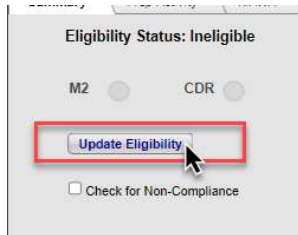
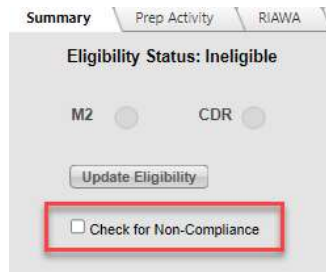


- The Commander's evaluation (documented by the SL) must conclude that the Soldier **demonstrates the initiative and self-discipline required to participate in a CER activity**.

The Update Eligibility button is enabled when:



1. Phase One Goal Setting is completed
2. Soldier SRU Phase is: Complex Care, Veteran Track, or RTD Track (If SRU Phase is incorrect, please contact the Program Analyst for correction)
3. The Non-Compliance box is unchecked



To update the eligibility status, M2 and the CDR click the Update Eligibility button. This brings up the Update Eligibility Status screen.

Update Eligibility Status

Eligibility for CER activity is based upon two distinct evaluations made by Medical Management (M2) and the WTU Commander.

The M2 evaluation must conclude that the Soldier is medically, emotionally and physically ready to participate in CER activity while continuing medical treatment.

The Commander's evaluation must conclude that the Soldier demonstrates the initiative and self-discipline required to participate in a CER activity.

When appropriate, the Nurse Case Manager (NCM) shall select one of the following:

☒ M2 has determined is ready to participate in CER activity
 ☐ M2 has determined is NOT ready to participate in CER activity (add 'Comments')

Comments:

Enter comments

When appropriate, the Squad Leader (SL) shall select one of the following:

☒ WTU Commander has determined is ready to participate in CER activity
 ☐ WTU Commander has determined is NOT ready to participate in CER activity (add 'Comments')

Comments:

Enter comments

[Cancel](#)

The NCM and SL select the appropriate determination by clicking on the radio button next to the selection. Comments are required if the determination is that the Soldier is not ready to participate in CER activity. Click Save to record the information or Cancel to discard.

Note: If the Soldier is deemed ineligible by either M2 or the CDR, CER functionality is limited. Only the CER Summary, Prep Activities, and Exit Interview tabs will be active until the Soldier is eligible to participate in CER.

Update Long Term Ineligibility

Long Term Ineligibility can be set for Soldiers that cannot participate in CER activities for at least 90 days due to medical or administrative reasons. In order to set Long Term Ineligibility status, the SRU Commander must determine that the Soldier cannot participate in CER activities.

To set long term ineligibility, the Soldier's eligibility status must be set to Not Ready (either M2 or SRU Commander), with comments entered, and submitted. Once a Soldier is Not

Eligible, the Update Eligibility Status page is accessed again to display the Long Term Ineligibility option. Once one or both Long Term Ineligibility check boxes are submitted, the Soldier will be Long Term Ineligible. These changes can only be made by the Soldier's assigned SL, CO CDR and/or BN CDR.

Update Eligibility Status

Eligibility for CER activity is based upon two distinct evaluations made by Medical Management (M2) and the WTU Commander.
The M2 evaluation must conclude that the Soldier is medically, emotionally and physically ready to participate in CER activity while continuing medical treatment.
The Commander's evaluation must conclude that the Soldier demonstrates the initiative and self-discipline required to participate in a CER activity.

When appropriate, the Nurse Case Manager (NCM) shall select one of the following:

☒ M2 has determined ☐ is ready to participate in CER activity
☒ M2 has determined ☐ is NOT ready to participate in CER activity (add 'Comments')

*** Comments: Required**

Enter comments

When appropriate, the Squad Leader (SL) shall select one of the following:

☒ WTU Commander has determined ☐ is ready to participate in CER activity
☒ WTU Commander has determined ☐ is NOT ready to participate in CER activity (add 'Comments')

*** Comments: Required**

Enter comments

Long Term Ineligibility- Soldiers may be determined long term ineligible from CER participation if they meet the following criteria: M2- The M2 IDT determines that the Soldier has a medical prognosis that will not resolve during the Soldiers projected stay in the WTU in order to allow them to participate in CER. This must be annotated by the NCM, and approved by the CO CDR and the BN CDR, or the MTF CDR for separate companies. CDR- The CDR has determined that the Soldier is unable to participate in CER due to administrative actions that restrict participation for at least 90 days. CDR must update eligibility within 90 days. This must be annotated by the SL and approved by the BN CDR or the MTF CDR for separate companies.

BN CDR: ☒ Long Term Ineligibility **CO CDR:** ☒ Long Term Ineligibility

[Cancel](#)

Emails to Cadre requesting updates to CER eligibility (every 30 days) are disabled when the Soldier is Long-Term Ineligible.

To change the Soldier's status back from Long Term Ineligible to Eligible, remove the check marks from both BN CDR and CO CDR and Submit. Then reopen the eligibility page and

change the radio button to SRU Commander has determined that [Soldier Name] is ready to participate in CER activity."

NOTE: Returning a Soldier to eligible status is a 2 step process. The radio button is not activated until the system processes the removal of long-term ineligibility.

CER Non-Compliant

The non-compliance indicator allows ARCS to track Soldiers who are eligible for CER, but refuse to participate in the program.

NOTE: The Transition Coordinator, Platoon Sergeant, Squad Leader and System Administrator can control the non-compliance indicator. All other users have view-only permissions.

Identify Non-Compliant Soldier

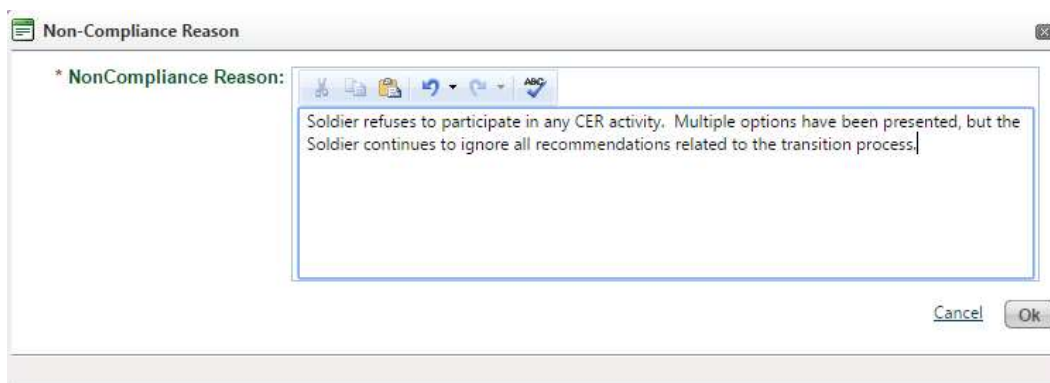
To identify a Soldier eligible for CER as non-compliant with the CER program:

1. Select the **Check for Non-Compliance** box.



The screenshot shows a user interface for managing soldier eligibility. At the top, it says "Eligibility Status: Eligible". Below this, there are two status indicators: "M2" followed by a green circle with a white "E", and "CDR" followed by a green circle with a white "E". In the center, there is a button labeled "Update Eligibility". At the bottom, there is a checkbox labeled "Check for Non-Compliance", which is highlighted with a red circle.

2. Enter a reason explaining the situation in the text box and select **OK** to save.



Marking a Soldier as Non-Compliant will:

- Change the Soldier's Participation Status to **Non-Compliant** on the CER Summary page.
- Send email notifications regarding the non-compliance to the Soldier's Chain of Command.
- Immediately close all active CER activities. The Completed Date will be today's date.
- Prevent logging any additional CER activities.
- Enter a Log Entry in Case Logs.

[View Non-Compliance Reason](#)

To view the reason for non-compliance with CER select the "View Non-Compliance Reason" link.

[Remove Non-Compliance Indicator](#)

To remove the non-compliance indicator from the Soldier's record, remove the check from box next to View Non-Compliance Reason.



Removing the check will:

- Change Participation Status to **Not Participating** (until an activity is added in one of the CER tabs).
- Remove the Non-compliance reason from the Soldier's case.
- Allow selection of a Pending Placement reason.
- Allow new CER activities to be added.
- Enter a Log Entry in Case Logs.

Pending Placement

Pending Placement provides a 30-day grace period for placing a Soldier in a CER activity. It is used when a Soldier becomes eligible and when the Soldier completes a CER activity and requires placement in a follow-on activity.

- **Soldier becomes eligible:** When a Soldier becomes eligible for CER (M2 and CDR), ARCS automatically sets the participation status to *Pending Placement* for 30 days. The Pending Placement Reason field will be blank unless the assigned Transition Coordinator selects a reason.
- **Soldier completes a CER activity:** Once an activity has ended and a Soldier is Not Participating, the assigned Transition Coordinator can manually set the status to Pending Placement by selecting a reason from the drop down.

