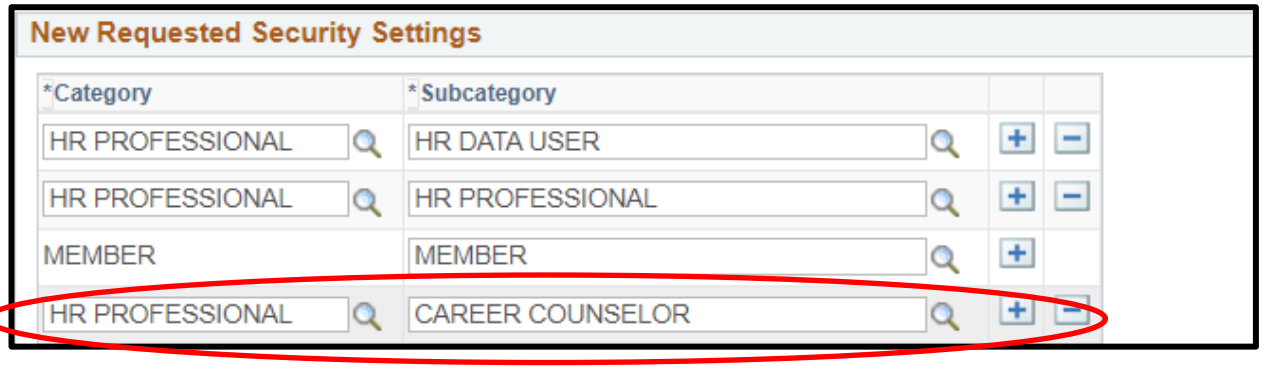
Guide to update BRS-CP ADSO in IPPS-A

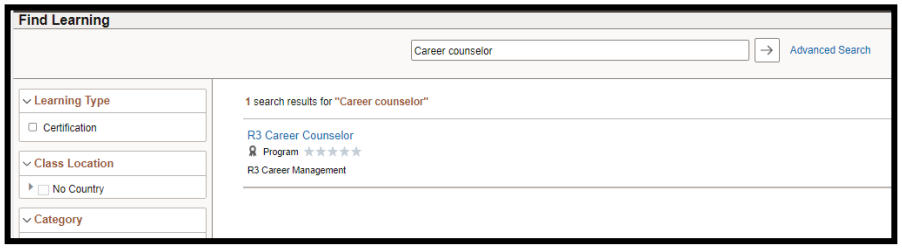
Access Request – HR Professional

Must have the following access IOT update a Member's Service Obligation date

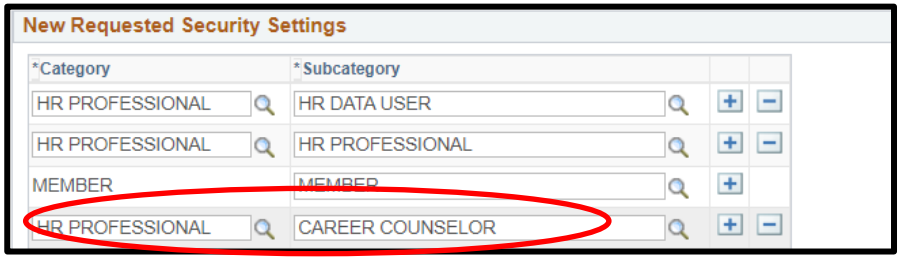


Request Access:

Step 1: Access the Hands-on Training Tile and input the following information



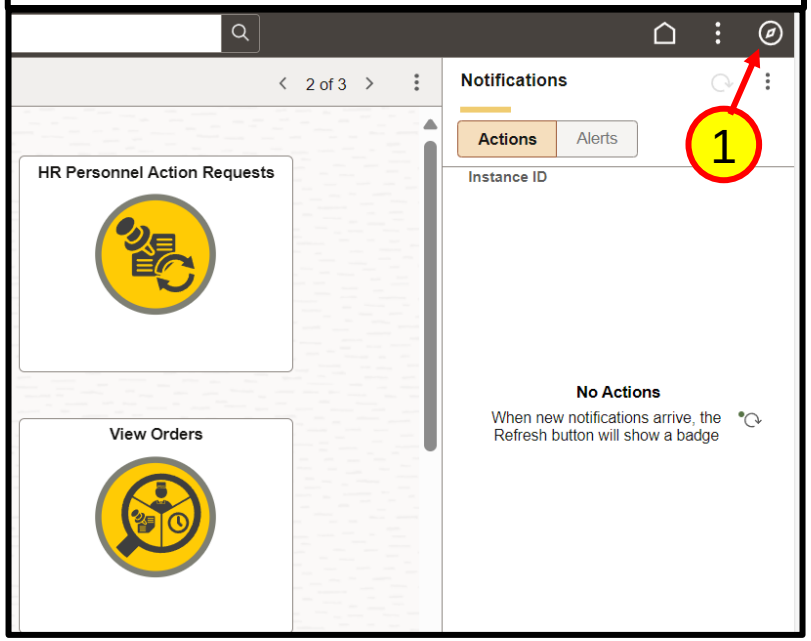
Step 2: Once complete please submit the following access request



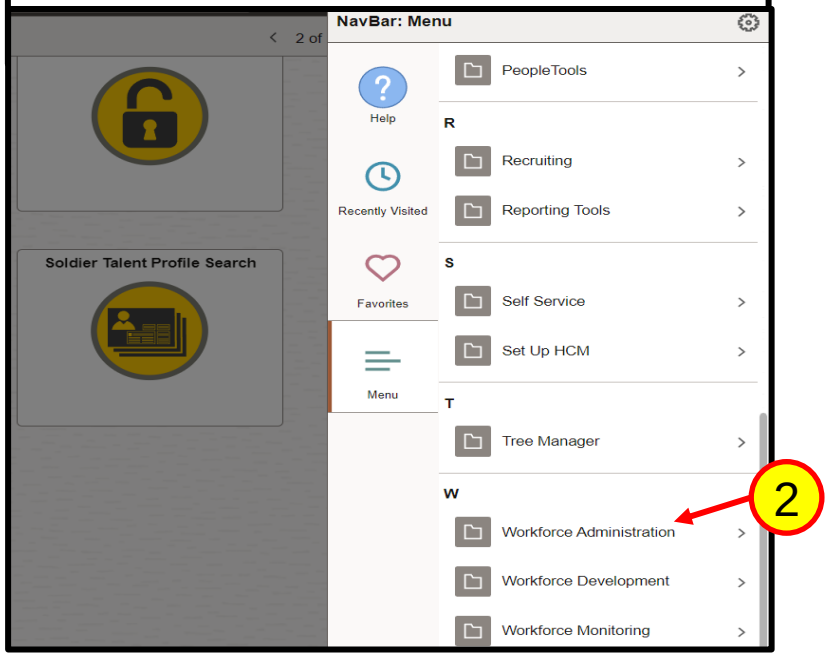
Workforce Administration - Contracts Administration

Applicability: OFF, WO, ENL
Purpose: The purpose of this process is to assist HR Professionals in understanding how to update a member's ADSO due to BRS Continuation Pay.
Subcategories: Seniority Dates
Navigation: NavBar> Menu> Workforce Administration>Contracts Administration> Obligation Dates

