

RCMS-G1 Self-Service User Guide

Version 3.1.2

Privacy Act Statement

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Privacy Act Statement

Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-23, Standard Installation/Division Personnel System Database Management; and E.O. 9397 (SSN)

Principal Purpose: The Reserve Component Management System collects data verify eligibility for benefits, incentives, and to process and consolidate source data from multiple locations into usable information that serves as the source information for force structure-forecasting models, decision support applications, tools and reporting capabilities.

Routine Uses: None. This information will not be disclosed outside of the Department of Defense other than the "Blanket Routine Uses" as published in the Federal Register.

Disclosure: Providing the solicited information is voluntary; however, failure to provide this information may result in the Army Reserve being unable to process your request for education benefits, incentives, etc. Furnishing of the information solicited is voluntary; however, failure to provide this information may result in the Army Reserve being unable to process your request for education benefits, incentives, etc.

Registration Information

Why do we need your Social Security Number? Social Security Number (SSN), Date of Birth (DOB), and other verifiable data is gathered from enlistment records covered under blanket routine uses to authenticate who you are. Additional verifiable data fields can be modified to reflect updated information. Your SSN will be stored with your account and is shared with agencies and organizations involved in the benefits eligibility process and strength forecasting.

Is it safe?

Security during transmission is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and RCMS site services. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

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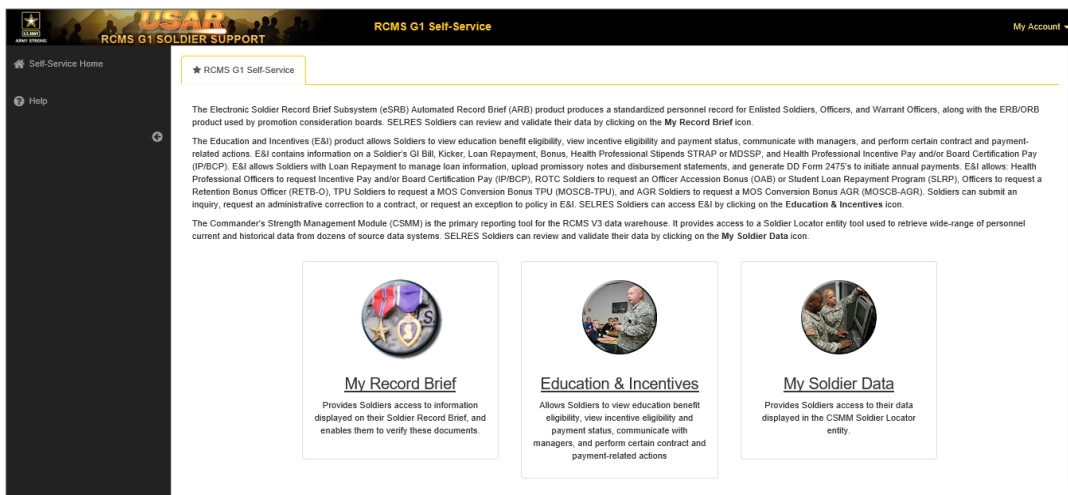
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1 RCMS G1 Self-Service Overview

The RCMS G1 Self-Service portal enables Selective Reserve (SELRES) Soldiers to review and validate their data, benefit eligibility, and payment status; communicate with managers; and perform certain contract and payment related actions. The RCMS G1 Self-Service home page includes the following three modules:

- **My Record Brief**
 - Provides access to your Soldier Record Brief and enables you to verify your documents.
- **Education & Incentives**
 - Allows you to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment related actions.
- **My Soldier Data**
 - Provides access to your data in the CSMM Soldier Locator entity.

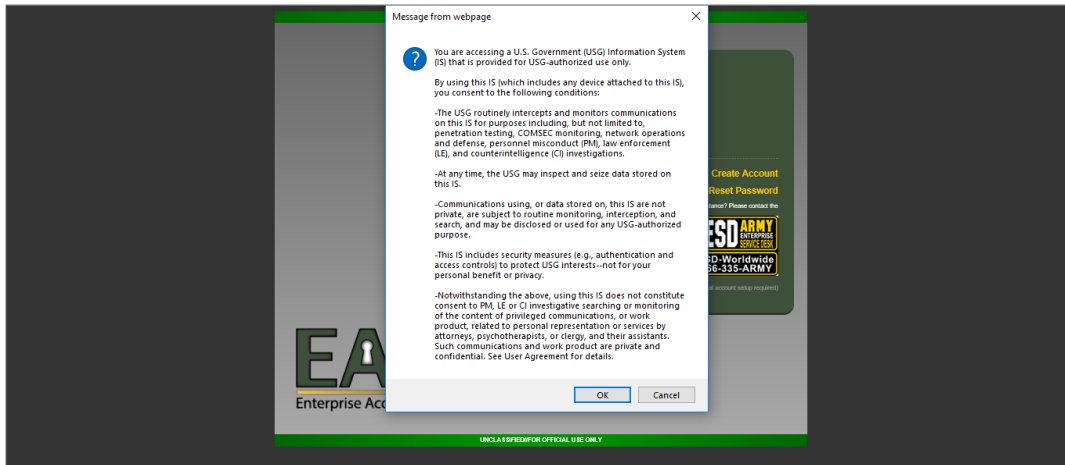


1.1 Self-Service Home Page

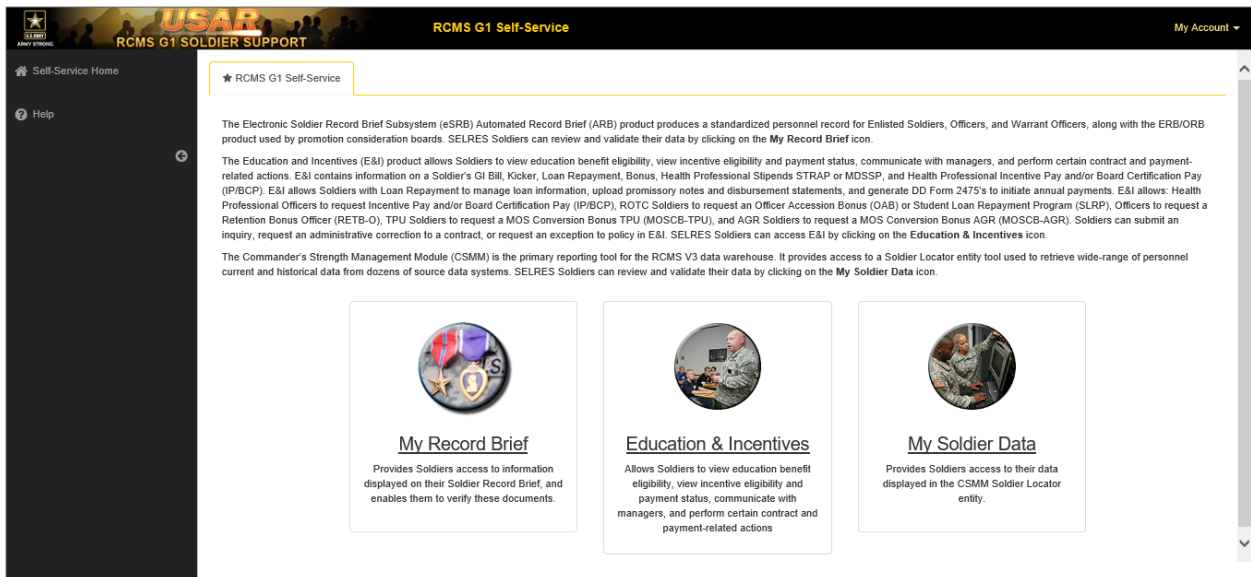
The Self-Service Home page is intended for SELRES Soldiers and can be accessed by following the instructions below.

1. Navigate to the following website:
<https://selfservice.rcms.usar.army.mil>
2. Log in to EAMS-A using your Common Access Card (CAC) for authentication.
 On the DoD Monitoring Consent banner, click **OK**.

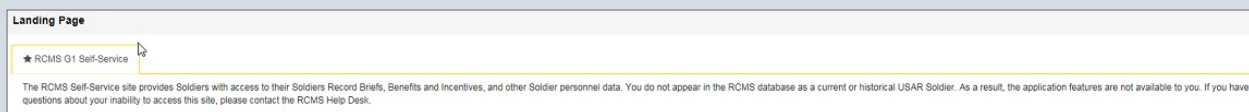
1 RCMS G1 Self-Service Overview



3. The RCMS G1 Self-Service home page appears.

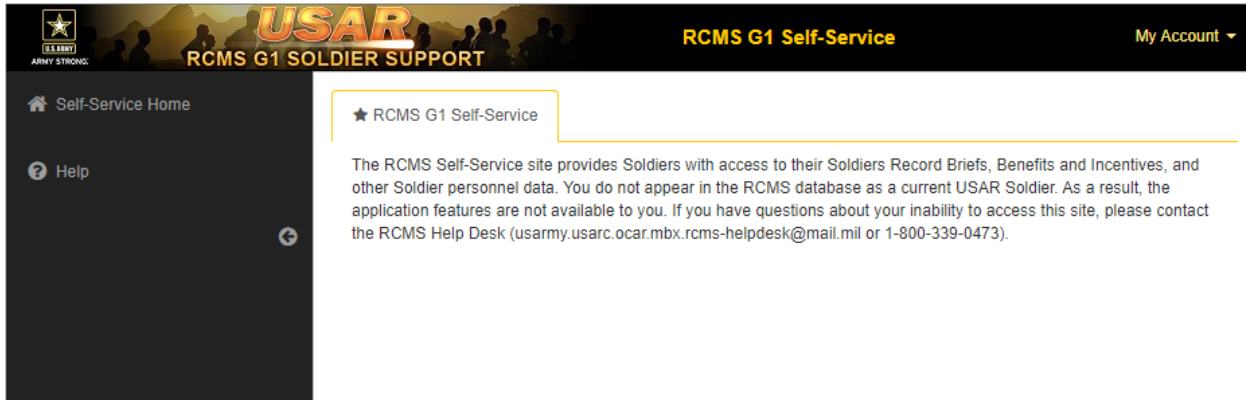


Note - If you are trying to access the Self-Service site and are not currently a Soldier in the Selected Reserves (i.e., serving in the Reserve status of TPU, IMA, or AGR), you will see the following message. If you have questions about your inability to access this site, please contact the RCMS Help Desk: usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil







1.2 Navigation Panel

The RCMS G1 Self-Service portal includes a navigation panel located on the left side of the application. The icons and options shown vary depending on the current module.




The following icons are available in the navigation panel throughout all modules.
















Icon	Description
	Self-Service Home - Opens the main RCMS G1 Self-Service page.
	Help - Opens the RCMS G1 Self-Service User Guide in a separate browser window.
	Collapse Arrow - Collapses the side navigation panel to provide maximum space for the information displayed on the main panel.
	Expand Arrow - Expands the side navigation panel to its original size.

1.3 Icons

Icons found throughout the RCMS G1 Self-Service portal are described below.

Icon	Description
	Calendar Picker - Allows you to select dates from a month format.

1 RCMS G1 Self-Service Overview

Icon	Description
	Collapse Arrow - Collapses the side navigation panel to provide maximum space for the information displayed on the main panel.
	Expand Arrow - Expands the side navigation panel to its original size.
	Export - Allows you to export data to another Windows program.
	Help - Opens the RCMS G1 Self-Service User Guide in a separate browser window.
	Information - Displays additional information.
	List Picker - Indicates a field where you make a selection from a drop-down list.
	Maximize/Minimize - Maximizes the section to full screen and minimizes back to original size.
	Print - Allows you to print the data available.
	Refresh - Reloads the contents of a window or web page.
	Required Field - Indicates a field that must be specified before proceeding.
	Self-Service Home - Opens the main RCMS G1 Self-Service page.
	Sort Ascending - Sorts table in ascending order by selected column.
	Sort Descending - Sorts table in descending order by selected column.
	Toggle Section Collapse - Collapses the section.
	Toggle Section Expand - Expands the section to its original size.

2 My Record Brief

2.1 What's New in My Record Brief

January 31, 2020 Version 3.0

- Deployed the initial UPTick version of the Self-Service site (<https://selfservice.rcms.usar.army.mil>).

2.2 My Record Brief Introduction

The Electronic Soldier Record Brief Subsystem (eSRB) Soldier Record Brief (SRB) product produces standardized personnel record documents for Enlisted Soldiers, Officers, and Warrant Officers. This data is displayed in the following two formats:

- **Automated Record Brief (ARB)** - Used by the record and assignment managers
- **Selection Board Record Brief (SBRB)** - Used by promotion consideration boards

You can review and validate your data by clicking on the *My Record Brief* icon from the *RCMS GI Self-Service* home page.

2 My Record Brief

★ RCMS G1 Self-Service

The Electronic Soldier Record Brief Subsystem (eSRB) Automated Record Brief (ARB) product produces a standardized personnel record for Enlisted Soldiers, Officers, and Warrant Officers, along with the ERB/ORB product used by promotion consideration boards. SELRES Soldiers can review and validate their data by clicking on the **My Record Brief** icon.

The Education and Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers with Loan Repayment to manage loan information, upload promissory notes and disbursement statements, and generate DD Form 2475's to initiate annual payments. E&I allows: Health Professional Officers to request Incentive Pay and/or Board Certification Pay (IP/BCP), ROTC Soldiers to request an Officer Accession Bonus (OAB) or Student Loan Repayment Program (SLRP), Officers to request a Retention Bonus Officer (RETB-O), TPU Soldiers to request a MOS Conversion Bonus TPU (MOSCB-TPU), and AGR Soldiers to request a MOS Conversion Bonus AGR (MOSCB-AGR). Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I. SELRES Soldiers can access E&I by clicking on the **Education & Incentives** icon.

The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It provides access to a Soldier Locator entity tool used to retrieve wide-range of personnel current and historical data from dozens of source data systems. SELRES Soldiers can review and validate their data by clicking on the **My Soldier Data** icon.

If you have questions or issues with this site, please contact the RCMS Help Desk (usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or 1-800-339-0473).



My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.



Education & Incentives

Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions



My Soldier Data

Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

2.3 My Record Brief Landing Page

The *My Record Brief* landing page includes three sections for your review:

- *My Record Brief* section containing information on the most recent SRB activities.
- Step-by-step instructions on how to use the tool.
- Links to the various current, certified, and validated PDF documents along with a *Note* identifying your current status.

1. To access *My Record Brief*, go to the following website:

<https://selfservice.rcms.usar.army.mil>

- ▶ The RCMS G1 Self-Service home page appears.

2 My Record Brief

★ RCMS G1 Self-Service

The Electronic Soldier Record Brief Subsystem (eSRB) Automated Record Brief (ARB) product produces a standardized personnel record for Enlisted Soldiers, Officers, and Warrant Officers, along with the ERB/ORB product used by promotion consideration boards. SELRES Soldiers can review and validate their data by clicking on the **My Record Brief** icon.

The Education and Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers with Loan Repayment to manage loan information, upload promissory notes and disbursement statements, and generate DD Form 2475's to initiate annual payments. E&I allows: Health Professional Officers to request Incentive Pay and/or Board Certification Pay (IP/BCP), ROTC Soldiers to request an Officer Accession Bonus (OAB) or Student Loan Repayment Program (SLRP), Officers to request a Retention Bonus Officer (RETB-O), TPU Soldiers to request a MOS Conversion Bonus TPU (MOSCB-TPU), and AGR Soldiers to request a MOS Conversion Bonus AGR (MOSCB-AGR). Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I. SELRES Soldiers can access E&I by clicking on the **Education & Incentives** icon.

The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It provides access to a Soldier Locator entity tool used to retrieve wide-range of personnel current and historical data from dozens of source data systems. SELRES Soldiers can review and validate their data by clicking on the **My Soldier Data** icon.

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My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.



Education & Incentives

Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions



My Soldier Data

Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

2. Click **My Record Brief**.




My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.

2 My Record Brief

- The *Soldier Record Brief* page appears and displays your *My Record Brief* information.

 Soldier Record Brief : Self-Service

My Record Brief ↻

Name	GIDEO	HR Certified	Soldier Viewed	Days Since Last Cert	
Grade	O4	HR Certified By	Soldier Validated	Record Brief Status	Never Certified

Purpose: The purpose of the RCMS Soldier Record Brief (SRB) Self-Service site is to provide you with access to your service information displayed in two templates – the Automated Record Brief (ARB) and the Selection Board Record Brief (SBRB). The Army Reserve utilizes these documents in the assignment and promotion selection process. You are responsible for updating your Army Military Human Resource Record (AMHRR) online utilizing the interactive Personnel Electronic Records Management System (iPERMS) with the assistance of your servicing Records Manager (RM).