After 30 days pending placement, the participation status is automatically set to *Not Participating*. If the Soldier will be pending for greater than 30 days, an alternate activity should be selected.

NOTE: Soldiers in Pending Placement status are counted as "Participating" in system reports.

Participation Status

The Participation Status section shows which areas the Soldier is: Eligible Participating, Eligible/Non-participating or Ineligible.

Participation Status: Participating

RIAWA	
Education and Training	
Internship	
Apprenticeship	
Entrepreneurship	
Alternate Activity	
Pending Placement:	

The lower half of the Key displays status indicators.

Key:

	Eligible
	Not Eligible
	Unverified Eligibility
	Eligible Participating
	Eligible / Non-participating
	Ineligible

Participation Status

Participation Status	Description
Ineligible	1. Eligibility is unverified 2. NCM or CDR has Soldier listed as ineligible for CER 3. Soldier is marked Non-Compliant No CER activities can be logged in RIAWA, Education and Training, Internship, Other Career, or Alternate Activity. Information on these tabs is read only. <u>NOTE: Making a Soldier Ineligible will automatically close any open CER activities in the categories listed above with an end date = date of ineligibility.</u>
Eligible Participating	Soldier is Eligible for CER and has current activity in one of the listed categories. Current activity: • Start Date is today or before AND • Has no End Date, or an End Date of today or later
Eligible / Non-participating	1. Soldier is Eligible for CER and is not currently (as of today) participating in the listed category. 2. Soldier is Pending Placement in a CER activity.

Associated Self-Assessment Categories

This section of the summary shows Self-Assessment categories that apply to the CER functionality. There are two links in this table.

- Clicking on any of the links in the **Category** column displays the latest Self-Assessment Summary page for the Soldier. Click the Back button on the browser to return to the CER Summary page.
- Clicking a link in the **Open Action Items** column displays the Soldier's Action Items page. Click the Back button on the browser to return to the CER Summary page.

Associated Self-Assessment Categories				
Category	Current Assessment	Priority	Open Action Items	Action Required?
Education		Low	0	
Employment		Low	0	
Work Plan		Low	0	

The following key is used for the *Current Assessment* column.

Key:	
	Low
	Moderate-Low/Guarded
	Moderate/Elevated

NOTE: Self Assessments are Green, Amber, or Red.

CAREER Challenges, Action Statements and Goals

This provides a summary of Challenges, Action Statements and Goals that the Soldier has entered related to the **Career** domain of the RCP. This allows authorized users of the CER functionality to edit and update the information.

NOTE: New Challenges can only be added through the Goal Setting/Scrimmage section of the case or the Soldier Module.

CAREER Challenges, Action Statements & Goals	
	Challenge
Edit	Don't have a job for transition.

Click **Edit** to change the Challenge text.

Click the arrow  next to the challenge to display Sub-Goals and Action Statements. Sub-Goals and Action statements can be created, viewed and managed from the CER screen.

Action Statement	Status	Selected Months	Added
Have at least 5 versions of Cover Letter by the end of April.	In Progress	APR	05 Jan 2017
Register for at least 1 professional development course to increase marketability by the end of March.	In Progress	MAR	05 Jan 2017
Prepare federal resume by the end of Feb. and enter information in USA Jobs.	In Progress	FEB	05 Jan 2017

For more information on creating and managing challenges, sub-goals and action statements, see [Goal Setting](#).

Log Entries

The Log Entries section displays a record of all the actions taken in CER for the selected case. Page Size selects the number of log items to show per page (10 to 50) and the arrow controls allow you to change pages.

+ Page size: 25 Page 1 of 1, rows 1 to 17 of 17			
Date Added	Added By	Type	Text
21 Feb 2020	_25, Ot	CER_LOG	CER ExitInterview Updated
21 Feb 2020	_25, Ot	CER_LOG	CER ExitInterview Updated
14 Nov 2019	_25, Ot	CER_LOG	CER OT Preparation Updated ACAP_5CCSF2
14 Nov 2019	_25, Ot	CER_LOG	CER OT Preparation Updated ACAP_2CPIGS
13 Nov 2019	Psg, Belvoir Cc	CER_LOG	CER RIAWA Activities closed due to change in status. Total activities closed: 1

Add CER Log

All log notes added through the CER Summary page will be labeled as "CER" logs and will also display in the Case Logs page.

To add a log note from the CER Summary page:

1. Click the Add  icon.
2. Enter the log text in the Add Log Entry Details text box.

Add Log Entry

Details:

Soldier is unhappy with current internship placement. Working to find a new placement in-line with her interests and goals

Words: 19 Characters: 124

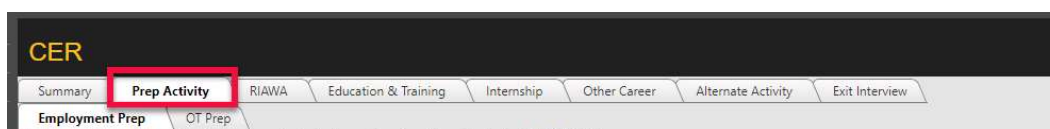
Cancel

Submit

3. Click **Submit** to save the log, or **Cancel** to close the window without saving.

Prep Activities

After selecting CER, click on the Prep Activities tab. The Prep Activities tab provides access to the Employment and OT Prep sections of the CER.



Employment Prep

Employment Prep allows the user to record a variety of preparatory activities in ARCS SRU.

Permissions: Transition Coordinator assigned to the Soldier

Update	Activity	Start Date	End Date
☒	Job Application Package		
☒	Job Offer Letter		
☒	ACES Assessment		
☒	Medically exempted from SFL-TAP (Upload Copy of Memorandum for Record into Attachments)		
☒	Pre-separation Counseling		
☒	DD Form 264B (Upload Copy in Attachments)		
☒	Individual Transition Plan (ITP)		
☒	Department of Labor Employment workshop (DOLEW)		
☒	VA Benefits Briefing I		
☒	VA Benefits Briefing II		
☒	MOS Crosswalk		
☒	Financial Planning Workshop		
☒	Resume Complete (Upload Copy in Attachments)		
☒	Capstone (DD Form 295B)		
☒	Attended Interview Skills Workshop		
☒	Attended Job/Career fair		
☒	Attended Resume Class		
☒	Attended Dress for Success Workshop		
☒	Education & Employment Initiative (E2I) Referral (Upload Copy in Attachments)		
☒	VA VR&E Initial Orientation		
☒	VA VR&E Career Assessment		
☒	VA VR&E One on One Counseling (Legal Requirement)		
☒	VA VR&E Career Plan		

Click on the Edit icon  to enter or edit information for each task. This will open the Edit Employment Prep window.

Enter the Start Date using the date picker. If the activity occurred on a single day, use the **One day event** check box to quickly auto-fill the End Date.

Click **Save** to record the information or **Cancel** to discard.

OT¹ Prep

Permissions - Any user with the Occupational Therapist role at the Soldier's SRU

1. Select the **OT Prep** sub-tab.

2. Click on the Edit icon  to enter or edit information for each task.
3. The **Edit OT Prep Activity** window opens.

¹Occupational Therapist



4. Add Start Date.
5. For one-day activities, use the **One day event** check box to quickly populate the End Date.
6. Click **Save** to record the information or **Cancel** to discard.

CER Participation

Participation in CER categories include:

- [Remain In the Army Work Assignment \(RIAWA\) Tab](#) - for Soldiers with Remain in the Army as their career track - RTD related activities
- [Education & Training](#) - continuing education activities
- [Internship](#) - Federal and Non-Federal internship activities
- [Entrepreneurship](#) - activities related to opening and running a business
- [Apprenticeship](#) - career programs with apprenticeship opportunities
- [Alternate Activity](#) - Commander approved activities for Soldiers who are not returning to the workforce or do not need further training

Participation Logic

Each of the above categories is tracked for participation independently. Soldiers may have activity in more than one category.

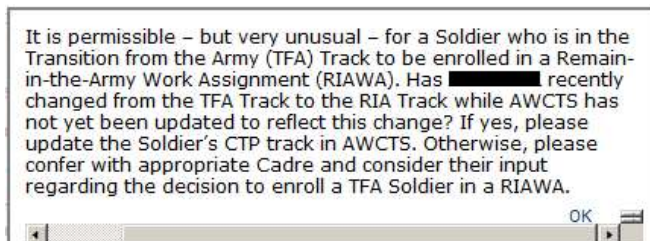
- **Ineligible, Unverified Eligibility, or Non-compliant** - It is not possible to log any CER activity for the above sections
- **Pending Placement** - Soldier is not participating in any of the above categories and is awaiting placement for up to 30 days. After 30 days, the Soldier should be placed in an activity or work site supporting their RCP goals until they can be placed in the work site for which they are pending. Adding an activity on any of these tabs will clear the Pending Placement reason.