1. Click the "NavBar"

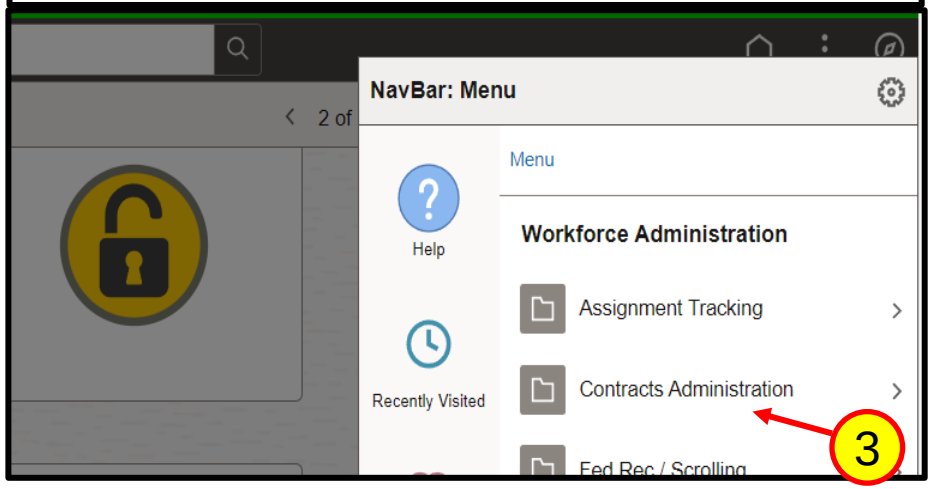


2. Click "Workforce Administration"

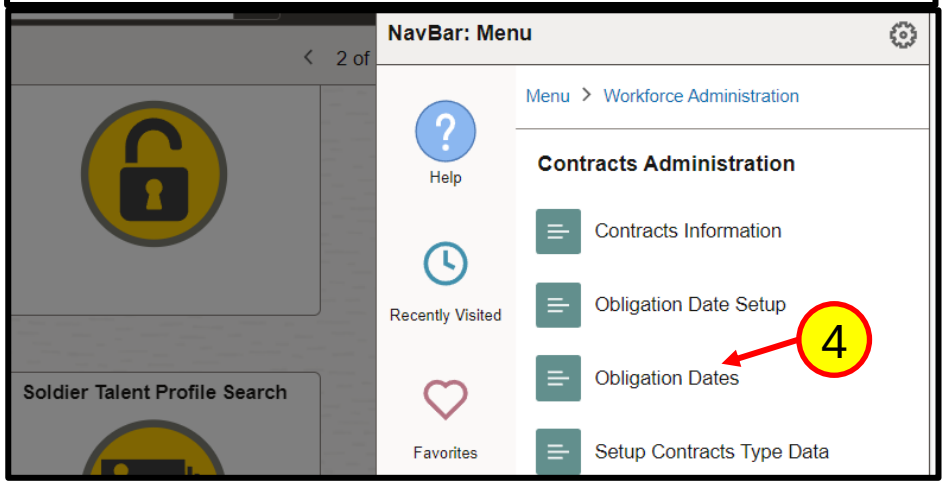


Workforce Administration - Contracts Administration

3. Click “Contract Administration

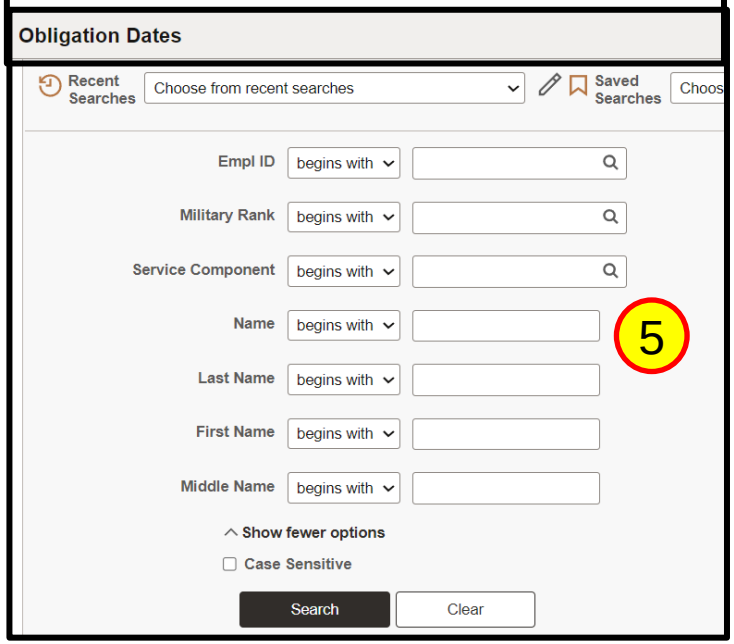


4. Click “Obligation Dates”

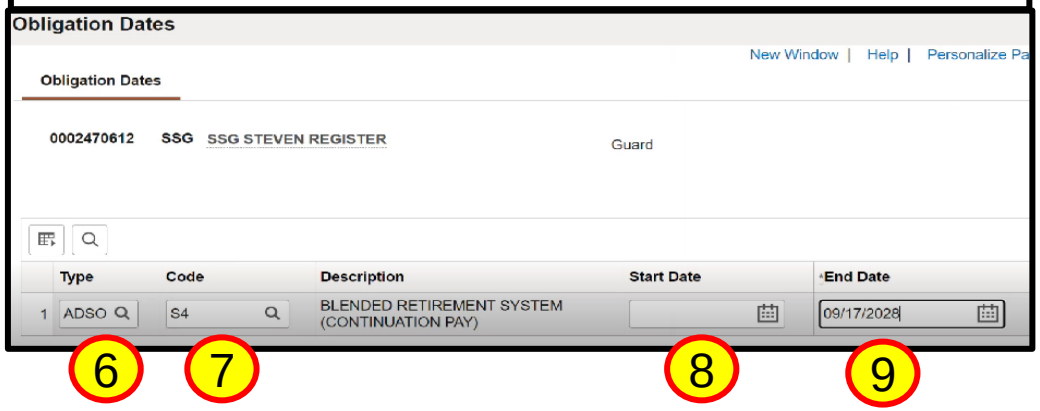


