## Table of Contents

### Chapter 1 Introduction to GIMS

- 1 – Introduction
- 1.1 – Logging into GIMS
- 1.2 – Understanding Panels in GIMS

### Chapter 2 SLRP Pre-Approval

- 2 – Requesting SLRP Pre-Approval
- 2.1 – Uploading Document(s) for Pre-Approval
- 2.2 – Associating Document(s) for Pre-Approval
- 2.3 – Inputting Loan(s)
- 2.4 – Submitting Pre-Approval Request to State IM
- 2.5 – Denied Pre-Approval

### Chapter 3 Bonus/SLRP Contract Actions

- 3 – Issuing a Bonus Control Number (CN)
- 3.1 – Issuing a SLRP Control Number (CN)
- 3.2 – Uploading DA 4836/SLRP Addendum
- 3.3 – Associating Document(s) for SLRP
- 3.4 – Submitting SLRP Contract for Validation
- 3.5 – SLRP Contract Continuation
- 3.6 – Uploading SLRP Continuation Document(s)
- 3.7 – Associating Document(s) for SLRP Continuation
- 3.8 – Submitting SLRP Continuation
Chapter 4 Bonus/SLRP Payments

4 – Generate DD 2475 Annual Loan Repayment Application 26
4.1 – Pending DD Form 2475 Bin 30
4.2 – Uploading Signed DD 2475/NSLDS 32
4.3 – Required Documents in Pending DD 2475 Bin 32
4.4 – Submitting SLRP Payment to 1st Review 33
4.5 – Unit Bonus Eligibility Report 34
4.6 – Approving Bonus Pay Report 37
4.7 – Denying Bonus Pay Report 38

Chapter 5 Monitor Rules

5 – Bonus Monitor Rules 39
5.1 – SLRP Monitor Rules 45

Chapter 6 Miscellaneous

6 – Uploading a Single Document 49
6.1 – Uploading Multiple Documents 51
6.2 – Associating Documents 54
Glossary 55
Chapter 1 Introduction to GIMS

Section 1: Introduction

The following “How to Guide” is to assist Unit personnel with understanding their responsibilities for certain bins within GIMS and how to action these bins. Failure to maintain these bins can result in late payments for Soldiers.

Section 1.1: Logging into GIMS


Step 2: Select “Loc Is Win CAC.”

Step 3: Select “Accept.”

Step 4: User will be prompted to enter their CAC Pin. Enter pin.
**Step 5:** Upon the user inputting their CAC pin, the screen below will appear. Select “.”

**Step 6:** A pop up box will appear, select “ .”.

**Section 1.2 Understanding Panels in GIMS**

Throughout this “How to Guide,” there will be references to Panel 1, 2, 3, & 4. Below is information explaining the panels and what functions they have.
### Panel 1 (Command Center):
All activities in GIMS start with the Command Center. The Command Center contains various tabs for searching, reporting, resources, administration, documents, and assuming command.

### Panel 2 (Landing Page/Search Results):
The Landing Page is displayed and contains different features depending on user role. All searched or work buckets selected in the Command Center are displayed in the Search Results and specific records can be selected.

### Panel 3 (Soldier Details):
Data for this panel comes from other databases or origins. The data can't be changed in GIMS and any changes must originate from the database of record. Changes to dates in this panel require some time to update after the database of record is updated. SIDPERS data carries from State to State with regard to when they update certain data and when data goes to the National SIDPERS database in the COOP file.

### Panel 4 (Case Details):
This panel is where actions are taken on an incentive record. There are different entities that exist in this panel such as Contracts, Payments, ETP, ACR, or Violation.
Chapter 2 SLRP Pre-Approval

Section 2 Requesting SLRP Pre-Approval

Current policy requires that prior to a contract being issued, verifying disbursed qualifying loan(s) must be reviewed prior to a Unit Representative issuing the contract. This step by step process will assist the user in submitting a SLRP Pre-Approval.

**Step 1:** In panel 2, input the Soldier’s 9 digit “SSN: 123456789.”

**Step 2:** Select “Issue Contract.”

Upon selecting “Issue Contract,” panels 1 & 2 will collapse to the left and panels 3 & 4 will open with a pop up box.

**Step 3:** Input Soldier’s “Personal Email” and “Cell Phone” number.

**Step 4:** Select “Save.”
Step 5: In panel 4, select “LRP.”

Step 6: Select “SLRP” from the drop down next to “Sub-Program.”

Upon selecting the “Sub-Program,” an additional drop down will appear.

Step 7: Select “Re-enlist/Extend” from the drop down next to “SLRP Type.”

Upon selecting the “SLRP Type,” panel 4 will update.
Step 8: Answer the questions shown below by selecting from the drop down next to the questions. For further information regarding the questions, please contact the State IM.

