

805C-42A-1284
Prepare a Suspension of Favorable Personnel Actions
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as an HR Specialist and required to manage and prepare Suspension of Favorable Personnel Actions (FLAG) for Soldiers in your unit. You have access to DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)), AAA-095 (Suspension of Favorable Personnel Actions Report), AR 600-8-2 (Suspension of Favorable Personnel Actions), HR enabling systems, and standard office supplies. This task should not be trained in MOPP 4.

Standard: Without error, process AAA-095 and prepare a DA Form 268 to initiate, remove, and transfer a Suspension of Favorable Personnel Actions.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to process and manage Suspension of Favorable Personnel Actions for your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Process the SFPA AAA-095 Report.
 - a. Pull and review the SFPA AAA-095 Report no later than the 2nd working day of the month.
 - b. Log into eMILPO and click on the "Reports" Sub-module under the "View Only" Module.
 - c. Select the "SFPA Management Report AAA-095."
 - d. Select a single Unit Identification Code (UIC) or highlight all UICs to pull and view.
 - e. Click the "OK" button for eMILPO to produce report(s) by UIC.
 - f. Print out all reports and review for accuracy.
 - g. Forward AAA-095 report to Unit Commander(s) no later than the 3rd working day of the month.
 - h. Receive Unit Commander's signed report verifying accuracy later no than the 5th working day of the month.
 - i. Review AAA-095 once received from unit commander to ensure report is signed and to verify if there are Flags greater than 6 month on the SFPA.
 - j. Route SFPA AAA-095 report to the Battalion Commander for signature as the reviewing official for any flags greater than 6 months (if required).
 - k. File signed SFPA AAA-095 IAW Army Records Information Management System (ARIMS) for 1 year.
2. Initiate a Report to Suspend Favorable Personnel Actions.
 - a. Receive DA Form 268 along with the counseling forms from the Unit Commander.
 - b. Verify the DA Form 268 to ensure the form is accurate.
 - c. Initiate flag in eMILPO under Personnel Services (Suspension of Favorable Personnel Actions (SFPA) sub-module) within three working days of when Soldier's status changes.
 - d. Input Soldier's Social Security Number (SSN) or Last name in the "SFPA Soldier Selection" sub-module."
 - e. Select Soldier and click on "Initiate SFPA FLAG" and hit "submit."
 - f. Click on the Flag Reason scroll down menu and select reason flag is being imposed.
 - g. Enter effective date and click "save."
 - h. Print out SFPA Management Report (AAA-095) to verify flag and maintain updated copy of AAA-095 in the Active Flag Book.
 - i. Notify Career Counselor and unit S-2 when a flag is imposed.
3. Remove a Suspension of Favorable Personnel Actions.
 - a. Receive DA Form 268 from Unit Commander.

b. Verify the DA Form 268 to ensure the form is accurate.

c. Remove flag in eMILPO under Personnel Services (Suspension of Favorable Personnel Actions (SFPA) sub-module) within three working days of when Soldier's status changes from unfavorable to favorable.

d. Input Soldier's SSN or Last name in the SFPA Soldier Selection sub-module.

e. Click on the scroll down menu under "action" in the SFPA actions listing and select "REMOVE/FINALIZE" and click "submit."

f. Click on the "Flag Type" scroll down menu and select reason flag is being removed.

g. Enter effective date and click "save."

h. Print out SFPA Management Report (AAA-095) to verify flag was removed and maintain updated copy of AAA-095 in the Active Flag Book.

i. Remove Initial flag from active book and staple together with Removal flag and place in Inactive Flag Book.

j. Notify Career Counselor and unit S-2 when Flag is removed.

4. Transfer a Suspension of Favorable Personnel Actions.

a. Determine if a Soldier is flagged during outprocessing.

b. Transfer flag if flag is transferable.

(1) Upload all supporting documentation (i.e., DA Form 268, Body Composition Packet, Counselings) to iPERMS.

