



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

← | 🕒 | ❤️ 🔍 Search in Menu

Assignments Search

Assignments Search Page

Search Criteria

Empl ID

Name

First Name

Last Name



Step 2

-Under Temporary Assignments, in the drop down click “School”

Business Unit US Army Active Component Location FT GORDON
 Component Category ACMS-Force Structure Unit-Avail Pers Job Code E42A HUMAN RESOURCES SPECIALIST
 UIC W6ZRA3 W6ZR USACCOE NCOA Position 02725701 HUMAN RESOURCES SGT
 Duty Status Present for Duty
 Duty Status Attribute

▼ **Permanent Assignments**

Create Permanent Assignment

2 rows

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114733843	Arrived	Active	PCA	06/21/2021	W6ZRA3	02725701	00139717	Other Actions View Order
eMILPO			Reassignment	09/19/2023	W6ZR USACCOE NCOA	HUMAN RESOURCES SGT	FT GORDON	
116263652	Approved	Active	PCS	09/20/2023	W1PT40	04533083	00039238	Other Actions View Order
JO			Operational	02/13/2026	W1PT 369TH AG BN	#22 TNG DEV	FT JACKSON	

▼ **Temporary Assignments**

Create Temporary Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location

[Return to Search](#)



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	<input type="text" value="10/20/2023"/>	*Report Date	<input type="text" value="10/20/2023"/>
Number of Days	<input type="text" value="35"/>	*Projected End Dt	<input type="text" value="11/23/2023"/>
*Assignment From	<input type="text" value="REQUIRED"/>		

Standard Fields

*Action	Assignment	*Reason	School
*UIC	<input type="text"/>		

Audit Fields

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

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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

*Action	Assignment	*Reason	School	
*UIC	<input type="text" value="W6ZRA7"/> <input type="button" value="Q"/>	ALC NCOA ST	*Position	<input type="text" value="09403788"/> <input type="button" value="Q"/>
Location	00059165 FT GORDON	Over Strength Indicator	OVERSTRENGTH	
With Duty At	<input type="checkbox"/> No	Tour Type	NOT APPLICABLE	
Estab ID	CONUS	Tour Indicator		
*Job Code	<input type="text" value="E25H"/> <input type="button" value="Q"/>	NETWORK COMMUNICATION SYSTEMS	*Duty Title	<input type="text" value="NETWORK COMMUNICATI"/> <input type="button" value="Q"/>
*Duty Position Qual	<input type="text" value="Q"/> <input type="button" value="Q"/>			



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	Arrived	Active	PCA	07/15/2021	WAHDAA	08325845	00026563	
eMILPO			Reassignment	03/25/2023	0001 AR HHC 01 HEADQUARTERS AN	Network Communications System	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	Approved	Active	ASG	08/07/2023	W6ZRA8	09352639	00059164	
Online Asg			ATC	09/08/2023	SLC NCOA ST	Student	FT GORDON	Other Actions ☺ View Order

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Step 6

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

Organizational Instance

Business Unit	US Army Active Component	Location	JUNCTION CITY
Component Category	ACMS-Force Structure Unit-Avail Pers	Job Code	E25H NETWORK
UIC	WAHDAA 0001 AR HHC 01 HEADQUARTERS AN	Position	08325845 Network
Duty Status	Present for Duty	Duty Status Attribute	

Actions

- Curtail/Extend
- Location Change
- Depart Member**
- Position Change
- TDY Event
- Update Training Status
- Update Component Category
- Update Position Qualification

Permanent Assignments

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

Temporary Assignments

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

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