Step 1. Access and view your 'Current' Record Brief data in either of the two available formats using the first two links below. Note that the information displayed in these links is refreshed nightly.

Step 2. Review your SRB data, all pay entitlements, and iPERMS at a minimum annually during your Personnel Records Review (PRR) or as information changes and coordinate with your RM to update. (Initial Validation)

Step 3. Your RM will update the SRB data based on documentation you provide or upon a review of your iPERMS. (This is an initial certification which publishes changes to the ARB.)

Step 4. When you are notified by a system generated email that your RB data has been certified, two new links – 'View Certified Automated Board Record Brief' and 'View Certified Selection Board Record Brief' - will appear below. Review these documents. If all updates have been made and the documents are correct, select 'Validate Certified Record Brief Data' and let the RM know your SRB validation is complete. If additional updates are needed, continue working with the RM until the record brief is complete.

Step 5. When you are notified by a system generated email that your RB data has been certified, two new links – 'View Certified Automated Board Record Brief' and 'View Certified Selection Board Record Brief' - will appear below. Review these documents. If all updates have been made and the documents are correct, select 'Validate Certified Record Brief Data' and let the RM know your SRB validation is complete. If additional updates are needed, continue working with the RM until the record brief is complete.

For support, please e-mail the RCMS Web Application Help Desk at usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or call 1-800-339-0473.

VIEW CURRENT AUTOMATED RECORD BRIEF

VIEW CURRENT SELECTION BOARD RECORD BRIEF

Note
Your Record Brief is currently not certified. Please download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and certified.

3. Review the data contained in the *My Record Brief* section. Fields and their descriptions are described in the table below.

Field	Description
Name	Your name as recorded in TAPDB-R.
Grade	Your current pay grade as recorded in TAPDB-R.
HR Certified	The most recent date that your Record Brief data was certified by your Records Manager (RM).
HR Certified By	The User ID of the Records Manager (RM) who most recently certified your

2 My Record Brief

Field	Description
	Record Brief data.
Soldier Viewed	The most recent date that you viewed your Record Brief data.
Soldier Validated	The most recent date that you validated your Record Brief data.
Days Since Last Cert	The total number of days since your Record Brief was last certified.
Record Brief Status	A text field displayed in the Self-Service site that provides the current status of your Record Brief.

4. Take special note of the Record Brief Status contained within the Soldier Data Table listed for your record. There are five different Record Brief Status types that can be included in the Soldier Data Table. The table below outlines Record Brief Status types and corresponding required actions.

Brief Status Types	Action Required
Never Certified	Your Record Brief has never been certified. Download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and is both certified and validated.
Certification Due within 90 Days	You are approaching your annual Record Brief recertification date. Download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and is both certified and validated.
Certification Overdue	Your Record Brief has not been updated in over a year. Download and review the current ARB and SBRB documents and if changes are required, coordinate with your RM until the Record Brief is complete and is both certified and validated.
Pending Validation	Your Record Brief is certified, but still requires your validation. Review the certified ARB and SBRB documents and if all updates have been made, select Validate Certified Record Brief Data and notify your RM that your Record Brief is complete. If additional changes are required, coordinate with your RM until the Record Brief is complete and is recertified. Then, select Validate Certified Record Brief Data and notify your RM that your Record Brief is complete.
Validation Current	Your Record Brief is currently certified and validated. No immediate actions are required, but you may want to download and review the current ARB and SBRB documents to determine if updates are needed. If so, coordinate with your RM until the Record Brief is complete and is both certified and validated.

2 My Record Brief

5. Scroll down to the *My Record Brief* landing page. The second section contains step-by-step instructions on how to access, review, and validate your service information.

Purpose: The purpose of the RCMS Soldier Record Brief (SRB) Self-Service site is to provide you with access to your service information displayed in two templates – the Automated Record Brief (ARB) and the Selection Board Record Brief (SBRB). The Army Reserve utilizes these documents in the assignment and promotion selection process. You are responsible for updating your Army Military Human Resource Record (AMHRR) online utilizing the interactive Personnel Electronic Records Management System (iPERMS) with the assistance of your servicing Records Manager (RM).

Step 1. Access and view your 'Current' Record Brief data in either of the two available formats using the first two links below. Note that the information displayed in these links is refreshed nightly.

Step 2. Review your SRB data, all pay entitlements, and iPERMS at a minimum annually during your Personnel Records Review (PRR) or as information changes and coordinate with your RM to update. (Initial Validation)

Step 3. Your RM will update the SRB data based on documentation you provide or upon a review of your iPERMS. (This is an initial certification which publishes changes to the ARB.)

Step 4. When you are notified by a system generated email that your RB data has been certified, two new links – 'View Certified Automated Board Record Brief' and 'View Certified Selection Board Record Brief' - will appear below. Review these documents. If all updates have been made and the documents are correct, select 'Validate Certified Record Brief Data' and let the RM know your SRB validation is complete. If additional updates are needed, continue working with the RM until the record brief is complete.

Step 5. When you are notified by a system generated email that your RB data has been certified, two new links – 'View Certified Automated Board Record Brief' and 'View Certified Selection Board Record Brief' - will appear below. Review these documents. If all updates have been made and the documents are correct, select 'Validate Certified Record Brief Data' and let the RM know your SRB validation is complete. If additional updates are needed, continue working with the RM until the record brief is complete.

For support, please e-mail the RCMS Web Application Help Desk at usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or call 1-800-339-0473.

6. Scroll down further to the bottom of the *My Record Brief* landing page to access your record brief documents and to view the *Note* containing additional information on the current status of your ARB and instructions on how to proceed. There are three different *Note* messages as shown below. The buttons available vary depending on where you are in the process.

- **Record Brief is not Certified** - These two buttons will always be available. These buttons provide access to your current (i.e., "live") ARB and SBRB documents. Download and review these documents and coordinate with your RM until the Record Brief is complete.

VIEW CURRENT AUTOMATED RECORD BRIEF VIEW CURRENT SELECTION BOARD RECORD BRIEF

Note
Your Record Brief is currently not certified. Please download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and certified.

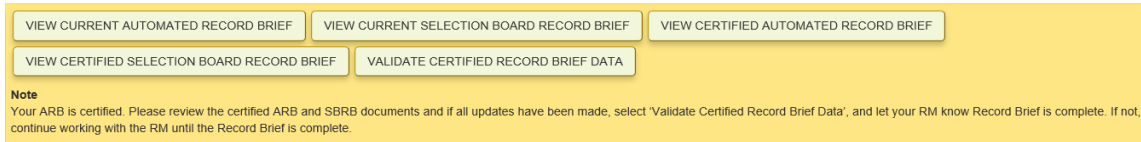
- **Validated ARB available for review** - Two additional buttons will appear and either display your Certified ARB and SBRB documents, or your Validated ARB and SBRB documents (whichever set is more recent). Since you validate the certified documents, the contents of the two should be the same (provided both sets of documents exist).

VIEW CURRENT AUTOMATED RECORD BRIEF VIEW CURRENT SELECTION BOARD RECORD BRIEF VIEW VALIDATED AUTOMATED RECORD BRIEF
VIEW VALIDATED SELECTION BOARD RECORD BRIEF

Note
Your most recently validated ARB is available for review. If your Record Brief has never been certified, or if you are approaching your annual recertification date, please download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and certified.

- **ARB is Certified** - If the certified documents are displayed, a fifth button will be displayed

enabling you to *Validate* the *Certified* data.



The screenshot shows a yellow interface with five buttons arranged in two rows. The top row contains three buttons: 'VIEW CURRENT AUTOMATED RECORD BRIEF', 'VIEW CURRENT SELECTION BOARD RECORD BRIEF', and 'VIEW CERTIFIED AUTOMATED RECORD BRIEF'. The bottom row contains two buttons: 'VIEW CERTIFIED SELECTION BOARD RECORD BRIEF' and 'VALIDATE CERTIFIED RECORD BRIEF DATA'. Below the buttons is a 'Note' section with the following text: 'Your ARB is certified. Please review the certified ARB and SBRB documents and if all updates have been made, select 'Validate Certified Record Brief Data', and let your RM know Record Brief is complete. If not, continue working with the RM until the Record Brief is complete.'

2.4 Review/Certify/Validate Record Brief Process

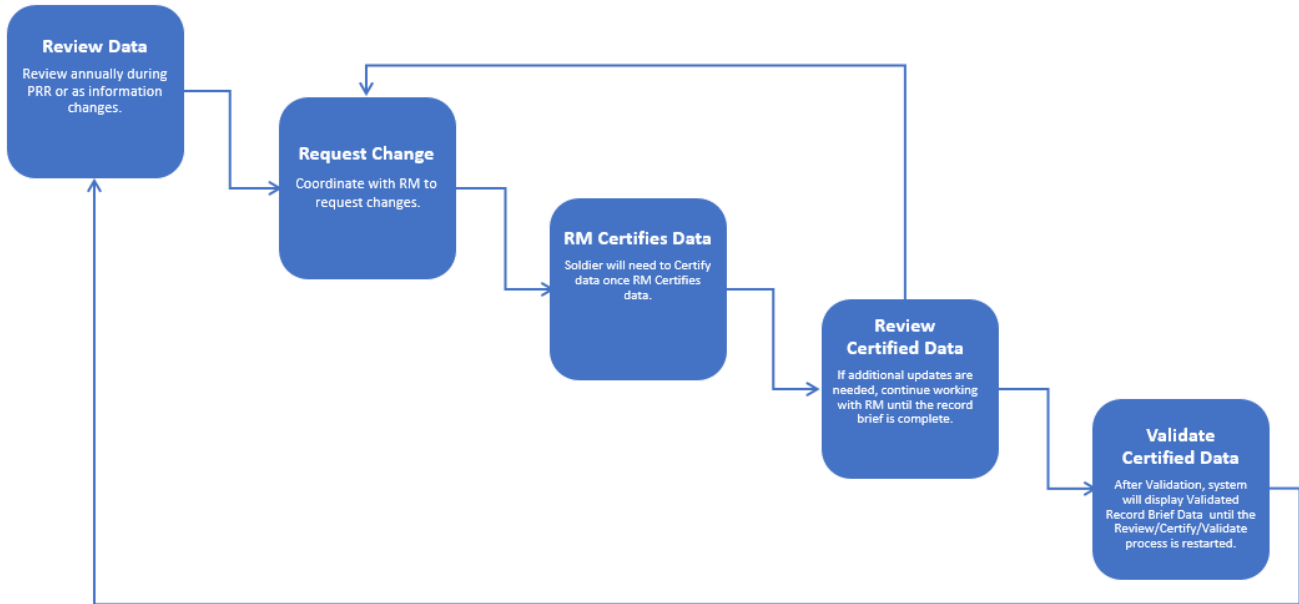
You are responsible for updating your Army Military Human Resource Record (AMHRR) online by utilizing the interactive Personnel Electronic Records Management System (iPERMS) with the assistance of your servicing Records Manager (RM). You should review your SRB data, all pay entitlements, and iPERMS at a minimum annually during your Personnel Records Review (PRR) or as information changes, and coordinate with your RM to update.

Once your SRB data has been updated, the RM will certify the data, and you will be notified through an email. At that point, review the two newly “Certified” PDF documents using this tool. Use the **Refresh** button if they are not visible on the screen. If all updates have been made and the documents are correct, use the validation function in this tool to confirm that the update is accurate and complete. If additional updates are needed, continue working with your RM until the record brief is complete.

After you have validated your Certified Record Brief data, two new links (one for each template) will appear in the tool, allowing you to view your newly validated record briefs. These documents will not change until you revalidate the data on a later date, or until these links are replaced with links to more recently certified documents. However, the two “Current” documents displayed under the first two links in this tool are updated nightly and will always reflect your current personnel data.

The validation and certification is a circular process. Each time a change is made to the data, the SRB documents are certified by the RM to update the change, and the newly certified documents are again validated by you, the Soldier. This Review, Certify, and Validate process can occur as often as needed, but should occur no less than once a year.

The process flow diagram below describes this circular process.

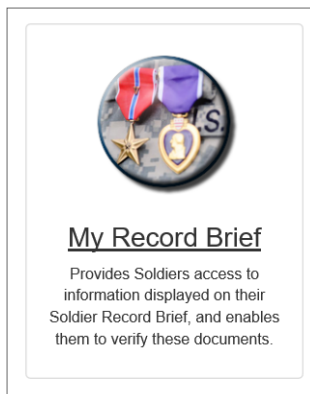


2.5 Review/Certify/Validate My Record Brief Data

Note - The Review/Certify/Validate process is a repeatable process. Each time a change is required, the ARB must be certified by your RM to update the change and you must validate the certified document.

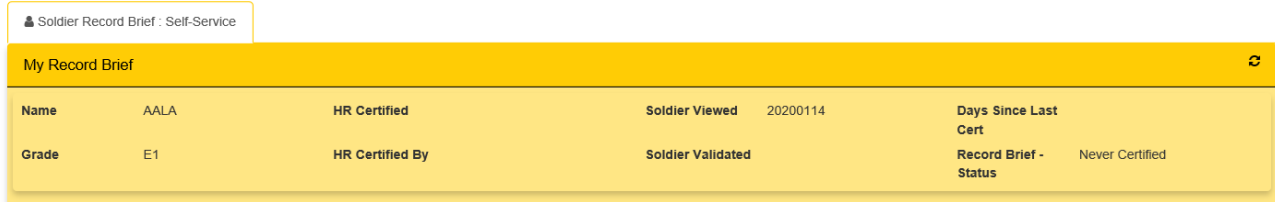
The steps below walk a you through the Review/Certify/Validate Record Brief Process as if you have never viewed your ARB before.

1. Navigate to the following website:
<https://selfservice.rcms.usar.army.mil>
2. Click **My Record Brief** from the RCMS G1 Self-Service homepage.



2 My Record Brief

- The *My Record Brief* landing page appears.



My Record Brief							
Name	AALA	HR Certified	Soldier Viewed	20200114	Days Since Last Cert		
Grade	E1	HR Certified By	Soldier Validated		Record Brief - Status	Never Certified	

3. Scroll down to the bottom of the *My Record Brief* landing page.
4. Click either **VIEW AUTOMATED RECORD BRIEF** or **VIEW SELECTION BOARD RECORD BRIEF**.

Note - These two buttons will always be displayed regardless of the status of your SRB data. These buttons provide access to your current (i.e., “live”) ARB and SBRB documents, and you need to review the data to ensure accuracy, as this is the information that will be included in your Certified Briefs once your RM performs this function.

VIEW AUTOMATED RECORD BRIEF

VIEW SELECTION BOARD RECORD BRIEF

5. Regardless of which document you elect to view, your computer always asks if you want to open/save the file or cancel. The *Save* button saves the file to your local drive.



6. Click **Open** to conduct a review of your SRB.
 - Adobe Reader opens in a separate window displaying the RCMS Soldier Record Brief PDF data associated with your account.
7. Review all the data contained in those document to perform your initial review.
 - If changes are required, correspond with your RM to request updates.
 - If all data is complete and accurate, have your RM certify the data.

VIEW CURRENT AUTOMATED RECORD BRIEF

VIEW CURRENT SELECTION BOARD RECORD BRIEF

VIEW VALIDATED AUTOMATED RECORD BRIEF

VIEW VALIDATED SELECTION BOARD RECORD BRIEF

8. Your RM must certify your record. The RCMS G1 Self-Service sends a system-generated email notification of your initial Certification.

2 My Record Brief

Note - This is considered RM Initial Certification, and changes are published to the SRB Certified documents.

- Before you Validate the Certified SRB data, you must review the Certified SRB documents. Click **VIEW CERTIFIED AUTOMATED RECORD BRIEF** or **VIEW CERTIFIED SELECTION BOARD RECORD BRIEF**.

VIEW CURRENT AUTOMATED RECORD BRIEF

VIEW CURRENT SELECTION BOARD RECORD BRIEF

VIEW CERTIFIED AUTOMATED RECORD BRIEF

VIEW CERTIFIED SELECTION BOARD RECORD BRIEF

VALIDATE CERTIFIED RECORD BRIEF DATA

Note
Your ARB is certified. Please review the certified ARB and SBRB documents and if all updates have been made, select 'Validate Certified Record Brief Data', and let your RM know Record Brief is complete. If not, continue working with the RM until the Record Brief is complete.

