Personnel Management is comprised of Tasks, which can be accessed directly or through groupings of tasks known as Flows. When working in Personnel Management, options within a task or tasks within a flow may be used or skipped. Options within tasks and tasks within flows that are skipped in this training may be required in other situations but are not relevant to the operations demonstrated here.

Classes are defined in Class Management. Personnel Management reads all defined class data and includes tasks and flows that encompass student, class, and syllabus management. The Personnel Management application contains conditional tasks and flows used to manage training disruptions (washbacks), training eliminations (washouts), and correct programmatic errors (syllabus replacements).

Personnel Management contains the following conditional student, class, and syllabus tasks and flows:

- Student – Washback (Flow)
- Student – Washout (Flow)
- Syllabus – Replace (Task)

This Quick Guide demonstrates using tasks and flows to manage students, classes, and syllabi. It relies upon foundational concepts described in the Personnel Management – Tasks, Personnel Management – New Student Flow, and Personnel Management – Students, Classes, and Syllabi (Required Steps) lessons.

### Student – Washback

2nd Lt McCollum had a break in training and must be washed back.

**Tip 1**

For instruction regarding selecting a person or personnel, see the guide entitled Personnel Management – Tasks.

Class - Change

**Tip 2**
The **Messages** panel provides real-time information regarding required inputs or data errors that must be addressed before inputs can be saved.

1. Select McCollum's current class from the **From Class** drop-down menu.
2. Select the **Date Leaving**.
3. Select a **Reason**.
4. Select McCollum's new class from the **To Class** drop-down menu.

**Tip 3**
**Section** is an optional input.

5. Click **Apply/Advance**. The **Organization Assign / Change** task appears.

6. The Organization Assign / Change task appears.
Organization / Assign Change

Except in the case of USAF squadrons that contain actual flights, the To Organization value is unlikely to change. This task demonstrates changing the organization as it is the more involved process.

Select the To Organization from the drop-down menu.

**Note:** Select the current organization if an organization change is not required.

**Tip 4**

If the organization is not changed, in the Permission Options panel, uncheck the default Transfer Roles / Functions from Original Organization box.

If the organization is changed, check the Allocate to Organization box.

**Note:** This step places the student on the new organization’s scheduling pick lists.

**Tip 5**

The Start Date and End Date display preset values that can be modified.

Click Apply/Advance. The Resource Groups – Unassign task appears.
Resource Groups – Unassign & Resource Groups – Assign

In most cases, students should not be assigned to resource groups. Therefore, the Resource Groups – Unassign and Resource Groups – Assign tasks are skipped here.

Student – Washout

2nd Lt Neal will be eliminated from training. Click Student – Washout. The Class – Unassign task appears.
Class - Unassign

Tip 6

The Messages panel provides real-time information regarding required inputs or data errors that must be addressed before inputs can be saved.

2 Select Neal’s class from the From Class drop-down menu.

3 Select the Date Leaving. **Note:** This should be the official elimination date.

4 Select a Reason.

5 Click Apply/Advance. The Organization Assign / Change task appears.
Organization Assign / Change

Eliminated students are typically transferred out of the training organization to the wing or support squadron while awaiting PCS orders.

6. Select the new organization from the organization from the To Organization drop-down menu.

7. In the Permission Options panel, check the Remove Roles / Functions for Original Organization box.

8. In the Allocation Options panel, check the End allocations box.

9. Click Apply/Advance. The Resource Groups Unassign task appears.
Resource Groups – Unassign & Roles – Unassign

In most cases, students should not be assigned to resource groups. However, 2nd Lt Neal is a member of the **3FTS – L FLT Students** resource group.

10 Verify the groups to be unassigned.

11 Click **Apply/Advance**. The resource group is unassigned and the **Roles – Unassign** task appears.

**Tip 7**

The **Roles – Unassign** task displays assigned roles for all organizations. Use the **Person Manager – Permissions** tab to remove these roles.

Syllabus – Replace

The **Syllabus – Replace** task allows for the replacement of electronic syllabi that contain programmatic errors.

1 Click **Syllabus – Replace**. The **Syllabus – Replace** task appears.
Tip 8
The Messages panel provides real-time information regarding required inputs or data errors that must be addressed before inputs can be saved.

2 Click Add. The Select Personnel window appears.

3 Select the students training in the syllabus that must be replaced.

Tip 9
The syllabus replacement operation is resource intensive and should be performed during off hours.
Verify the **Original Syllabus** and its **Version** from the drop-down menus.

Verify the **Replacement Syllabus**.

Verify the **Replacement Syllabus Version**.

Verify the **Replacement Syllabus Track**.

**Tip 10**

Unless otherwise directed, leave the **Override missing prerequisites** and **Detect possible problems with the new Syllabus** boxes unchecked.

Click **Apply**.

**Tip 11**

The **Messages** panel displays a **Ready** message once the replacement is complete.