Workforce Administration - Contracts Administration

5. Search Soldier's name or appropriate search method

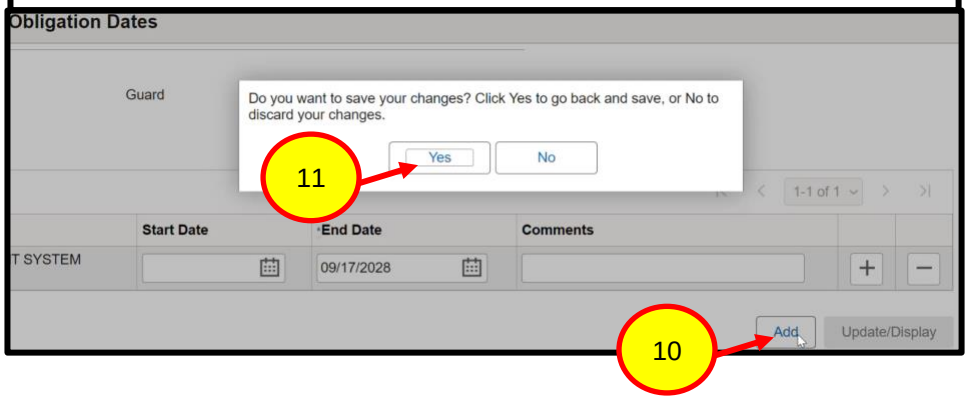


6. Under *Type*, select "ADSO"
7. Under *Code*, select "S4 – Blended Retirement System (Continuation pay)"
8. Start date: SM's signature date on BRS-CP Contract
9. End Date: Four years from SM's signature date

