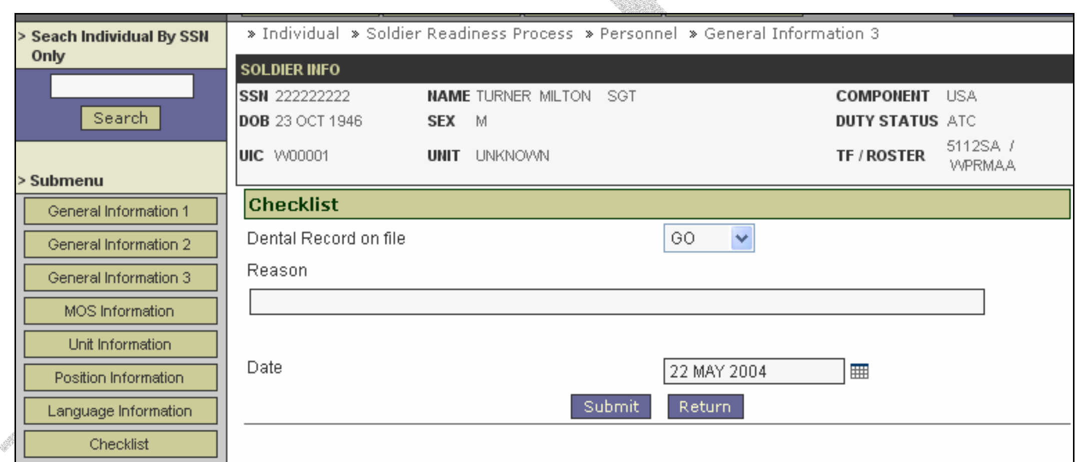


Figure 2.52 - Change Checklist Status Page

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:

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:

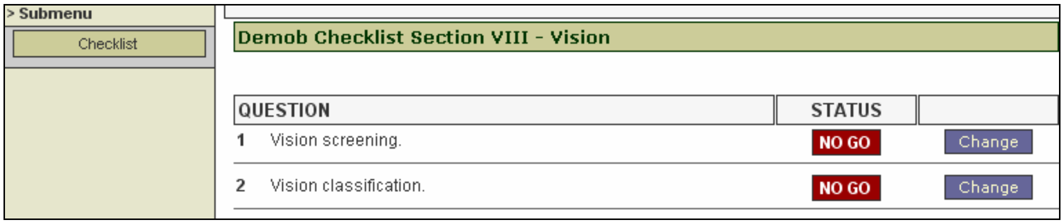


Figure 2.54 - Checklist Section IX – Dental Page

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

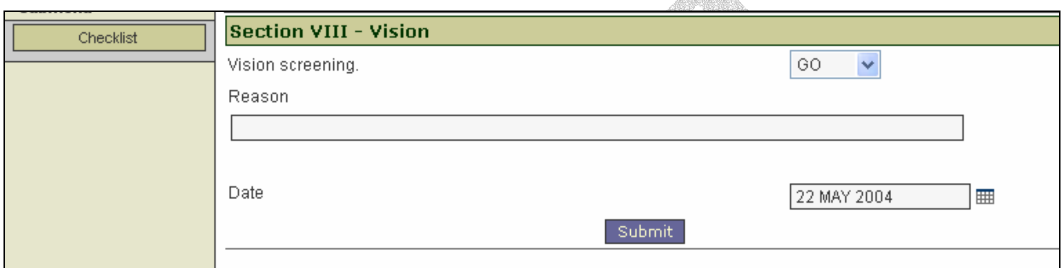


Figure 2.55 - Change Checklist Status Page

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:

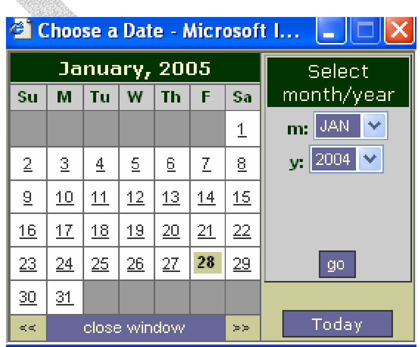


Figure 2.56 - Choose a Date Page

To choose a Date:

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

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. <u>Note:</u> 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

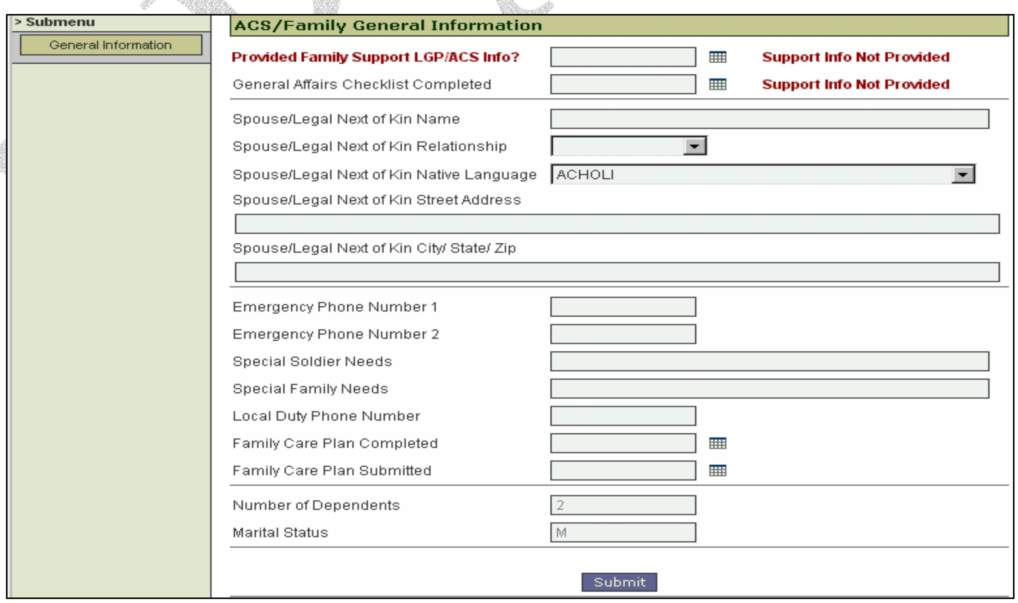
The *ACS Family* submenu contains one (1) function, General Information.

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:



> Submenu
General Information

ACS/Family General Information

Provided Family Support LGP/ACS Info? — Support Info Not Provided
General Affairs Checklist Completed — Support Info Not Provided
Spouse/Legal Next of Kin Name
Spouse/Legal Next of Kin Relationship
Spouse/Legal Next of Kin Native Language — ACHOLI
Spouse/Legal Next of Kin Street Address
Spouse/Legal Next of Kin City/ State/ Zip
Emergency Phone Number 1
Emergency Phone Number 2
Special Soldier Needs
Special Family Needs
Local Duty Phone Number
Family Care Plan Completed
Family Care Plan Submitted
Number of Dependents — 2
Marital Status — M
Submit

Figure 2.57 ACS/Family General Information Page

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:

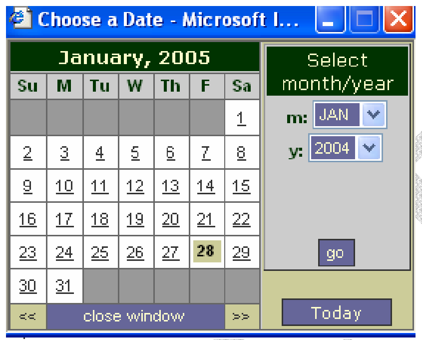


Figure 2.58 Choose a Date Page

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, *Solider 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:

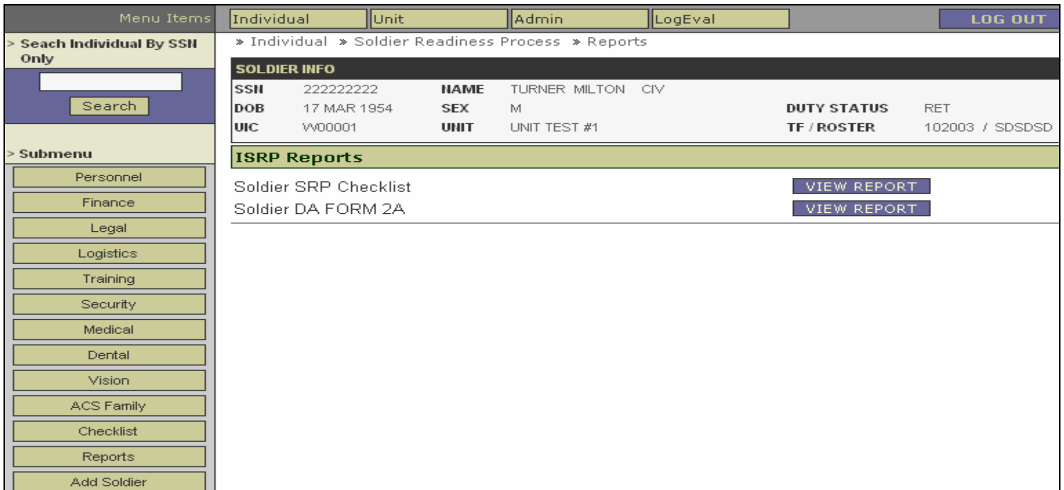


Figure 2.59 – ISRP Reports Page

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:

