



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

OCT 13 2010

IMSE-GOR-HRM-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 10 – Conduct of Unit Visits

1. This memorandum supersedes eMILPO Memorandum Number 10, subject as above, dated 2 Apr 08.
2. References:
 - a. eMILPO Functional Guidance, 14 Sept 06.
 - b. Soldier Record Data Center – functional proponent Army Human Resources Command.
3. The purpose of this memorandum is to establish procedures for conducting eMILPO Assistance Visits.
4. Unit Assistance Visits will be conducted quarterly, as needed, or upon request.
 - a. Upon arrival at the battalion Personnel Administration Center, the Personnel Automation Branch (PAB) System Administrator (SA) conducting the visit will brief the Work Center Supervisor (WCS) on the nature of the visit. Items on the checklist have been extracted from regulations, pamphlets, and other directives governing eMILPO. At the conclusion of the visit, the WCS will be briefed on the findings and will receive a copy of the completed checklist.
 - b. Upon completion of the visit, the PAB SA will explain that each “no” response requires a corrective action. The PAB SA will identify any findings that are considered major and will provide suggestions on corrective actions. If questions cannot be answered during the visit, the SA will ensure that questions are recorded and returned to the PAB for research.
5. The SA will follow-up to ensure that all corrective actions have been taken. Corrective actions will be completed as soon as possible.

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6. This memorandum will be maintained on file by each Fort Gordon unit/activity.



JOHN MCINTYRE
Director of Human Resources/
Adjutant General

DISTRIBUTION:

Project Manager, AKIMA

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