



ARMY MEDICINE

Serving to Heal...Honored to Serve

Off-duty In-processing

AWCTS v.2.8.10

19 NOV 2016



Overview

- Off-duty in-processing allows AWCTS records to be initiated when a Management Analyst or HR Specialist is not on duty.
- This functionality allows the initial, 24-hour risk assessment to be completed without delay.
- Management Analysts designate “On-Call” users to complete the partial in-processing.
- Soldiers will not be assigned to a Company, or to specific user roles. They will show up on Soldier rosters for all users within the WTU with a case status of “Pending In-Processing.”
- A Management Analyst or HR Specialist will need to complete in-processing the Soldier and assign user roles the next business day.

NOTE: This function is for new WTU Soldiers, not transfers.



Assign On-Call Status

- Management Analyst designate On Call users in the Admin module.

The screenshot shows the 'Account Information' form. On the left, there are two columns: 'Available Roles' and 'Selected Roles'. The 'Available Roles' list includes Administrator, AW2 RCC, Battalion Commander, CTP Management Analyst, HR Specialist, Nurse Case Manager, Occupational Therapist, and Primary Care Manager. The 'Selected Roles' list contains 'Social Worker'. To the right of these columns, there is a section for 'On Call User' with a dropdown menu set to 'Yes', and a 'Primary Role' dropdown set to 'Social Worker'. At the bottom right, there are 'Cancel' and 'Save' buttons.

- Open the user's profile and select Yes in the "On Call User" dropdown.

NOTE: There is no limit to the number of users assigned On Call privileges.



Perform Off-duty In-processing

- On-call users will have IN-PROCESS in their menu bar header.



- Enter the Soldier's SSN and click Search.

- AWCTS will search for the Soldier.



No previous AWCTS record

- If the Soldier has never been in a WTU before, verify the Soldier's information and select "Initiate In-Processing."

Initiate Off Duty In-Processing

SSN: 392891603

Clear Search

Soldier

Name: Mcdaniels, Earnest SSN: 392-89-1603

DOB: 23 Oct 1958 Rank: SERGEANT

Age: 58 Component: RESERVE

Gender: MALE AOC/MOS:

WTU Location: Fort Belvoir Regional Medical Command: RHC-A

Initiate In-Processing

- The case will open and the Risk Assessment can be completed.
- The Soldier will appear as "Pending In-processing" on the Soldier roster for all users.

Mcdaniels, Earnest	1603	Pending In-processing
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- If a Soldier has a previous WTU record, the most recent record will open.
- Select Assignment from the case menu.

NAME	RANK	STATUS	RMC	WTU	CO	PLT	SQD
Arrington, Henrietta	SPC	Outpatient	RHC-A	Fort Belvoir	A	1st	1st
SSN	DOB	CDR	PCM	NCM	SW	PSG	SL
***-**-9685	18 Nov 1956						

Case Summary	Out-Processed	Summary
Soldier Information		
Assignment		
Soldier / Relationship Information		
Goal Setting / Scrimmage		
Risk Assessment		
Self-Assessment		
Action Plan		
Appointments		
Case Logs		
Attachments		
Service Information		
CER		
Other Cases		

WTU Physical Location	
Record Start Date:	Housing Adequate:
Days Since Record Start:	Phone Number:
WTU Report Date:	Cell Phone:
Days on Station:	NMA:
Address: ewr, wger Armed Forces Europe qwer	
AWCTS In-Processing Date: 03 Aug 2016	NMA Phone:
Emergencies:	Wounded in Action:
Reason for WTU Entry:	

WTU Information	
IDES/MEB Briefing No Completed:	Target Transition Date:
Career Track:	Days to Target Transition Date:
Next Scrimmage/FTR:	

Risk Assessment Summary					
RA Date	Status	CDR	PSG/SL	NCM	SW
03 Aug 2016	Active				

Key:
Low
Moderate-Low/Guarded
Moderate/Elevated
High/Severe



- Select the Reopen link.

Out-Processed

Assignment [Print](#)

Main Data Injury Prescriptions History

Case Status: Out-Processed	Future Duty: RTD	Reopen
Status Date: 03 Aug 2016	Company: A	
RMC: RHC-A	Platoon: 1st	
WTU: Fort Belvoir	Squad: 1st	

- Return to the Soldier roster and open the “Pending In-Processing” case to complete a Risk Assessment.

*NOTE: **DO NOT** use the Risk Assessment in the Out-Processed case record. Close the record and access the new record from the Soldier roster.*



Complete In-Processing

- Management Analysts and HR Specialists can complete in-processing.
- Select ASSIGNMENT from the menu bar header.



- Soldiers in-processed by On Call users will be on the *Pending In-Process* tab.

Assignments						Print
Pending In-Process	Bulk Reassignment	Pending Assignment	Case / Workload	Transfers		
Page size: 25						Page 1 of 1, rows 1 to 23 of 23
Soldier	SSN	WTU	Program Date	In-Processing Began	Initiated By	
Arrington, Henrietta	9685	Fort Belvoir		14 Nov 2016	Z_DoNotModify, JJ_NCM_BN_LVL_ONCall	



Complete In-Processing

- Open the Assignment section of the Soldier's case and select the *In-Process* link.

The screenshot shows the 'Assignment' section of a Soldier's case. The left sidebar contains a menu with 'Assignment' highlighted. The main content area has tabs for 'Main Data' and 'History'. The 'Main Data' tab is active, showing a table with columns for 'Case Status', 'Future Duty', 'Company', 'Platoon', 'Squad', and 'Phone'. The 'Case Status' is 'Pending In-processing'. The 'Future Duty' is 'In-Process' (highlighted with a red box). The 'Company' is 'RMC: RHC-A'. The 'Platoon' is 'WTU: Fort Belvoir'. The 'Squad' is 'N/A'. The 'Phone' is 'N/A'. Below this table is a 'Role Assignment' section with a table listing various roles and their status (N/A).

Case Status	Future Duty	Company	Platoon	Squad	Phone
Pending In-processing	In-Process	RMC: RHC-A	WTU: Fort Belvoir	N/A	N/A

Role	Status
CDR	N/A
PCM	N/A
NCM	N/A
SW	N/A
OT	N/A
TC	N/A
PSG	N/A
SL	N/A
AW2 RCC	N/A

- Complete the Soldier In-Process screen and Submit.
- To cancel, select Cancel In-processing, enter a reason and Submit. This will close the case.