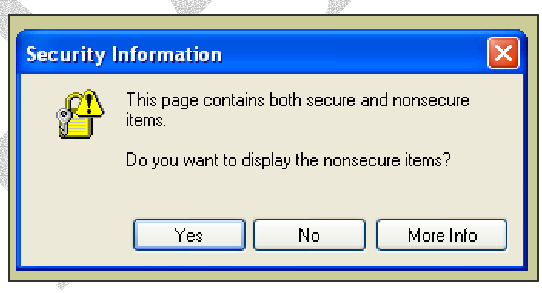


Figure 2.60 Security Information Prompt

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

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

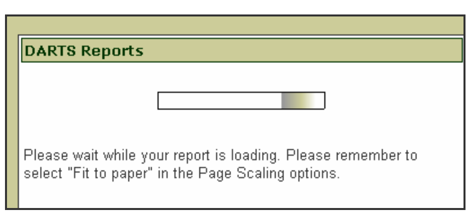
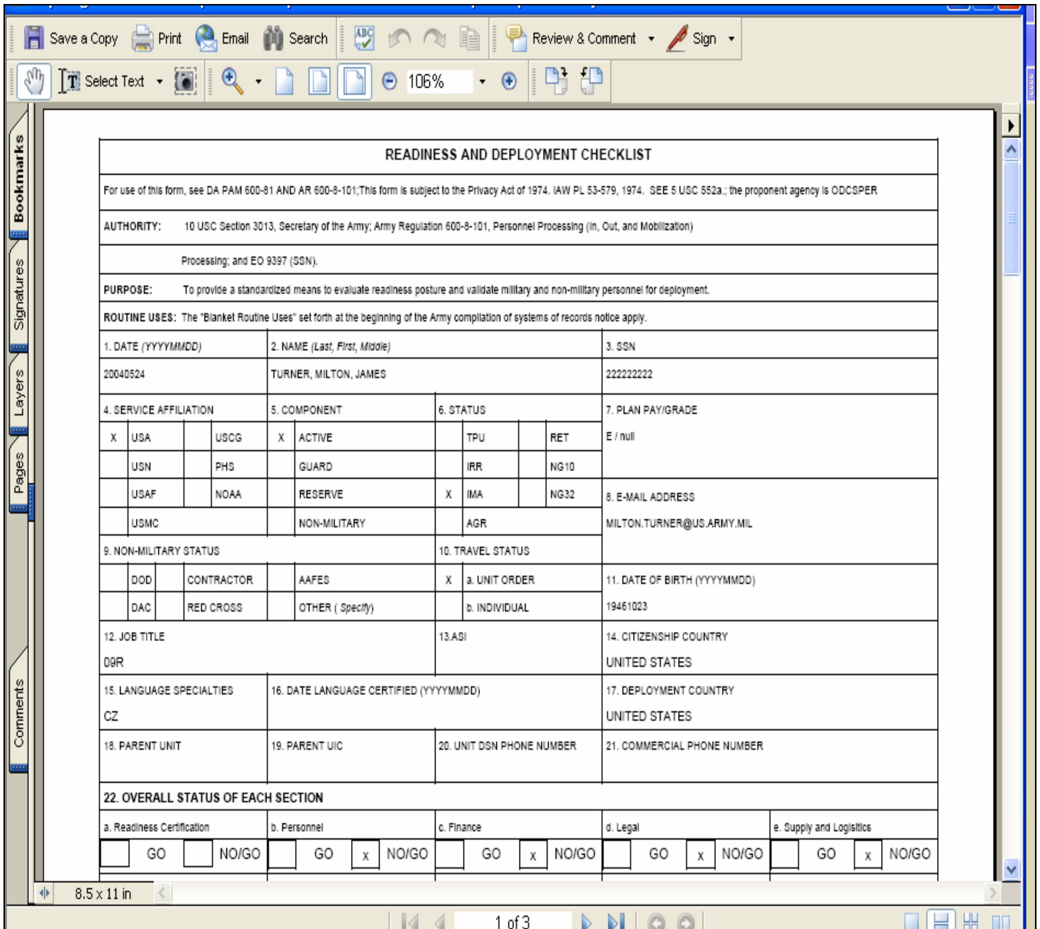


Figure 2.61 DARTS Reports Prompt

The following *Readiness and Deployment Checklist* displays.



READINESS AND DEPLOYMENT CHECKLIST

For use of this form, see DA PAM 600-81 AND AR 600-8-101;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 600-8-101, 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
X	USA		USCG	X	ACTIVE		TPU		RET	E / null
	USN		PHS		GUARD		IRR		NG10	
	USAF		NOAA		RESERVE	X	IMA		NG32	8. E-MAIL ADDRESS
	USMC				NON-MILITARY		AGR			MILTON.TURNER@US.ARMY.MIL

9. NON-MILITARY STATUS						10. TRAVEL STATUS		
	DOD		CONTRACTOR		AAFES	X	a. UNIT ORDER	11. DATE OF BIRTH (YYYYMMDD)
	DAC		RED CROSS		OTHER (Specify)		b. INDIVIDUAL	19461023

12. JOB TITLE	13.ASI	14. CITIZENSHIP COUNTRY
09R		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			
	GO		NO/GO		GO	x	NO/GO		GO	x	NO/GO		GO	x	NO/GO		GO	x	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.

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

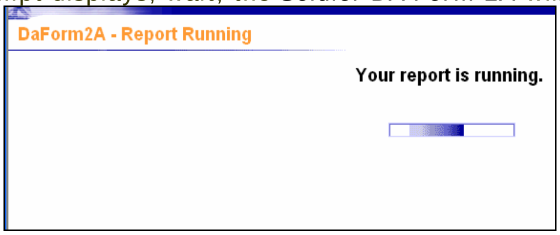
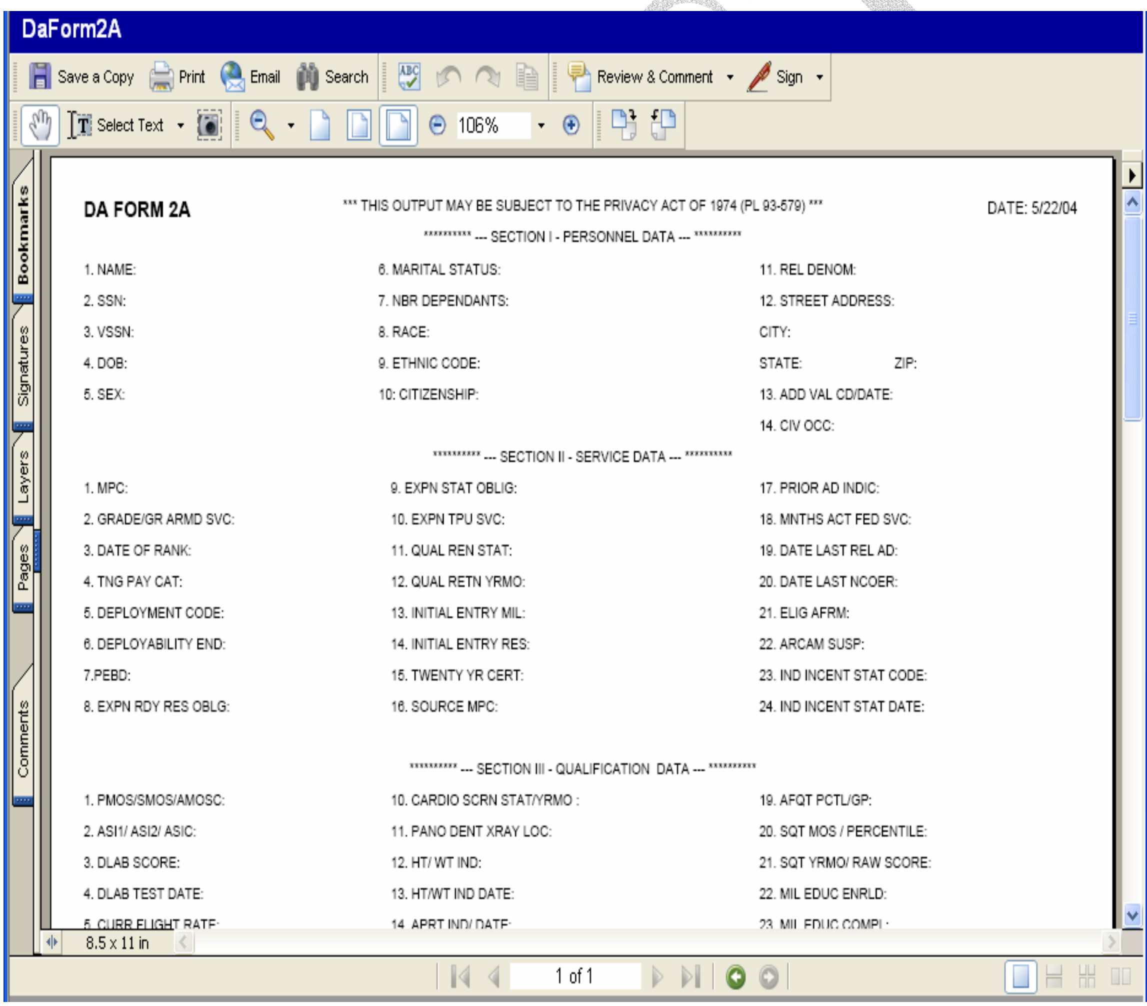


Figure 2.63   DARTS DA FORM 2A Report Prompt

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.



DA FORM 2A

*** THIS OUTPUT MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 (PL 93-579) ***

DATE: 5/22/04

********** --- SECTION I - PERSONNEL DATA --- **********

1. NAME:	6. MARITAL STATUS:	11. REL DENOM:
2. SSN:	7. NBR DEPENDANTS:	12. STREET ADDRESS:
3. VSSN:	8. RACE:	CITY:
4. DOB:	9. ETHNIC CODE:	STATE: ZIP:
5. SEX:	10: CITIZENSHIP:	13. ADD VAL CD/DATE:
		14. CIV OCC:

********** --- SECTION II - SERVICE DATA --- **********

1. MPC:	9. EXPN STAT OBLIG:	17. PRIOR AD INDIC:
2. GRADE/GR ARMD SVC:	10. EXPN TPU SVC:	18. MNTHS ACT FED SVC:
3. DATE OF RANK:	11. QUAL REN STAT:	19. DATE LAST REL AD:
4. TNG PAY CAT:	12. QUAL RETN YRMO:	20. DATE LAST NCOER:
5. DEPLOYMENT CODE:	13. INITIAL ENTRY MIL:	21. ELIG AFRM:
6. DEPLOYABILITY END:	14. INITIAL ENTRY RES:	22. ARCAM SUSP:
7.PEBD:	15. TWENTY YR CERT:	23. IND INCENT STAT CODE:
8. EXPN RDY RES OBLG:	16. SOURCE MPC:	24. IND INCENT STAT DATE:

********** --- SECTION III - QUALIFICATION DATA --- **********

1. PMOS/SMOS/AMOSC:	10. CARDIO SCRN STAT/YRMO :	19. AFQT PCTL/GP:
2. ASI1/ ASI2/ ASIC:	11. PANO DENT XRAY LOC:	20. SQT MOS / PERCENTILE:
3. DLAB SCORE:	12. HT/ WT IND:	21. SQT YRMO/ RAW SCORE:
4. DLAB TEST DATE:	13. HT/WT IND DATE:	22. MIL EDUC ENRLD:
5. CURR FLIGHT RATE:	14. APRT IND/ DATE:	23. MIL EDUC COMPL:

Figure 2.64 - DA Form 2A.