- **Participating** - Soldier is participating in the activity:
 - One-day activity occurring today
 - Activity started today or earlier with no End Date listed
 - Activity Started today or earlier with an End Date of today or later
 - Soldier is marked Ineligible or Non-compliant - Soldier will show as participating until the end of the day
- **Not Participating** - Soldier is not involved in the activity:
 - No activity is logged
 - All activities ended before today and / or start after today

Remain In the Army Work Assignment (RIAWA) Tab

The RIAWA tab allows the user to track the progress of work assignments for Soldiers opting to remain in the Army. After selecting CER, click on the RIAWA tab.

NOTE: If the Soldier's record indicates they plan to Transition from the Army, the following message will display. To update this setting, edit the [Career Track information in Scrimmage Details](#) on the Scrimmage/Goal Setting Screen.



Click **OK** to close the window and continue.

Add RIAWA

RIAWA Activities are pre-populated on the grid.

Summary	Prep Activity	RIAWA	Education & Training	Internship	Other Career	Alternate Activity	Exit Interview																																																							
Not currently participating in RIAWA Activity. (Last Updated: 2/7/2017)																																																														
<table border="1"> <thead> <tr> <th>Update</th> <th>Activity</th> <th>Supervisor/Instructor</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="5">Mandatory</td> </tr> <tr> <td></td> <td>Met with Career Counselor</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Optional</td> </tr> <tr> <td></td> <td>Army Warrior Training (AWT)</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>SAME MOS Training</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>NEW MOS Training</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Non-Commissioned Officer Education System (NCOES) Development</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Officer Education System (OES) Development</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Correspondence Courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Title 10 Federal Work Site (COMPO 2/3 Soldiers)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Update	Activity	Supervisor/Instructor	Start Date	End Date	Mandatory						Met with Career Counselor				Optional						Army Warrior Training (AWT)					SAME MOS Training					NEW MOS Training					Non-Commissioned Officer Education System (NCOES) Development					Officer Education System (OES) Development					Correspondence Courses					Title 10 Federal Work Site (COMPO 2/3 Soldiers)			
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1. Select the Edit icon  to open the RIAWA activity.

Edit RIAWA Information	
RIAWA	
Activity: SAME MOS Training	
* Start Date: 06 Feb 2017	One day event ☐
End Date: DD MMM YYYY	Did not complete ☐
Supervisor/Instructor	
* Supervisor Name: MSG Bobby	
* Email Address: bobby@mail.mil	
* Phone Number: 123-456-7890	
* Location: Bldg 6	
* Hours/Days: M-F, 14:00-16:00	
Cancel Save	

2. Add a Start Date. For a one day activity, check the "One day event" box to populate the End Date automatically.
3. Complete required fields (marked with an asterisk).
4. Click **Save** to record the information or **Cancel** to discard.

NOTE: Only one entry is available for each of the RIAWA activities listed.

Complete RIAWA

When the RIAWA activity has ended, or if the Soldier does not complete it, the date should be entered in ARCS.

1. Click on the Edit icon  to edit information.

CER							Print
Summary	Prep Activity	RIAWA	Education & Training	Internship	Other Career	Alternate Activity	Exit Interview
Not currently participating but has participated previously. (Last Updated: 2/7/2017)							
	Update	Internship Category	Internship Type	Internship Organization	Supervisor	Start Date	End Date
		Federal	DoD Operation Warfighter (OWF)		Ms. Doe	01 Nov 2016	16 Jan 2017

2. Enter an End Date (cannot be before the Start Date).
3. If the Soldier did not complete the activity, check the Did Not Complete box.

Edit RIAWA Information

RIAWA

Activity: SAME MOS Training

*Start Date: 06 Feb 2017

One day event ☐

End Date: DD MMM YYYY

Did not complete ☐

Supervisor/Instructor

*Supervisor Name: MSG Bobby

*Email Address: bobby@mail.mil

*Phone Number: 123-456-7890

*Location: Bldg 6

*Hours/Days: M-F, 14:00-16:00

Cancel Save

4. Click **Save** to record the information or **Cancel** to discard.

Education & Training

After selecting the CER page, click on the Education & Training tab. Participation status in Education and Training is based on both the Education and Training sub tab and the Education Counseling tab combined.



The screenshot shows the 'Education & Training' tab selected in the CER interface. Below the tab, there is a sub-tab 'Education Counseling' and a status message: 'Not currently participating but has participated previously. (Last Updated: 1/17/2017)'. A table with the following columns is displayed: 'Update', 'Description', 'Instructor', 'Date Started', and 'Date Completed'. The table contains one row with the following data: 'Course: SAT', 'test', '14 Jan 2017', and '14 Jan 2017'.

Update	Description	Instructor	Date Started	Date Completed
	COURSE INFORMATION Course: SAT	test	14 Jan 2017	14 Jan 2017

Education & Training

Education and Training includes tracking for a variety of education activities including:

- Educational Testing
 - Military Testing (DLAB)
 - Education related Testing
 - Career Testing
- Courses
 - Test Prep
 - DANTES
- Education
 - Courses related to seeking a degree (BA, MA, PhD)
- Training
 - Certification or licensing related
- VA VR&E Career Plan
 - VA career related programs

Add Education & Training

To add education information:

1. Click on the Add icon .



The screenshot shows the 'Education & Training' tab selected in the CER interface. Below the tab, there is a sub-tab 'Education Counseling' and a status message: 'Not currently participating in Education Activity.'. A table with the following columns is displayed: 'Update', 'Description', 'Instructor', 'Start Date', and 'End Date'. The table contains the text 'No Records Found'.

Update	Description	Instructor	Start Date	End Date
No Records Found				

2. The Add Education window opens.

The screenshot shows the 'Add Education' window with the following fields and sections:

- Education & Training:**
 - * Course Type: Training: IMCOM CSP Credential/Certification (dropdown)
 - * Start Date: DD MMM YYYY (date picker)
 - End Date: DD MMM YYYY (date picker)
 - One day event: ☐
 - Did not complete: ☐
- CSP Profile:**
 - * Program Name: Enter program name... (text field, Required)
 - * Program Description: Enter program description... (text field, Required)
- Instructor:**
 - * Name: Enter supervisor name... (text field)
 - * Phone Number: Enter phone number... (text field)
 - * Email Address: Enter email address... (text field)
 - * Location: Enter location... (text field)
 - * Hours/Days: Enter hours/days... (text field)

Buttons: Cancel, Save

3. Add Education Required fields:

- Course Type: select the type of option (Course, Education, Test or Training) for the Soldier from the drop down by clicking on the arrow.
- Date Started: enter the date or select from the date picker to provide the date the activity started.
- IMCOM CSP Credential/Certification Activity Only:
 - CSP Program Name
 - CSP Program Description
- Instructor – provide the following information of the person providing the educational activity
 - Name
 - Phone Number
 - Email Address
- Location: Enter the location of the activity.
- Hours/Days: Enter the hours and the days of the week for the activity.

4. Click **Save** to record the information or **Cancel** to discard.

The Education & Training grid is updated after saving.

Update	Description	Instructor	Start Date	End Date
	Test: Defense Language Aptitude Battery (DLAB)	Mr Jones	02 Feb 2017	

TEST INFORMATION
No Record Found

EDUCATION
No Record Found

COURSE INFORMATION
No Record Found

TRAINING
No Record Found

VA VR&E CAREER PLAN
No Record Found

Edit Education & Training

1. Click on the Edit icon to edit existing information including Supervisor information.
2. Make desired changes.
3. Click **Save** to record the information or **Cancel** to discard.

Education Counseling

The Education Counseling tab contains tracking for the below items:

Update	Activity	Start Date	End Date
	Received degree plan		
	Received semester schedule	24 Jan 2017	03 Feb 2017
	Received semester grades		

Edit Education Counseling

1. Click the Edit icon .

1. The Edit Education Counseling window appears.
2. Add Start Date and/or End Date.
3. Click **Save** to record the information or **Cancel** to discard.

Internship

After selecting the CER page, click on the Internship tab.

Add Internship

To add internship information:

1. Click on the Add icon .

2. The **Add Internship Information** window opens.

Add Internship Information

Internship

*Category: Federal

*Type: Select Type...

*Organization: Select Organization...

Organization (Other): Enter organization name...

*Start Date: DD MMM YYYY

End Date: DD MMM YYYY

One day event: ☐

Did not complete: ☐

Supervisor

*Supervisor Name: Enter supervisor name...

*Phone Number: Enter phone number...

*Email Address: Enter email address...

*Location: Enter location...

*Hours/Days: Enter hours or days...

Cancel Save

3. Add Internship Information - required fields:

- Internship Category: Select the type of internship category, Federal or Non-Federal
- Date Started: Enter the start date of the internship. For a one day activity, check the "One day event" box to populate the End Date automatically.
- Internship Type:
 - Federal: Select either DoD Operation Warfighter (OWF) or VA Coming Home to Work (CHTW)
 - Non-Federal*: Select CSP IMCOM or CSP MEDCOM.
- Internship Organization:
 - Federal: Select the organization providing the internship; choose "Other" to manually enter the organization.
 - Non-Federal: Select MEDCOM CSP Profile from drop down or enter IMCOM CSP information

Add Internship Information

Internship

*Category: Non-Federal

*Type: CSP MEDCOM

*Organization: Other

Organization (Other): Enter organization name...