- Review your Certified SRB documents. If changes are required, correspond with your RM to request updates.
- Click **VALIDATE CERTIFIED RECORD BRIEF DATA** if all data is complete and accurate.

VALIDATE CERTIFIED RECORD BRIEF DATA

- Once you have validated the certified record, the *VIEW VALIDATED AUTOMATED RECORD BRIEF* and *VIEW VALIDATED SELECTION BOARD RECORD BRIEF* buttons are available until changes are made again to the certified data.

VIEW CURRENT AUTOMATED RECORD BRIEF

VIEW CURRENT SELECTION BOARD RECORD BRIEF

VIEW VALIDATED AUTOMATED RECORD BRIEF

VIEW VALIDATED SELECTION BOARD RECORD BRIEF

Note
Your most recently validated ARB is available for review. If your Record Brief has never been certified, or if you are approaching your annual recertification date, please download and review the current ARB and SBRB documents and coordinate with your RM until the Record Brief is complete and certified.

3 Education & Incentives

3.1 What's New in Education & Incentives

July 25, 2023 Version 4.6.1

- RIMS Self-Service now includes an Inquiry feature that allows Soldiers to submit customized questions to the G1 Incentive staff. Soldiers can then reply to the G1 Incentive staff's response until the Inquiry is answered.

December 13, 2022 Version 4.1.0

- In the Self-Service LRP user interface, the Print DD 2475 action has been renamed to Download DD 2475 to better clarify its purpose within the Generate DD 2475 process.
- For the Download DD 2475 action in Self-Service LRP, the Print DD 2475 confirmation window has been renamed to Download DD 2475, and the instructions and button labels have been revised for user clarity.

August 31, 2022 Version 1.27.0

- The introductory text on the Education & Incentives Self-Service Home page has been updated to reflect the latest enhancements for Loan Repayment and GI Bill. Also, the RCMS Help Desk email has been updated from @mail.mil to @army.mil: usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil.

January 31, 2020 Version 3.0

- Deployed the initial Uptick version of the Self-Service site (<https://selfservice.rcms.usar.army.mil>).

3.2 Education & Incentives Introduction

The Education & Incentives product allows you to view education benefit eligibility, view incentive eligibility and payment status, submit Inquiries, and perform certain contract and payment related actions. Education & Incentives contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends Specialized Training Assistance Program (STRAP) or Medical and Dental Student Stipend Program (MDSSP), Health Professional Incentive Pay, and Board Certification Pay (IP/BCP).

3 Education & Incentives

Education & Incentives allows the following tasks:

- Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility
- Soldiers to view and manage Loan Repayment (LRP), including uploading promissory notes and disbursement statements, and generating DD Form 2475
- Soldiers to submit Inquiries to the G1 Incentive staff
- Officers to request an Officer Retention Bonus (SRIP-ORB)
- Enlisted Soldiers to request a Conversion Bonus (CB)
- Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (IP/BCP)

The *Education & Incentives Home* page is shown below and includes modules for *My Incentive Contracts*, *My Loan Repayment*, *My GI Bill*, *My Inquiries*, and *Request Incentive*. Each module is explained in subsequent chapters.

Note - My GI Bill Self-Service User Guide documentation will be available in an upcoming release.

3 Education & Incentives

Education & Incentives Home


Bulletin Board

The Education & Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill Basic Benefit and Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows: Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility, view and manage Loan Repayment, Officers to request an Officer Retention Bonus (SRIP-ORB), Enlisted Soldiers to request a Conversion Bonus (CB), and Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (IP/BCP). E&I is currently being developed so Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I.

Web-Enabled Education Benefits System (WEBS) functions for self-service loan repayment were transitioned to E&I and can be accessed through the 'My Loan Repayment' icon. WEBS functions for self-service Inquiry are currently being transitioned to E&I. When fully enabled, you will see a 'My Inquiries' icon.


To check the status of an incentive request, you can later access this site, click 'My Incentive Contracts' and then review the 'Current Status' column of the My Incentives page. If the current status indicates the request has been 'Returned to Soldier for Additional Action' or 'Awaiting Soldier Action', you can see the reason the request was returned by clicking on the row of the contract in the My Incentives page (doing so will open the contract detail page), then review the 'Comment' column in the History of Actions section in the contract detail page. After corrective action has been taken, you can resubmit by clicking 'Electronically Sign and Submit' or 'Submit for Validation' in the Perform Action section (note: if you previously wet-signed and uploaded an agreement and the request was returned, you will need to resubmit electronically).

If you experience an error or need technical support, please contact the RCMS help desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil. Please do not send emails containing personally identifiable information (PII) to the help desk.




My Incentive Contracts

View incentive contract summary information. For a self-service contract: view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.




My Loan Repayment

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.




My GI Bill

View GI Bill benefit information and eligibility status.



My Inquiries

View, manage, submit, and respond to education and incentive inquiries.



Request Incentive

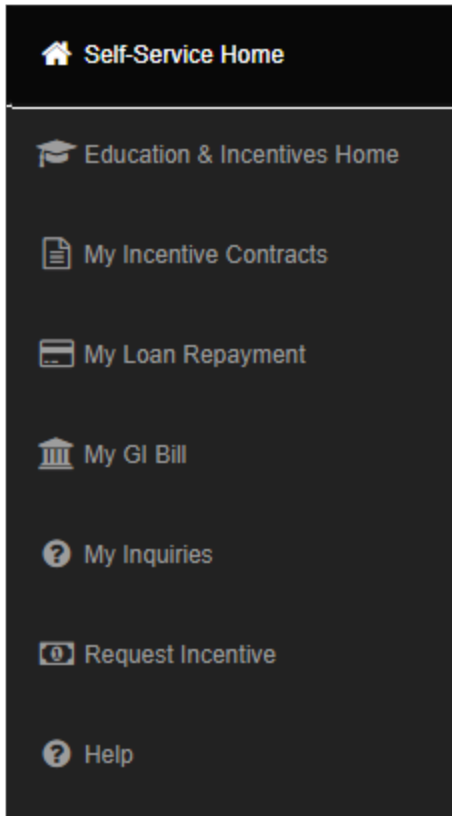
View self-service incentive options, check initial eligibility, and submit a request for an incentive.

Note - If you need assistance while using the Education & Incentives Self-Service product, please contact the RCMS Help Desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil. Please do not send emails containing personally identifiable information (PII) to the help desk.






3.3 Education & Incentives Navigation Panel




The Education & Incentives module of the RCMS G1 Self-Service portal includes the following navigation panel located on the left side of the application.

3 Education & Incentives



The Education & Incentives navigation panel icons are described below.

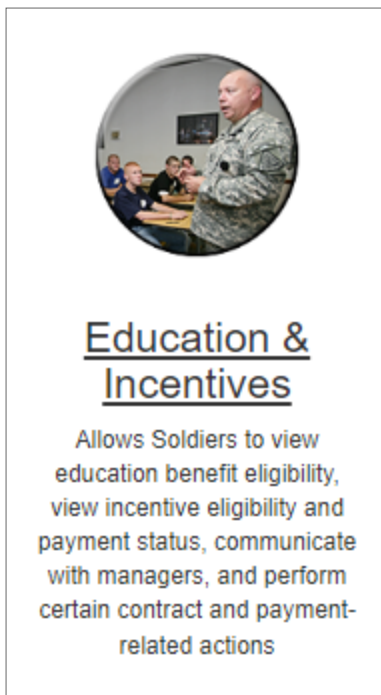
Icon	Description
	Self-Service Home - Opens the main <i>RCMS GI Self-Service</i> home page.
	Education & Incentives Home - Open the main <i>Education & Incentives Home</i> and <i>Bulletin Board</i> page.
	My Incentive Contracts - Opens the <i>My Incentives</i> page where you can view all of your contracts.
	My Loan Repayment - Opens the <i>My Loan Repayment</i> page where you can manage loan repayment information, upload documents such as promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.
	My GI Bill - Opens the <i>My GI Bill</i> page where you can view your GI Bill basic benefit and kicker information.

Icon	Description
	My Inquiries - Opens the <i>Inquiries</i> page where you can submit questions to the G1 Incentive staff.
	Request Incentive - Opens the <i>Request Incentive</i> page where you can initiate a request.
	Help - Opens the <i>RCMS G1 Self-Service User Guide</i> in a separate browser window.

3.4 My Incentive Contracts

To review the status of a request for an incentive, follow the instructions outlined below.

1. From the *RCMS G1 Self-Service* home page, select **Education & Incentives**.



- The *Education & Incentives Home* page appears.

3 Education & Incentives


[Education & Incentives Home](#) [Bulletin Board](#)

The Education & Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill Basic Benefit and Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MOSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility, view and manage Loan Repayment, Officers to request an Officer Retention Bonus (SRIP-ORB), Enlisted Soldiers to request a Conversion Bonus (CB), and Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (IP/BCP). E&I is currently being developed so Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I.

Web-Enabled Education Benefits System (WEBS) functions for self-service loan repayment were transitioned to E&I and can be accessed through the 'My Loan Repayment' icon. WEBS functions for self-service inquiry are currently being transitioned to E&I. When fully enabled, you will see a 'My Inquiries' icon.


To check the status of an incentive request, you can later access this site, click 'My Incentive Contracts' and then review the 'Current Status' column of the My Incentives page. If the current status indicates the request has been 'Returned to Soldier for Additional Action' or 'Awaiting Soldier Action', you can see the reason the request was returned by clicking on the row of the contract in the My Incentives page (doing so will open the contract detail page), then review the 'Comment' column in the History of Actions section in the contract detail page. After corrective action has been taken, you can resubmit by clicking 'Electronically Sign and Submit' or 'Submit for Validation' in the Perform Action section (note: if you previously wet-signed and uploaded an agreement and the request was returned, you will need to resubmit electronically).

If you experience an error or need technical support, please contact the RCMS help desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil. Please do not send emails containing personally identifiable information (PII) to the help desk.




[My Incentive Contracts](#)

View incentive contract summary information. For a self-service contract: view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.




[My Loan Repayment](#)

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.




[My GI Bill](#)

View GI Bill benefit information and eligibility status.



[My Inquiries](#)


View, manage, submit, and respond to education and incentive inquiries.



[Request Incentive](#)

View self-service incentive options, check initial eligibility, and submit a request for an incentive.

2. Click **My Incentive Contracts**.



[My Incentive Contracts](#)

View incentive contract summary information. For a self-service contract: view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.

3 Education & Incentives

- The *My Incentives* section appears. Both IP and BCP incentives are shown.

Landing Page / My Incentives

Soldier Name	FULLNAME125224 537	Grade ⓘ	O4	Unit State ⓘ	CA	RCC	TPU	PMOS ⓘ	61H
		UPC	TLNA0	CURORG ⓘ	H	DMOS ⓘ	61H	SFPA Flag	

Contract Type ⓘ	Control Number ⓘ	Rate Amount ⓘ	Issue Date ⓘ	Signature Date ⓘ	Start Date ⓘ	End Date ⓘ	Current Status ⓘ
MCN - Health Professional Retention Bonus (HPRB)		\$5.00	20200416	20200416	20200416	20210415	Cancelled
Health Professional Incentive Pay (HPIP)	Z2001220002O	\$43,000.00	20200122	20221020	20221019	20231018	Active Contract
Health Professional Board Certification Pay (HPBCP)	Z2001220001O	\$6,000.00	20200122	20221020			Pending Validation from APMC-Credentialing
Medical Student Stipend Program (MDSSP)	D2004170001O	\$0.00	20200417	20200417	20200417	20210416	Recommend Deny & Cancel, Pending HRC-HSD Manager Validation

Showing 1 to 4 of 4 entries

3. The *Current Status* column displays a summary of the contract status.

Current Status ⓘ
Pending Validation from APMC-Credentialing

4. To view additional contract details, click anywhere in a contract row.

- A contract details page appears.

3 Education & Incentives

Landing Page / My Incentives / FULLNAME125224537 (Z20012200020)

Contract Type	Health Professional Incentive Pay (HPIP)	Control Number	Z20012200020	Contract Signature Date	20221020	License Number	test	Board Name
Rate Code	HPIP8_20 - Incentive Pay (Annual Max = 43000.00)	Incentive AOC/MOS	61H	Contract Start Date	20221019	License Effective Date	20200122	Board Effective Date
Contract Amount	\$43,000.00	Contract Initiated Date	20200122	License State Or Jurisdiction	AL - Alabama	License Expiration Date	20200122	Board Expiration Date

Approved
Approved

Not Submitted Pending Validation from Approving Official Awaiting Soldier Action Approved On Hold, Pending Review Incentive Contract Complete

Perform Action

Current Status: Active Contract
Description: Active Contract
There are no actions available per your current user role.

History of Actions

Search:

Date	Comment	Action	Previous Status	Next Status
10/19/2022 08:54 PM	Auto Remarks: Validate	Validate	Pending Validation from AFMC-Credentialing	Active Contract
10/19/2022 08:51 PM	Auto Remarks: Electronically Sign and Submit	Electronically Sign and Submit	Request Initiated, Pending Submission	Pending Validation from AFMC-Credentialing
01/22/2020 09:13 AM	Contract created but not approved			Request Initiated, Pending Submission

Showing 1 to 3 of 3 entries

Documents

Current Directory: \\Virtual Share Drive\\SSN\\D\\125224537\\Cases\\Z20012200020

5. If the *Current Status* indicated "Returned to Soldier for Additional Action," you can view specific details on what action needs to be taken. After performing the appropriate action, click on **Step 3 - Submit Request**.

3.5 My Loan Repayment

My Loan Repayment allows Soldiers to manage loan repayment information, upload documents such as promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.

3 Education & Incentives

1. From the RCMS G1 Self-Service home page, select **Education & Incentives**.


★ RCMS G1 Self-Service

The Electronic Soldier Record Brief Subsystem (eSRB) Automated Record Brief (ARB) product produces a standardized personnel record for Enlisted Soldiers, Officers, and Warrant Officers, along with the ERB/ORB product used by promotion consideration boards. SELRES Soldiers can review and validate their data by clicking on the **My Record Brief** icon.

The Education and Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers with Loan Repayment to manage loan information, upload promissory notes and disbursement statements, and generate DD Form 2475's to initiate annual payments. E&I allows: Health Professional Officers to request Incentive Pay and/or Board Certification Pay (IP/BCP), ROTC Soldiers to request an Officer Accession Bonus (OAB) or Student Loan Repayment Program (SLRP), Officers to request a Retention Bonus Officer (RETB-O), TPU Soldiers to request a MOS Conversion Bonus TPU (MOSCB-TPU), and AGR Soldiers to request a MOS Conversion Bonus AGR (MOSCB-AGR). Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I. SELRES Soldiers can access E&I by clicking on the **Education & Incentives** icon.


The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It provides access to a Soldier Locator entity tool used to retrieve wide-range of personnel current and historical data from dozens of source data systems. SELRES Soldiers can review and validate their data by clicking on the **My Soldier Data** icon.

If you have questions or issues with this site, please contact the RCMS Help Desk (usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or 1-800-339-0473).




My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.



Education & Incentives

Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions



My Soldier Data

Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

- The *Education and Incentives Home* page appears.

3 Education & Incentives


[Education & Incentives Home](#) [Bulletin Board](#)

The Education & Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill Basic Benefit and Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay (IP/BCP). E&I allows Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility, view and manage Loan Repayment, Officers to request an Officer Retention Bonus (SRIP-ORB), Enlisted Soldiers to request a Conversion Bonus (CB), and Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (IP/BCP). E&I is currently being developed so Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I.

Web-Enabled Education Benefits System (WEBS) functions for self-service loan repayment were transitioned to E&I and can be accessed through the 'My Loan Repayment' icon. WEBS functions for self-service inquiry are currently being transitioned to E&I. When fully enabled, you will see a 'My Inquiries' icon.


To check the status of an incentive request, you can later access this site, click 'My Incentive Contracts' and then review the 'Current Status' column of the My Incentives page. If the current status indicates the request has been 'Returned to Soldier for Additional Action' or 'Awaiting Soldier Action', you can see the reason the request was returned by clicking on the row of the contract in the My Incentives page (doing so will open the contract detail page), then review the 'Comment' column in the History of Actions section in the contract detail page. After corrective action has been taken, you can resubmit by clicking 'Electronically Sign and Submit' or 'Submit for Validation' in the Perform Action section (note: if you previously wet-signed and uploaded an agreement and the request was returned, you will need to resubmit electronically).