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:

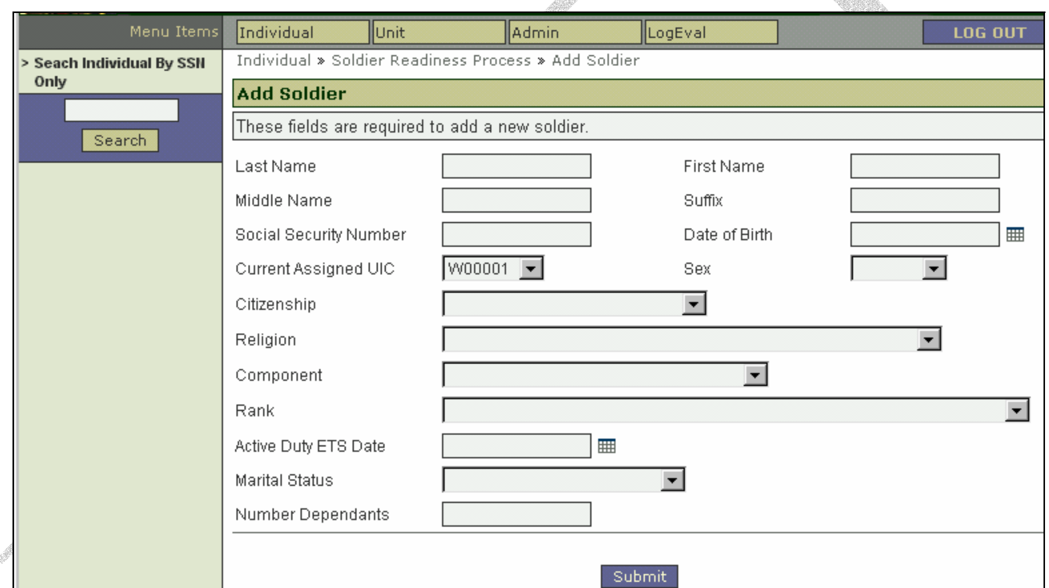


Figure 2.65 – Add Soldier Page

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:

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.

<u>Note:</u> 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.

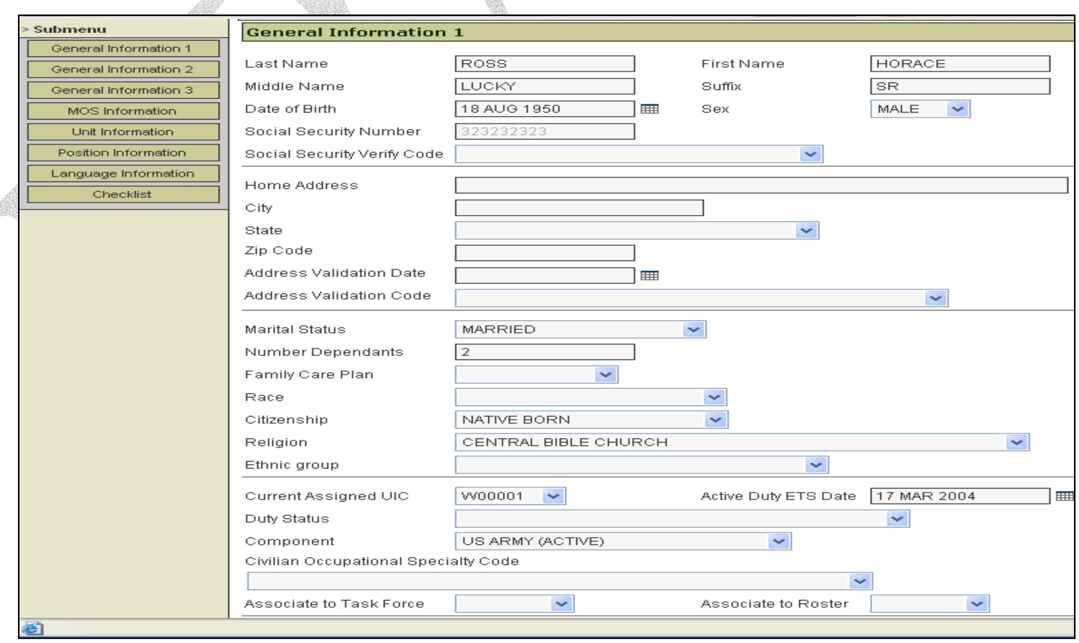


Figure 2.67 - General Information 1 Page

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.

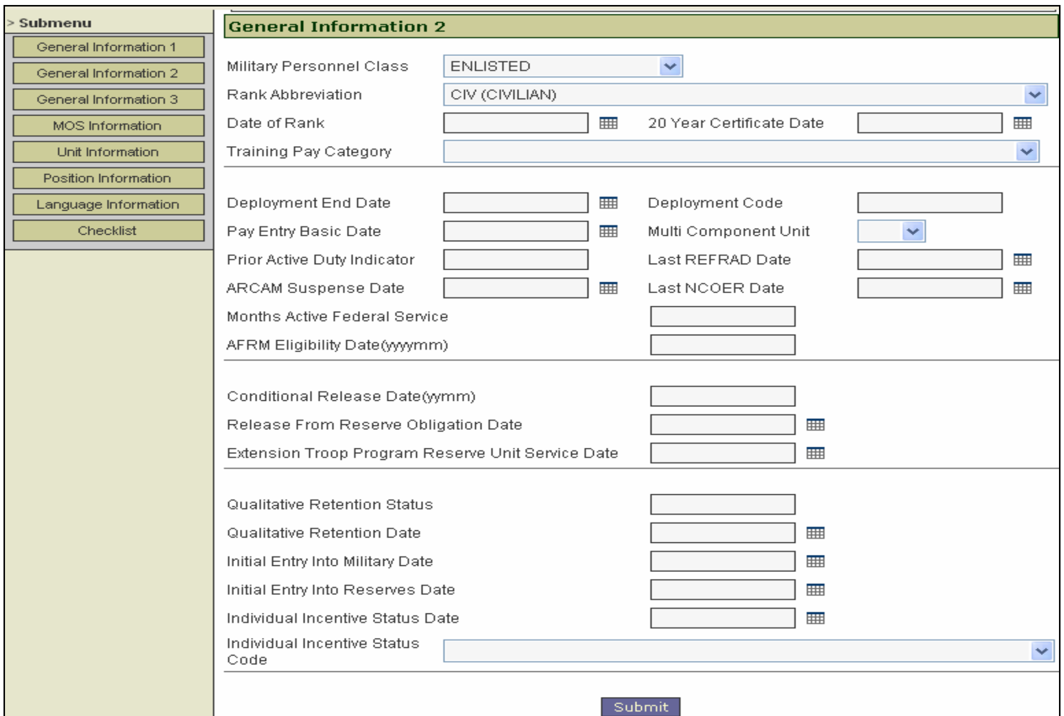


Figure 2.68 - General Information 2 Page

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.

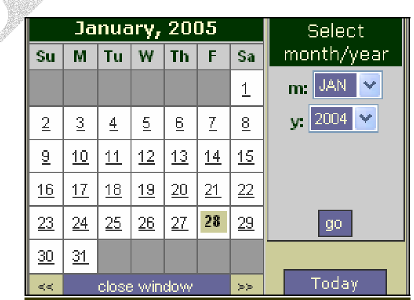


Figure 2.69 – Choose a Date page

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.

2.1.12.3 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:

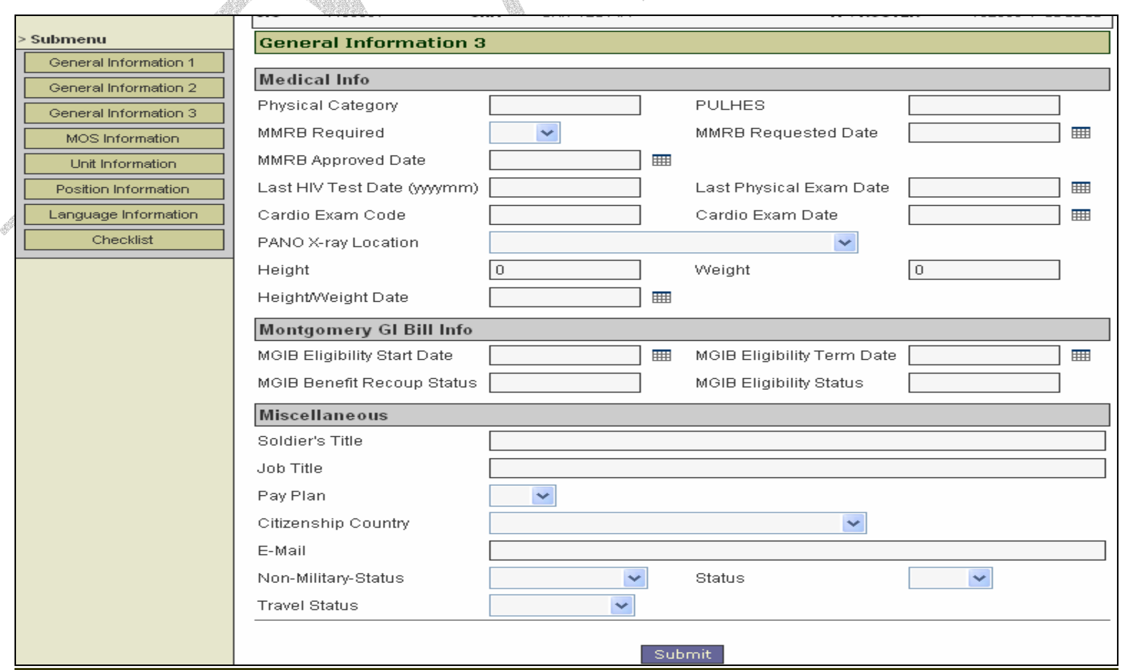


Figure 2.70 – General Information 3 Page

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.