*Start Date: DD MMM YYYY

End Date: DD MMM YYYY

One day event: ☐

Did not complete: ☐

CSP Profile

*Garrison: Fort Bragg

*Program: Astronomy

Expiration Date: 30 Apr 2022

Expires In: 1181

Program Description: This Program will teach you how to be an Astronaut.

- Location: Enter the location of the activity
- Hours/Days: Enter the hours and the days of the week for the activity (text field)
- Supervisor – provide the following information of the person supervising the internship.
 - Name
 - Phone Number
 - Email Address

4. Click **Save** to record the information or **Cancel** to discard.

Edit Internship

1. Click on the Edit icon  to edit existing information including POC information.
2. Make desired changes.
3. Click **Save** to record the information or **Cancel** to discard.

Complete Internship

When the Internship has ended, or if the Soldier does not complete the Internship program, the date should be entered in ARCS.

1. Click on the Edit icon  to edit information.



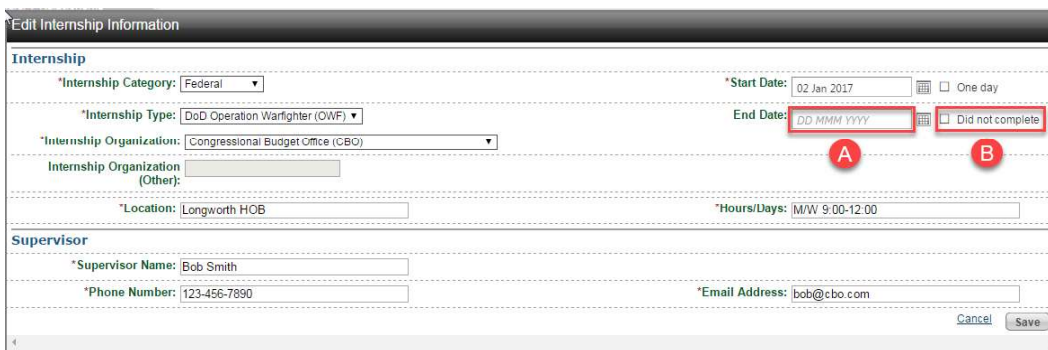
CER Print

Summary | Prep Activity | RIAWA | Education & Training | **Internship** | Other Career | Alternate Activity | Exit Interview

Not currently participating but has participated previously. (Last Updated: 2/7/2017)

Update	Internship Category	Internship Type	Internship Organization	Supervisor	Start Date	End Date
	Federal	DoD Operation Warfighter (OWF)		Ms. Doe	01 Nov 2016	16 Jan 2017

2. Enter an End Date (cannot be before the Start Date).
3. If the Soldier did not complete the activity, check the Did Not Complete box.



Edit Internship Information

Internship

*Internship Category: Federal

*Start Date: 02 Jan 2017 ☐ One day

*Internship Type: DoD Operation Warfighter (OWF)

*Internship Organization: Congressional Budget Office (CBO)

End Date: DD MMM YYYY ☐ Did not complete

Internship Organization (Other):

*Location: Longworth HOB

*Hours/Days: M/W 9:00-12:00

Supervisor

*Supervisor Name: Bob Smith

*Phone Number: 123-456-7890

*Email Address: bob@cbo.com

Cancel Save

4. Click **Save** to record the information or **Cancel** to discard.

Other Career

The Other Career tab contains additional career options.

Apprenticeship

All Apprenticeship activities are logged on the Apprenticeship tab under Other Career.



CER Print

Summary | Prep Activity | RIAWA | Education & Training | Internship | **Other Career** | Alternate Activity | Exit Interview

Apprenticeship | Entrepreneurship

Not currently participating in Apprenticeship Activity.

Update	Organization	Notes	Supervisor	Date Started	Date Completed
No Records Found					

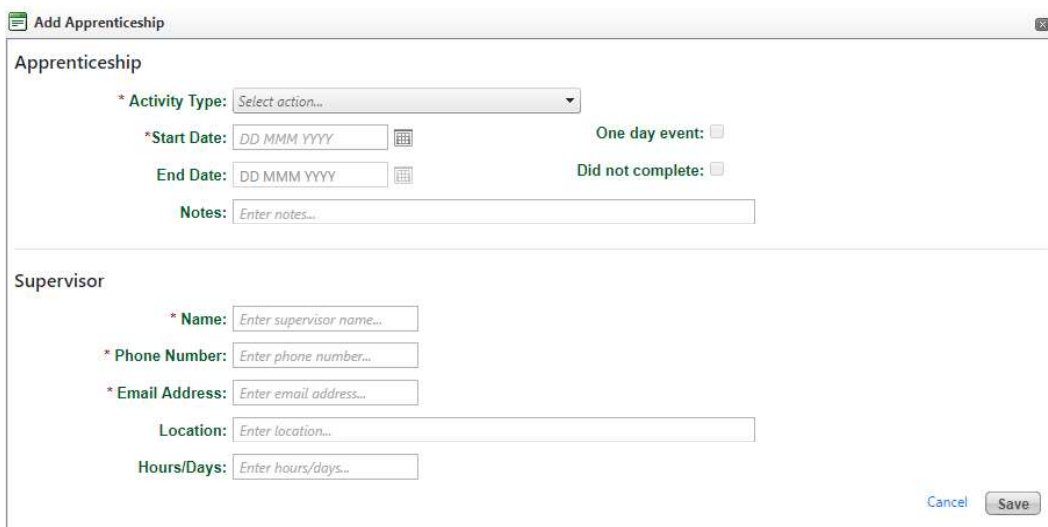
Add Apprenticeship

To add apprenticeship information

1. Click on the Add icon .



2. The **Add Apprenticeship Information** window opens.



Add Apprenticeship

Apprenticeship

* Activity Type:

* Start Date:  ☐ One day event:

End Date:  ☐ Did not complete:

Notes:

Supervisor

* Name:

* Phone Number:

* Email Address:

Location:

Hours/Days:

[Cancel](#) [Save](#)

3. Add Apprenticeship information - required fields are marked with an asterisk:
 - Action Item: Select the appropriate item from the drop down list. If your item is not in the list, please submit a help ticket to ARCS support.
 - Start Date: Enter the start date of the apprenticeship. For a one day activity, check the "One day event" box to populate the End Date automatically.
 - For Career Skills Program Apprenticeships, complete the CSP Profile information.

- Supervisor – Provide the following information for the person supervising the apprenticeship.
 - Name
 - Phone Number
 - Email Address
- 4. Click **Save** to record the information or **Cancel** to discard.

Edit Apprenticeship

1. Click on the Edit icon  to edit existing information including Supervisor information.
2. Make desired changes.
3. Click **Save** to record the information or **Cancel** to discard.

Complete Apprenticeship

When the Apprenticeship has ended, or if the Soldier does not complete the Apprenticeship program, the date should be entered in ARCS.

1. Click on the Edit icon  to edit information.



Update	Organization	Notes	Supervisor	Date Started	Date Completed	Did Not Complete
	Council On Occupational Education (COE)		Joe Smith	05 Jan 2017		

2. Enter an End Date (cannot be before the Start Date).
3. If the Soldier did not complete the activity, check the Did Not Complete box.

Edit Apprenticeship Information

Apprenticeship

* Action Item: American National Standards Institute (ANSI)

* Start Date: 18 Jan 2017 One day event ☐

End Date: 18 Jan 2017 Did not complete ☒

Notes:

Career Services Program: ☐

Supervisor

* Name: Mr. Tester

* Phone Number: 111-111-1111

* Email Address: test@test.com

Location: Main office

Hours/Days: T/TH 7-12

Cancel Save

4. Click **Save** to record the information or **Cancel** to discard.

Entrepreneurship

The Entrepreneurship tab, located under Other Career, tracks activities related to starting and running a business.

To add entrepreneurship information:

1. Click on the Add icon .

CER [Print](#)

Summary Prep Activity RIAWA Education & Training Internship **Other Career** Alternate Activity Exit Interview

Apprenticeship **Entrepreneurship**

Not currently participating in Entrepreneurship Activity.