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[My Incentive Contracts](#)

View incentive contract summary information. For a self-service contract: view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.




[My Loan Repayment](#)

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.




[My GI Bill](#)

View GI Bill benefit information and eligibility status.



[My Inquiries](#)


View, manage, submit, and respond to education and incentive inquiries.



[Request Incentive](#)

View self-service incentive options, check initial eligibility, and submit a request for an incentive.

2. Click **My Loan Repayment**.



[My Loan Repayment](#)

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.

- The *My Loan Repayment* screen appears.

3 Education & Incentives

Landing Page / My Loan Repayment

Reminders

Eligibility includes but is not limited to: loan in good standing, loan and disbursement details are added and correct, supporting documents are uploaded, 'Active Loan' contract status, contract requirements are met and maintained, and annual completion of satisfactory service.

Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file.

My Loan Repayment Contracts

Eligible anniversary payment dates are scheduled 90 days before the anniversary date based on contract start date for Student Loan Repayment Program (SLRP) and Chaplain Loan Repayment Program (CLRP); or entitlement period start date if a Health Professional Officer (HPO) for Health Professional Loan Repayment (HPLR).

Repayment requires an 'Active Loan' contract status, annual completion of satisfactory service, and a DD Form 2475.

Contract Type ⓘ	Contract Amount	Control Number	Contract Issue Date	Contract Signature Date	Contract Start Date	Contract End Date	Contract Status
Health Professional Loan Repayment Program (HPLRP)	\$250,000.00	H2009160002O	20200916	20200916	20200916	20270915	Active Loan

Showing 1 to 1 of 1 entries

My Loan Repayment Actions

To review or update loans, add a new loan, review or add disbursements to a loan, or upload loan documents like a promissory note and disbursement statements, click on 'Manage My Loans and Disbursements'.

To review processed payments, payment status, or initiate a request for an anniversary payment click on 'Generate DD 2475 / Manage My Payments'.

		Contract Type ⓘ	Control Number	Contract Issue Date	Contract Signature Date
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	Health Professional Loan Repayment Program (HPLRP)	H2009160002O	20200916	20200916

Showing 1 to 1 of 1 entries

3. There are three sections on the *My Loan Repayment* screen:

- **Reminders** - Displays pertinent reminders.
- **My Loan Repayment Contracts** - Displays instructions and the user's loan repayment contract details.
- **My Loan Repayment Actions** - Displays instructions and actions which can be taken on the user's loan repayment contract. The *MANAGE MY LOANS AND DISBURSEMENTS* and *GENERATE DD 2475/MANAGE MY PAYMENTS* actions are described further below.

3.5.1 Manage My Loans and Disbursements

To add, update, or view loans and loan disbursements, click **MANAGE MY LOANS AND DISBURSEMENTS** in the *My Loan Repayment Actions* section of the *My Loan Repayment* screen.

3 Education & Incentives

My Loan Repayment Actions

To review or update loans, add a new loan, review or add disbursements to a loan, or upload loan documents like a promissory note and disbursement statements, click on 'Manage My Loans and Disbursements'.

To review processed payments, payment status, or initiate a request for an anniversary payment click on 'Generate DD 2475 / Manage My Payments'.

		Contract Type ⓘ	Control Number ⓘ	Contract Issue Date ⓘ
MANAGE MY LOANS AND DISBURSEMENTS	GENERATE DD 2475 / MANAGE MY PAYMENTS	Health Professional Loan Repayment Program (HPLRP)	H20091600020	20200916

► The *Loans* screen appears.

Landing Page / My Loan Repayment / Loans: H20091600020 (\$186)

Instructions

To review or update loan details and supporting documents click on 'Update Loan'.

To review disbursements or add a disbursement to a loan click on 'Update Disbursements'.

To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.

Loans

To add a new loan click on the '+' icon. You will need loan account details including your promissory note(s) and disbursement statements. Disbursement details and supporting documents will need to be added after the loan is added.


Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file. To review or add documents click on 'Update Loan'.

		Loan Holder ⓘ	Loan Type ⓘ	MPN ⓘ	Consolidation ⓘ	Historical ⓘ	Borrower Name ⓘ	Loan Account
UPDATE LOAN	UPDATE DISBURSEMENTS	Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	true	false	false	FIRST LAST	123456789S
UPDATE LOAN	UPDATE DISBURSEMENTS	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	false	true	false	FIRST LAST	123456789C

Showing 1 to 2 of 2 entries

See the sections below for instructions on how to add and update loans and loan disbursements.

3.5.1.1 Add New Loan

1. To add a new loan, click the **Add** icon .

Loans

► The *Add Loans* window appears.

Note - Required fields are indicated by a red asterisk *****.

3 Education & Incentives

Add Loans

Loan Holder *

Select...

Loan Type *

Select ...

MPN *

☐ Yes ☐ No

Consolidation *

☐ Yes ☐ No

Soldier Borrower *

☐ Yes ☐ No

Borrower Name *

Loan Account *

Origination Date *

Original Loan Amount *

Current Principal

Current Principal Date

Interest Rate

Current Interest

Current Interest Date

Loan Status *

Select ...

Loan Status Effective Date

+ ADD

○ CANCEL

2. You must have a copy of your promissory note, disbursement statement(s), and loan account information in order to enter the following details.



For Federal loans, you can go to <https://studentaid.gov/> to see your latest loan information.

- **Loan Holder** - Select the drop-down arrow and then enter the name of the loan holder (enter at least the first two characters). Select the loan holder from the search results.
 - **Loan Type** - Select the type of loan from the drop-down list (for example, *Stafford Subsidized*, *Stafford Unsubsidized*, *Consolidation*, etc.).
 - **MPN** - Master Promissory Note. Select **Yes** if your loan has an MPN that has multiple disbursements associated with it, or **No** if your loan has a promissory note with a one-time disbursement.
 - **Consolidation** - Select **Yes** if your loan contains consolidated loans, or **No** if it does not.
 - **Soldier Borrower** - Identifies if the Soldier is the borrower on the loan. If the Soldier is the borrower, select **Yes**. If a parent or non-Soldier is the borrower, select **No**.
 - **Borrower Name** - The name of the borrower on the loan.
 - **Loan Account** - The loan account number.
 - **Origination Date** - The date the loan went into effect.
 - **Original Loan Amount** - The amount on the loan. If you have an MPN that has multiple disbursements associated with it, enter the total amount of the loan you have received or are expected to receive.
 - **Current Principal** - The current unpaid principal balance on the loan.
 - **Current Principal Date** - The date associated with the current unpaid principal balance.
 - **Interest Rate** - The interest rate on the loan.
 - **Current Interest** - The current unpaid interest on the loan.
 - **Current Interest Date** - The date associated with the current unpaid interest.
 - **Loan Status** - Select the current status of your loan from the drop-down list. If your loan is currently in repayment and in good standing, select **Good Standing**.
 - **Loan Status Effective Date** - The date associated with the current loan status.
3. After all appropriate fields are specified, click + **ADD**. Or, to discard your changes, click **CANCEL**.
- The application returns to the *Loans* screen.
4. You will then need to upload your loan documents (promissory note, disbursement statements, and any other applicable documents). See the *Update Loan* section below for instructions.

3.5.1.2 Update Loan

On the *Loans* screen you can update your existing loan (update the *Loan Holder* and add documents).

3 Education & Incentives

1. To update an existing loan, click **UPDATE LOAN** on the applicable loan record.

Loans

To add a new loan click on the '+' icon. You will need loan account details including your promissory note(s) and disbursement statements. Disbursement details and supporting documents will need to be added after the loan is added.

Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file. To review or add documents click on 'Update Loan'.

		Loan Holder	Loan Type	MPN	Consolidation
UPDATE LOAN	UPDATE DISBURSEMENTS	Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	true	false
UPDATE LOAN	UPDATE DISBURSEMENTS	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	false	true
UPDATE LOAN	UPDATE DISBURSEMENTS	DEPT OF ED/GREAT LAKES	SLS - SUPPLEMENTAL LOAN (SLS)	false	false

Showing 1 to 3 of 3 entries

2. To update the *Loan Holder*:
 - a. Click on the **Loan Holder** drop-down list and enter the name of the loan holder (enter at least the first two characters). Select the loan holder name from the search results.

3 Education & Incentives

Loan

Self-service updates to a loan are limited to loan holder details, if you need to update the loan holder then click in the 'Loan Holder' dropdown and use the search feature by entering two or more characters to search for another loan holder.

If other updates to a loan are required please contact the RCMS help desk at 800-339-0473 or usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil.

Loan Holder *

Dept of Ed/Fedloan Servicing (PHEAA)
P.O. Box 69184, Harrisburg, PA 17106-9184

Loan Type

MPN

Please enter 2 or more characters

Disbursed Amount

\$41,000.00

Cancelled Amount

\$0.00

Current Principal

\$41,000.00

Consolidation

✗

Historical

✗

Soldier Borrower

✓

Borrower Name

FIRST LAST

Loan Account

123456789S

Origination Date

20160620

Original Loan Amount

\$41,000.00

Current Principal Date

Interest Rate

Current Interest

Current Interest Date

Loan Status

G - Good Standing

Loan Status Effective Date

Note Received

✓

SAVE

CANCEL

b. Click **SAVE**. Or to discard updates, click **CANCEL**.

3. Update the *Loan Documents* section:

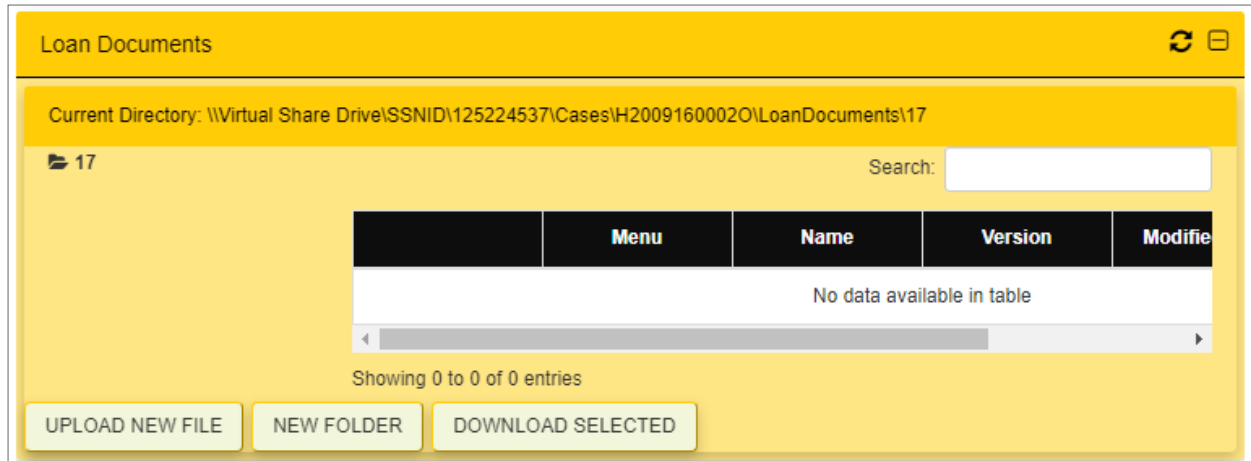
a. To add your promissory note, disbursement statements, and any other applicable loan documents:

i. If using folders, select the desired folder where you want to store your documents.



To add a new folder to organize your documents, click **NEW FOLDER**. Specify a folder *Name*, and then click **Create**.

ii. Click **UPLOAD NEW FILE**.



- iii. In the *File* field, click **Choose File**, navigate to and select your file, and then click **Open**.

Note - Allowed file types are .pdf, .tiff, .tif, .xps, .xls, .xlsx. File size is limited to 2MB.

- iv. Optionally, provide a new *File Name* and a *Description*. If a new file name or description is not specified, the original file name is used for the name and description.
- v. Click **UPLOAD** (or to cancel, click **CLOSE**).

- b. To download documents, select the checkboxes of the files that you want to download. Click **DOWNLOAD SELECTED**. The files are downloaded as a zip file.

4. To navigate back to the *Loans* screen, click **CLOSE**.

5. All other Self-Service updates to an existing loan are only allowed by the loan holder. If other updates to an existing loan are required, please contact the RCMS Help Desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil.

Note - Do not send emails containing personally identifiable information (PII) to the Help Desk. When you send an email, the Help Desk contacts you and provides a method for sending information containing PII to a member of the USARC G1 Education Loan Repayment Team, who updates your loan accordingly.

6. To navigate back to the main *My Loan Repayment* screen, click **My Loan Repayment** in the top navigation bar, or select **My Loan Repayment** from the menu located in the left-side panel.

3.5.1.3 Add New Disbursement

Add the disbursement payments for each of your loans. If you have a Master Promissory Note (MPN) loan, which has more than one disbursement, add a separate disbursement record for each disbursed amount and date.

3 Education & Incentives

1. To add a disbursement, click **UPDATE DISBURSEMENTS** on the applicable loan record.

Loans

To add a new loan click on the '+' icon. You will need loan account details including your promissory note(s) and disbursement statements. Disbursement details and supporting documents will need to be added after the loan is added.

Documents including promissory note(s) and disbursement statements should be uploaded to support the loan and disbursement details on file. To review or add documents click on 'Update Loan'.

		Loan Holder	Loan Type	MPN	Consolidation
UPDATE LOAN	UPDATE DISBURSEMENTS	Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	true	false
UPDATE LOAN	UPDATE DISBURSEMENTS	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	false	true
UPDATE LOAN	UPDATE DISBURSEMENTS	DEPT OF ED/GREAT LAKES	SLS - SUPPLEMENTAL LOAN (SLS)	false	false

Showing 1 to 3 of 3 entries

► The *Disbursements* screen appears.

3 Education & Incentives

Disbursements: SU - STAFFORD UNSUBSIDIZED (17) ×

Loan Summary ↺ ↻ 🖨 📄 🗂

Loan Holder ⌵	Loan Type 📄 ⌵	MPN ⌵	Consolidation ⌵	Historical ⌵	Borrower Name ⌵
Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	true	false	false	FIRST LAST

Showing 1 to 1 of 1 entries

Disbursements + ↺ ↻ 🖨 📄 🗂

To add a new disbursement click on the '+' icon. For a master promissory note loan, which has more than one disbursement, you should add separate disbursements for each disbursed amount and date.

Self-service updates to a disbursement are restricted, if you need to update the disbursement details for a disbursement please contact the RCMS help desk at 800-339-0473 or usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil.

Disbursement Amount ⌵	Disbursement Date ⌵	Cancelled Amount ⌵	Cancelled Date ⌵
\$5,125.00	20160620		
\$5,125.00	20160919		
\$5,125.00	20161230		
\$5,125.00	20170327		
\$5,125.00	20170621		
\$5,125.00	20170915		
\$5,125.00	20171229		
\$5,125.00	20180323		

CLOSE

- Click the Add icon +.

Disbursements + ↺ ↻ 🖨 📄 🗂

- The *Add Disbursements* pop-up window appears.



3. You must have a copy of your disbursement statement available in order to enter the following details.



For Federal loans, you can go to <https://studentaid.gov/> to see your latest loan information.

- **Disbursement Amount** - The amount of the disbursement.
- **Disbursement Date** - The date the amount was disbursed.

Note - If you have a Master Promissory Note (MPN) loan, which has more than one disbursement, enter a separate disbursement record for each disbursed amount and date.

4. Click **SAVE**. Or to discard updates, click **CANCEL**.
5. To navigate back to the *Loans* screen, click **CLOSE**.
6. To navigate back to the main *My Loan Repayment* screen, click **My Loan Repayment** in the top navigation bar, or select **My Loan Repayment** from the menu located in the left-side panel.

3.5.1.4 Update Disbursements

Self-Service updates are not allowed on an existing disbursement. However, you can view your loan summary and existing disbursements.

1. To view your loan summary and existing disbursements, click **UPDATE DISBURSEMENTS** on the applicable loan record.
2. The *Disbursements* screen is displayed, showing the loan's information and list of disbursements.

3 Education & Incentives

Disbursements: SU - STAFFORD UNSUBSIDIZED (17)

Loan Summary

Loan Holder	Loan Type	MPN	Consolidation	Historical	Borrower Name
Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	true	false	false	FIRST LAST

Showing 1 to 1 of 1 entries

Disbursements

To add a new disbursement click on the '+' icon. For a master promissory note loan, which has more than one disbursement, you should add separate disbursements for each disbursed amount and date.