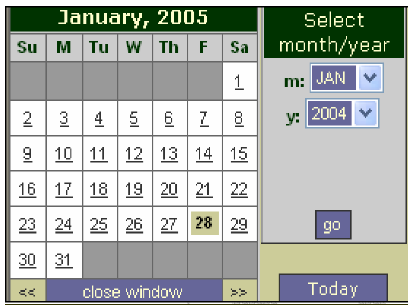


Figure 2.71 – Choose a Date Page

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 RPDRC

To access the *RPDRC* option and functions:

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

The following *RPDRC* page displays:

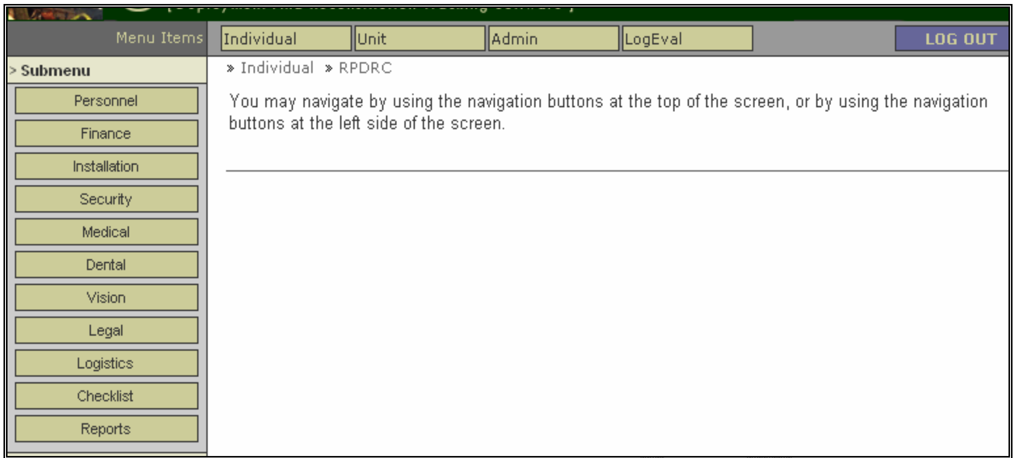


Figure 2.73 - RPDRC Main Page

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

2.2.1 Personnel

The *RPDRC 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:

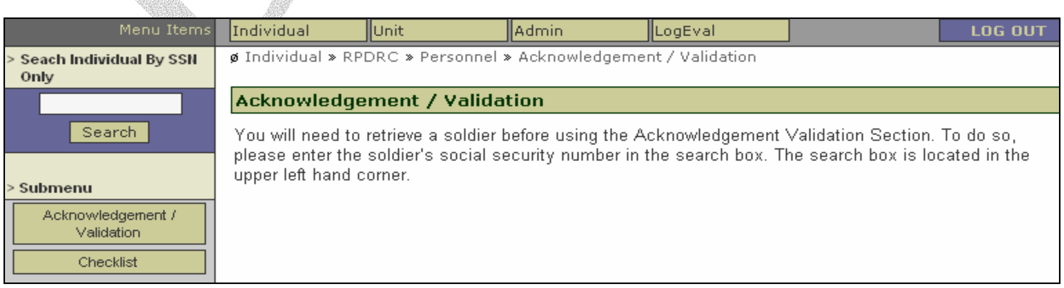


Figure 2.74 - Acknowledgement /Validation Search Individual by SSN Page

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

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

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

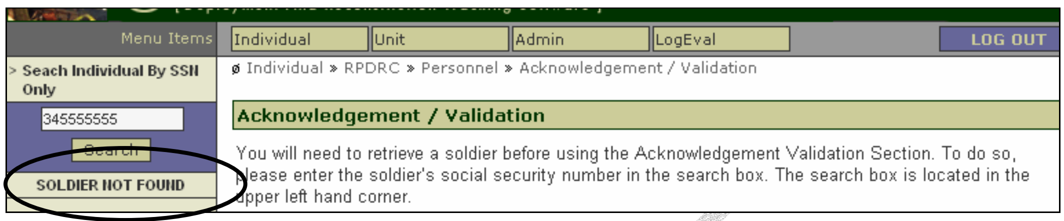


Figure 2.75 - Search Individual by SSN Page with a Message

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

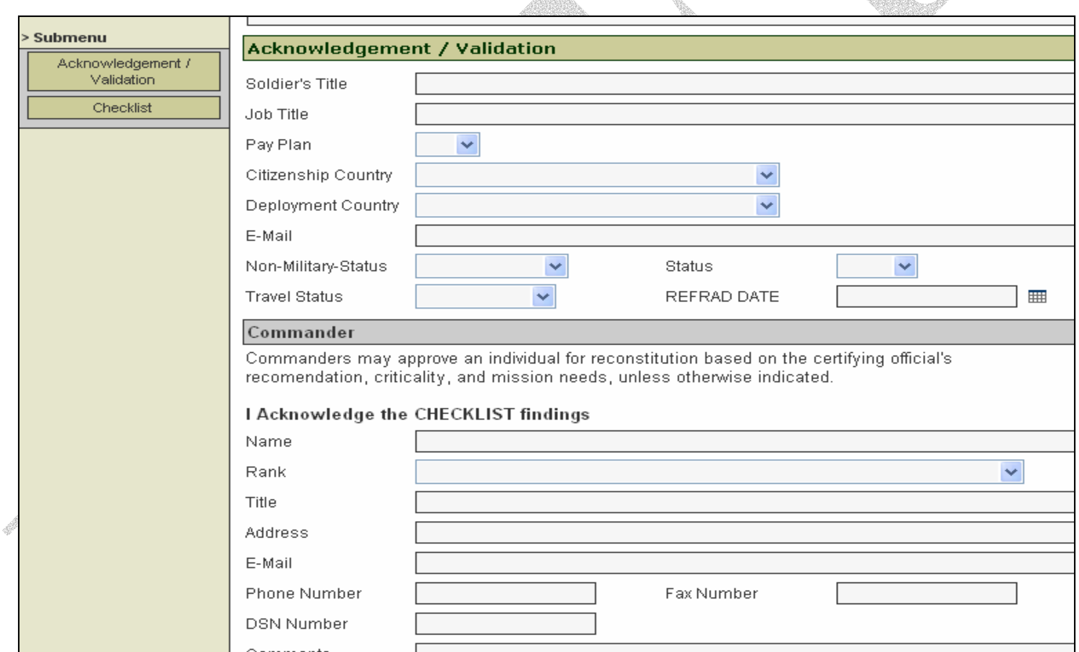


Figure 2.76 - Acknowledgement/Validation Page

6. Highlight and overtype 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.

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 RPDRC Personnel Checklist displays:

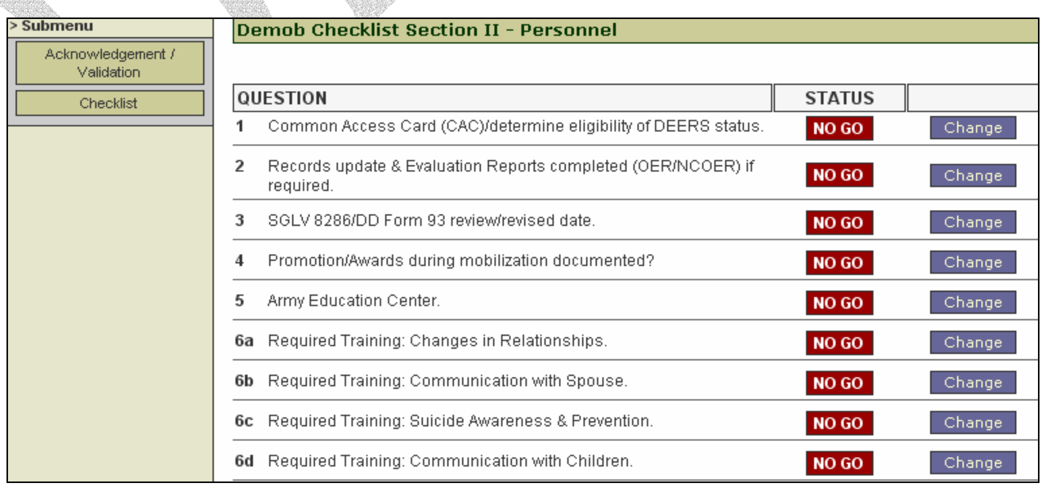


Figure 2.78 - Demob Checklist Section II – Personnel Page

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

The following *Checklist Reason* page displays:

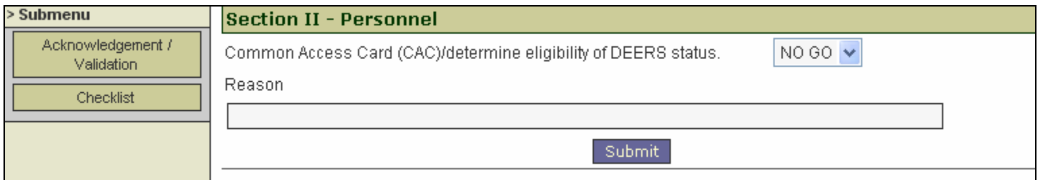


Figure 2.79 - Section II – Personnel Checklist Reason Page

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:

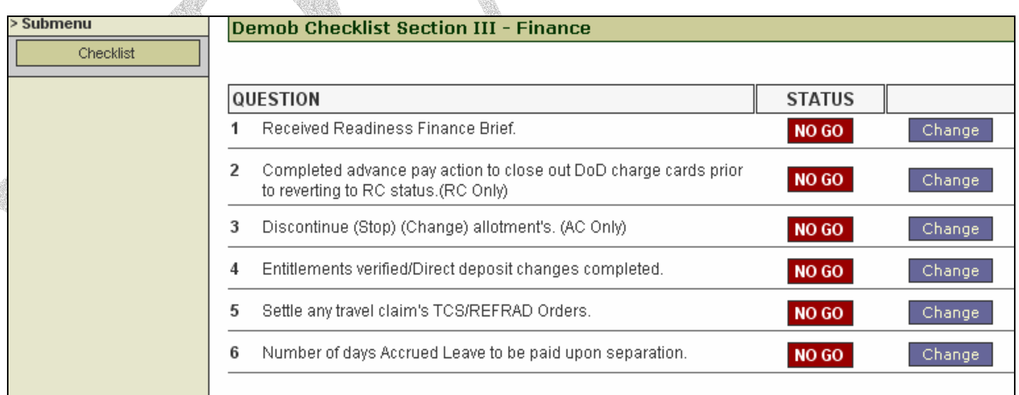


Figure 2.80 - Demob Checklist Section II – Finance Page

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

The following *Checklist Reason* page displays:

