

BULK REASSIGNMENT AWCTS 2.8.12

- Scenarios 1 and 2: Standard Squad Leader and Platoon Sergeant bulk reassignment
- Scenarios 3 and 4: Bulk reassignment + Cadre profile modifications
- Scenario 5: Fix invalid assignments (appearing to have multiple rows in the Soldier Roster)

SCENARIO 1: REASSIGN SQUAD LEADER

WITHIN THE SAME PLATOON WITH NO CHANGES TO THE SQUAD LEADER'S USER PROFILE

1. WTU Bulk Reassignment – Select Role = Squad Leader.
2. Select Losing Squad Leader.
3. Select Gaining Squad Leader (available choices are in the same platoon only).

Assignments [Print](#)

Pending In-Process **Bulk Reassignment** Pending Assignment Case / Workload Transfers

Role: Squad Leader

Assign From: SI, Belvoir A 1PI 2S Assign To: SI, Belvoir A 1PI 1S

Platoon: 1st Squad: 2nd Platoon: 1st Squad: 1st

4. Select the checkbox next to one or more Soldiers for the reassignment.

☐	Soldier	SSN	CO	PLT	SQC	CDR	SW	OT	NCM	PSG	SL	TC
☐												
☒	Javens, Lee	6958	A	1st	2nd	-25, CDR_Belvoir	Social Worker, SW_80	Occupational, Therapist 10	Nurse Case, Manager 10	Platoon, Sergeant 10	SL, Belvoir A 1PL 2S	Transition, Coordinator 10

5. Click reassign.

☐	Soldier	SSN	CO	PLT	SQC	CDR	SW	OT	NCM	PSG	SL	TC
☐												
☒	Javens, Lee	6958	A	1st	2nd	-25, CDR_Belvoir	Social Worker, SW_80	Occupational, Therapist 10	Nurse Case, Manager 10	Platoon, Sergeant 10	SL, Belvoir A 1PL 2S	Transition, Coordinator 10

6. Complete the Reassignment Reason and click Reassign.

Assignment Summary

Role: Squad Leader

Losing Assigner: SI, Belvoir A 1PI 2S Gaining Assigner: SI, Belvoir A 1PI 1S

Losing Platoon: 1st Gaining Platoon: 1st

Losing Squad: 2nd Gaining Squad: 1st

Total Reassigned: 1

* Reassignment Reason:

Transferring to 2nd squad per Company Commander

Words: 7 Characters: 47

[Cancel](#) [Reassign](#)

7. All selected Soldiers are assigned to the new Squad Leader AND the gaining squad.

BULK REASSIGNMENT AWCTS 2.8.12

SCENARIO 2: REASSIGN PLATOON SERGEANT

WITH NO CHANGES TO THE PLATOON SERGEANT OR SQUAD LEADER USER PROFILES

1. WTU Bulk Reassignment – Select Role = Platoon Sergeant.
2. Select Losing Platoon Sergeant.
3. Select Gaining Platoon Sergeant (available choices are in the same company only).

Assignments [Print](#)

Pending In-Process **Bulk Reassignment** Pending Assignment Case / Workload Transfers

Role: Platoon Sergeant

Assign From: Wmmmc, A 2PL Assign To: Wmmmc A1, Psg

Platoon: 2 Platoon: 1

4. Select the checkbox next to one or more Soldiers for the reassignment.

Reassign Cancel

☒	Soldier	SSN	CO	PLT	SQE	CDR	SW	OT	NCM	PSG	Select SL	TC
☒	Arrington, Tara	9316	A	2		30, CDR	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Wtu, Squadle	
☒	Dobbs, Otis	7060	A	1	1st	_30, CDR_02	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Select...	30, TC

5. Squad Leader:
 - a. If the transfer is to another platoon, select a Squad Leader for each Soldier. If no Squad Leader is selected, the Squad Leader will be "Unassigned" and the squad assignment will be blank.

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☒	Arrington, Tara	9316	A	2		30, CDR	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Wtu, Squadle	
☒	Dobbs, Otis	7060	A	1	1st	_30, CDR_02	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Select...	30, TC

- b. If the gaining Platoon Sergeant is assigned to the same platoon, the Soldier will retain their Squad Leader and squad assignment.