(2) Contact gaining command to inform them that documents have been uploaded and reason Soldier is flagged.

5. Perform Records Management for Suspension of Favorable Personnel Actions.

a. Maintain an Active and Inactive File IAW ARIMS.

b. Maintain SFPA AAA-095 on file IAW ARIMS for one year.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all performance measures are passed (P). Score the Soldier "NO GO" if any performance measure is failed (F). If the Soldier fails any performance measures, show the Soldier what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Processed the SFPA AAA-095 Report.			
a. Pulled and reviewed the SFPA AAA-095 Report no later than the 2nd working day of the month.			
b. Logged into eMILPO and clicked on the "Reports" Sub-module under the "View Only" Module.			
c. Selected the "SFPA Management Report AAA-095."			
d. Selected a single UIC or highlighted all UICs to pull and view.			
e. Clicked the "OK' button for eMILPO to produce report(s) by UIC.			
f. Printed out all reports and reviewed for accuracy.			
g. Forwarded AAA-095 report to Unit Commander(s) no later than the 3rd working day of the month.			
h. Received Unit Commander's signed report verifying accuracy later no than the 5th working day of the month.			
i. Reviewed AAA-095 once received from unit commander to ensure report was signed and to verify if there were Flags greater than 6 month on the SFPA.			
j. Routed SFPA AAA-095 report to the battalion commander for signature as the reviewing official for any flags greater than 6 months (if required).			
k. Filed signed SFPA AAA-095 IAW Army Records Information Management System (ARIMS) for 1 year.			
2. Initiated a Report to Suspend Favorable Personnel Actions.			
a. Received DA Form 268 along with the counseling forms from the Unit Commander.			
b. Verified the DA Form 268 to ensure the form was accurate.			
c. Initiated flag in eMILPO under Personnel Services (Suspension of Favorable Personnel Actions (SFPA) submodule) within three working days of when Soldier's status changed.			
d. Input Soldier's SSN or Last name in the "SFPA Soldier Selection' sub-module."			
e. Selected Soldier and clicked on "Initiate SFPA FLAG" and hit "submit."			
f. Clicked on the Flag Reason scroll down menu and selected reason flag was being imposed.			
g. Entered effective date and clicked "save."			
h. Printed out SFPA Management Report (AAA-095) to verify flag and maintained updated copy of AAA-095 in the Active Flag Book.			
i. Notified Career Counselor and unit S-2 when a flag was imposed.			
j. Entered effective date and clicked "save."			
3. Removed a Suspension of Favorable Personnel Actions.			
a. Received DA Form 268 from Unit Commander.			
b. Verified the DA Form 268 to ensure the form was accurate.			
c. Removed flag in eMILPO under Personnel Services (Suspension of Favorable Personnel Actions (SFPA) submodule) within three working days of when Soldier's status changed from unfavorable to favorable.			
d. Input Soldier's SSN or Last name in the SFPA Soldier Selection sub-module.			
e. Clicked on the scroll down menu under "action" in the SFPA actions listing and selected "REMOVE/FINALIZE" and clicked "submit."			
f. Clicked on the "Flag Type" scroll down menu and selected reason flag was being removed.			
g. Printed out SFPA Management Report (AAA-095) to verify flag was removed and maintained updated copy of AAA-095 in the Active Flag Book.			
h. Removed Initial flag from active book and stapled together with Removal flag and placed in Inactive Flag Book.			
i. Notified Career Counselor and unit S-2 when Flag was removed.			
4. Transferred a Suspension of Favorable Personnel Actions.			
a. Determined if a Soldier was flagged during outprocessing.			
b. Transferred flag if flag was transferable.			

5. Performed Records Management for Suspension of Favorable Personnel Actions.			
a. Maintained an Active and Inactive File IAW ARIMS.			
b. Maintained SFPA AAA-095 on file IAW ARIMS for one year.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	Yes
	DA FORM 268	REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Material Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None