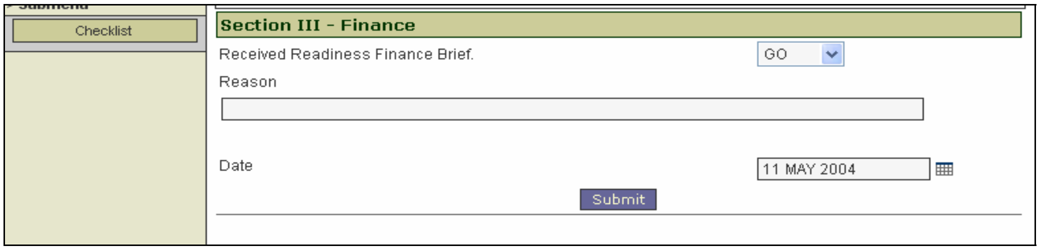


Figure 2.81 – Finance Change Page

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:

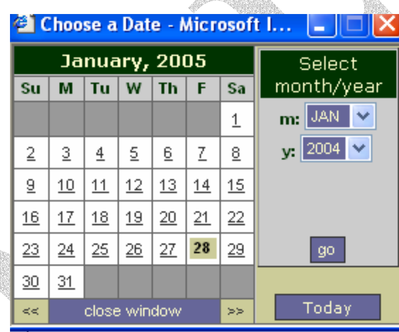


Figure 2.82 Choose a Date Page

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 RPDRC Installation Checklist displays:

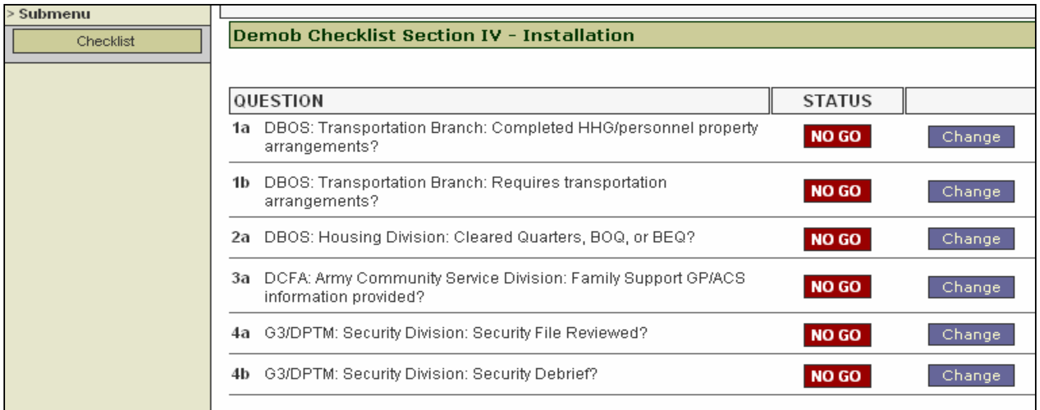


Figure 2.83 - Demob Checklist Section IV – Installation Page

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

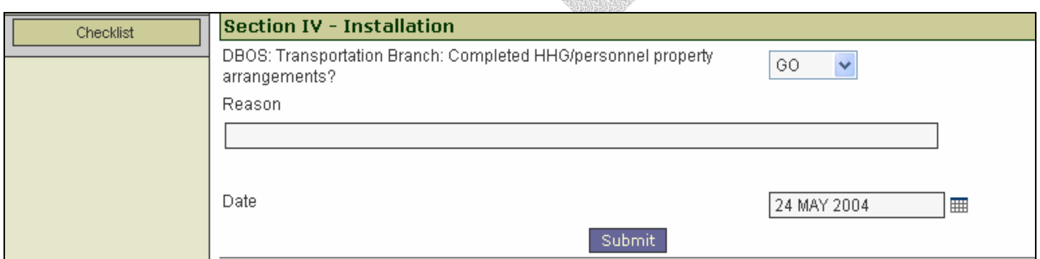


Figure 2.84 – Installation Change Page

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:

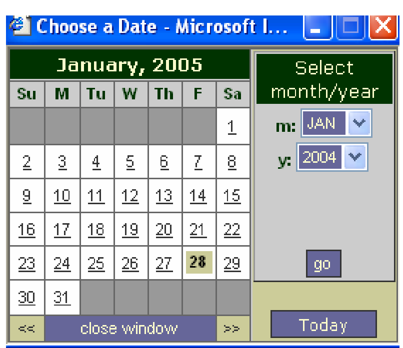


Figure 2.85 - Choose a Date Page

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:

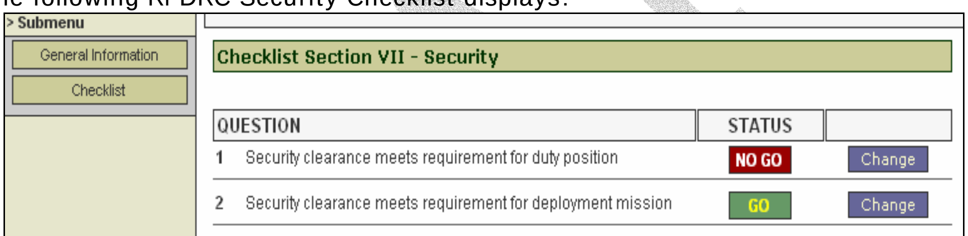


Figure 2.86 - Demob Checklist Section IV – Security Page

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

The following *Checklist Reason* page displays:

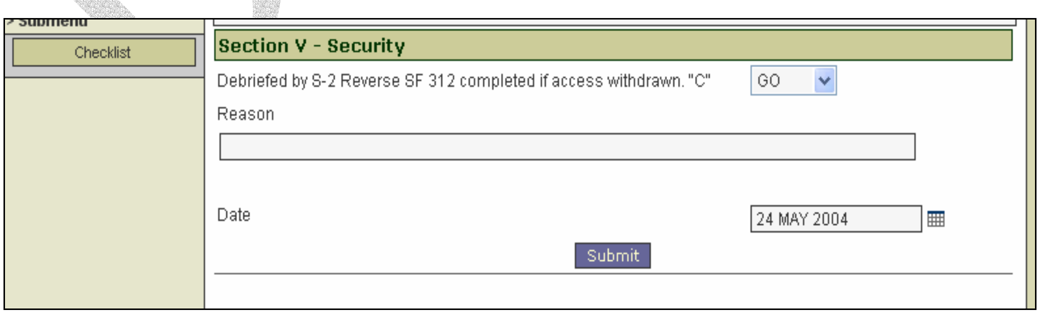


Figure 2.87 – Security Change Page

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 2.88 - 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 RPDRC Medical Checklist displays:

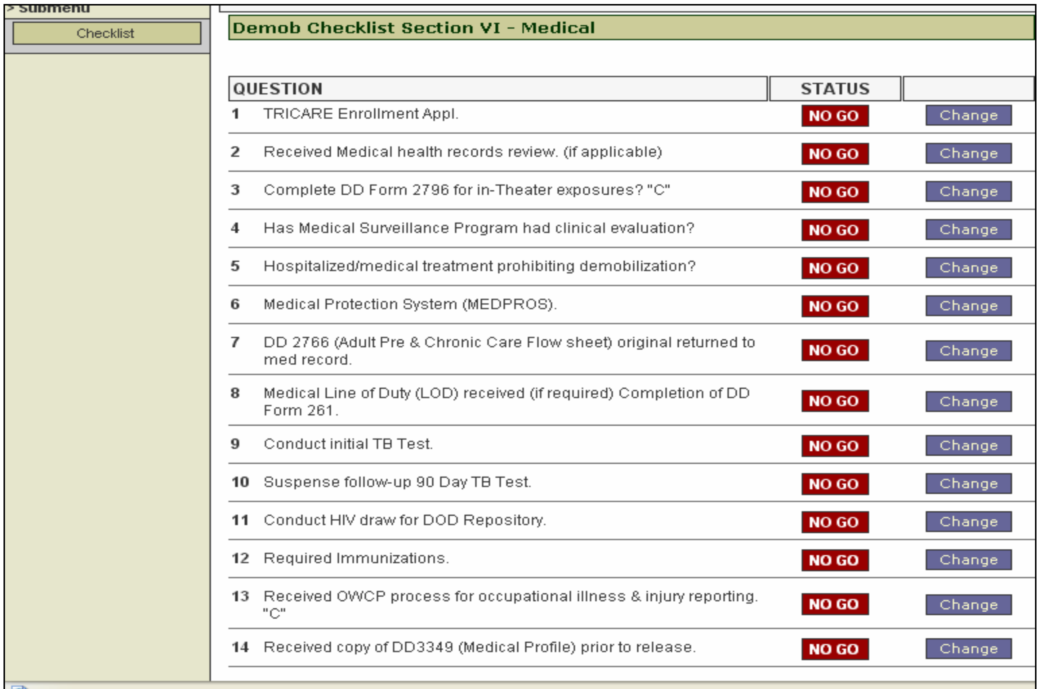


Figure 2.89 - Demob Checklist Section VI – Medical Page

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

The following *Checklist Reason* page displays:

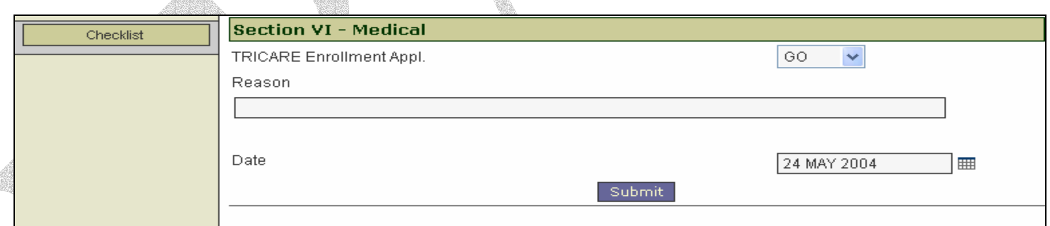


Figure 2.90 – Medical Change Page

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. If you choose the later, the following *Choose a Date* page displays:

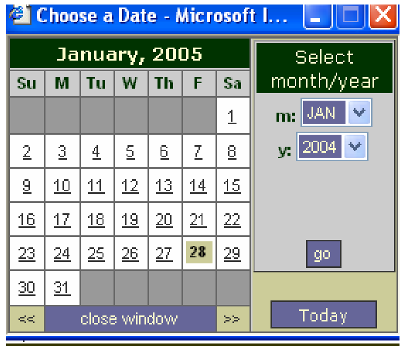


Figure 2.88 - Choose a Date Page

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 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 RPDRC Dental Checklist displays:

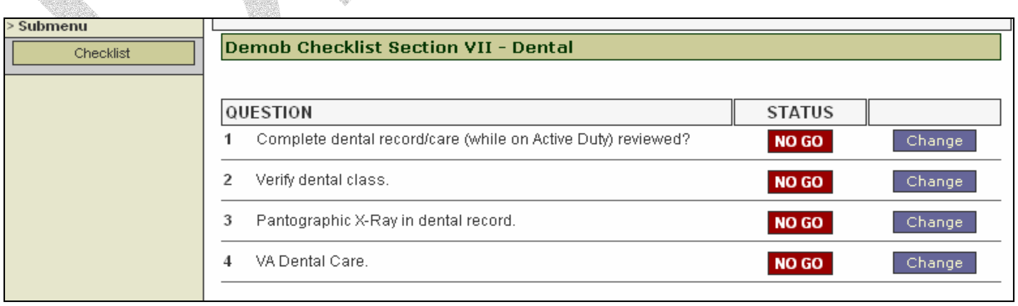


Figure 2.89 - Demob Checklist Section VII – Dental Page

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

The following *Checklist Reason* page displays:

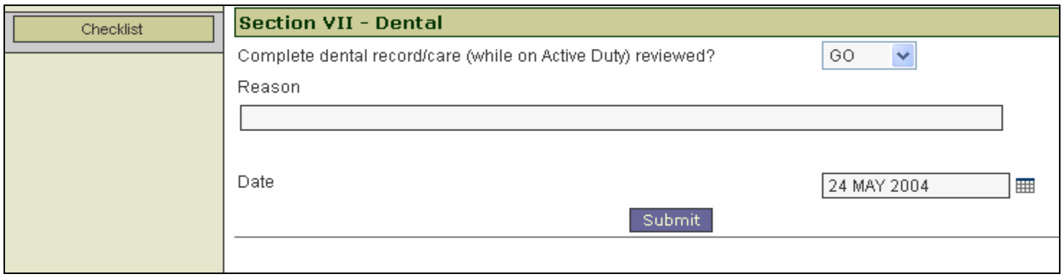


Figure 2.90 – Dental Change Page

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:

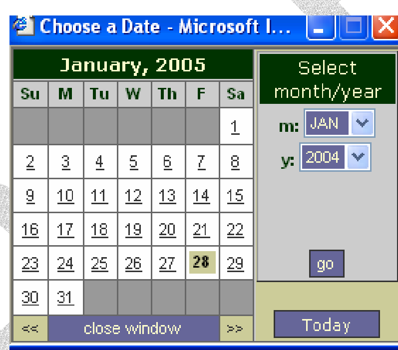


Figure 2.91 - Choose a Date Page

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.

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

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 RPDRC Vision Checklist displays:

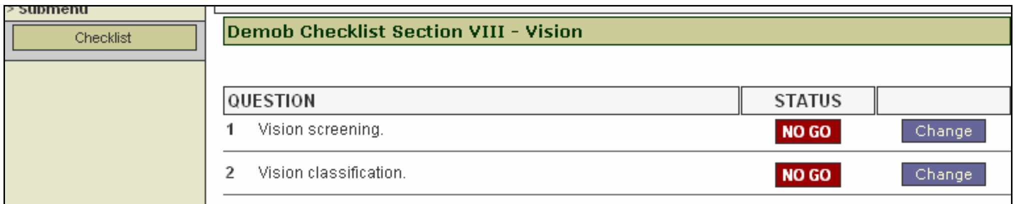


Figure 2.92 - Demob Checklist Section IV – Vision Page

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

The following *Checklist Reason* page displays:

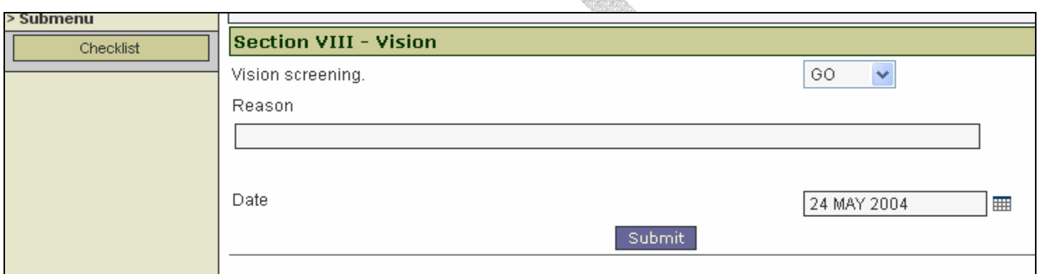


Figure 2.93 – Vision Change Page

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:

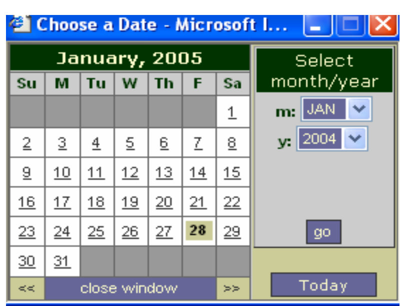


Figure 2.94 - Choose a Date Page

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 – 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 RPDRC Legal Checklist displays:

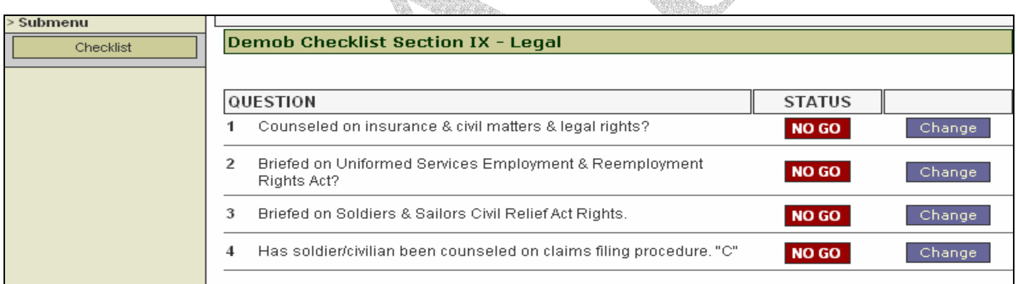


Figure 2.95 - Demob Checklist Section IV – Legal Page

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

The following *Checklist Reason* page displays:

Figure 2.96 – Legal 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:

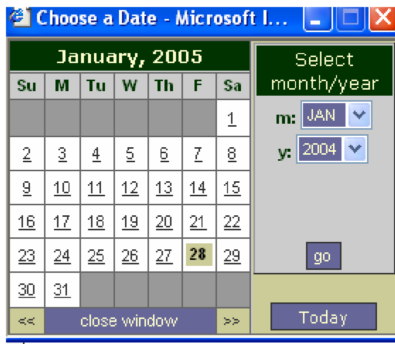


Figure 2.97 - Choose a Date Page

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 RPDRC Logistics Checklist displays:

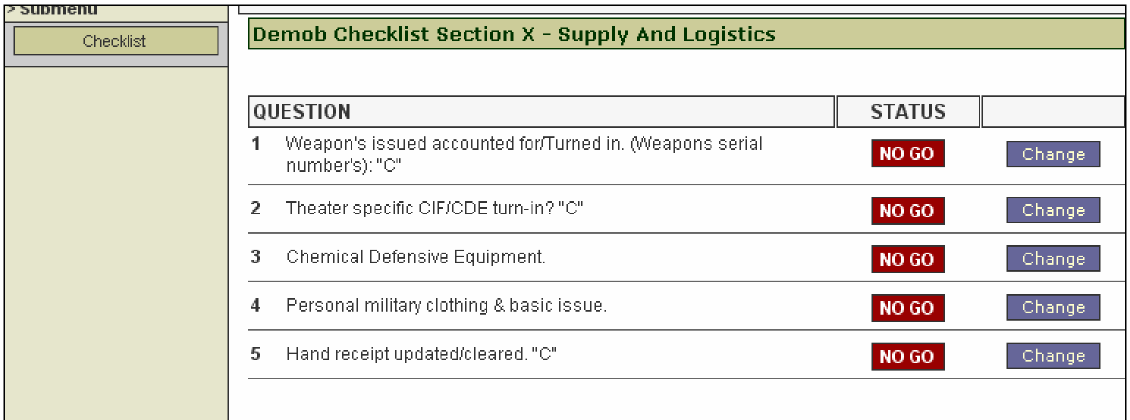


Figure 2.98 - Demob Checklist Section X – Supply And Logistics

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

The following *Checklist Reason* page displays:

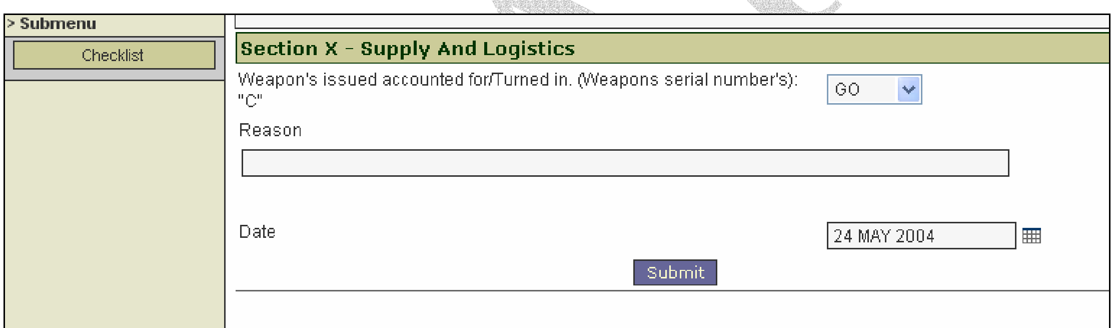


Figure 2.99 –Section X – Supply And Logistics Change Page

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:

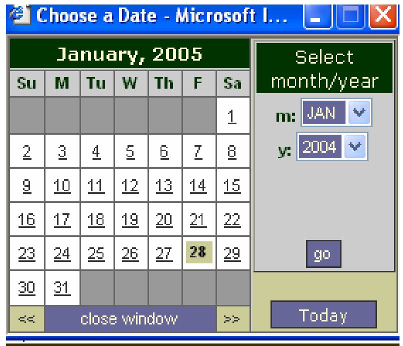


Figure 2.100 - Choose a Date Page

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.

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.

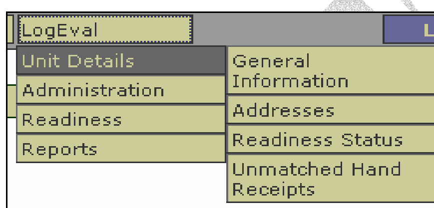


Figure 3.1 - LogEval/Unit Detail Menu, Submenu Options & Functions

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.