Self-service updates to a disbursement are restricted, if you need to update the disbursement details for a disbursement please contact the RCMS help desk at 800-339-0473 or usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil.

Disbursement Amount	Disbursement Date	Cancelled Amount	Cancelled Date
\$5,125.00	20160620		
\$5,125.00	20160919		
\$5,125.00	20161230		
\$5,125.00	20170327		
\$5,125.00	20170621		
\$5,125.00	20170915		
\$5,125.00	20171229		
\$5,125.00	20180323		

CLOSE

- To navigate back to the *Loans* screen, click **CLOSE**.
- Self-Services updates are not allowed on an existing disbursement. If you need to update the information for an existing disbursement, please contact the RCMS Help Desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil.

Note - Please do not send emails containing personally identifiable information (PII) to the Help Desk. When you send an email, the Help Desk contacts you and provides a method for sending information containing PII to a member of the USARC G1 Education Loan Repayment Team, who updates your disbursement accordingly.

- To navigate back to the main *My Loan Repayment* screen, click **My Loan Repayment** in the top navigation bar, or select **My Loan Repayment** from the menu located in the left-side panel.

3.5.2 Generate DD 2475 / Manage My Payments

1. To review your payments, or initiate a request for an anniversary payment, click **GENERATE DD 2475 / MANAGE MY PAYMENTS** in the *My Loan Repayment Actions* section of the *My Loan Repayment* screen.

My Loan Repayment Actions		
<p>To review or update loans, add a new loan, review or add disbursements to a loan, or upload loan documents like a promissory note and disbursement statements, click on 'Manage My Loans and Disbursements'.</p> <p>To review processed payments, payment status, or initiate a request for an anniversary payment click on 'Generate DD 2475 / Manage My Payments'.</p>		
Contract Type	Control Number	Contract Issue Date
Health Professional Loan Repayment Program (HPLRP)	H20091600020	20200916

MANAGE MY LOANS AND DISBURSEMENTS GENERATE DD 2475 / MANAGE MY PAYMENTS

- The *Payment Schedule* screen appears, which displays a summary of *My Payment Groups*.

Landing Page / My Loan Repayment / Payment Schedule: H20091600020 (3186)					
Instructions					
<p>Payment Groups contain all loans with disbursement(s) eligible for repayment on the anniversary date within a fiscal year (FY): 1 Oct - 30 Sep. To view payment group details or initiate a request for an anniversary payment click on 'Go To Payment Group'.</p> <p>To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.</p>					
My Payment Groups					
<p>My Payment Groups is a FY summary of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, total paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.</p>					
	FY	Principal	Interest	Total	Payment Group Case
GO TO PAYMENT GROUP	2021	\$40,000.00	\$0.00	\$40,000.00	H20091600020 FY2021
GO TO PAYMENT GROUP	2022				H20091600020 FY2022

Showing 1 to 2 of 2 entries

2. Anniversary payments are scheduled by fiscal year (FY) into a Payment Group. The FY is 1 October through 30 September. FY Payment Groups contain all loans with at least one disbursement eligible for payment as of the anniversary date in that FY.
 - Loans with disbursements at least one year prior to the anniversary date can be scheduled for payment. If a disbursement is not one year prior to the anniversary date, the disbursement for

the loan will need to be scheduled for payment in the subsequent FY payment group.

- You can initiate the *Generate DD 2475 / Manage My Payments* request 90 days prior to your anniversary date. If your loan repayment contract started on 1 June 2022, your first anniversary date is 1 June 2023. You can initiate the request 90 days prior to 1 June 2023; however the payment will not be made until your anniversary date.
- To proceed with generating DD Form 2475 to request an anniversary payment, see the following section, *My Payment Groups*.

3.5.2.1 My Payment Groups

My Payment Groups is a summary of scheduled payments, including principal paid, interest paid, and total paid (principal plus interest) for all loans and disbursements in the FY payment group.

- To view details for a FY payment group, or to generate a DD Form 2475 to initiate an anniversary payment, click **GO TO PAYMENT GROUP** on the appropriate FY record.

My Payment Groups 🔄 🖨 📅					
My Payment Groups is a FY summary of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, total paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.					
	FY	Principal	Interest	Total	Payment Group Case
GO TO PAYMENT GROUP	2021	\$40,000.00	\$0.00	\$40,000.00	H2009160002O FY2021
GO TO PAYMENT GROUP	2022				H2009160002O FY2022
Showing 1 to 2 of 2 entries					

- The *Payment Schedule* screen is displayed containing *Payment Summary*, *Instructions*, and *My Loan Repayments* sections.

3 Education & Incentives

Landing Page / My Loan Repayment / Payment Schedule: H2009160002O (3186)
/ **Payment Group: H2009160002O FY2021 (In Progress)**

Payment Summary

FY summary of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, total paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.

FY ⓘ	Principal ⓘ	Interest ⓘ	Total ⓘ	Payment Group Case ⓘ	Payment Group Status ⓘ
2021	\$40,000.00	\$0.00	\$40,000.00	H2009160002O FY2021	In Progress

Showing 1 to 1 of 1 entries

Instructions

Loans with a 'Soldier Update / Print DD 2475' payment status can be initiated for an anniversary payment. To generate a DD Form 2475 click on 'Generate DD 2475'.

To navigate to the payment schedule main screen click on 'Payment Schedule' in the top navigation header.

To navigate to the loan repayment main screen click on 'My Loan Repayment' in the top navigation header or left-hand navigation panel.

My Loan Payments

My Loan Payments is the FY detail of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.

	Loan Holder ⓘ	Loan Type ⓘ	Loan Account ⓘ	Origination Date ⓘ	Original Loan Amount ⓘ
GENERATE DD 2475	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	123456789C	20140616	\$192,174.00
GENERATE DD 2475	Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	123456789S	20160620	\$41,000.00

Showing 1 to 2 of 2 entries

- The *Payment Summary* section includes a FY summary of all loans with disbursement(s) scheduled for payment.
- The *My Loan Payments* section includes FY details of all loans with disbursement(s) scheduled for payment. Loans with a *Payment Status* of *Soldier Update / Print DD 2475* are eligible to be initiated for an anniversary payment.

3 Education & Incentives

2. To initiate an anniversary payment, click **GENERATE DD 2475** on the applicable loan record.

My Loan Payments 🔄 🖨️ 🗲					
My Loan Payments is the FY detail of all loans with disbursement(s) scheduled for payment: principal paid, interest paid, and payment status. Loans eligible for repayment with disbursement(s) at least one year old as of an anniversary date are scheduled for payment as part of a payment group. Anniversary payments are scheduled 90 days prior to the anniversary date.					
	Loan Holder	Loan Type ⓘ	Loan Account	Origination Date	Original Loan Amount
GENERATE DD 2475	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	123456789C	20140616	\$192,174.00
GENERATE DD 2475	Dept of Ed/Fedloan Servicing (PHEAA)	SU - STAFFORD UNSUBSIDIZED	123456789S	20160620	\$41,000.00
Showing 1 to 2 of 2 entries					

3. The *Generate DD 2475* screen opens for the selected loan.

3 Education & Incentives

Generate DD 2475: HSBC Educational Loan Department (3248)

DD2475 and Payment Summary

FY detail of loan with disbursement(s) scheduled for payment: principal paid, interest paid, and payment status.
Loans with a 'Soldier Update / Print DD 2475' payment status can be initiated for an anniversary payment.

Payment FY	Loan Holder	Loan Type	Loan Account	Origination Date	Original Loan Amount
2022	HSBC Educational Loan Department	FCON - FFEL CONSOLIDATED	123456789C	20140616	\$192,174.00

Showing 1 to 1 of 1 entries

Generate DD2475

Current Status: Soldier Update / Print DD 2475
Description: These payments are identified as being within 90 days of Date of Entitlement (DOE). Soldiers should update required information and print DD 2475s before submitting to the Pay Center.

Provide Remarks

DOWNLOAD DD 2475

History of Actions

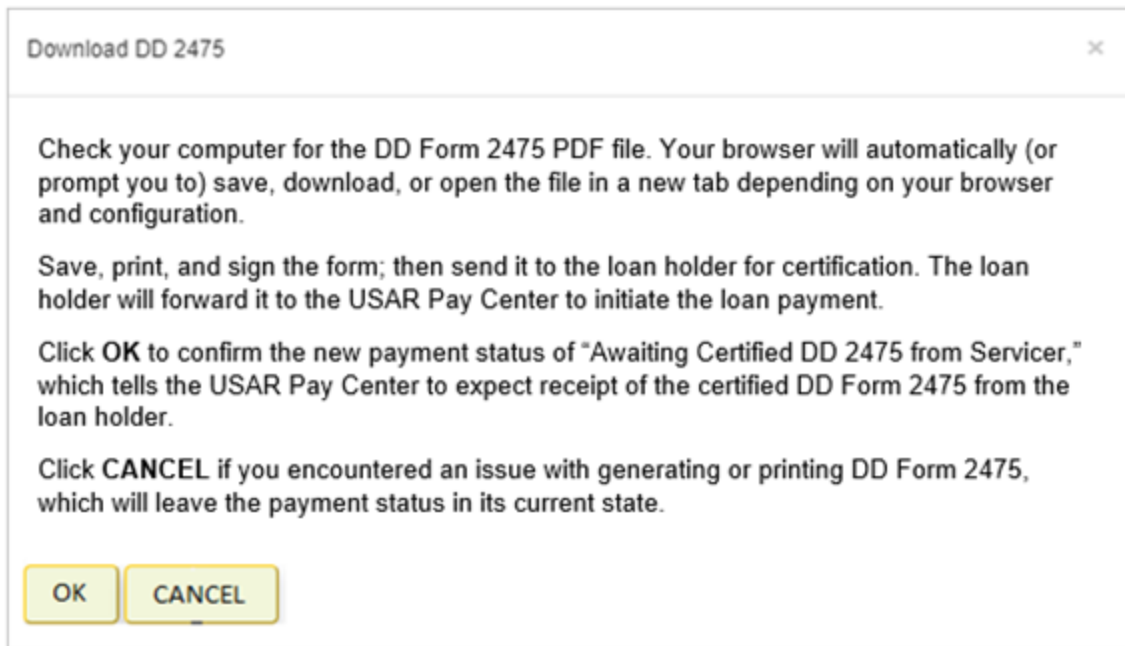
Search:

Date	Comment	Action	Previous Status	Next Status
08/22/2022 09:18 PM	Payment recognized	RECOGNIZE Performed by: System automated nightly process. Recognizes payments within 90 days of due date	Initial State	Soldier Update / Print DD 2475
08/22/2022 09:18 PM	Payment group created			Initial State

CLOSE

4. Enter any remarks in the **Provide Remarks** box.
5. Click **DOWNLOAD DD 2475**. The following two events then occur:
 - Your browser will prompt or automatically save, download, or open the DD Form 2475 PDF file in a new tab, depending on your browser type and configuration.

- The *Download DD Form 2475* pop-up window appears.



6. Save and print the DD Form 2475 PDF file.
7. After reviewing the instructions on the *Download DD 2475* pop-up window:
 - To proceed with updating the payment status to *Awaiting Certified DD 2475 from Servicer*, click **OK**.
 - If you encountered an issue printing the DD 2475 or do not want to update the payment status, click **CANCEL**.
8. Review the details in the DD Form 2475 PDF file for accuracy, specifically the SERVICEMEMBER DATA Section 2 (a)-(e) and (g), and LOAN DATA Section 3 (a)-(c) and (e)-(g). The remaining blocks in LOAN DATA Section 3 will be completed by the loan servicer.
9. Sign DD Form 2475 and send it to your lender. The lender completes and certifies the form, and then sends it to the USAR Pay Center to initiate the loan payment.
10. To navigate back to the *Payment Schedule* screen, click **CLOSE**.
11. To navigate back to the main *My Loan Repayment* screen, click **My Loan Repayment** in the top navigation bar, or select **My Loan Repayment** from the menu located in the left-side panel.

3.6 My Inquiries

My Inquiries allows Soldiers to submit customized questions (Inquiries) to the G1 Incentive staff. Soldiers can also reply to G1 staff responses, view, and manage their Inquiries through closure.

3.6.1 Create Inquiry

1. From the RCMS G1 Self-Service home page, select *Education and Incentives*.


★ RCMS G1 Self-Service

The Electronic Soldier Record Brief Subsystem (eSRB) Automated Record Brief (ARB) product produces a standardized personnel record for Enlisted Soldiers, Officers, and Warrant Officers, along with the ERB/ORB product used by promotion consideration boards. SELRES Soldiers can review and validate their data by clicking on the **My Record Brief** icon.

The Education and Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers with Loan Repayment to manage loan information, upload promissory notes and disbursement statements, and generate DD Form 2475's to initiate annual payments. E&I allows: Health Professional Officers to request Incentive Pay and/or Board Certification Pay (IP/BCP), ROTC Soldiers to request an Officer Accession Bonus (OAB) or Student Loan Repayment Program (SLRP), Officers to request a Retention Bonus Officer (RETB-O), TPU Soldiers to request a MOS Conversion Bonus TPU (MOSCB-TPU), and AGR Soldiers to request a MOS Conversion Bonus AGR (MOSCB-AGR). Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I. SELRES Soldiers can access E&I by clicking on the **Education & Incentives** icon.


The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It provides access to a Soldier Locator entity tool used to retrieve wide-range of personnel current and historical data from dozens of source data systems. SELRES Soldiers can review and validate their data by clicking on the **My Soldier Data** icon.

If you have questions or issues with this site, please contact the RCMS Help Desk (usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or 1-800-339-0473).




My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.



Education & Incentives

Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions



My Soldier Data

Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

- The *Education and Incentives Home* page appears.

3 Education & Incentives


[Education & Incentives Home](#) [Bulletin Board](#)

The Education & Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill Basic Benefit and Kicker, Loan Repayment, Bonus, Health Professional Stipends QTRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (PIBCP). E&I allows Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility, view and manage Loan Repayment, Officers to request an Officer Retention Bonus (SRIP-ORB), Enlisted Soldiers to request a Conversion Bonus (CB), and Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (PIBCP). E&I is currently being developed so Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I.

Web-Enabled Education Benefits System (WEBS) functions for self-service loan repayment were transitioned to E&I and can be accessed through the 'My Loan Repayment' icon. WEBS functions for self-service inquiry are currently being transitioned to E&I. When fully enabled, you will see a 'My Inquiries' icon.


To check the status of an incentive request, you can later access this site, click 'My Incentive Contracts' and then review the 'Current Status' column of the My Incentives page. If the current status indicates the request has been 'Returned to Soldier for Additional Action' or 'Awaiting Soldier Action', you can see the reason the request was returned by clicking on the row of the contract in the My Incentives page (doing so will open the contract detail page), then review the 'Comment' column in the History of Actions section in the contract detail page. After corrective action has been taken, you can resubmit by clicking 'Electronically Sign and Submit' or 'Submit for Validation' in the Perform Action section (note: if you previously wet-signed and uploaded an agreement and the request was returned, you will need to resubmit electronically).

If you experience an error or need technical support, please contact the RCMS help desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil. Please do not send emails containing personally identifiable information (PII) to the help desk.




My Incentive Contracts

View incentive contract summary information. For a self-service contract, view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.




My Loan Repayment

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.




My GI Bill

View GI Bill benefit information and eligibility status.



My Inquiries


View, manage, submit, and respond to education and incentive inquiries.



Request Incentive

View self-service incentive options, check initial eligibility, and submit a request for an incentive.

