ASSIGNMENT SATISFACTION KEY (ASK)
Soldier Satisfaction Module (SAM)

SAM

HOW TO UPDATE ASSIGNMENT PREFERENCES

ASK - THE KEY TO *e*NFLUENCING YOUR ASSIGNMENT

PURPOSE

PROVIDE INFORMATION ON THE PROCESS TO UPDATE ASSIGNMENT PREFERENCES VIA THE ASSIGNMENT SATISFACTION KEY

ASK and SAM are part of the Personnel Transformation

REFERENCES

AR 614-200, Selection of Enlisted Soldiers for Training and Assignment

AR 600-8-11, Reassignment

MILPER Message 02-005, dated 10 October 2001, subject: Web Access to Enlisted Assignment Information

ENLISTED PERSONNEL TRANSFORMATION

GOAL: REDUCING TURBULENCE AND INCREASING PREDICTABILITY AND SOLDIER SATISFACTION

ASK / SAM = REVOLUTIONIZING THE WAY WE DO BUSINESS AND INCREASING THE CAPABILITY FOR SOLDIERS TO INFLUENCE THEIR CAREER

ENLISTED PERSONNEL TRANSFORMATION

ASK

ASSIGNMENT SATISFACTION KEY

- **ASSIGNMENT PREFERENCES**
- **ASSIGNMENT VOLUNTEER**
- **CONTACT INFO**
- **SPECIAL DUTY**

HQDA HRC

SAM

ASSIGNMENT MANAGER

REQUISITIONS   **SOLDIERS**

LOCATION   **VOLUNTEER**
FT HOOD   **SGT SMITH**
SGT WEISS
SGT JONES

SAM

SOLDIER ASSIGNMENT MODULE

SOLDIER

SAM - AUTOMATICALLY MATCHES SOLDIER QUALIFICATIONS AND PREFERENCES TO OPEN REQUISITIONS

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↑SOLDIER ASSIGNMENT MODULE