+ |  

Update	Entrepreneurship Action	Start Date	End Date
No Records Found			

2. The **Add Entrepreneurship** window opens.

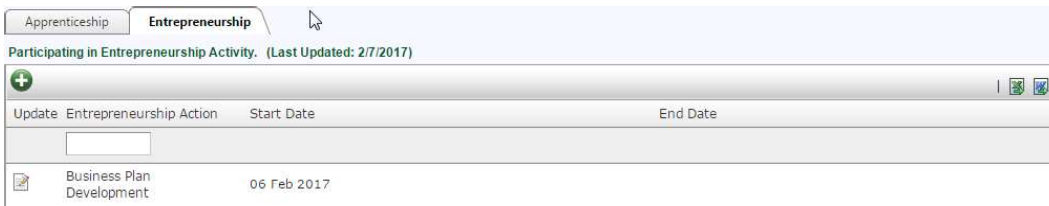


The 'Add Entrepreneurship' form contains the following fields and options:

- *Activity:** A text input field.
- * Start Date:** A date input field with a calendar icon, followed by the text 'DD MMM YYYY'.
- One day event:** A checkbox.
- End Date:** A date input field with a calendar icon, followed by the text 'DD MMM YYYY'.
- Did not complete:** A checkbox.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

3. Complete the required fields (marked with an asterisk):
 - Activity - Enter the name of the activity (50 character limit)
 - Start Date: enter the start date of the Entrepreneurship activity
4. Click **Save** to record the information or **Cancel** to discard.

Edit Entrepreneurship



The 'Edit Entrepreneurship' form shows a table of activities with the following structure:

Update	Entrepreneurship Action	Start Date	End Date
	Business Plan Development	06 Feb 2017	

1. Click on the Edit icon  to edit information.
2. Add an End Date.
3. If the Soldier did not complete the activity, check the Did Not Complete box.
4. Click **Save** to record the information or **Cancel** to discard.

Alternate Activity

Alternate CER activities are designed for CER eligible Soldiers that may not require participation in a CER work site to support their RCP career track and career goal(s) due to having a job to return to, possessing education levels that would result in rapid employment, retiring due to age or length of service (LOS), or going to be a stay at home parent. Any alternate CER activities must be approved by the Soldier's Company Commander.

After selecting CER, click on the Alternate Activity tab.

Add Alternate Activity

1. Obtain Commander approval for alternate CER activity.
2. Select the Add icon  to enter an Alternate Activity.

3. The Add Alternate Activity Window opens.

4. Complete all required fields (marked with red asterisk).
 - Activity: Select from the following:
 - Conducting Estate / Financial / Retirement Planning
 - Job Shadowing*
 - Mentoring
 - On the Job Training: CSP IMCOM* (add CSP information)
 - On the Job Training: CSP MEDCOM* (select CSP Profile from drop down)
 - Other (Must enter details)
 - Parental Classes
 - Working in the SRU
 - Start Date: Enter the start date. For a one day activity, check the "One day event" box to populate the End Date automatically.
 - Location: Enter the location of the activity
 - Hours / Days: Enter the hours and the days of the week for the activity (text field)
 - Point of Contact – provide the following information for a POC.
 - Name
 - Phone Number
 - Email Address
5. Click **Save** to record the information or **Cancel** to discard.

* Activities marked with an asterisk are associated with approved CSP activities.

Edit Alternate Activity

1. Click on the Edit icon  to edit existing information including POC information.
2. Make desired changes.
3. Click **Save** to record the information or **Cancel** to discard.

Complete Alternate Activity

When the activity has ended, or if the Soldier does not complete the activity, the date should be entered in ARCS.

1. Click on the Edit icon .
2. Add an **End Date**.

3. If the Soldier did not complete the activity, select the **Did Not Complete** check box.

4. Click **Save** to record the information or **Cancel** to discard.

The End Date can be added at any time. For Alternate Activity with a Date Started of today or earlier where:

- End Date is before today's date - Soldier's participation status will be immediately changed to **Not Participating**. (Reports will reflect the end date, not the date modified for participation metrics)
- End Date is equal to today's date - Soldier's status is **Participating** today and changes to **Not Participating** the following day.
- End Date is after today's date - Soldier's status is **Participating** and changes to **Not Participating** the day after the End Date.

If a Soldier has completed an activity in the Alternate Activity tab and no activities are currently open, the message in the header will read "Not currently participating, but has participated previously." Additionally, the Alternate Activity status on the CER Summary page will show **Not Participating**.

CSP Job Offer

Permissions: Assigned Transition Coordinator

Once a CSP activity is completed, the Transition Coordinator will update the CER activity with job offer information.

To log job offer data:

1. Ensure the CSP Activity (MEDCOM or IMCOM) has an end date before today.
2. Select Yes or No in the **Job Offer** field.
3. Select a **Salary Range** for the job offer.

Edit Internship Information

Internship

*Category: Non-Federal *Start Date: 27 Dec 2018 One day event: ☐
 *Type: CSP MEDCOM End Date: 02 Jan 2019 Did not complete: ☐
 *Organization: Other
 Organization (Other): Enter organization name...

CSP Profile

*Garrison: Fort Bragg *Program: Nursing
 Expiration Date: 01 Oct 2022 Expires In: 1334
 Program Description: This Program will teach you how to help people, let's test again

*Job Offer: Yes ☒ No ☐
 *Salary Range: 51 - 70K

Supervisor

*Supervisor Name: bob *Email Address: bob@mail.com
 *Phone Number: 87878
 *Location: test
 *Hours/Days: ttt

Cancel Save

NOTE: If the "Did Not Complete" box is checked, the job offer fields will not appear.

View Supervisor / Instructor Information

Once the Supervisor / Instructor information has been saved, the information may be viewed by clicking on the name hyperlink.

CER							Print
Summary	Prep Activity	RIAWA	Education & Training	Internship	Other Career	Alternate Activity	Exit Interview
Not currently participating but has participated previously. (Last Updated: 2/7/2017)							
Update	Internship Category	Internship Type	Internship Organization	Supervisor	Start Date	End Date	
	Federal	DoD Operation Warfighter (OWF)		Ms. Doe	01 Nov 2016	16 Jan 2017	

Depending on the type of activity, the pop up will display contact information as well as work site details.

Supervisor Information

Name: Ms. Doe

Phone Number: 333-333-3333

Email Address: mdoe@work.gov

Soldier's Work Site Details

Location: 123 Main St, Ourltown, NH

Hours/Days: M/W/F, 9-1

Close

Exit Interview

Permissions: Any Transition Coordinator assigned to the SRU

The Exit Interview is completed when the Soldier is preparing to depart the SRU.

After selecting the CER page, click on the Exit Interview tab. The Exit Interview tab provides an overview of the Soldier's activities as they relate to the CER and the Soldier's plan upon separation from the SRU.

CER

Print

Summary

Prep Activity

RIAWA

Education & Training

Internship

Other Career

Alternate Activity

Exit Interview

What is the soldier's plan upon separation?

Select the appropriate plan by clicking the down arrow. This will display an additional selection to refine the separation plan. For example, Remain in the Army has two additional selections, "Soldier is remaining in the Army in a new MOS" or "Soldier is remaining in the Army in

the same MOS.” After the second selection is completed, the Exit Interview Summary page is displayed.

Options for the Soldier’s plan are as follows:

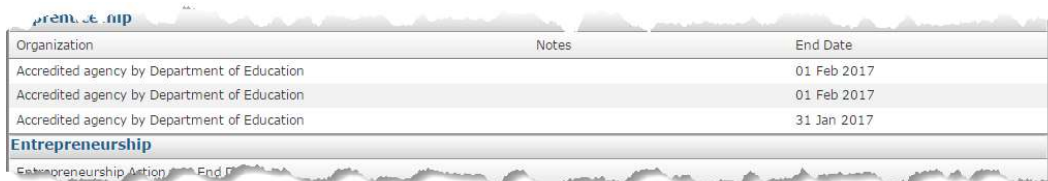
- Apprenticeship
- Education and/or Training
- Employment
- Entrepreneurship
- Internship
- Other
- Remain in the Army
- Retirement
- Volunteerism

All CER activities will be populated in the Exit Interview.

+			
Update	POC Type (VA/DOL)	POC	End Date
			Did Not Complete
No POC Records.			
OT Prep			
Action Item		End Date	
Complete initial assessment (within 14 days of arrival)			
Complete Phase I Goal Setting (within 21 days of arrival)			
Work Reintegration/Hardening Activity			
Complete CSF2 (Phase II Goal Setting)			
Complete Life Skills Classes			
Complete Functional Assessment			
Complete CER Work Site Limitations Forms (Upload copy into AWCTS attachments)			
Complete Work Site Assessment Form (Upload copy into AWCTS attachments)			
Emp			

Employment Prep	
Action Item	End Date
Job Application Package	03 Feb 2017
Job Offer Letter	02 Feb 2017
ACES Assessment	
Medically exempted from SFL TAP (Upload Copy of Memorandum for Record into Attachments)	
VA VR&E One on One Counseling (Legal Requirement)	
VA VR&E Career Assessment	
VA VR&E Career Plan	
Pre-separation Counseling	
DD Form 2648 (Upload Copy in Attachments)	
Individual Transition Plan (ITP)	
Department of Labor Employment workshop (DOLEW)	
VA Benefits Briefing I	
VA Benefits Briefing II	
MOS Crosswalk	
Financial Planning Workshop	
Resume Complete (Upload Copy in Attachments)	
Capstone (DD Form 2958)	
Attended Interview Skills Workshop	
Attended Job/Career fair	
Attended Resume Class	
Attended Dress for Success Workshop	
Education & Employment Initiative (E2I) Referral (Upload Copy in Attachments)	
VA VR&E Initial Orientation	

Remain in the Army Work Assignment			
Action Item	Start Date	End Date	
Met with Career Counselor			
Army Warrior Training (AWT)			
SAMMOS Training	31 Jan 2017		
NEW MOS Training			
Non-Commissioned Officer Education System (NCOES) Development			
Officer Education System (OES) Development			
Correspondence Courses			
Title 10 Federal Work Site (COMPO 2/3 Soldiers)			
Education Counseling			
Description	Start Date	End Date	
Soldier referred to ACES Counselor			
Received degree plan			
Received semester schedule			
Received semester grades			
Soldier referred to VR&E Counselor			
No Record Found			
Education & Training			
Description	End Date		
Soldier did not participate in Education & Training Activities.			
Internship			
Internship Category	Internship Type	Internship Organization	End Date
Soldier did not participate in Internship Activities.			



