RMS PROCESS WORKFLOW

Unit
- Unit completes extension/ incentive; uploads documents
- Transfers to Battalion workbucket

BN
- Battalion QC's Documents & vets eligibility
- Returns to Unit for corrections or
- Transfers to Brigade workbucket

BDE
- State Retention Team QC's Documents & vets eligibility
- Returns to Unit/Battalion for corrections or
- Transfers to State workbucket

State
- State Retention Team serving as interim State approval*:
- Pulls documents, I PERMS, loads to GIMS (if applicable)
- Transfers to IPPS-A workbucket
    *G1/EPM/Incentives taking over state workbucket within 90 days

IPPS-A
- System updates ETS date and contractual obligation date in IPPS-A.
- As soon as ETS date reflects in RMS, case moves to Completed workbucket in EOM**
    **State Retention Team checks IPPS-A after 72 hours, if IPPS-A transactions are not complete, click, "return to IPPS-" workbucket