↑**INTEGRATES ASK INFORMATION TO IDENTIFY VOLUNTEERS AND SOLDIER ASSIGNMENT PREFERENCE WITHOUT PAPER**

↗**PROVIDES ASSIGNMENT MANAGERS AN AUTOMATION TOOL TO QUICKLY DETERMINE A SOLDIER'S ASSIGNMENT ELIGIBILITY**

↗**INCORPORATES CURRENT ASSIGNMENT ELIGIBILITY POLICIES TO IDENTIFY SOLDIERS MOST ELIGIBLE TO MOVE**
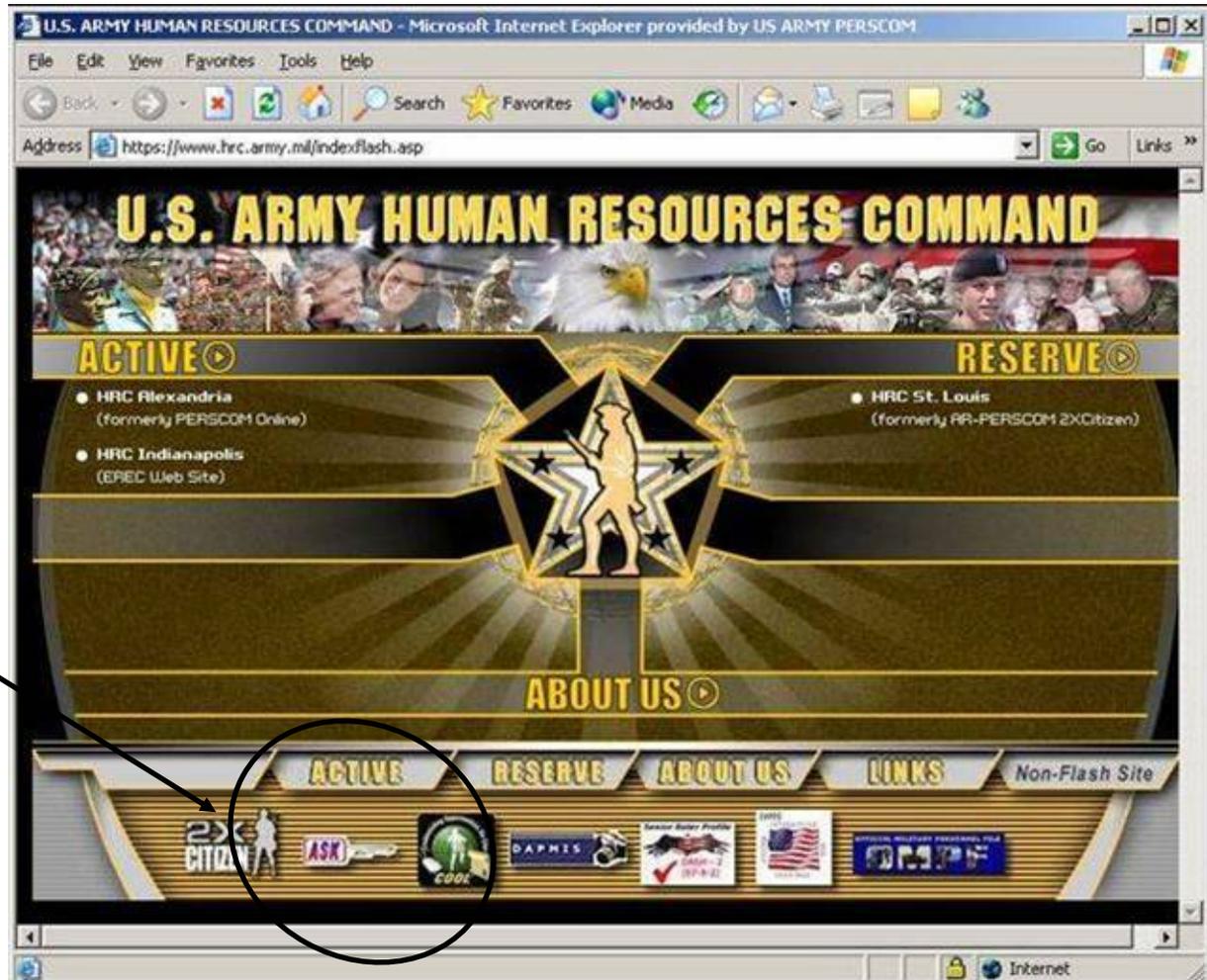
↗**CONTAINS SPECIAL FEATURES FOR MANAGING DRILL SERGEANT AND RECRUITER NOMINATIONS**
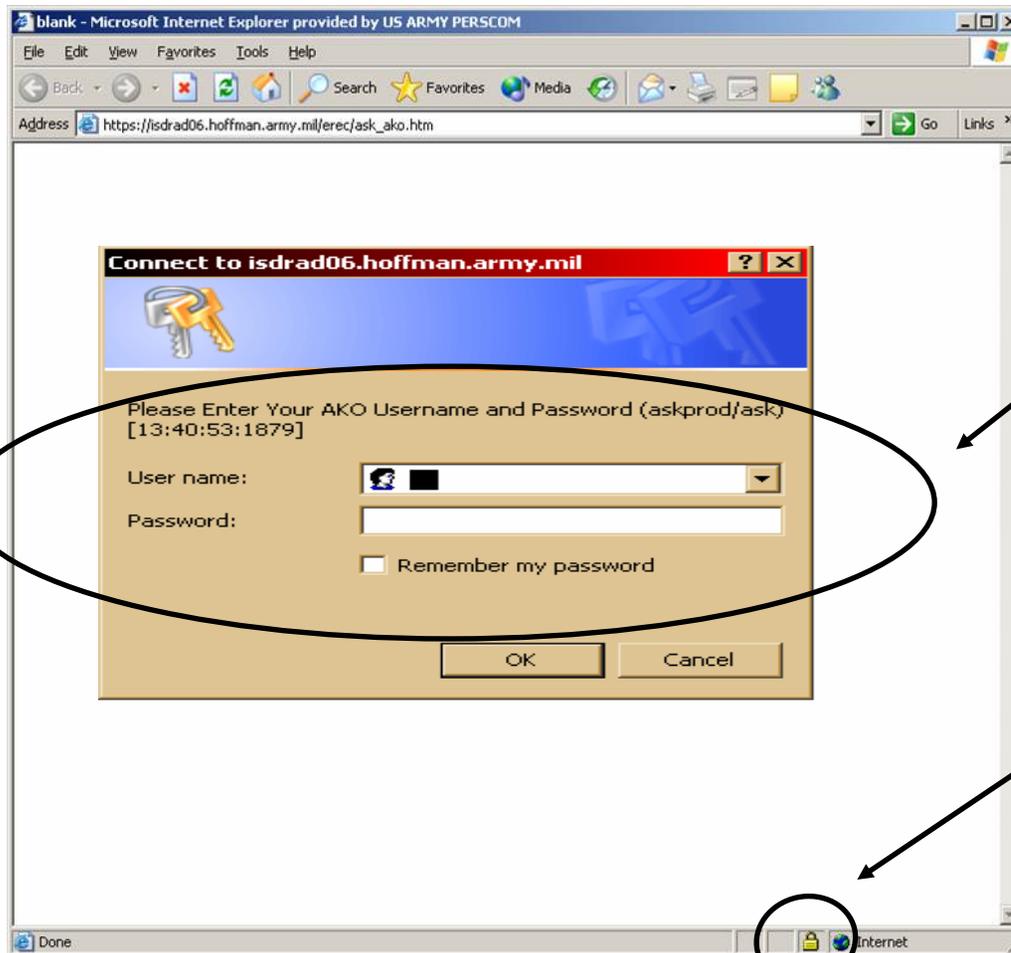
WEB BASED AT: WWW.HRC.ARMY.MIL
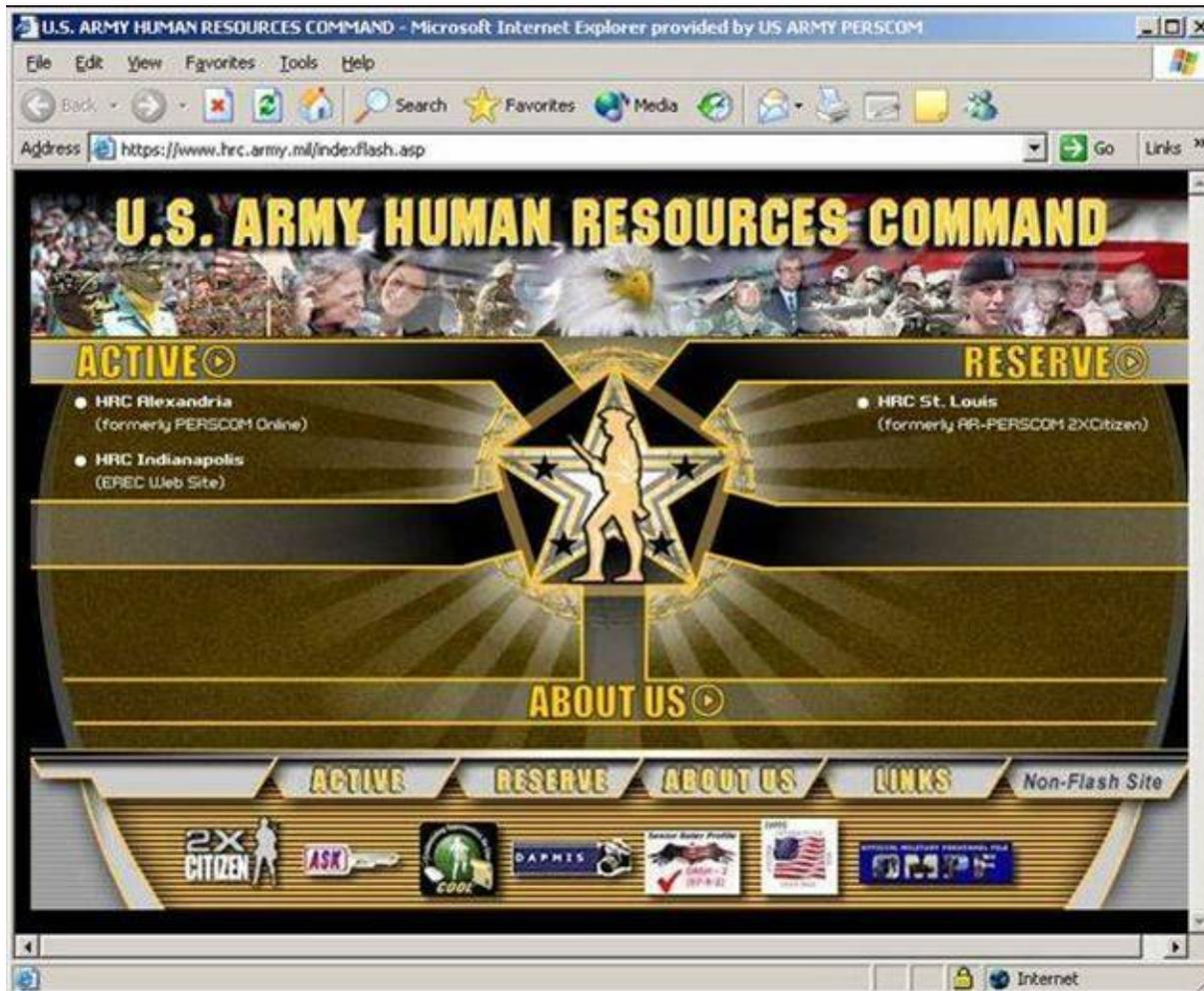
**ENTRY TO ASSIGNMENT SATISFACTION KEY (ASK)
IS AT BOTTOM OF HRC'S MAIN WEB PAGE**