2. Click **My Inquiries**.

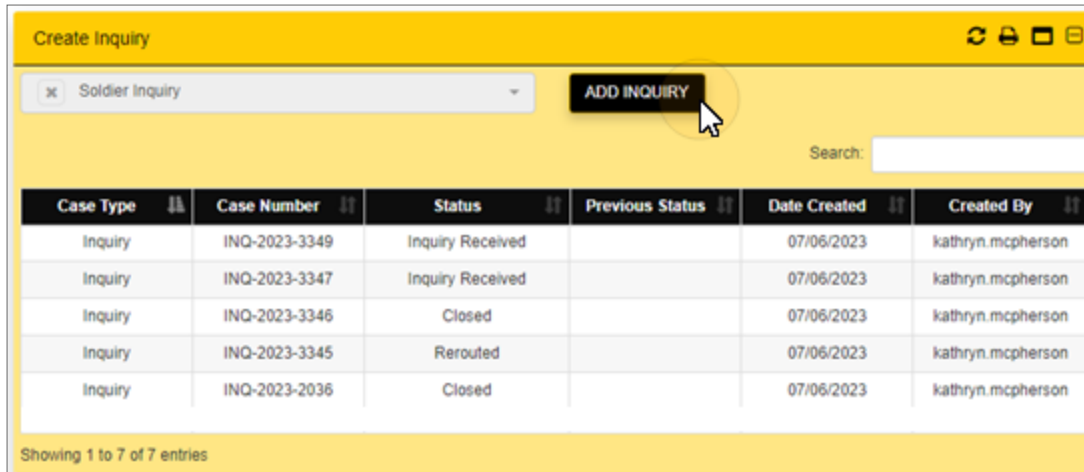


My Inquiries

View, manage, submit, and respond to education and incentive inquiries.

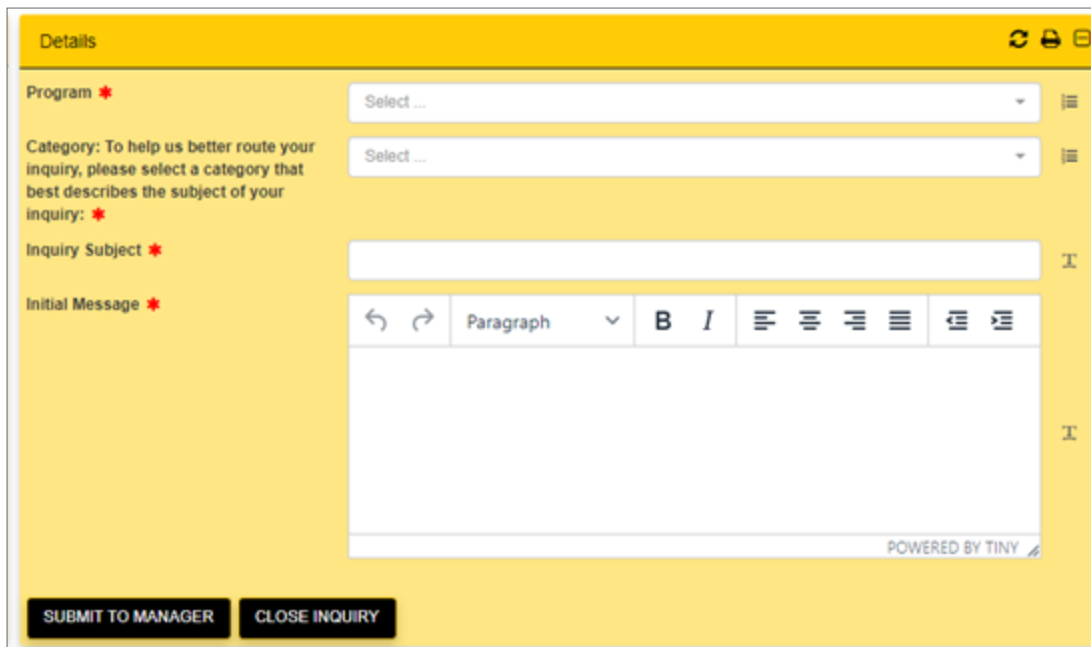
3. On the *Create Inquiry* screen, click **ADD INQUIRY**.

3 Education & Incentives



Case Type	Case Number	Status	Previous Status	Date Created	Created By
Inquiry	INO-2023-3349	Inquiry Received		07/06/2023	kathryn.mcpherson
Inquiry	INO-2023-3347	Inquiry Received		07/06/2023	kathryn.mcpherson
Inquiry	INO-2023-3346	Closed		07/06/2023	kathryn.mcpherson
Inquiry	INO-2023-3345	Rerouted		07/06/2023	kathryn.mcpherson
Inquiry	INO-2023-2036	Closed		07/06/2023	kathryn.mcpherson

4. Click **OK** on the confirmation message.
5. Complete the *Details* screen (all fields are required). The *Initial Message* text box allows you to enter and format your message as needed. When finished, click **SUBMIT TO MANAGER**.



6. Click **YES** on the confirmation message.
 - The *Inquiry* screen now shows your new Inquiry details and initial message.

3 Education & Incentives

Details

Program ⓘ

LRP - Loan Repayment Program

Category: To help us better route your inquiry, please select a category that best describes the subject of your inquiry: ⓘ

LRP: Status

Inquiry Subject

Test Inquiry LRP Status

Initial Message

7/19 Test Inquiry LRP Status initial message from Kathryn. Submit to Manager.

Create New Message

Message *

↶ ↷ Paragraph ▼ **B** *I* [List Icons] [Link Icon]

POWERED BY TINY

SEND NEW MESSAGE

Messages

Name	User ID	Sent	Message
kathryn.mcpherson	kathryn.mcpherson	20230719	7/19 Test Inquiry LRP Status initial message from Kathryn. Submit to Manager.

Showing 1 to 1 of 1 entries

7. The G1 Incentive team will review and respond to your Inquiry. If your Inquiry was sent with the wrong program or category, it will be rerouted to the correct area.

3.6.2 View & Respond to Inquiries

1. To view submitted inquiries or respond to messages sent from the G1 Incentive team, click **My Inquiries** from the *Education & Incentives Home* page.
2. Select an Inquiry case from the list on the *Create Inquiry* screen.

3 Education & Incentives

Create Inquiry

Soldier Inquiry

ADD INQUIRY

Show 10 entries

Search:

Case Type	Case Number	Status	Previous Status	Date Created	Created By
Inquiry	INQ-2023-4662196	Awaiting Soldier Response		07/19/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662193	Soldier Responded		07/19/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662191	Closed		07/18/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662185	Inquiry Received		07/12/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662184	Closed		07/12/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662178	Inquiry Created		07/11/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662175	Inquiry Received		07/10/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662174	Inquiry Created		07/07/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662173	Inquiry Created		07/07/2023	kathryn.mcpherson
Inquiry	INQ-2023-4662172	Inquiry Created		07/07/2023	kathryn.mcpherson

Showing 1 to 10 of 32 entries

Previous1234Next

3. The *Inquiry* screen shows your Inquiry details and message history. The following actions are available:

- **SEND RESPONSE** - Enter a message in the *Message* text box, and then select this action to respond to the G1 Incentive team's message.
- **ANSWERED** - Select this action to indicate to the G1 Incentive team that your question has been answered. You do not need to include message text with this action.

3 Education & Incentives

Details

Program ⓘ

LRP - Loan Repayment Program

Category: To help us better route your inquiry, please select a category that best describes the subject of your inquiry: ⓘ

LRP: Status

Inquiry Subject

Test Inquiry LRP Status

Initial Message

7/19 Test Inquiry LRP Status initial message from Kathryn. Submit to Manager.

Create New Message

Message *

↶ ↷

Paragraph ▼

B *I*

≡ ≡ ≡ ≡

≡ ≡

POWERED BY TINY

SEND RESPONSE

ANSWERED

Messages

Name	User ID	Sent	Message
kathryn.mcpherson	kathryn.mcpherson	20230719	7/19 Test Inquiry LRP Status initial message from Kathryn. Submit to Manager.
	lori.barton_FASCN	20230719	Test G1 Incentive team response to initial inquiry from Kathryn. Manager Responds with answer.

Showing 1 to 2 of 2 entries

- Continue responding to the G1 Incentive team's messages until your Inquiry is answered.
- The Inquiry can then be closed by the Soldier or the G1 Incentive team by clicking **CLOSE INQUIRY**.

Note - You can also click **CLOSE INQUIRY** at any time as appropriate. Your Inquiry will be closed but will remain on your Inquiry list. No further actions can be taken once the Inquiry case is in a *Closed* status.

3.7 Request Incentive

1. From the RCMS G1 Self-Service home page, select **Education & Incentives**.


★ RCMS G1 Self-Service

The Electronic Soldier Record Brief Subsystem (eSRB) Automated Record Brief (ARB) product produces a standardized personnel record for Enlisted Soldiers, Officers, and Warrant Officers, along with the ERB/ORB product used by promotion consideration boards. SELRES Soldiers can review and validate their data by clicking on the **My Record Brief** icon.

The Education and Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill, Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers with Loan Repayment to manage loan information, upload promissory notes and disbursement statements, and generate DD Form 2475's to initiate annual payments. E&I allows: Health Professional Officers to request Incentive Pay and/or Board Certification Pay (IP/BCP), ROTC Soldiers to request an Officer Accession Bonus (OAB) or Student Loan Repayment Program (SLRP), Officers to request a Retention Bonus Officer (RETB-O), TPU Soldiers to request a MOS Conversion Bonus TPU (MOSCB-TPU), and AGR Soldiers to request a MOS Conversion Bonus AGR (MOSCB-AGR). Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I. SELRES Soldiers can access E&I by clicking on the **Education & Incentives** icon.


The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. It provides access to a Soldier Locator entity tool used to retrieve wide-range of personnel current and historical data from dozens of source data systems. SELRES Soldiers can review and validate their data by clicking on the **My Soldier Data** icon.

If you have questions or issues with this site, please contact the RCMS Help Desk (usarmy.usarc.ocar.mbx.rcms-helpdesk@mail.mil or 1-800-339-0473).




My Record Brief

Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.



Education & Incentives

Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions



My Soldier Data

Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

- The *Education & Incentives Home* page appears.

3 Education & Incentives


[Education & Incentives Home](#) [Bulletin Board](#)

The Education & Incentives (E&I) product allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions. E&I contains information on a Soldier's GI Bill Basic Benefit and Kicker, Loan Repayment, Bonus, Health Professional Stipends STRAP or MDSSP, and Health Professional Incentive Pay and/or Board Certification Pay (IP/BCP). E&I allows Soldiers to view GI Bill (MGIB-SR) Chapter 1606 Basic Benefit and Kicker eligibility, view and manage Loan Repayment, Officers to request an Officer Retention Bonus (SRIP-ORB), Enlisted Soldiers to request a Conversion Bonus (CB), and Health Professional Officers to request a Health Professional Retention Bonus (HPRB) and Incentive Pay and/or Board Certification Pay (IP/BCP). E&I is currently being developed so Soldiers can submit an inquiry, request an administrative correction to a contract, or request an exception to policy in E&I.

Web-Enabled Education Benefits System (WEBS) functions for self-service loan repayment were transitioned to E&I and can be accessed through the 'My Loan Repayment' icon. WEBS functions for self-service inquiry are currently being transitioned to E&I. When fully enabled, you will see a 'My Inquiries' icon.


To check the status of an incentive request, you can later access this site, click 'My Incentive Contracts' and then review the 'Current Status' column of the My Incentives page. If the current status indicates the request has been 'Returned to Soldier for Additional Action' or 'Awaiting Soldier Action', you can see the reason the request was returned by clicking on the row of the contract in the My Incentives page (doing so will open the contract detail page), then review the 'Comment' column in the History of Actions section in the contract detail page. After corrective action has been taken, you can resubmit by clicking 'Electronically Sign and Submit' or 'Submit for Validation' in the Perform Action section (note: if you previously wet-signed and uploaded an agreement and the request was returned, you will need to resubmit electronically).

If you experience an error or need technical support, please contact the RCMS help desk at 800-339-0473 or by email at usarmy.usarc.ocar.mbx.rcms-helpdesk@army.mil. Please do not send emails containing personally identifiable information (PII) to the help desk.




[My Incentive Contracts](#)

View incentive contract summary information. For a self-service contract: view request status, contract summary information, and perform contract actions including cancelling request and resubmitting request if returned for corrective action.




[My Loan Repayment](#)

View and manage loan repayment information, upload promissory notes and disbursement statements, and generate DD Form 2475 to initiate annual payments.




[My GI Bill](#)

View GI Bill benefit information and eligibility status.



[My Inquiries](#)


View, manage, submit, and respond to education and incentive inquiries.



[Request Incentive](#)

View self-service incentive options, check initial eligibility, and submit a request for an incentive.

2. Click **Request Incentive**.



[Request Incentive](#)

View self-service incentive options, check initial eligibility, and submit a request for an incentive.

- The Health Professional eligibility questionnaire appears.

3 Education & Incentives

Landing Page / FULLNAME125224537 (Issue Contract)

Select Program
HPI - Health Professional Incentives

Select Incentive
Health Professional Board Certification Pay (HPBCP)

Incentive Request

Contracted Incentive AOC/MOS *
61H - Family Medicine

Do you agree to serve satisfactorily in the Army Reserve SELRES for a minimum period of one (1) year beginning on the effective date of the agreement? *
☐ Yes ☐ No

Are you currently credentialed or privileged and hold current certifications and registrations, in accordance with AR 40-68, and applicable interim changes, to perform duties without prejudicial restriction to the standards of the specialty for which the award is made? *
☐ Yes ☐ No

Do you agree to maintain throughout the term of this agreement a current, valid, unrestricted state license, current certification, registration, and additional credentials or privileges required to perform the duties in the specialty for which the incentive is authorized under the provisions of AR 40-68, and with applicable interim changes? *
☐ Yes ☐ No

Board Effective Date *

Board Expiration Date *

Medical Board Certification Name
Select ...

CHECK ELIGIBILITY

3. Select the applicable program from the *Select Program* drop-down list.
4. Select one of the following incentive types from the *Select Incentive* drop-down list:
 - Health Professional Incentive Pay (HPIP)
 - Health Professional Board Certification Pay (HPBCP)
 - Health Professional Retention Bonus (HPRB)
5. Select your Area of Concentration (AOC) or Military Occupational Specialty (MOS) from the *Contracted Incentive AOC/MOS* drop-down list.

3 Education & Incentives

The screenshot shows a dropdown menu titled "Contracted Incentive AOC/MOS" with a red asterisk and a checkmark. The selected option is "61J - General Surgeon". Below the selected option, a list of other options is visible: "001A - Unqualified in Authorized WO MOS", "002A - Patient", "003A - Student", "004A - Duties Unassigned", "00A - Duties Unassigned", and "00B - General Officer".

6. Select **Yes** or **No** on each required question included in the questionnaire.
7. Select the appropriate date(s) from the required date fields. When you click on a date field, a calendar appears allowing you to select year, month, and day. The date will then display as YYYYMMDD format in the date field.

The screenshot shows a date selection interface. At the top, it says "Board Effective Date" with a red asterisk. Below this is a text input field. To the right of the input field is a calendar icon. Below the input field is a calendar widget. The calendar widget has a header with "Oct" and "2022" in dropdown menus. Below the header is a grid of days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and a grid of dates. The date "18" is highlighted in yellow. To the right of the calendar widget is a dropdown menu with a list icon.

8. For HPIP incentives, select the applicable *License State Or Jurisdiction* from the drop-down list, and specify your *License Number*.
9. For HPBCP incentives, select the applicable *Medical Board Certification Name* from the drop-down list.

Medical Board Certification Name

Select ...

Medical Corps (MC) - American Board of Medical Specialties (ABMS)

Medical Corps (MC) - American Osteopathic Association (AOA), Specialty Certifying Board

Dental Corps (DC) - American Board of Dental Public Health

Dental Corps (DC) - American Board of Endodontics

Dental Corps (DC) - American Board of Oral and Maxillofacial Pathology

Dental Corps (DC) - American Board of Oral and Maxillofacial Radiology

10. Click **Check Eligibility**.



11. A rules evaluation process runs for the selected incentive and determines eligibility based upon answers submitted in the questionnaire. A matrix of eligibility rules, results, and incentive rates appears after the rules evaluation process is completed.

- A green checkmark (✓) indicates eligibility.
- A red X (✗) indicates ineligibility.
- The *ISSUE* button indicates the incentive rates and associated eligibility rules for which you are eligible. You may be eligible for more than one incentive rate or incentive contract amount.
- If there is no *ISSUE* button, one or more eligibility criteria have not been met and you cannot request an incentive.

Incentive Pay (Annual Max = 52000.00)	Incentive Pay (Annual Max = 53000.00)	Incentive Pay (Annual Max = 54000.00)	Incentive Pay (Annual Max = 1200.00)	Incentive Pay (Annual Max = 5000.00)	Incentive Pay (Annual Max = 15000.00)
✓	✓	✓	✓	✓	✓
i	i	i	i	i	ISSUE

3 Education & Incentives

11. Review the incentive rates and associated eligibility rules for which you are eligible. If you are eligible for more than one, determine which incentive rate you want to select.
12. Click the corresponding **ISSUE** button for the incentive rate you want to select as part of your request.