Organization	Notes	End Date
Accredited agency by Department of Education		01 Feb 2017
Accredited agency by Department of Education		01 Feb 2017
Accredited agency by Department of Education		31 Jan 2017
Entrepreneurship		
Entrepreneurship Action		End Date

Timeline

The CTP Timeline contains a chronological history of milestones for a Soldier's SRU case.

The following items auto-populate the timeline:

- ARCS In-Processing Date
- All kept Scrimmage/FTR Appointment Dates
- Phase 1 Goal Setting Date
- SRU Phases
- Target Transition Date
- Case Completed Date
- MRDP

[Add Time Line Event](#)336

Add Time Line Event

PERMISSIONS: Admin, Program Analyst, Nurse Case Manager, Social Service Representative

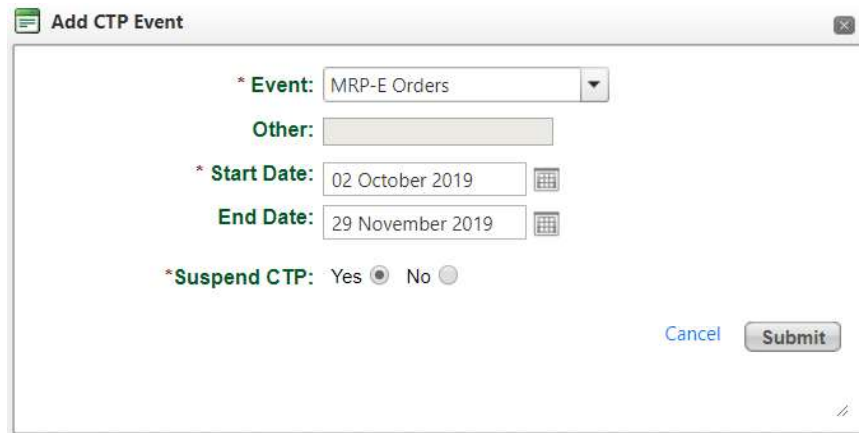
The following events can be manually added to the CTP Timeline:

- Inpatient*
- Medical Exemption*
- MRDP (RTD/REFRAD)
- MRDP (Veteran)
- MRP-E Orders*
- Other*
- Transition Leave*

* Indicates "Suspend Timeline" option is available

To add a new event:

1. Click the add button .



Add CTP Event

* **Event:** MRP-E Orders

Other:

* **Start Date:** 02 October 2019

End Date: 29 November 2019

* **Suspend CTP:** Yes ☒ No ☐

[Cancel](#) **Submit**

2. Fill in all required fields.
3. Click Submit to enter the record, or Cancel to close the window without saving.

Soldier's Module

A Soldier can log into the ARCS Soldier Portal to complete and view self-assessments, and view goal and scrimmage information.

ARCS SOLDIER RECOVERY UNIT - NCM NRP

Home | Navigation | Logout | Help

HOME

Upcoming Self-Assessment

Availability: Frequency: Next Projected Self-Assessment Date: 03 Jun 2023

Self-Assessment Summary

Created	Soldier Completed	Assisted by	NCM Validation	PSG/SL Validation	Status
06 May 2023	Self-Assessment				Active
08 Apr 2023					Incomplete
11 Mar 2023					Incomplete

Upcoming Scrimmage/FTR

Type	Date	Start Time	End Time	Location	Status
Initial Scrimmage	19 May 2023	14:30	15:30	SRU Conference Room	Kept
End-of-year Scrimmage	31 Jun 2023	10:00	11:00	NCM Office	Pending

Goal Summary

Domain	Challenges	Action Statements	End State (Sub Goals)
Career	1	1	1
Educational	1	1	1
Family	1	0	1
Financial	1	1	1
Health	1	0	1
Social	1	0	1
Substance	0	0	0

Soldier Home Screen

Label	Name	Description
A	Home	Click Home to return to the Home screen.
B	Self-Assessment	Click Self-Assessment to go to the Soldier Self-Assessments screen, to view a list of all Self-Assessments.
C	Appointments	Click Appointments to view a list of all appointments from both CHCS (medical) and manual ARCS appointments.
D	Goals / Scrimmage	Click Goals / Scrimmage to view the Goal Setting / Scrimmage screen. <u>NOTE: The Goal Setting / Scrimmage screen cannot be accessed until Phase One Goal Setting has been completed.</u>
E	Contacts	Click Contacts to view your contact information and your relationship (personal and professional) contact information.
F	Cadre	Click Cadre for quick access to a list of your care team and their phone and email contact information.
G	Logout	Click Logout to end the current ARCS session.
H	Help	Click Help to launch the ARCS Soldier Module Help Files.
I	Upcoming Self-Assessment	Displays availability and frequency information as well as the next projected Soldier self-assessment date.

Label	Name	Description
J	Begin Self-Assessment / Date hyperlink	■ Click Begin Self-Assessment to complete a Self-Assessment. ■ Click a date hyperlink to view a completed Self-Assessment summary.
K	Upcoming Scrimmage/FTR	Displays all Scrimmage dates and times.
L	Goal Summary	Displays a tally of goal data in each domain. Click on the Domain name to open to the Goal Setting data entry page.

Complete Self-Assessment

The self-assessment involves six screens that address the following areas: Career, Physical, Emotional, Social, Family, and Administrative Support. Self-assessments are completed by Soldiers on a periodic basis. They should be completed as soon as possible so the care team has time to properly validate each assessment.

When an assessment is available, ARCS will send an email to all active email accounts in a Soldier's profile. To add additional email addresses, contact your local Program Analyst.

To complete a Self-Assessment:

1. Login to the Soldier Module.
2. Click **Begin Self-Assessment**.
3. The Receiving Assistance screen opens.

Self Assessment

Are you receiving assistance in completing the assessment?

* Receiving Assistance from:

3. Select an option from the drop down:

- CADRE
- Family Member
- Self
- Significant Other

NOTE: If no assistance is needed, select Self.

4. Click **Start Self-Assessment**.

5. The Career screen opens

Self-Assessment: Step 1 of 6

Career [Save] [Cancel]

*** Work Plan ?**

☐ My work plan supports my transition goals. *Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my transition goals.

☐ My work plan does not support my transition goals.

*** Education ?**

☐ My work plan supports my education goals. *Priority [-- Select --] Comments [Text Area]

☐ My work plan somewhat supports my education goals.

☐ My work plan does not support my education goals.

*** Employment ?**

☐ I have an employment/career plan when I transition. *Priority [-- Select --] Comments [Text Area]

☐ I have an employment/career plan but have some issues.

☐ I do not have an employment/career plan.

[Previous] [Next]

6. Complete each statement. For a list of all statements and answers, see [Self-Assessment Rating Scale](#).

- Answer 1 = (Green) - Soldier believes this item is being managed at this time and assistance is not needed

- Answer 2 = (Amber) - Soldier may need assistance or believes that there are obstacles
- Answer 3 = (Red) - Soldier is having significant issues and needs assistance

NOTE: Provide honest and candid input when completing the self-assessment. Responses will be validated by your [NCM](#)¹ and [SL/PSG](#)².

7. For each item, when the second or third response is selected, you will be required to select the Priority for the issue.
 - Low - Not a priority at this time, or no issue to note(automatically selected if the Soldier selects Answer 1 (Green))
 - Medium - This category is of average importance
 - High - This category is of high importance at this time
8. Comments are required (10 character minimum) dwhen selecting answers 2 or 3. Provide additional information for your care team so they are able to create appropriate Action Plans to address the issues.
9. Click **Next** to continue or **Save** to save your progress

NOTE: You can click Save at any time to save the self-assessment and return to the self-assessment main screen. To continue a saved self-assessment, click the [Begin Self-Assessment](#) hyperlink.