**CLICK THE
ASK ICON
FOR ENTRY**

USE ARMY KNOWLEDGE ONLINE (AKO) ID AND PASSWORD TO LOGON TO THE SYSTEM

PASSWORD & ID NEEDED FOR ACCESS TO ASK

A SECURE WEB PAGE

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ASK WELCOME / INSTRUCTION PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

ASK | CONTACT HOME | PERSONAL CONTACT DATA | PREFERENCES | VOLUNTEER | ON ASSIGNMENT | PDL | AKO | LOGOFF

Assignment Satisfaction Key Information

You will be able to view/update your personal contact information, assignment preferences, indicate special duty interests, and/or volunteer for assignment locations.

Assignment preferences are no longer "Dream Sheets" as they used to be called.

Under the old "Dream Sheet" days, you could choose from 230 CONUS locations and 280 OCONUS locations. In reality, you had almost no chance of being assigned to many of these locations. The newly designed assignment preferences require you to select 2 CONUS locations from a Divisional Installation Listing and 1 CONUS location from a more expanded listing. You will be able to select 3 OCONUS locations from a listing of 4.

By providing you with realistic location options, we should be able to match Army readiness requirements with your assignment preferences. By submitting assignment preferences, you are contributing to the overall decision process and your vote will count. If you decline to submit assignment preferences, you will be assigned according to the needs of the Army.

To update your personnel contact information, complete the appropriate fields for address and telephone number. Update of mailing address is required before other screens can be accessed.

Assignment Preference - Assignment preferences are not indicative of a soldier volunteering for assignment. A preference indicates "If I must be reassigned, these are the locations I prefer.". You must select three CONUS and three OCONUS locations. Drop down boxes will list the location options. Just point and click on the location option desired. You may not select a location more than once.

For Volunteer - Assignment preferences must be updated prior to selection of volunteer locations. You may volunteer for up to 3 CONUS location and/or 3 OCONUS locations. When you volunteer you are stating "I would like to be reassigned now to one of the locations listed.". Drop down boxes are also used to display options.

For Drill Sergeant Assignment Preference Program - You must select 3 assignment volunteer locations in any combination of CONUS or OCONUS

For Detailed Recruiter Assignment Preference Program - You must select 3 assignment volunteer locations in any combination CONUS or OCONUS

For Personnel Data Lookup (PDL) You will be able to review your personnel information, which is from the database of record used by managers

For special duty interest/volunteer - Soldiers may indicate an interest for consideration for their next assignment or can volunteer, which means ... and/or airborne.

For U.S. Army Cadet Command - Soldiers may indicate an interest for future assignment to the U.S. Army Cadet Command.