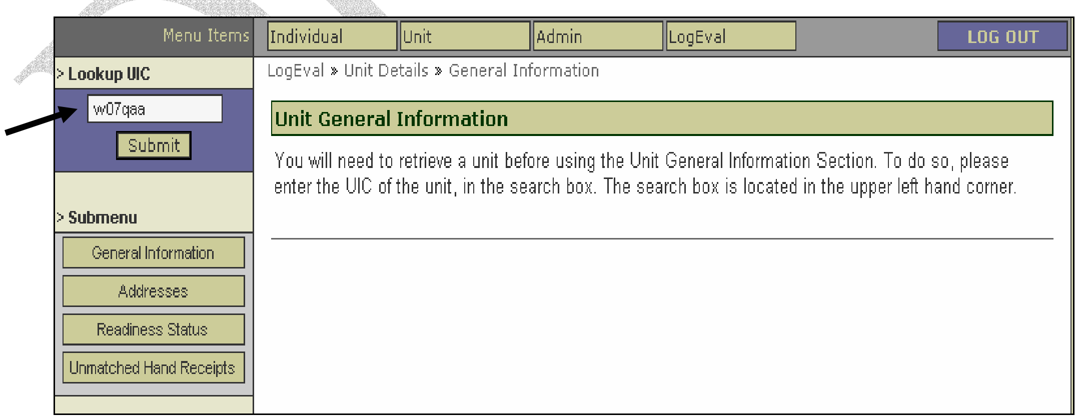


Figure 3.2 - Unit General Information Search Page

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

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.

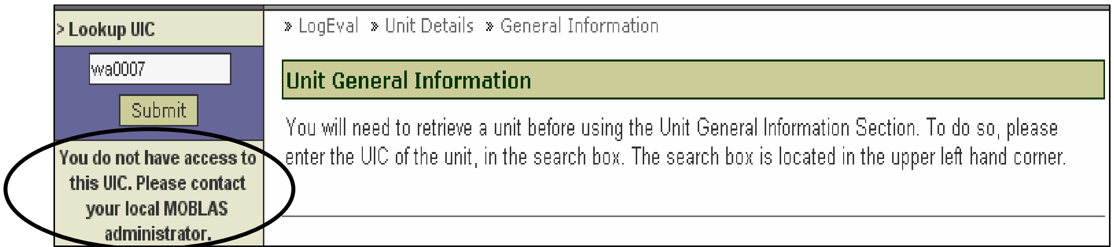


Figure 3.3 - Lookup UIC Search

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

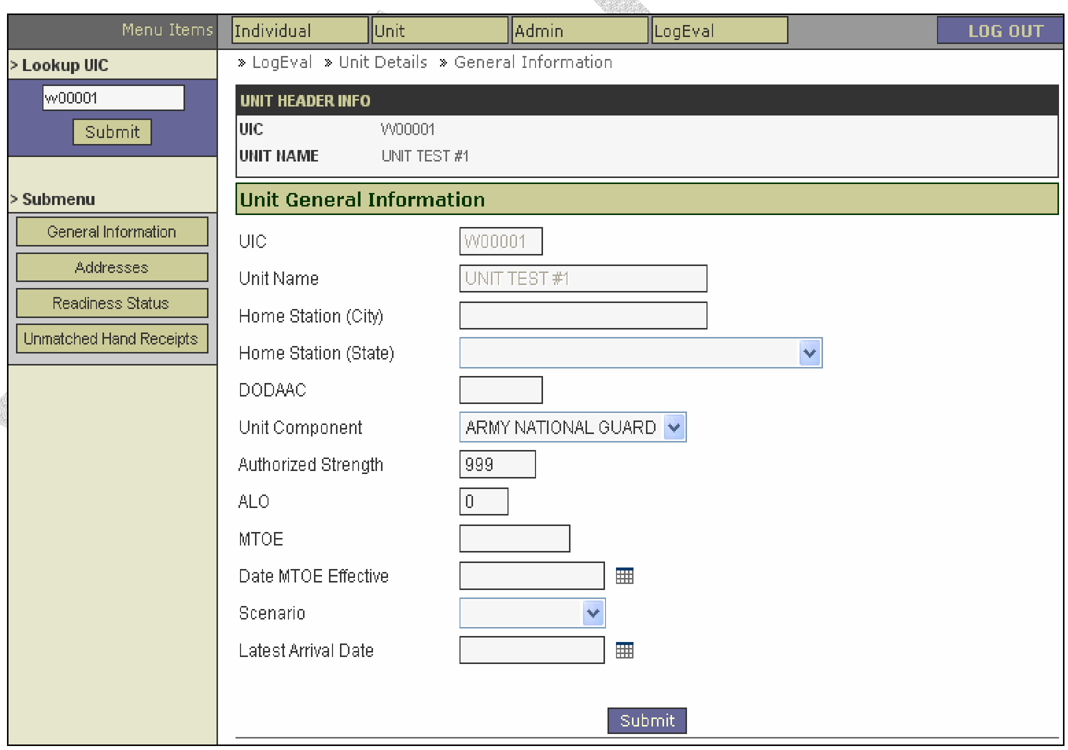


Figure 3.4 - Unit General Information Page

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

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.

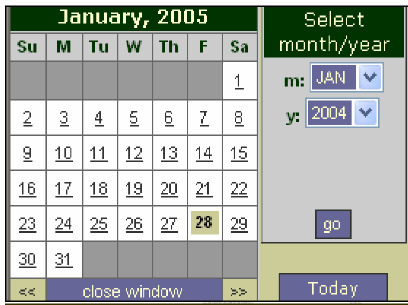


Figure 3.5 – Choose a Date Page

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, » LogEval » Unit Details » General Information, to start a different transaction, or to exit the application.

3.1.2 Address

The Unit Address Information consists of three parts: TACI (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:

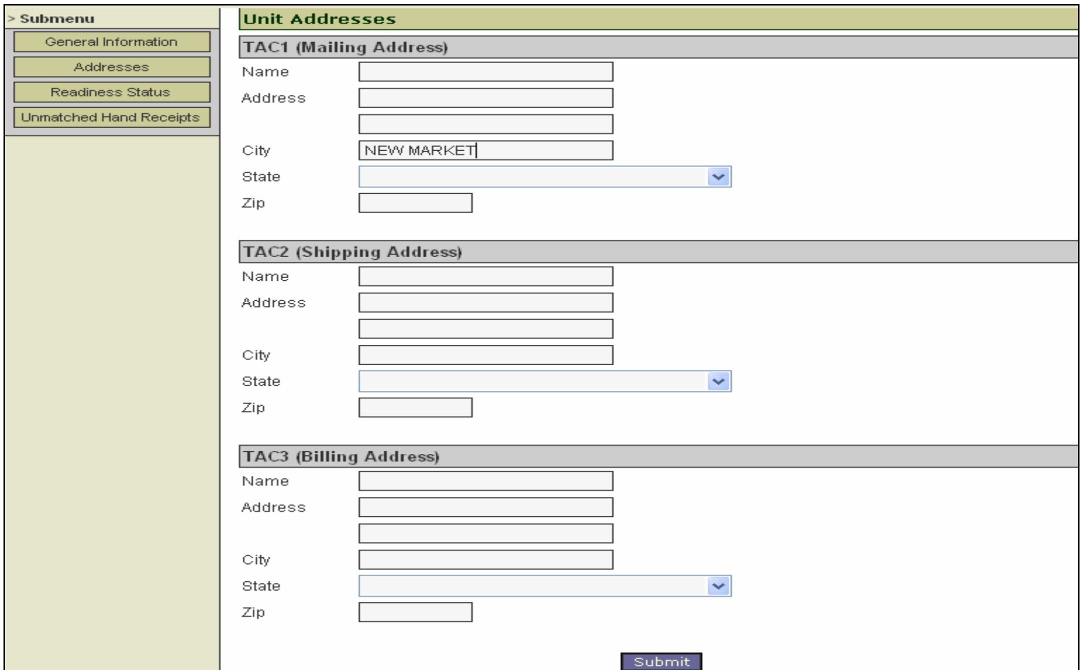


Figure 3.6 - Unit Address Page

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.

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. 4.
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.

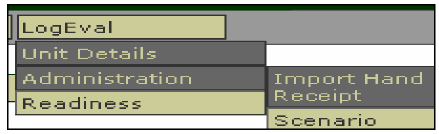


Figure 3.7 - Import Hand Receipt Submenu Option

The following *Import Hand Receipt* page displays:

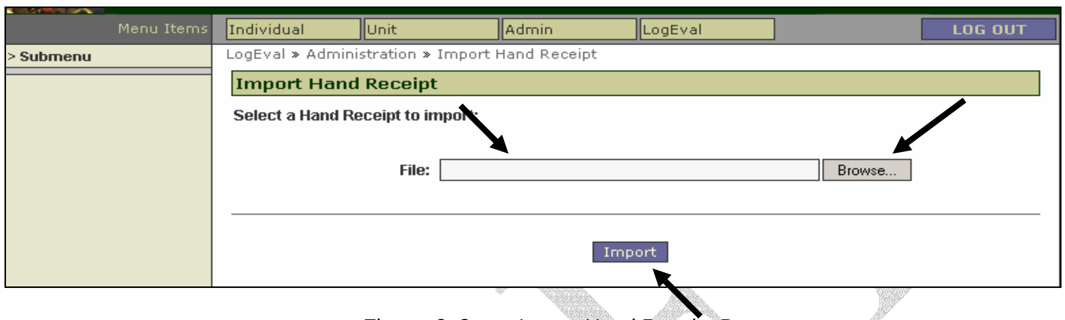


Figure 3. 8 – Import Hand Receipt Page

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:

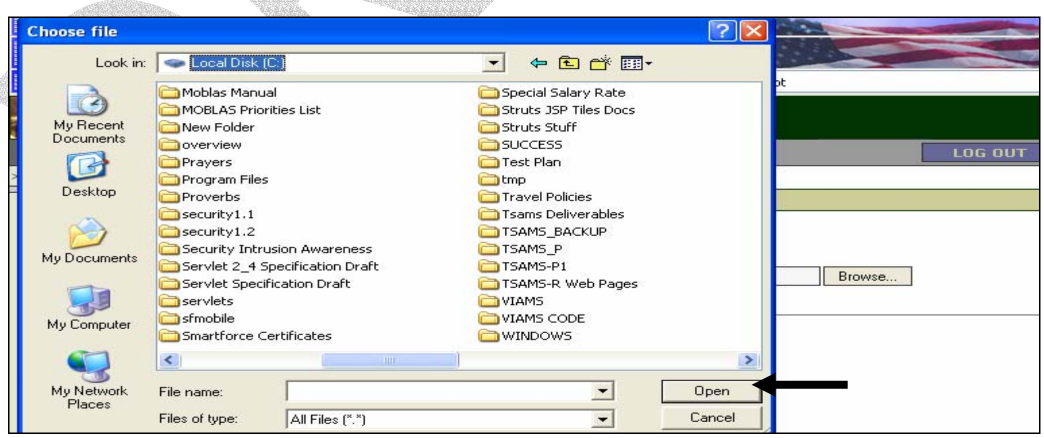


Figure 3.9 – Choose File Dialog

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

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.