10. Continue to fill out each form until the Summary screen opens.

¹Nurse Case Manager

²Squad Leader

Self-Assessment Summary

Print

Category	Assessment	Priority	Comments
Work Plan		Low	Don't know what my transition strategy is
Education		Low	don't have a goal yet and no education plans
Employment		Low	
Activities of Daily Living		Medium	can't get around on my own
Health Care		High	not getting the response i want
Medication		High	meds don't seem to be helping
Pain		High	
Weight Control		Low	
Physical Fitness		Low	
Behavioral Health		Low	
Well Being		Medium	
Social		Medium	
Family		Low	
Financial		Low	
Housing		Low	
Administrative Support		Low	
Transportation		Low	

Previous

Submit

11. Click **Submit** to submit the Self-Assessment.

NOTE: You cannot edit your responses once the self-assessment has been submitted.

NOTE: Once your self-assessment is submitted, the system generates notification to your care team and the status is changed to status is changed to "Pending Validation."

NEXT STEP: [View Completed Self-assessment](#)

View Completed Self-assessment

All historical Self-assessments are maintained in ARCS.

To view a completed or pending self-assessment:

NOTE: This view is available from the Soldier module and within a case record.

1. Click the date hyperlink on the Soldier Self-Assessment screen.

Self-Assessment Summary

Page Size: 25 Page: 1 of 1

Created: 02 May 2016 Soldier Completed: 04 May 2016 Assisted by: Self NCM Validation: 04 May 2016 PSG/SL Validation: 04 May 2016 Status: Complete

2. The Soldier Self-Assessment Summary screen opens.

Self-Assessment Summary

Created: 28 Jul 2017 Completed: 31 Jul 2017 Assisted By: Self Status: Complete

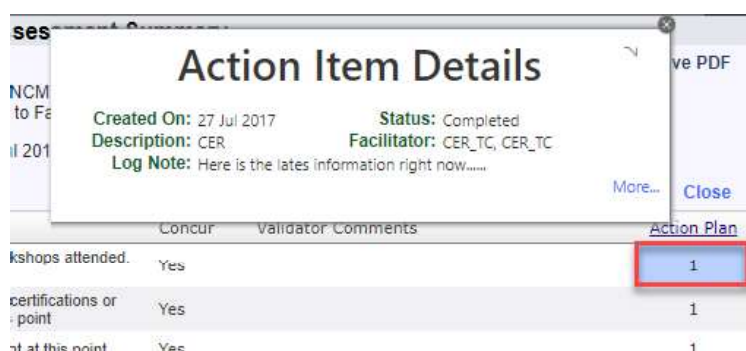
NCM Validator: 25, NCM Soldier Face to Face Participation: Date Completed: 31 Jul 2017 11:23

PSG/SL Validator: Platoon, Sergeant 10 Soldier Face to Face Participation: Date Completed: 31 Jul 2017 15:21

Save PDF Close

Category	Assessment	Priority	Soldier Comments	Concur	Validator Comments	Action Plan
Work Plan		High	SFL-TAP not yet attended. No Resumes built	Yes		1
Education		High	I am unaware of what educational certifications or further education is required at this point	Yes		1
Employment		High	I do not have a plan for employment at this point	Yes		1
Activities of Daily Living		Low		Yes		
Health Care		High	Have several medical issues that require follow-up/further diagnosis	Yes		1
Medication		Medium	Pain meds are making me groggy and I have issues with breakthrough pain at night especially	Yes		1
Pain		Medium	Pain level getting worse along with knee stability. Having trouble walking.	Yes	Reporting pain 7/10 on regular basis	1
Weight Control		Low	I meet weight standards, but I am trying to exercise more/lose weight. Injuries are making this difficult	Yes		
Physical Fitness		Low	I do not know what this means	Yes	Schedule session with PT,	1
Behavioral Health		Low	Currently a patient at the co-occurring clinic	Yes		
Well Being		Low		Yes		
Social		Low		Yes		
Family		Low		Yes		
Financial		Low	For now	Yes		
Housing		Low		Yes		
Administrative Support		High	Need help with COAD application	Yes		1
Transportation		Low		Yes		

3. Soldier ratings, priority and comments are on the left.
4. Cadre validation information and comments are on the right.



5. Hover over the numbers in the Action Plan column to view action plans associated with this category. Click "More" to view the full Action Plan in a new window.
6. Click **Save PDF** to generate a PDF of the summary that can be saved or printed, or click the **Close** hyperlink to return to the Home screen.

Generate Handbook

To generate the Comprehensive Recovery Plan (CRP) Handbook:

1. Click the **Generate Handbook** button at the top of the Home screen.
2. The CRP Handbook opens.



Comprehensive Recovery Plan (CRP) Handbook

Run on: 1/31/2023 8:37:33 AM

Soldier Name:

AOC/MOS: Gender: Male
 COMPO: ACTIVE ARMY Wounded in Action: No
 Reason for SRU Entry: MEDVAC

Home Address: 34311 14th Street Fargo, NV 58103 Alternate POC: Smith, Susan
 Home Phone: Relationship: MOTHER
 Cell Phone: (701) 235-5566 Primary Phone: 701-988-8877
 Duty Phone:

Career Track	Target Transition Date	Days to TTD	Record Start Date	Days Since Record Start	SRU Report Date	Days on Station
Transition from the Army	29 Jul 2023	179	29 Jul 2012	3838	29 May 2010	4630

Available for Self-Assessment	Self-Assessment Frequency
Available	Every Four Weeks

Assignment History

RHC	SRU	CO	PLT	SQD	Assigned On
MRC-A	Fort Belvoir	SRU Belvoir	CC	1st	19 Jan 2023

Soldier Self-Assessments

Issued	Status	Work Plan	Edu	Emp	ADLs	Hlth care	Med	Pain	Wt Ctrl	Phy Fit	Bhv Hlth	Well Being	Soc	Fam	Fin	Hou	Adm	Trans
30 Jan 2023	Active																	

Action Items

Source	Category	Facilitator	Created On	Target Date	Status
Self-Assessment	Family - Housing	SL, Belvoir CC1	24 Jan 2023	17 Mar 2023	In Progress
Scrimmage	Career	NCM, Belvoir 1	24 Jan 2023	24 Mar 2023	In Progress

Challenges

Domain	Challenge	Created On
--------	-----------	------------

Action Statements

Domain	Action Statement	Date Added	Months	Status
--------	------------------	------------	--------	--------

End State (Sub-Goals)

Domain	Sub Goal	Created On	Status
--------	----------	------------	--------

- Click **Save PDF** to create a PDF of the handbook or click **Close** to return to the Home screen.

Goal Setting / Scrimmage

Use the Goal Setting / Scrimmage screen to view and edit Challenges, Action Statements, and Goals, and complete Scrimmage Worksheets.

NOTE: The Goal Setting / Scrimmage screen cannot be accessed until Phase One Goal Setting has been completed

Goal Setting / Scrimmage

Scrimmage Worksheet
View Printable Version

Career
Physical
Emotional
Social
Family
Spiritual

Associated Self-Assessment Categories

Category	Current Assessment	Priority	Open Action Items	Action Required?
Education	-	Low	0	
Employment	-	Low	0	
Work Plan	-	Low	0	

Scrimmage Details

Goal Setting: Mar 2012 20

Career Track: Separate from the Army

Target Transition Date: Jun 2012 15

Next Scheduled Scrimmage/Focused Transition Review

Type: _____

Date / Time: _____

Location: _____

Scrimmage Subgoal Count by Domain

Domain	Total # Subgoals	Open Action Items
Career	1	0
Emotional	0	0
Family	0	0
Physical	0	0
Social	0	0
Spiritual	0	0

Challenges, Action Statements & Goals

View all In-Progress Action Statements | View all In-Progress Goals

+ Add Challenge

Challenge
Decide on major

+ Add Action Statement

Action Statement	Status	Selected Months	Added
Visit community college	In Progress	MAR	20 Mar 2012

+ Add Sub-Goal

Sub-Goal	Status	Added
Select electives	In Progress	20 Mar 2012

Goal Setting and Scrimmage Screen

Label	Name	Description
A	Scrimmage Worksheet button	Click Scrimmage Worksheet to conduct a Scrimmage using the Scrimmage Worksheet
B	View Printable Version button	Click View Printable Version to view the printable version of the Scrimmage Worksheet.
C	Associated Self- Assessment Categories section	View data from the Self-Assessment and Action Items. - Click on a tab to view a different domain. - Click on a Category hyperlink to go to the Self-Assessment Summary screen.
D	Challenges, Action Statements & Goals	View Challenges, Action Statements, and Sub-Goals added from the Scrimmage Worksheet: - Click the Add Challenge icon to add a new challenge - Click the Add Action Statement icon to add a new Action Statement - Click the Add Sub-Goal icon to add a new Sub-Goal NOTE: Use the list boxes to filter the Action Statements and Goals.
E	Scrimmage Details section	View Scrimmage Details.
F	Scheduled Scrimmage/ Focused Transition Review section	View scheduled scrimmages or FTRs.
G	Scrimmage Sub-goal Count by Domain	View a count of Sub-Goals and open Action Items for each domain.