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐	Arrington, Tara	9316	A	2		30, CDR	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Wtu, Squadle	
☒	Dobbs, Otis	7060	A	1	1st	_30, CDR_02	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Wtu, Squadle	30, TC

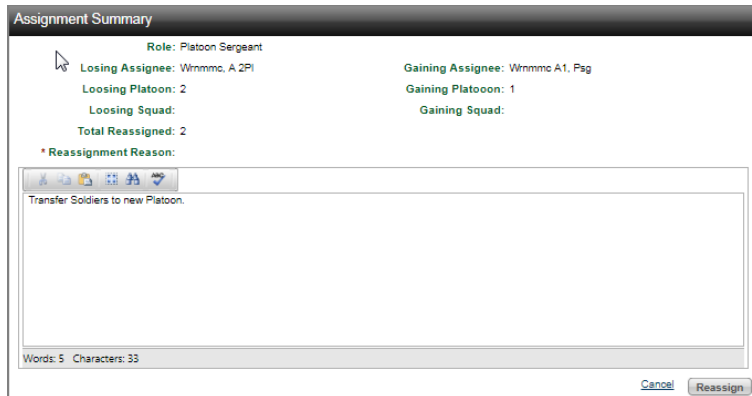
6. Click Reassign.

Reassign Cancel

☐	Arrington, Tara	9316	A	2		30, CDR	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	Wtu, Squadle	
☒	Dobbs, Otis	7060	A	1	1st	_30, CDR_02	30, SW	30, OT	30, NCM	WRNMMC, A 2PL	30, SI	30, TC

BULK REASSIGNMENT AWCTS 2.8.12

7. Complete the Reassignment Reason and click Reassign.



The image shows a software window titled "Assignment Summary". It contains the following information:

- Role: Platoon Sergeant
- Losing Assignee: Wmmmc, A 2Pl
- Gaining Assignee: Wmmmc A1, Psg
- Losing Platoon: 2
- Gaining Platoon: 1
- Losing Squad:
- Gaining Squad:
- Total Reassigned: 2

Below this information is a section labeled "* Reassignment Reason:" followed by a text area. The text area contains the text "Transfer Soldiers to new Platoon." and has a status bar at the bottom that reads "Words: 5 Characters: 33". At the bottom right of the window are two buttons: "Cancel" and "Reassign".

8. All selected Soldiers are assigned as follows:
 - a. Within same platoon – New Platoon Sergeant, same Squad Leader, no change in platoon or squad assignment.
 - b. New platoon, Squad Leader selected – New Platoon Sergeant, new Squad Leader, changes to both platoon and squad assignment matching new Cadre.
 - c. New platoon, no Squad Leader selected – New Platoon Sergeant, Squad Leader is Unassigned, change in platoon assignment, squad assignment is blank.

BULK REASSIGNMENT AWCTS 2.8.12

SCENARIO 3: NEW SQUAD LEADER OR PLATOON SERGEANT

GAINING SL/PSG DOES NOT CURRENTLY HAVE SOLDIERS ASSIGNED

1. ADMIN – Set up receiving Squad Leader/Platoon Sergeant in Admin BEFORE ASSIGNING ANY SOLDIERS.
2. WTU – Bulk Reassign Soldiers to new Cadre as outlined in Scenario 1 or 2.
3. ADMIN – Modify user profile of losing Squad Leader/Platoon Sergeant as needed once they have zero Soldiers assigned.

*NOTE: ASSIGNING BOTH THE SQUAD LEADER AND PLATOON SERGEANT ROLES TO THE SAME USER IS NOT RECOMMENDED.

SCENARIO 4: LOSING OR GAINING SL/PSG PROFILE NEEDS MODIFICATION

1. WTU – Bulk Reassignment: FROM existing assignment, TO “Unassigned” Squad Leader/Platoon Sergeant.
2. ADMIN – Modify user profile of losing and gaining Squad Leader and/or Platoon Sergeant with NO SOLDIERS assigned to them.
3. WTU – Bulk Reassignment: FROM “Unassigned”, TO the gaining Squad Leader and/or Platoon Sergeant following the steps in Section 1 or 2.

*NOTE: CHANGING THE PLATOON SERGEANT TO “UNASSIGNED” WILL REMOVE THE CURRENT SQUAD LEADER. THIS BUG WILL BE FIXED IN AWCTS V.2.8.13 (AUGUST 2017).

SCENARIO 5: FIX DUPLICATE ENTRIES ON SOLDIER ROSTER

Duplicate entries may appear on the Soldier Roster if invalid assignments are created. This is typically a result of modifying user profiles while Soldiers are assigned. If duplicate rows appear on the Soldier roster or Bulk Reassignment roster:

1. Open the Soldier’s case (either one) to the Assignments page.
2. Click **Edit**.
3. Verify Company/Platoon/Squad and Cadre assignments. Any invalid assignments will automatically be blanked out.
4. If assignments are blanked out, correct the assigned Cadre.
5. Click **Save**.
6. The duplicate row will disappear from the Roster.