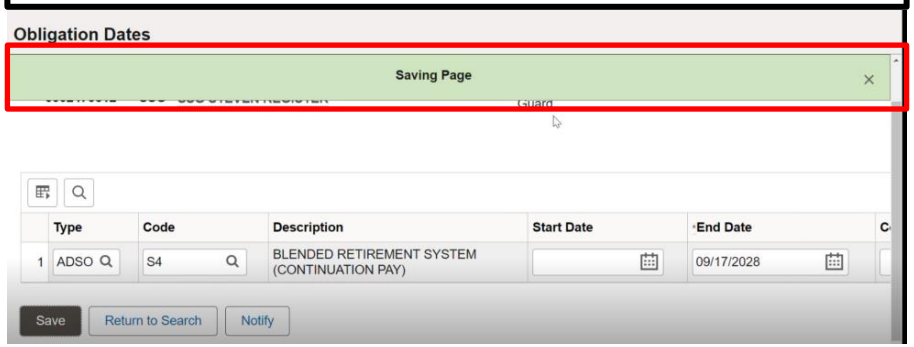


Workforce Administration - Contracts Administration

10. Select “Add”
11. Select “Yes”

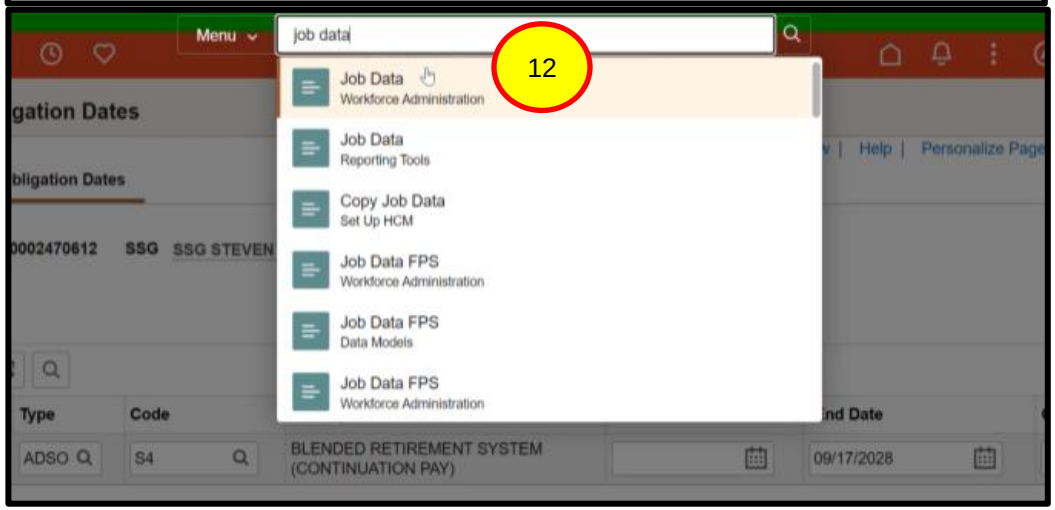


Once you click “Yes” the green banner will appear, “Saving Page”



Verify the ADSO Update in Job Data

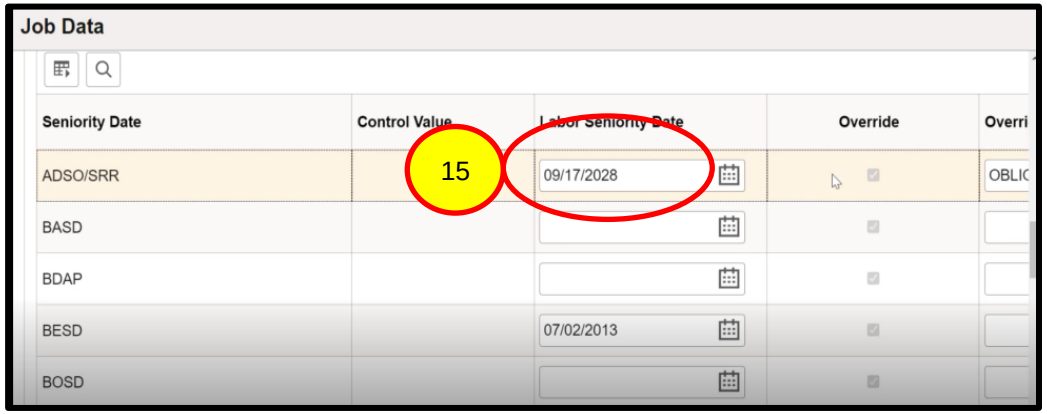
12. **Verify the update** under “Job Data > Job Labor”



13. Check Effective date (date of action)
14. Reason should automatically reflect , “Update Service Dates”

Job Data- Job Labor

15. Verify the date under “Job Data > Job Labor”



Questions?

Send questions and comments to our BRS-CP Mailbox at ng.ncr.ngb-arng.mbx.brs-cp@army.mil