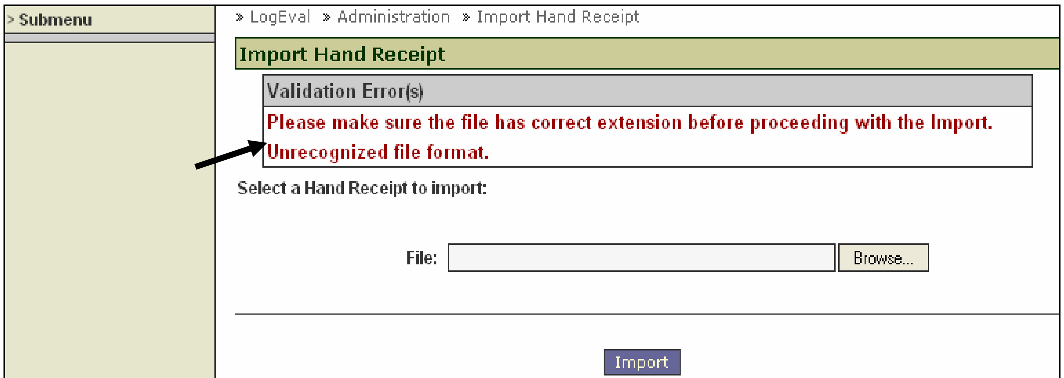


Figure 3.10 – Import Hand Receipt Page

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.

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:

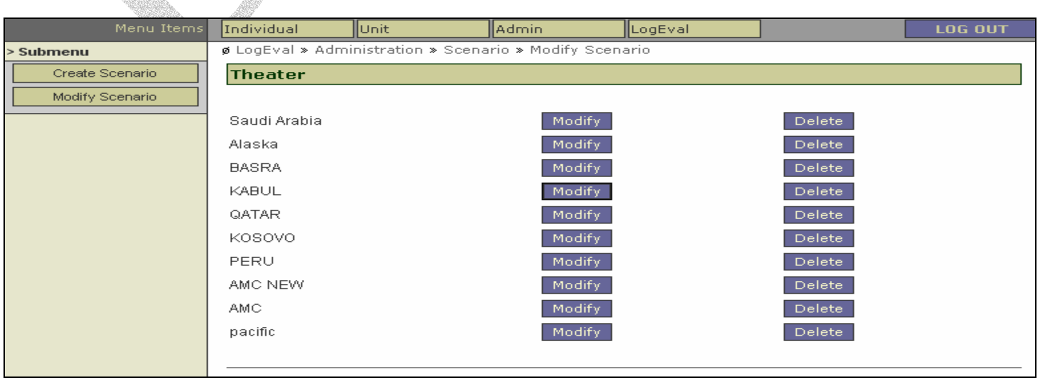


Figure 3.12 - Modify Scenario / Theater Page

1. Click the ***Modify*** button.

The following *Modify a Scenario* page displays:

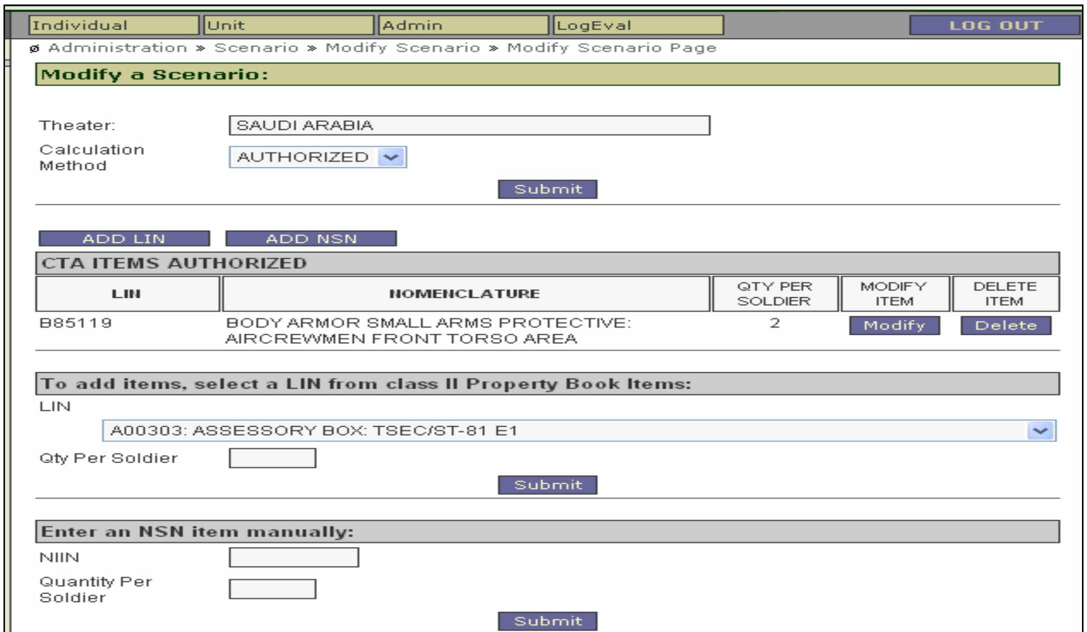


Figure 3.13 - Modify Scenario Page

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.

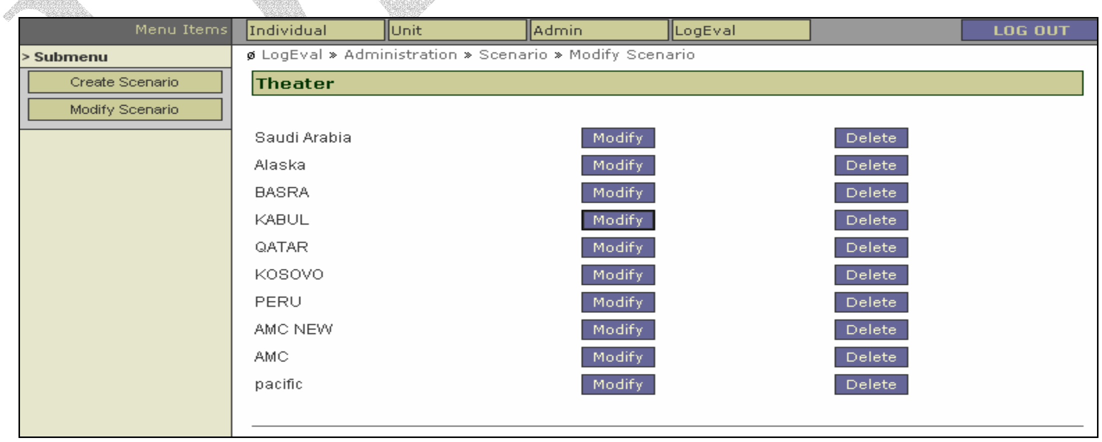
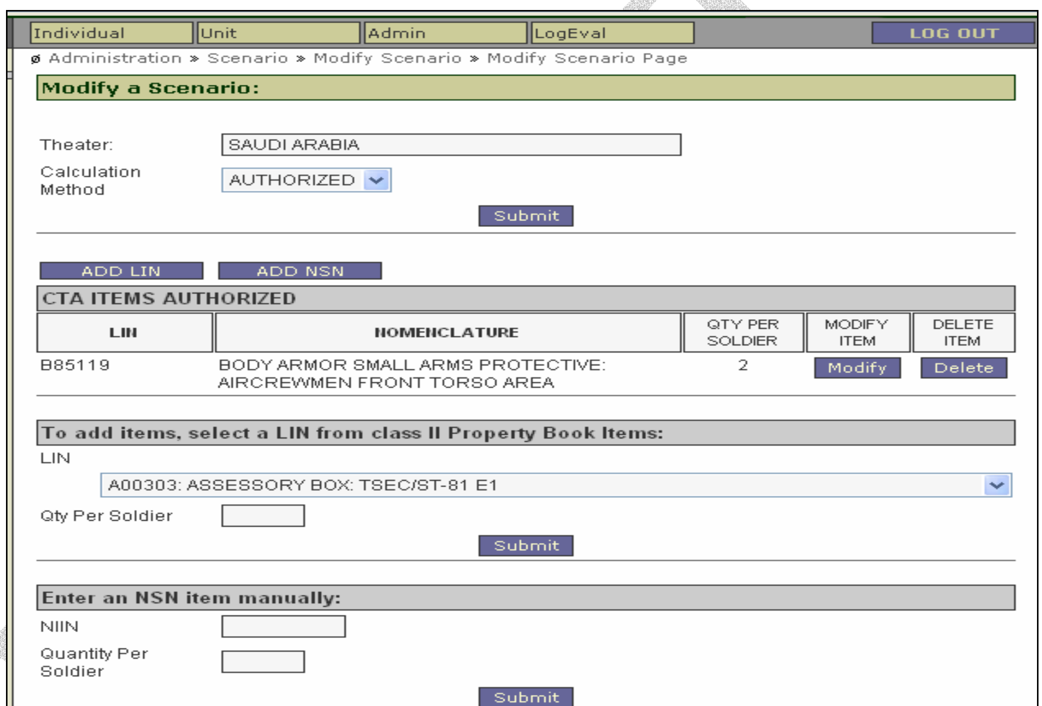


Figure 3.14 – Modify Scenario Page

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.



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.

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.

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 form 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.

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 I 00% Inventory: Enter the date of the last I 00% 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.

To complete the Class VIII form:

I. 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.

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 I00.
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.

<u>Known Issues</u>: 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.

<u>To complete the Critical Tools/BII form</u>:

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.

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 diiiing 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 I 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 I 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 I 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.

3.15 DA Form 2406

I .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 I 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.

S. 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.

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 I 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.**

Glossary

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