CYBER CENTER OF EXCELLENCE
NCOA
WE ARE THE STANDARD; HOLD THE LINE.

NCO Academy
Attachment Instructions

Step 1

-Logging into IPPS-A and Search for the SM in the "Manage Assignments" Screen

Step 2

-Under Temporary Assignments, in the drop down click "School"

NOTE- IF A SM HAVE ANY OTHER PENDING ASSIGNMENTS, THEN THOSE MUST BE PROCESSED FIRST

Step 3

Projected Begin Dt will be the SM's Course Start Date and the Projected End Date will be their Graduation Date

Assignment From will Remain "Required"

Under UIC enter:
W6ZRA7: Attending ALC
W6ZRA8: Attending SLC

Assignment Header Information

Assignment	Temporary	Assignment ID	NEW
Employee Record	0	Assignment Seq	0
Assignment Status	Draft	User Action	0260 School
Workflow Status	Initiated		

Component Category   Training Status   PERSTEMPO Info

Assignment Dates

*Projected Begin Dt	10/20/2023	*Report Date	10/20/2023
Number of Days	35	*Projected End Dt	11/23/2023
*Assignment From	REQUIRED		

Standard Fields

*Action	Assignment	*Reason	School
*UIC			

Audit Fields

Last Updated By		Last Update Date/Time	
Source	Online Assignment	Source ID	

Return to Landing Page

Step 4

- Once you entered the corresponding UIC, the Position Field will show up
- Click the Magnifying Glass and Select any "Student" Position from the selection
- Then enter the Job Code which will be the SM's MOS
- For the "Duty Title", you can copy and paste the description from the Job Code
- Then enter a "Q" in "Duty Position Qual"
- Once Complete, click "Submit" at the top of the screen

Step 5

- If done correctly, you will now see an approve assignment under Temporary Assignments

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
114876572 eMILPO	Arrived	Active	PCA Reassignment	07/15/2021 03/25/2023	WAHDAA 0001 AR HHC 01 HEADQUARTERS AN	08325845 Network Communications System	00026563 JUNCTION CITY	Other Actions ⊙	View Order

Temporary Assignments

Create Temporary Assignment

1 row

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
118165587 Online Asg	Approved	Active	ASG ATC	08/07/2023 09/08/2023	W6ZRA8 SLC NCOA ST	09352639 Student	00059164 FT GORDON	Other Actions ⊙	View Order

Return to Search

Step 6

- Once the SM departed for school, Go back into "Manage Assignments" and depart the SM

- The NCO Academy will "Arrive" the SM to the "Temporary Assignment" when they arrive