

## Chapter 23

### SC Removing Old, Permanently Disqualified, or Duplicate Records

#### 23-1. General.

a. During a review of your **Find** screen you see there are several records that your recruiters have coded as permanently disqualified, old, or duplicate. Removing records that are no longer needed is a function of the DPR process. To remove an old, disqualified, or duplicate record all you need to do is review the Contact History, approve the termination code, and replicate. We discussed the DPR process in another chapter so all we need to do is discuss what is considered a termination code and the process for approving and removing the record. Depending on the number of records requiring termination, you may want to consider reassigning those records to yourself. This will remove the records from the recruiter's database sooner and allow you to use the **Create List** function to approve the termination codes quickly.

b. The following steps will show you how to manage temporarily disqualified records:

- (1) Define permanent disqualified.
- (2) Reassign permanent disqualified records.
- (3) Review records with create list.
- (4) Review and approve disqualified disposition.

#### 23-2. Define permanent disqualified.

a. The disposition codes shown in table 23-1 will cause a record to be removed from the ARISS-RWS Leads-Reports application after you approve it.

**Table 23-1**  
**Disposition codes**

ARISS-RWS Disposition	Applicant	DEP	DTP	Lead	Prospect
Deceased	X	X	X	X	X
Discharged	X	X	X	X	X
Duplicate Lead	X			X	X
Duplicate Merge				X	X
Enlisted Other Service	X			X	X
ETS	X			X	X
Moved	X			X	X
Permanent Disqualified Retention	X				X
Permanent Unqualified					X
Permanent Unqualified Age	X				
Permanent Unqualified Dependents	X	X	X		X
Permanent Unqualified Moral	X	X	X	X	X
Permanent Unqualified Physical	X	X	X	X	X
Permanent Unqualified Retention				X	
Referred - Active Component	X				
Referred - Army National Guard	X				X
Referred - Other Service	X				X
Referred - ROTC	X				X
Referred - Enlisted				X	
Referred - Active Component				X	
Referred - Army National Guard				X	
Referred - Other Service				X	
Referred - ROTC				X	
Requested Suppression	X			X	X

**Table 23-1**  
Disposition codes--continued

ARISS-RWS Disposition	Applicant	DEP	DTP	Lead	Prospect
Shipped		X	X		
Terminated	X			X	X
Unqualified - Overage	X				X
Unqualified - Underage				X	

b. You can wade through each record from the **Find** screen and approve each disposition code or you can simply reassign the records to yourself and use the **Create List** to access each record and approve the disposition. Since you already know how to use the **Find** screen to review each record, this process will show how to reassign the record, create a list, and update the disposition code.

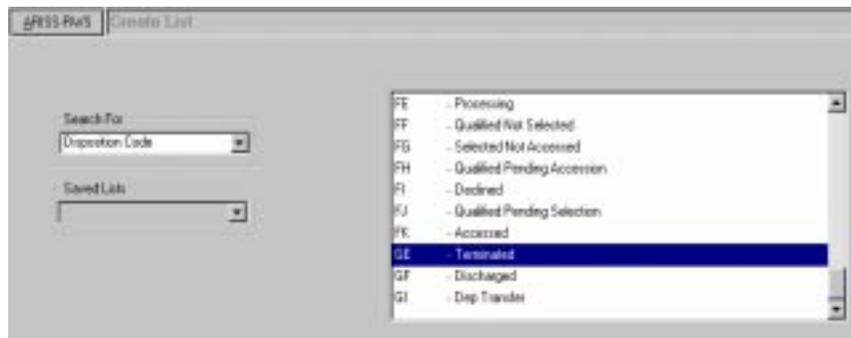
✓ With RWS Update 4, you no longer need to reassign these records to yourself. The new Create List for the SC will allow you to approve those records with a final disposition code quickly.

**23-3. Review records with create list.**

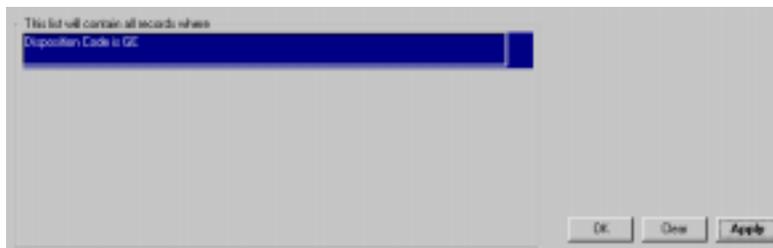


a. Once you have replicated, go to the **Find** screen. From the **RSID** list select your name and then select **Find Now**. This will show that those records are now assigned to you. Now click **Cancel**. This should bring you to the **ARISS-RWS** main screen. Click on the **ARISS-RWS** tab and then select **Create List** from the **MISCELLANEOUS** folder. The **Create List** screen will appear for you to establish your **Search For** criteria.