CLICK HERE TO UPDATE INFORMATION

FIRST TIME USERS MUST GO TO, AND FILL IN, PERSONAL CONTACT DATA TO GAIN ACCESS TO OTHER PAGES

ASK WELCOME / INSTRUCTION PAGE (CONT'D)

For U.S. Army 3rd Infantry - Soldiers may indicate an interest for future assignment to the U.S. Army 3rd Infantry(Old Guard).

Homebase/Advanced Assignment (HAAP) - Soldiers in grade E4(P) through E8 pending assignment to a dependent restricted short tour will be considered for assignment to one of their CONUS assignment Preferences upon return to CONUS or if soldier elects to return back to current location.

NCOES Information is displayed at the bottom of the update screen. Questions concerning NCOES should be referred to: PLDC Contact Local Training NCO, BNCOC ...NCOES Branch at HRC (DSN 221-5362); for ANCOC, Contact your Career Branch.
(click here for Career Branch Information) https://www.perscom.army.mil/enlist/cb-let.htm

Current Assignment - Displays pending assignment Report Date and Location.

ATRRS Course Information - Displays pending course information (Course, Class Number, Start Date, and End Date).

To obtain scheduling information call 1-800-FYI-EPMD

CLICK HERE TO UPDATE INFORMATION

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | VOLUNTEER | N ASSIGNMENT | PDL | AKO | LOGOFF

Assignment Satisfaction Key
ASK

Privacy & Security

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ASK ASSIGNMENT INFORMATION UPDATE PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

ASK

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | VOLUNTEER | ON ASSIGNMENT | PDL | AKO | LOGOFF

Personal Contact Data

Field	Note
Mailing Address Line1:	(Required)
Mailing Address Line2:	(Optional)
City:	(US/Foreign)
State:	(US)
Zip Code + 4:	(US/APO/FPO)
APO/FPO:	(APO/FPO)
APO/FPO Post Office:	(APO/FPO)
Foreign Country:	(Foreign)
Foreign Postal Number:	(Foreign)
Home Phone #: ( )	(555) 5551212
Alternate Phone #:	Length 18
Duty Phone DSN:	5551212
Commercial: ( )	(555) 5551212
E-mail Address: atgtest.00012@us.army.mil	

OPTIONS

UPDATE

CLICK ON "UPDATE" WHEN FINISHED

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | VOLUNTEER

Assignment Satisfaction Key

ASK

Privacy & Security

FIRST TIME USERS MUST FILL IN PERSONAL CONTACT DATA TO GAIN ACCESS TO OTHER PAGES

ASK ASSIGNMENT PREFERENCES PAGE

UPDATE ASK ASSIGNMENT PREFERENCES

CLICK ON "UPDATE" WHEN FINISHED

ASK VOLUNTEER ASSIGNMENT PAGE

UPDATE ASK VOLUNTEER ASSIGNMENT SELECTIONS

CLICK ON "UPDATE" WHEN FINISHED

ASK DRILL SERGEANT ASSIGNMENT PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

HR Command patch. Click to go to HR Command home page

ASK | CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | DRILL SGT ASSIGNMENT PREF PGM | ON ASSIGNMENT | PDL | AKO | LOGOFF

Drill Sergeant

Drill Sergeant Assignment Preference *

CONUS

Date of Update:

NO PREFERENCE

NO PREFERENCE

NO PREFERENCE

OCONUS

Date of Update:

NO PREFERENCE

NO PREFERENCE

NO PREFERENCE

UPDATE

UPDATE ASK DRILL SERGEANT ASSIGNMENT SELECTIONS

CLICK ON "UPDATE" WHEN FINISHED

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | DRILL SGT ASSIGNMENT PREF PGM | ON ASSIGNMENT | PDL | AKO | LOGOFF

*** Drill Sergeant Assignment Preference Program, Select only 3 Locations

Assignment Satisfaction Key
ASK

ASK RECRUITER ASSIGNMENT PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

ASK   CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | **RECRUITER** | ON ASSIGNMENT | PDL | AKO | LOGOFF

Recruiter

UPDATE ASK RECRUITER ASSIGNMENT SELECTIONS

Recruiter Assignment Preference

CONUS

Date of Update:

NO PREFERENCE
NO PREFERENCE
NO PREFERENCE

OCONUS

Date of Update:

NO PREFERENCE
NO PREFERENCE
NO PREFERENCE

UPDATE

CLICK ON "UPDATE" WHEN FINISHED

CONTACT | HOME | PERSONAL CONTACT DATA | PREFERENCES | RECRUITER | ON ASSIGNMENT | PDL | AKO | LOGOFF

Assignment Satisfaction Key
ASK

Privacy & Security

ASK ON ASSIGNMENT PAGE

VIEW REPORT DATE AND LOCATION OF ASSIGNMENT, IF YOU ARE ON ASSIGNMENT

ASK PDL PAGE

THE WELCOME TO PERSONNEL DATA LOOKUP (PDL) PAGE

ASK PDL SELECTION PAGE

**SELECT LINK TO VIEW
VIEW PERSONNEL DATA**

ASK SPOUSE INFORMATION PAGE
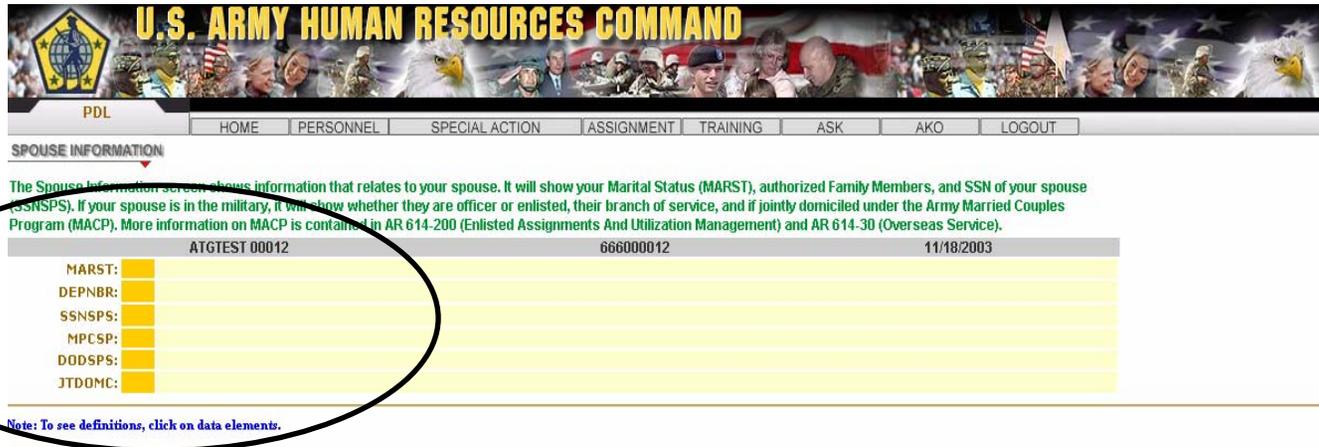
SCREEN SHOWS SPOUSE INFORMATION INCLUDING MARRIED ARMY COUPLES PROGRAM DATA

ASK MOS INFORMATION PAGE

SCREEN SHOWS MOS INFORMATION INCLUDING PRIMARY, SECONDARY, ETC.

ASK MISCELLANEOUS INFORMATION PAGE

MISCELLANEOUS INFORMATION

The Miscellaneous Information screen shows your Grade (PGRAD), Date of Rank (PDOR), Enlistment or Reenlistment options (ENLOP/RENLOP), the Date you Entered Service (BASD), the Date your Term of Service Ends (TOS), your Assignment Eligibility (AEA), the Year and Month your Assignment Eligibility Ends (YMAEAT), the Date Eligible for Return From Overseas (DEROS), and the Date you Returned from Overseas (DROS). It will also show your Advanced Assignment Location (HAAPIN), your Term of Service (TOSAD), your Gender (SEX), and Date of Birth (DOB).

ATGTEST 00012   666000012   11/18/2003

PGRAD:
PDOR:
ENLOP:
RENLOP:
BASD:
DTETS:
AEA:
YMAEAT:
DEROS:
DROS:
HAAPIN:
TOSAD:
SEX:
DOB:

Note: To see definitions, click on data elements.