Note - The *ISSUE* button creates an Incentive Control Number (ICN). An ICN does not mean your eligibility has been validated by the appropriate USAR authority. An ICN only indicates funding is available for the incentive rate you selected.

- The *Incentive Request* screen appears, displaying contract details, a progress bar, and Steps 1 through 3.

The screenshot shows the 'Landing Page' for contract Z19120200030. It includes a top navigation bar with 'EDIT', 'REFRESH', and 'PRINT' buttons. The main content area is divided into two columns. The left column lists contract details: Contract Type (Health Professional Incentive Pay (HPIP)), Rate Code (HPIP12_20), Contract Amount (\$15,000.00), Control Number (Z19120200030), Incentive AOC/MO's (66F), Contract Issue Date (20191202), and Contract Signature Date (20191202). The right column lists additional details: Contract Start Date (20191202), License State Or Jurisdiction (CT - Connecticut), License Number (2014A1B2C3456789), License Effective Date (20141201), License Expiration Date (20251201), Board Name, Board Effective Date, and Board Expiration Date. Below these columns is a progress bar with five stages: Not Submitted, Under Review by APMC, Pending Soldier Action, Approved, and Incentive Contract Complete. The 'Not Submitted' stage is currently active. Below the progress bar, there are three steps: Step 1 - Print Addendum/Agreement, Step 2 - Upload Addendum/Agreement, and Step 3 - Submit Request. Step 1 is highlighted. Below Step 1, there is a table with the following data:

Document Control Number	Description
Z19120200030	IP Agreement 20191201

Showing 1 to 1 of 1 entries

Step 1: Print Addendum/Agreement

1. Review the contract details for accuracy. If changes are required, click **Edit**.

- The *Edit* panel appears.

The screenshot shows the 'Edit' panel for the Incentive Request screen. It contains several input fields for contract details: License State Or Jurisdiction (VA - Virginia), License Number (A-08675309), License Effective Date (20200116), License Expiration Date (20200116), Board Name, Board Effective Date, and Board Expiration Date. Each field has a small icon to its right, likely for clearing or resetting the value. At the bottom right of the panel are 'SAVE' and 'CANCEL' buttons.

2. Make the appropriate updates and click **SAVE**.
3. Click **PRINT** under the *Step 1 – Print Addendum/Agreement* section.

3 Education & Incentives

Step 1 - Print Addendum/Agreement

PRINT

Document Control Number	Description
Z20011600040	IP Agreement 20191201

4. To immediately open the PDF file, click **Open**. To save to your local drive before opening, click **Save**. Or, to discard the action, click **Cancel**.

Open Save Cancel

5. Print the PDF file and provide your signature in the designated *SIGNATURE* block.

SIGNATURE: _____

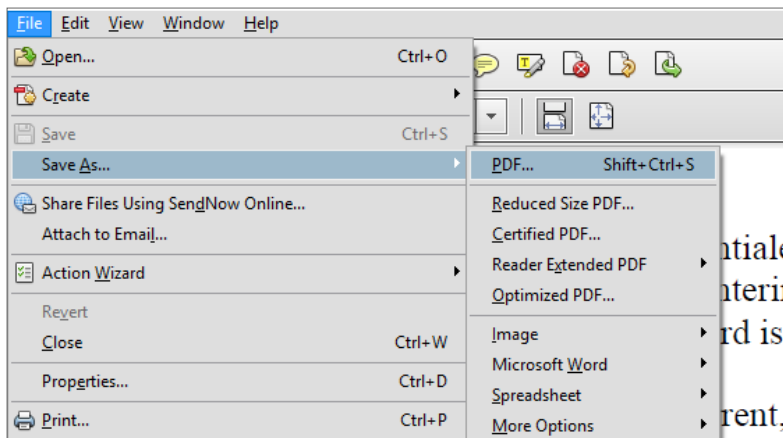
NAME: AALA, WYLIE

RANK: LTC

SSN: 3614

DATE: 20191201

6. Scan and save the signed .PDF file to your local drive by clicking **File** and then **Save As PDF**.



Step 2 - Upload Addendum/Agreement

1. Select **Step 2 – Upload Addendum/Agreement**.

Step 1 - Print Addendum/Agreement

Step 2 - Upload Addendum/Agreement

Step 3 - Submit Request

► The *Step 2 – Upload Addendum/Agreement* section appears.

Step 1 - Print Addendum/Agreement
Step 2 - Upload Addendum/Agreement
Step 3 - Submit Request

Step 2 - Upload Addendum/Agreement

Current Directory: \\Virtual Share Drive\SSNID\125873614\Cases\Z2001160004O

Z2001160004O
Search:

Menu	Name	Version	Modified Date	Description
No data available in table				

Showing 0 to 0 of 0 entries

UPLOAD NEW FILE
NEW FOLDER
DOWNLOAD SELECTED

2. Click **UPLOAD NEW FILE**.

► The *Upload New File* pop-up window appears.

Upload New File

File: Browse...

File Name:

Description:

UPLOAD
CLOSE

- Click **Browse** and select your signed Addendum/Agreement PDF file.
- Fill in the *File Name* and *Description* and then click **UPLOAD**.

3 Education & Incentives

Upload New File

File: HPI_IP_Contract.jpg

File Name:

Description:

3. Confirm the file was successfully uploaded into the *Step 2 – Upload Addendum/Agreement* section.

Step 2 - Upload Addendum/Agreement

Current Directory: \\Virtual Share Drive\\SSNID\\126187662\\Cases\\Z19120200030

■ Z19120200030

Search:

Menu	Name	Version	Modified Date	Description
	Incentive Pay Contract.jpg	1.00	12/2/2019 11:42:00 AM	Incentive Pay Contract

Showing 1 to 1 of 1 entries

Step 3: Submit Incentive Request

1. Select **Step 3 – Submit Request**.

Step 1 - Print Addendum/Agreement

Step 2 - Upload Addendum/Agreement

Step 3 - Submit Request

► The *Step 3 – Submit Request* window appears.

Not Submitted Under Review by APMC Pending Soldier Action Approved Incentive Contract Complete

Step 1 - Print Addendum/Agreement

Step 2 - Upload Addendum/Agreement

Step 3 - Submit Request

Step 3 - Submit Request

Current Status: Request Initiated, Pending Submission

Description: Request Initiated, Pending Submission

Provide Remarks

History of Actions

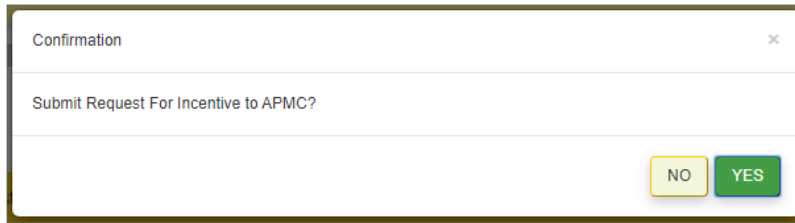
Date	User ID	Comment	Action	Previous Status	Next Status
12/02/2019 11:14 AM	brandon.bennett	Contract created but not approved			Request Initiated, Pending Submission

Showing 1 to 1 of 1 entries

2. Click **SUBMIT REQUEST FOR INCENTIVE TO APMC**.

► The *Submit Request* pop-up window appears.

3 Education & Incentives



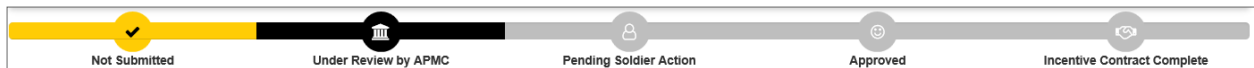
Confirmation

Submit Request For Incentive to APMC?

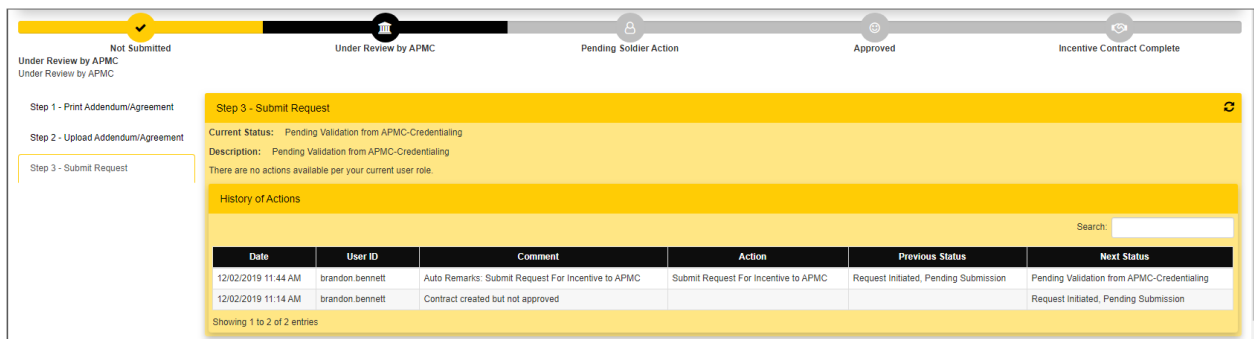
NO YES

3. Click **YES** to submit your request for incentives to APMC.

- ▶ The *Incentive Request Progress Bar* reflects that your request is now under review by APMC.



- ▶ The change in your request status is also captured in the *Step 3 – Submit Request* and the *History of Actions* table.



Not Submitted Under Review by APMC Pending Soldier Action Approved Incentive Contract Complete

Step 1 - Print Addendum/Agreement
Step 2 - Upload Addendum/Agreement
Step 3 - Submit Request

Step 3 - Submit Request

Current Status: Pending Validation from APMC-Credentialing
Description: Pending Validation from APMC-Credentialing
There are no actions available per your current user role.

History of Actions

Date	User ID	Comment	Action	Previous Status	Next Status
12/02/2019 11:44 AM	brandon.bennett	Auto Remarks: Submit Request For Incentive to APMC	Submit Request For Incentive to APMC	Request Initiated, Pending Submission	Pending Validation from APMC-Credentialing
12/02/2019 11:14 AM	brandon.bennett	Contract created but not approved			Request Initiated, Pending Submission

Showing 1 to 2 of 2 entries

Note - To initiate a new request for an incentive or to navigate back to the application home screen, select **Request Incentive** from the navigation panel located on the left side of the application, or use the breadcrumb navigation feature at the top of the screen.

4 My Soldier Data

4.1 What's New in My Soldier Data

January 31, 2020 Version 3.0

- Deployed the initial UPTick version of the Self-Service site (<https://selfservice.rcms.usar.army.mil>).

4.2 My Soldier Data Introduction

The Commander's Strength Management Module (CSMM) is the primary reporting tool for the RCMS V3 data warehouse. CSMM provides access to a Soldier Locator entity tool used to retrieve a wide range of personnel current and historical personnel data from dozens of source data systems. SELRES Soldiers can review their own data displayed in CSMM by clicking the *My Soldier Data* button from the *RCMS G1 Self-Service* home page. This module is read-only and for review purposes only. Changes should be coordinated with your Record Manager and should be updated in the appropriate System of Record.

The screenshot displays the RCMS G1 Self-Service homepage. At the top, there is a header with the USAR logo, "RCMS G1 SOLDIER SUPPORT", "RCMS G1 Self-Service", and a "My Account" dropdown. Below the header, a sidebar on the left contains a search bar and navigation icons. The main content area features three large tiles, each with a circular icon and a title:

- My Record Brief**: Provides Soldiers access to information displayed on their Soldier Record Brief, and enables them to verify these documents.
- Education & Incentives**: Allows Soldiers to view education benefit eligibility, view incentive eligibility and payment status, communicate with managers, and perform certain contract and payment-related actions.
- My Soldier Data**: Provides Soldiers access to their data displayed in the CSMM Soldier Locator entity.

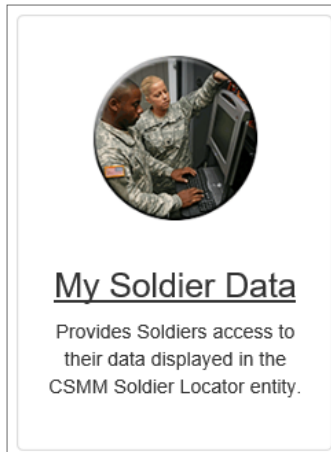
Textual descriptions for each tile are provided below the icons. The "My Record Brief" tile includes a detailed paragraph about the Electronic Soldier Record Brief Subsystem (eSRB) and the Automated Record Brief (ARB) product. The "Education & Incentives" tile includes a paragraph about the Education and Incentives (E&I) product. The "My Soldier Data" tile includes a paragraph about the Commander's Strength Management Module (CSMM).

4.3 Review Data

1. Navigate to the following website:

<https://selfservice.rcms.usar.army.mil>

2. Click **My Solider Data** from the *RCMS GI Self-Service* home page.



3. The *My Solider Data* landing page includes a *Soldier Summary*. Ensure the data in the fields listed are accurate and complete. Fields include *Soldier Name*, the last 4 digits of Social Security Number (*SSN4*), your *Rank*, your Unit Processing Code (*UPC*), your *Unit Name*, your *Position Title*, and your *Paragraph* and *Line Number*.

Soldier Summary USAR TPU					
Soldier Name	STHUBERT	Rank	1LT	Unit Name	0405 MC HSP DET 1 CO A
SSN4	0095	UPC	RV8A2	Position Title	CLINICAL NURSE, ICW
				Paragraph	212
				Line Number	03


4. The table located below the *Soldier Summary* has up to twenty different tabs, including: *Personnel*, *Active Duty Tours*, *ADOS*, *Assignments*, *ATRRS*, *Data Discrepancies*, *DJMS-RC Pay File Records*, *DJMS-RC Pay Voucher*, *Drill Attendance*, *Education/Training*, *Gains/Losses*, *Incentives Pay*, *Medical*, *MIL Tech*, *RCMS Field Updates*, *Recruit Info*, *Retirement/SBP*, *Security Clearance*, *Timesheet Attendance*, and *Weapons Qualifications*. The tabs available to you will depend on the existence of data. For example, if you have never served on an ADOS tour, then the *ADOS* tab will not be available for selection.

Note - To ensure you are viewing all tabs available for your individual record, select the down chevron ▼ to see all tabs. Select the up chevron ▲ to collapse the tabs to one row.

Personnel	Active Duty Tours	ADOS	Assignments	ATRRS	Data Discrepancies	DJMS-RC Pay File Records	DJMS-RC Pay Voucher	Drill Attendance	Education/Training
Gains/Losses	Incentives Pay	Medical	MIL Tech	RCMS Field Updates	Recruit Info	Retirement/SBP	Security Clearance	Timesheet Attendance	Weapons Qualification

4 My Soldier Data

- **Personnel** - Displays your basic personnel information (i.e., Soldier, Service, and Training date) derived principally from TAPDB-R.

Personnel								
Personnel - Soldier								   
SSN Encrypted	XXX-XX-3614	AKO User Name		Citizenship Status ⓘ	A - Native Born	Marital Status ⓘ	M - Married	
Home Address	2301 Nunc Rd.	Email	sample@mail.mil	Gender Code	M	Number of Dependents	4	
Home City	Fort Peck	Email (Alternate)	altSample@mail.mil	Race ⓘ		Family Care Plan Status ⓘ	B - No Family Care Plan Required	
Home State ⓘ	MT	Date of Birth	19770323	Ethnicity ⓘ	X - Other	Family Care Plan Status Date	20110205	
Home ZIP Cd	59223	Age	42	Religious Denomination ⓘ	10 - Baptist Churches, Other			
Home Phone	7035396332	Citizenship Origin ⓘ	A - Native Born					
Work Phone	7035396331							

- **Active Duty Tours** - Displays a summary of your Active Duty Tours, derived principally from DFAS (DJMS-RC and DJMS-AC) data.

Active Duty Tours										
Tour Type	Tour Start Date	Tour End Date	Duration	Appropriation	Contingency	Months Hostile Fire Pay	RCC	UPC	DMOS	Grade
IET	19990120	19990611	143	RPA		0	TPU	RUBB0	38A	E3

Showing 1 to 1 of 1 entries

- **ADOS** - Displays information about your Active Duty for Operational Support (ADOS) status, if applicable, including the 1095 maximum day rule in the four-year window. These data are derived principally from DFAS (DJMS-RC and DJMS-AC).