b. The **Search For** drop-down arrow will show all of the data fields that can be selected to make your search as general or specific as you need. When you have identified the **Search For** item, another box will appear for you to further identify the parameters of your search. You can select more than one item from the parameters identified under the **Search For** criteria. You can do this by clicking on the first item and then holding down the **Shift** key and clicking on the last item and it will highlight all items in between. If you want to select specific items, hold down the **Ctrl** key and click on each item that you want as search parameters. Click **Apply** to set the search parameters.



c. If you need to make a change on one of the selected parameters, highlight the item in the screen and click on **Clear**. This will remove the item from the **Search For** window. Once you have established your search parameters, click on **OK**. This will start the search.



d. You will be prompted to save your search parameters. Click **Yes** or **No**. If you select **Yes**, complete the file name information and click on **Save**.

e. Records meeting your search criteria will be displayed. Now double click on the applicant's record that you want to review. This will take you to the **Prospect Record** or **Lead Information** screen depending on the applicant's status.

RSID	File Name	Person Name	SSN	Lead Source	Edu Years	Edu Code	AFQT	MOS	AOC	Exp. Rec'ds	Phone
LAST	Wilkins	Sheman, Jonathan		JWP							(800) 738-3337
LAST	Wilkins	Lopez, Hay	085-04-0295		11	5					(800) 738-3527
LAST	Wilkins	Gonzales, Jennifer		JWP							(800) 738-3568
LAST	Wilkins	Roberts, Jason	040-74-0291	TAR							(800) 738-3488
LAST	Wilkins	Tanaka, Justin	044-86-2410	AD4D	10	9					(800) 738-3504
LAST	Wilkins	Lindau, Bob									(800) 738-079
LAST	Wilkins	Levis, Dick		JWP							(800) 738-0763
LAST	Wilkins	Desanti, Craig									(800) 738-068
LAST	Wilkins	Saha, Neeraj	475-98-9727		11	5					(800) 738-045
LAST	Wilkins	Marmeli, Jared		JWP							(800) 738-044
LAST	Wilkins	Ezeppi, Sean		JWP							(800) 738-0306
LAST	Wilkins	Starko, Jasmala		JWP							(800) 738-0223
LAST	Wilkins	McDonald, Matthew		AD4D	11	5					(800) 693-8213
LAST	Wilkins	Carol, Matthew	040-88-2384								(800) 693-458

✓ If you open a Lead record and the ARISS-RWS tab is grayed out, you need to enter a Lead Source code and Save before any further actions can be accomplished.

**23-4. Review and approve disqualified disposition.**



a. Click on the **ARISS-RWS** tab. A menu will appear, select **Contact History** from the **ADMINISTRATION** menu.

b. Using the scroll bar in the **History** section review all entries made by the recruiter, including those previously approved by you.

Date	Time	RSID	Action	Recruit	Status	Stop	Next Action	Next Action Data	SC Appr
20081024	22:30	LAST - 584	WILKINS, CRAIG	FC	CON	LEAD	FIN	20081024	

c. If the record has the correct termination code, the only action required is for you to select **Yes** from **SC Appr** and enter any comments in the **SC Comments**.

SC Approval Date: 20080000 Time: 00:00 SC Appr: [Yes/No]

SC Comments: [Text Field]

d. If the record does not have the correct **Disposition**, you will need to enter the information in the **Today** section. To reflect that you reviewed entries select the **Action** drop-down arrow and select **REVIEW**. Select the **Results** drop-down arrow and choose **CONDUCTED**. You can annotate any comments in the **Remarks** section. Ensure that the **Disposition** has the appropriate final disposition code listed.

Today Action: [REVIEW] Date: 20081024 Time: 23:17 Results: [CONDUCTED]

Stage: [LEAD] Disposition: [TERMINATED]

Remarks: [Text Field]

e. To approve the actions that are annotated in the **Today** section click on the **Save** icon. This will move **Today's** action to the **History** section. If you fail to save the action before annotating the **SC Appr**, you will save only the last action in the **History** section and not the action you just completed. To move actions from **Today**, you must **Save** first and then complete the **SC Appr**. Once the correct termination code is in the **History** section, follow the approval steps we discussed above.

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f. Save the record each time you approve an item. Now you want to return to the **Create List** to approve another record. To return back to the **Create List**, click on the **View List** icon.  This will return you back to your **Create List**. Continue the above steps until all records are approved with a final disposition code. Once you have completed your list select the **Telephone** icon  to replicate or select **File** and then **Replicate/Project**. The replication window will open, select **Replicate Only**.

g. You will find that this process for removing records will be faster using the reassignment and create list process when you have multiple records. This will allow you to approve several records in a short period of time and you are now using the full functions of the Leads-Reports application. There is an enhancement that will allow you to use the Create List function without the records being assigned to you. This will make the process even faster.