SCREEN SHOWS MISCELLANEOUS
INFORMATION INCLUDING
GRADE, DATE OF RANK, ETC.

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ASK NCOES INFORMATION PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

PDL

| HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT |

NCOES

The Noncommissioned Officer Education System (NCOES) Information reflects your Military Educational Level [(MEL) the highest level of military training obtained] and Military Educational Status [(MES) enrolled, graduated, etc].

ATGTEST 00012	666000012	11/18/2003
MEL		MES
X		1
PRIMARY LEADERSHIP DEVELOPMENT COURSE		GRADUATED

Note: To see definitions, click on data elements.

**SCREEN SHOWS NCO EDUCATION
SYSTEM INFORMATION INCLUDING
MILITARY EDUCATIONAL LEVEL
AND MILITARY EDUCATIONAL STATUS**

ASK SPECIAL ACTIONS STATUS SELECTION PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

PDL

| HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT |

SPECIAL ACTION

This page will provide you access to screens that reflect your Special Action Status. The information is maintained by HRC.

| ATGTEST 00012 | 666000012 | 11/19/2003 |

- The Compassionate Reassignment Status screen shows the date your compassionate assignment request was submitted or received at HRC, the status of the request (approved/disapproved), and the effective date.

- The Exceptional Family Member Program (EFMP) Enrollment Status screen reflects the date you enrolled in the program, the date your enrollment needs to be revalidated, the name of each family member, and their gender.

SELECTION SCREEN FOR COMPASSIONATE REASSIGNMENT OR EXCEPTIONAL FAMILY MEMBER STATUS

ASK COMPASSIONATE REASSIGNMENT STATUS INFORMATION PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

PDL

HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT

COMPASSIONATE ASSIGNMENT

The Compassionate Reassignment Status screen shows the date your compassionate assignment request was received at HRC, the status of the request (approved/disapproved), and the effective date.

ATGTEST 00012	666000012	11/19/2003
COMPASSIONATE ASSIGNMENT		

STATUS CODE: APPROVED   **DATE RECEIVED:** 20030101   **STATUS DATE:** 20030101

SCREEN SHOWS APPLICABLE DATES FOR RECEIVED COMPASSIONATE REASSIGNMENT APPLICATION

ASK EXCEPTIONAL FAMILY MEMBER PROGRAM STATUS INFORMATION PAGE

SCREEN SHOWS EXCEPTIONAL FAMILY MEMBER PROGRAM ENROLLMENT AND REQUIRED REVALIDATION DATES, AND MEMBERS

ASK ON ASSIGNMENT DATA PAGE

SCREEN SHOWS ON ASSIGNMENT REPORT DATE AND LOCATION

ASK TRAINING COURSE INFORMATION PAGE

U.S. ARMY HUMAN RESOURCES COMMAND

PDL

| HOME | PERSONNEL | SPECIAL ACTION | ASSIGNMENT | TRAINING | ASK | AKO | LOGOUT |

TRAINING COURSE INFORMATION

ATGTEST 00012		666000012	11/24/2003
Course	**Class Number**	**Start Date**	**End Date**
512 27DC6	004	9/17/2003	9/21/2003
ANCOC	022	9/21/2004	1/10/2005

SCREEN SHOWS ON TRAINING COURSES, CLASS, START AND END DATES

UPDATING PREFERENCES

- ASSIGNMENT PREFERENCES UPDATED THROUGH NEWLY DEVELOPED WEB APPLICATION CALLED "ASK"

- ACCESSED THROUGH HRC'S WEB SITE: WWW.HRC.ARMY.MIL

- ABILITY TO UPDATE INFORMATION WITH HOME OR OFFICE COMPUTER VIA THE INTERNET

- USE ARMY KNOWLEDGE ONLINE (AKO) ACCOUNT PASSWORD TO GAIN ACCESS TO "ASK"

- SAM IS A NEW AUTOMATED TOOL THAT AUTOMATICALLY MATCHES SOLDIER QUALIFICATIONS AND PREFERENCES TO CURRENT OPEN REQUISITIONS