ADOS					
Soldier					
On ADOS	No	Tot Days ADOS-AC w/in 1095 Window	0	Tot Days CO-ADOS w/in 1095 Window	0
Total Days ADOS Tours	0	Tot Days ADOS-RC	0	Tot Days ADOS-EAD	0
Total Days ADOS Within 1095 Window	0	Tot Days ADOS-RC w/in 1095 Window	0	ADOS Days Until Window Limit Exceeded	1096
Tot Days ADOS-AC	0	Tot Days CO-ADOS Tours	0	ADOS Exceeds Window Limit Date	20221113

- **Assignments** - Displays information on your current and previous assignments as recorded in the RCMS Electronic Soldier Record Brief module.

4 My Soldier Data

Assignments												
Current Assignment												
Unit State ⓘ	VT - Vermont		DMOS ⓘ			Position Title	CLINICAL NURSE, ICW					
UPC	RV8A2		Paragraph	212	Position Grade ⓘ	O2 - First Lieutenant						
Unit Name	0405 MC HSP DET 1 CO A		Line Number	03	Position MOS	66H						
UPC Attached			Position Number	2705	Position Assigned Date	20131021						
Historical Assignments (eSRB)												
Displays information about the Soldier's historical assignments as recorded in eSRB.												
Entry ID (RB) ⓘ	Entry Date (RB) ⓘ	UPC Code (RB) ⓘ	UPC Code (RB) ⓘ	Unit Name (RB) ⓘ	Station City (RB) ⓘ	Location Type Code (RB) ⓘ	Location State Code (RB) ⓘ	Location Country Code (RB) ⓘ	Position Title (RB) ⓘ	Joint Time (RB) ⓘ	Pos Long DMOS Code (RB) ⓘ	Command (RB) ⓘ
20131025		O	RV8A2	0405 MC HSP DET 1 CO A	WHITE RIVER JUNCT	S	VT		CLINICAL NURSE, ICW	No	66H	
Showing 1 to 1 of 1 entries												

- **ATRRS** - Displays your recent historical training records from the Army Training Requirements and Resources System (ATRRS).




ATRRS									
Show	10	▼	entries						
FY	School ⓘ	Training Group	Course	Course Title	Training Phase ⓘ	Class #	Reservation Status Code ⓘ	Input Status Code ⓘ	
2010	300	Functional	BCS3	BCS3 NET		009	R - Valid Reservation	I - New Input	
2009	551 -	Functional	8C-	DIVISION		001		I - New	

- **Data Discrepancies** - Displays flag information on various data quality metrics tracked in RCMS. A flag of *Yes* indicates a potential issue. Work with your Records Manager to learn more about and resolve these issues.

Data Discrepancies							
Data Discrepancies - Pay-Per							
Pay/Per Discrepancy - Address	No	Pay/Per Discrepancy - Gender	No	Pay/Per Discrepancy - Last Name	No	Pay/Per Discrepancy - UPC	No
Pay/Per Discrepancy - Days Since Address Change		Pay/Per Discrepancy - Days Since Gender Change		Pay/Per Discrepancy - Days Since Last Name Change		Pay/Per Discrepancy - Days Since UPC Change	
Pay/Per Discrepancy - Expiration Term of Service	No	Pay/Per Discrepancy - Grade	No	Pay/Per Discrepancy - Pay Entry Basic Date	No		
Pay/Per Discrepancy - Days Since ETS Change		Pay/Per Discrepancy - Days Since Grade Change		Pay/Per Discrepancy - Days Since PEBD Change			
Data Discrepancies - Personal							
Home Street Address - Blank	No	Citizenship Status - Blank	No	Race/Population - Invalid	No	Marital Status - Blank	No
Home City Address - Blank	No	Citizenship Status - Invalid	No	Ethnic Group - Blank	No	Number of Dependents - Blank	No
Home State Address - Blank	No	Gender - Blank	No	Ethnic Group - Invalid	No	Number of Dependents - Invalid	No
Home Zip Code - Blank	No	Gender - Invalid	No	Religious Denomination - Blank	No	Civilian Occupation Category - Blank	No
Date Of Birth - Blank	No	Race/Population - Blank	No	Religious Denomination - Invalid	No	Civilian Occupation Category - Invalid	No
Data Discrepancies - Personnel							
Primary MOS - Blank	Yes	MEDPROS/TAPDB-R Discrepancy - Last Physical	Yes	DTMS/TAP Discrep - DT APFT	No	Position Assigned - Invalid	No
Primary MOS - Invalid	No	APFT Date - Blank	No	DTMS/TAP Discrep - DT HT/WT	Yes	Awaiting Assignment Overstrength - Invalid	No
Skill Level - Blank	No			Expiration Term of Service - Blank	No	Development Overstrength - Invalid	No

4 My Soldier Data

- **DJMS-RC Pay File Records** - Displays current field values found in your DJMS pay file.

DJMS-RC Pay File Records			  
DJMS-RC Name	DJMS-RC ETS Date (Raw)	DJMS-RC UPC	
DJMS-RC Grade (Raw) ⓘ	DJMS-RC ETS Date	DJMS-RC Assignment Date (Raw)	
DJMS-RC Grade Date (Raw)	DJMS-RC Bonus Type ⓘ	DJMS-RC Assignment Date	
DJMS-RC RCMS Grade ⓘ	DJMS-RC Enlist For Bonus Date	DJMS-RC Pay Site - 1 Prior ⓘ	
DJMS-RC Grade Date	DJMS-RC Term Reason ⓘ	DJMS-RC UPC - 1 Prior	
DJMS-RC PEBD (Raw)	DJMS-RC Prior Bonus Type ⓘ	DJMS-RC Assignment - 1 Prior Date	
DJMS-RC PEBD	DJMS-RC Marital Status ⓘ	DJMS-RC Pay Site - 2 Prior ⓘ	
DJMS-RC Gain Date (Raw)	DJMS-RC Gender ⓘ	DJMS-RC UPC - 2 Prior	
DJMS-RC Gain Date	DJMS-RC SSN Change Indicator	DJMS-RC Assignment - 2 Prior Date	
DJMS-RC Separation Date (Raw)	DJMS-RC Gain Indicator ⓘ	DJMS-RC Pay Site - 3 Prior ⓘ	
DJMS-RC Separation Date	DJMS-RC Loss Indicator ⓘ	DJMS-RC UPC - 3 Prior	
DJMS-RC Home Address	DJMS-RC PS/NPS	DJMS-RC Assignment - 3 Prior Date	
DJMS-RC Home City	DJMS-RC Pay Status ⓘ	DJMS-RC Pay Site - 4 Prior ⓘ	
DJMS-RC Home State ⓘ	DJMS-RC Active Duty	DJMS-RC UPC - 4 Prior	
DJMS-RC Home ZIP	DJMS-RC Pay Site ⓘ	DJMS-RC Assignment - 4 Prior Date	

- **DJMS-RC Pay Voucher** - Displays your Pay Voucher Data for the Current and Previous Fiscal Year.




DJMS-RC Pay Voucher



Duty Month	Basic Symbol Code (Appropriation)	AMSCO2	DJMS-RC APC	Component of Pay Code	Active Duty Days	Drills	DJMS-RC Voucher Payment
200806	2070 - Reserve Personnel, Army (RPA)	4V	32R098	Z5 - SGLI	0	0	0
200806	2070 - Reserve Personnel, Army (RPA)	2K	Q8CSFC	AI - IRR Pay Annual Screening	0	0	1

Showing 1 to 2 of 2 entries

- **Drill Attendance** - Displays a summary of your total IDT drills by quarter.

Drill Attendance									
Fiscal Year	UTA Category	Qtr 1 Drills	Qtr 2 Drills	Qtr 3 Drills	Qtr 4 Drills	Tot Drills (FY)			
2013	IDT	12	10	4	14	40			
Showing 1 to 1 of 1 entries									

- **Education/Training** - Displays your education fields from TAPDB-R and your recent historical training records from the Army Training Requirements and Resources System (ATRRS).

4 My Soldier Data

Education/Training											
Education											
Military Education Completed ⓘ		G1 - BOC Grad	AFQT Percentile			Civilian Education Level ⓘ		F - 3rd year college	College Degree		No
Military Education Enrolled ⓘ		Y3 - NAC Enrolled	ASVAB GT Score			CIVED Cert ⓘ		D - Associate Degree	College Major ⓘ		ZZZ - Unknown
Training											
Show	10	▼	entries								
FY	School ⓘ	Training Group	Course	Training Phase ⓘ	Class #	Reservation Status Code ⓘ	Input Status Code ⓘ	Output Status Code ⓘ	Report Date	Course Start Date	Course End Date
2003	081 - AMEDD CTR & SCHOOL, FSH, TX	ATRRS_COURSE_NBR	300-M6	1	043	R - Valid Reservation	I - New Input	G - Grad, successfully completed class	20030822	20030825	20031006
2003	805 - USATC, FT. JACKSON/108TH	BT	750-BT		040	R - Valid Reservation	I - New Input	G - Grad, successfully completed class	20030217	20030221	20030424
2003	081 - AMEDD CTR & SCHOOL, FSH, TX	FinalPhase	300-91W10		103	R - Valid Reservation	I - New Input	G - Grad, successfully completed class	20030425	20030428	20030819
2003	805 - USATC, FT. JACKSON/108TH	RECBN	RECBN		052		I - New Input	G - Grad, successfully completed class	20030211	20030211	20030217
2004	836 - WRAMC, WASH.DC	ATRRS_COURSE_NBR	300-M6	2	043		I - New Input	G - Grad, successfully completed class	20031019	20031020	20040917

- **Gains/Losses** - Displays your Gain and Loss data as recorded in TAPDB-R.

Gains/Losses			
Transaction Date	20191113	RCC ⓘ	AGR - Active Guard/Reserve
Unit Grade ⓘ	O5 - Lieutenant Colonel	Pay Entry Base Date	19900717
Primary MOS ⓘ	90A - Logistics	MPA Type ⓘ	RC - Reassigned w/in USAR, btw Trp Unit/Non-Unit Cat
Gaining UPC	73CAA	MPA Reason ⓘ	GL - Active Guard Reserve - Title 10
Current Organization ⓘ	J - USAR Control Group (Active Guard Reserve)	Military Personnel Action Date	20011202
Losing UIC	WYAUAA	DIEMS	19900413
Previous Organization ⓘ	H - USAR TPU (Troop Program Unit)	DTIGRC	19921101

- **Incentives Pay** - Displays information on your Incentives Payments extracted from DFAS (DJMS-RC).

Incentives Pay				
Pay Header Bonus Information				
DJMS-RC Bonus Type ⓘ	DJMS-RC Term Reason ⓘ	DJMS-RC Enlist For Bonus Date	DJMS-RC Prior Bonus Type ⓘ	DJMS-RC Separation Date
06 - PS Enlistment - Reenlistment Bonus 6 Years	H	20081114	03 - NPS Enlistment Bonus	
06 - PS Enlistment - Reenlistment Bonus 6 Years	H	20081114	03 - NPS Enlistment Bonus	
Showing 1 to 2 of 2 entries				
SRIP Payment Information				
HPI Payment Information				

- **Medical** - Displays information about your medical status as defined in MEDPROS.

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Medical									
General Medical and Dental									
MRC ⓘ	2	DRC ⓘ	2	TTHS Indicator Code ⓘ		PHA Current	-		
MRC Exception		DRC Defer	-	Commander Override	-	PHA Date	20130517		
Gender ⓘ		DRC Deploy	-	DLC 1	No	PHA Deferment	-		
Height		Dental Exam Date	20130526	DLC 2	-	PHA Next Due Date	20140817		
Weight		Dental Exam Next Due Date	20140826	DLC 3	-	Profile Type Code ⓘ			
Blood Type ⓘ		Hearing Test Date (DD 2215)		DLC 4	-	Profile Date (DA 3349)			
PULHES	111111	Pre-DHA Date (DD 2795)		DLC 5	-	PPC 1 ⓘ			
Vision Class ⓘ		PDHRA Current	-	DLC 6	-	PPC 2 ⓘ			
Medical Record Review	-	PDHRA Date	20090212	DLC 7	-	PPC 3 ⓘ			

Recurring Vaccinations/Immunizations									
Hep A Current	Yes	Hep A Except ⓘ		Hep A Date	20040830	Hep A Next Due Date			
Hep B Current	Yes	Hep B Except ⓘ		Hep B Date	20031028	Hep B Next Due Date			
Influenza Current	Yes	Influenza Except ⓘ		Influenza Date		Influenza Next Due Date			
MMR Current	-	MMR Except ⓘ		MMR Date		MMR Next Due Date			
Polio Current	-	Polio Except ⓘ		Polio Date		Polio Next Due Date			
Tetanus Current	Yes	Tetanus Except ⓘ		Tetanus Date	20081118	Tetanus Next Due Date			

- **Mil Tech** - This section is not currently available.
- **RCMS Field Updates** - Displays information regarding key field changes made to TAPDB-R record, to include the date the changes were seen in RCMS.
- **Recruit Info** - Displays your enlistment data from Keystone (if applicable).

Recruit Info															
Vacancy MOS ⓘ	Vacancy SQL	Vacancy ASI	Language ⓘ	Enlistment Effective FY	Enlistment Reservation Date	Enlistment Verification Date	Term of Service	MPC ⓘ	Enlistment Category ⓘ	Enlistment Type ⓘ	Ship Verified Date	College Credit Hours	Training Ship Date	UIC	Type ⓘ
00G3	X	00	YY	2008	20080620	20080620	33	E	PS	R	20080620	0	20080620	W75101	
00G3	X	00	YY	2008	20080620	20080620	33	E	PS	R	20080620	0	20080620	W75101	
00G3	X	00	YY	2008	20080620	20080620	33	E	PS	R	20080620	0	20080620	W75101	
66H		00	YY	2013	20121121	20131016	72	O	PS	E	20131016	120	20121115	WRV8A2	

Showing 1 to 4 of 4 entries

- **Retirement/SBP** - Displays information associated with your retirement eligibility and Survivor Benefits Plan option elections.

Note - The Monthly Source file for Retirement Points is updated only once per year based on the Retirement Ending Year to date (RYE). Any points earned during the current retirement year will not be included until the next RYE date has passed.

Retirement/SBP									
Retirement									
Survivor Benefit Plan									

4 My Soldier Data

- **Security Clearance** - Displays your most recent Security Clearance data from TABDB-R and JPAS.

Security Clearance				
Citizenship Status US Origin ⓘ	A - Native Born	Cntry of Birth - Sps ⓘ	Field Determined PSS ⓘ Y - None	
City of Birth		Country of Citizenship - Spouse ⓘ	Date Determined Field PSS	
State of Birth ⓘ	50	Security Investigation Type ⓘ	Q - NII Agcy Check w/ Local Record & Credit Checks	
Country of Birth ⓘ	US		Security Investigation Initiated ⓘ	
Country of Citizenship ⓘ	US	Security Status ⓘ	F - Secret	
State of Birth - Spouse ⓘ		Security Clearance Granted Date	20121226	
			Security Investigation Start Date	
			Security Investigation End Date	

- **Timesheet Attendance** - Displays your attendance roster data for the based on drill date and drill period augmented by DJMS data fields. Includes raw attendance and RCMS edited attendance with reason for edit.

Timesheet Attendance																
Show 10 entries																
Start Date	End Date	Event Date	UTA Period Number	Attendance UPC	ADARS Attendance Code ⓘ	Attendance ⓘ	Paid Flag	Full Time Flag	Mobilization Grace Period Flag	In Training Pipeline	On Leave Flag	Incap Flag	Excess UNSAT Mark in MUTA Period	Unsat After 48 UTAs	DJMS- RC UIC	Attached Flag
20130930		20130908	2	RV8A2	P - Performed Duty	P - Performed Duty	Yes	No	No	No	No	No	No	No	RV8A20	No
20130930		20130908	1	RV8A2	P - Performed Duty	P - Performed Duty	Yes	No	No	No	No	No	No	No	RV8A20	No
20130930		20130907	2	RV8A2	P - Performed Duty	P - Performed Duty	Yes	No	No	No	No	No	No	No	RV8A20	No

- **Weapons Qualifications** - Displays your current Weapons Qualification status and historical Weapons Qualifications information as received from DTMS.

Historical DTMS Weapons Qualification Data		
Weapon Qualification Date (DTMS)	Weapon (DTMS) ⓘ	Weapon Qualification (DTMS) ⓘ
20170504	A	M - Marksman
20151002	B	E - Expert