Add Challenge

Add Challenge Items

Label	Name	Description
A	Add Challenge icon	Click Add Challenge to add another challenge.
B	Expand / Collapse icon	Click this icon to expand or collapse the challenge.
C	Edit hyperlink	Click Edit to edit the challenge title.
D	Add Action State-ment icon	Click Add Action Statement to add a new Action State-ment to the Challenge.
E	Add End-State (Sub-Goal) icon	Click Add End-State (Sub-Goal) to add a new Sub-Goal for the identified Challenge.

To add a challenge to the scrimmage worksheet:

1. Click the **Add Challenge** icon.
2. The Challenge field opens.

3. Enter the Challenge
4. Click **Save** to retain the Challenge or click **Cancel** to close the window without saving.

Use the arrow icon to show additional options for adding Action Statements and End-State (Sub-Goals).



Add End-State (Sub-Goal)

To add an End-State (Sub-Goal):

1. Expand the Challenge using the black arrow.



1. Click the Add End-State (Sub-Goal) icon .



2. A Sub-Goal area opens.

3. Enter the Soldier's desired End-State , and select a status.
4. Click **Save** to retain the Sub-Goal or click **Cancel** to close the window without saving.
5. The Sub-Goal, status and date are added.

End State (Sub-Goal)	Status	Added
Edit I will medically retire from the Army and gain a Civilian job.	In Progress	05 Mar 2024

Add Action Statement

Action Statements define what specific actions a Soldier will accomplish to make progress toward a goal. Action Statements can be entered by the Soldier as well as any user with access to Goal Setting.

Action Statements are structured using the SMART format.

- S – Specific
- M – Measurable
- A – Actionable
- R – Realistic
- T – Time-bound
- It is common for a Sub-Goal to have multiple Action Statements
- Each Action Statement should step the Soldier closer to their Sub-Goal
- Identifying specific actions for each month allows Soldiers to make continuous, measurable progress
- Avoid Action Statements that cannot be met within 90 days

EXAMPLE

Physical

Sub Goal: Increase endurance

S: I

M: Walk/run 1 minute more each week

A: starting this week

R: incremental improvement keeping within my profile

T: within 1 month

GOAL: I push myself to run/walk 1 minute more each week for the next month.

To add an Action Statement:

1. Click the **Add Action Statement** icon.

The screenshot shows a web interface for adding a challenge. At the top, there is a '+ Add Challenge' button. Below it, a challenge titled 'Obtain an Internship with a Federal Agency.' is listed. Under this challenge, there is a '+ Add Action Statement' button, which is highlighted with a red arrow. Below the button, there is a table with columns for 'Action Statement', 'Status', 'Selected Months', and 'Added'. The table currently shows 'No Action Statements found for this Challenge'. Below the table, there is a '+ Add End State (Sub-Goal)' button and another table showing 'No End States (Sub-Goals) found for this Challenge'.

2. Enter a SMART Action Statement, select a status, and select applicable months.

The screenshot shows the 'Add Action Statement' form. It has a text input field for the 'Action Statement' with the placeholder text 'I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months.' A red arrow points to this input field. To the right of the input field, there are two dropdown menus: 'Status' (set to 'In Progress') and 'Selected Months' (set to 'APR, MAY'). At the bottom left, there are 'Cancel' and 'Save' buttons.

3. Click **Save** to retain the action statement or click **Cancel** to close the window without saving.

Manage and Close Action Statement

Action Statements require regular maintenance. It is important to update Action Statements in a timely manner.

As Soldiers complete Action Statements, the status is moved to **Met**

1. Open the Action Statement by selecting Edit.

The screenshot shows the 'Add Challenge' window with the challenge 'Obtain an Internship with a Federal Agency.' expanded. It shows a table of existing action statements. The first row has the text 'I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months', a status of 'In Progress', selected months of 'APR, MAY', and a date of '05 Mar 2024'. A red arrow points to the 'Edit' button next to this row. Below the table, there is a '+ Add End State (Sub-Goal)' button and another table showing 'No End States (Sub-Goals) found for this Challenge'.

2. Choose the new status (Met or Unmet) and Save.

[Edit](#) I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months. In Progress APR, MAY 05 Mar 2024

I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months.

[Cancel](#) [Save](#) **MET** APR, MAY

If a Soldier chooses to change direction or does not accomplish the listed action within the established time frame, the status is moved to **Unmet**

- Do not edit and extend Action Statements
- If the Action Statements is Unmet in the established time frame:
 1. Mark the Action Statement as Unmet
 2. Create a new Action Statement with an updated time line
- This creates a more accurate reflection of the Soldier's challenges and accomplishments.

NOTE: If the originally selected months for the Action Statement have passed, the current month must be selected before ARCS will allow the status change. This will cause the Action Statement to appear as if it was active in the current month. *Timely closing of Action Statements will avoid this issue.*

Manage and Close Action Statement

Action Statements require regular maintenance. It is important to update Action Statements in a timely manner.

As Soldiers complete Action Statements, the status is moved to **Met**

1. Open the Action Statement by selecting Edit.

Challenge			
Edit Obtain an Internship with a Federal Agency.			
+ Add Action Statement			
Action Statement	Status	Selected Months	Added
Edit I will meet with my TC to explore internship opportunities for Federal Agencies. I will start this in the next 3 months.	In Progress	APR, MAY	05 Mar 2024
+ Add End State (Sub-Goal)			
End State (Sub-Goal)	Status	Added	
Edit I will medically retire from the Army and gain a Civilian job.	In Progress	05 Mar 2024	

2. Choose the new status (Met or Unmet) and Save.

If a Soldier chooses to change direction or does not accomplish the listed action within the established time frame, the status is moved to **Unmet**

- Do not edit and extend Action Statements
- If the Action Statements is Unmet in the established time frame:
 1. Mark the Action Statement as Unmet
 2. Create a new Action Statement with an updated time line
- This creates a more accurate reflection of the Soldier's challenges and accomplishments.

NOTE: If the originally selected months for the Action Statement have passed, the current month must be selected before ARCS will allow the status change. This will cause the Action Statement to appear as if it was active in the current month. *Timely closing of Action Statements will avoid this issue.*

Complete Sub-Goal

1. Close all related Action Statements by marking each as Met or Unmet. See [Manage and Close Action Statement](#).
2. Open the Sub-Goal by selecting Edit

3. Update status to Met or Unmet

4. Click **Save** to complete the Sub-Goal or click **Cancel** to close the window without saving.

Mark Challenge as Met

1. Close all related Sub-Goals by marking each as Met or Unmet. See [Complete Sub-Goal](#).
2. Open the Challenge by selecting Edit.

3. Edit the text field to notate the challenge has been met and **Save**.

NOTE: Challenges cannot currently be closed. The best practice for noting that a Challenge has been met is editing the text field

My Cadre

The Cadre page provides Soldiers with contact information for all their assigned support Cadre. This list can be exported.

SOLDIER RECOVERY UNIT - SOLDIER

Welcome **Rosalie** | [Logout](#) | [Help](#)

[HOME](#)
[SELF ASSESSMENT](#)
[APPOINTMENTS](#)
[CADRE](#)

(CUI)

NAME Talbot, Rosalie	DOB COL	STATUS Outpatient	RHC RHC-A	SRU Fort Belvoir	CD SRU Belvoir	PLT RTD	ESD 1st
SRU SRU-0155	DOB 11 Aug 1978	CDR SRU, CDR	SRU SRU, PCM2	NCM NCM, Belvoir 1	SRU Landry, Jeffrey	PSG PSG, Belvoir RTD	SL SL, Belvoir RTD1

SOLDIER CADRE

Role	Name	Email Address	Phone Number
AW2 RCC	RCC, RCC2	RCC2@test.com	789-789-7891
Company Commander	SRU, CDR	cdn_belvoir_25@usm.com	555 111 2222
Nurse Case Manager	NCH, Belvoir 1	Belvoir_NCH@mail.gov	333-555-4444
Occupational Therapist	UIC, Belvoir	uicgov@mail	123-456-7899
Platoon Sergeant	PSG, Belvoir RTD	belvoir_PSG_rtd@test.gov	123-123-1234
Social Worker	Landry, Jeffrey	j.landry@mail.mil	545-545-5454
Squad Leader	SL, Belvoir RTD1	BelvoirRTD1@test.com	595-595-5959
SRM1	SRU, PCM2	pcm2@test.com	123-555-8889
Transition Coordinator	SRU, TC2	TC12325@test.com	333-333-1234

Contact ARCS Support Team

For assistance with ARCS, call or email the ARCS Service Desk:

- Hours: Monday - Friday, 0700 - 1900 (ET)
- Email: support@awcts.zendesk.com
- Phone: (855) 813-8867
- Help Center: <https://awcts.zendesk.com/hc/en-us>