Step 9: Once all questions have been answered, select “Evaluate Rules.”
Once “Evaluate Rules” is selected, the system will evaluate the questions answered and determine if the process is able to continue. During this evaluation, the system is also checking the Soldier’s ETS to identify if they are within their 365 day window. This data is pulled from panel 3 (Soldier Details).

- Green checkmark means the rule has been met.
- Red “X” indicates the rule has not been met.

If all rules have been met, the system will allow the process to continue (continue to step 10). If a red “X” is indicated, a rule has not been met and the system will not allow the user to move forward.

**Step 10:** Select “SELECT.”

After selecting “Select,” a pop up box will appear notifying the user that all document(s) must be uploaded along with loading all the loan(s) to include those with a $0 balance in order for the Pre-Approval request to be submitted to the State IM.

**Step 11:** Select “OK.”
Section 2.1 Uploading Document(s) for Pre-Approval

Please refer to [Uploading Document(s)] within this “How to Guide.” Section 6.1.

Section 2.2 Associating Document(s) for Pre-Approval

Please refer to [Associating Document(s)] within this “How to Guide.” Section 6.2.

Section 2.3 Inputting Loan(s)

In panel 4, scroll towards the bottom under the “Document Repository” until you see the screen below.

**Step 1:** Select “Add New Loan.”

Upon selecting “Add New Loan,” the screen below will appear. This section was built to mirror the NSLDS Detailed Loan Sheet.

---

*Version 1.0*
Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 2:** Input the Loan #.

**Step 3:** Select from the drop down and choose the “Type of Loan.”

**Step 4:** Select the calendar and choose the date.

**Step 5:** Input the Soldier’s 9 digit SSN as the account number.

![GIMS](image)

**Step 6:** Input the “Loan Amount.”

**Step 7:** Input the “Outstanding Principal Balance.”

**Step 8:** Input “Outstanding Principal Balance As of Date.”

**Step 9:** Input “Outstanding Interest Balance.”

**Step 10:** Input “Outstanding Interest Balance as of Date.”

![NSLDS Detailed Loan Sheet](image)

*NSLDS Detailed Loan Sheet*

Type of Loan: **DIRECT STAFFORD SUBSIDIZED**
Loan obtained while attending the **CENTRAL LAKES COLLEGE**

Date Entered Repayment: 12/02/2011
Loan Period Begin Date: 08/23/2010
Loan Period End Date: 12/17/2010

![GIMS](image)

**GIMS**

<table>
<thead>
<tr>
<th>Loan #</th>
<th>Type of Loan</th>
<th>Loan Origin Date</th>
<th>Loan Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DIRECT STAFFORD SUBSIDIZED</td>
<td>20100820</td>
<td>123456789</td>
</tr>
</tbody>
</table>

![NSLDS](image)

**NSLDS**

<table>
<thead>
<tr>
<th>Amounts and Dates</th>
<th>Loan Amount</th>
<th>Outstanding Principal Balance</th>
<th>Outstanding Principal Balance As of Date</th>
<th>Outstanding Interest Balance</th>
<th>Outstanding Interest Balance As of Date</th>
<th>Interest Rate</th>
<th>Interest Rate Type</th>
<th>Canceled Amount</th>
<th>Canceled Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,410</td>
<td>2,836</td>
<td>03/16/2015</td>
<td>$239</td>
<td>03/16/2015</td>
<td>FIXED</td>
<td>4.50%</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>
**Step 11:** Input “Disbursement Date.”

**Step 12:** Input “Disbursement Amount.”

**Step 13:** Select drop down and choose “Loan Status and Status Description.”

**Step 14:** Input “Status Effective Date.”

If there is more than 1 disbursement shown on the NSLDS detailed loan sheet, select “Add Disbursements” and follow Step 11 - 14. A drop down will only appear for the most recent disbursement amount.

**Step 15:** Select the drop down next to “Current Servicer” and choose the lender name as shown on the NSLDS. Note: Some loan(s) have the “Current Servicer,” “Current Lender,” and “Current Guaranty Agency.” If all 3 are show, select the drop down for each section.
**Step 16:** Select the following options:

- **Save / Add New Loan**: To add another loan. If selected, the system will save the previous loan and clear out all fields for input of another loan.

- **Save and Close**: To save the loan and close the pop up window.

**NOTE:** When selecting one of the options above, only select it once. Selecting it multiple times while the system is saving the data will input the loan multiple times.
Guard Incentive Management System (GIMS) Unit Level How to Guide

Loan(s) that are loaded will appear in the screen shot above. The system will recognize the code selected for the loan and define it as an eligible or non-eligible loan.

Upon selecting “Save and Close,” a pop up box will appear stating that the loan has been loaded successfully.

**Step 17:** Select “OK.”

![Success!](image)

When all loan(s) and document(s) are inputted into the system, a pop up box will appear notifying you that all actions are complete and the Pre-Approval can be submitted.

**Step 18:** Select “OK.”

![User Action Required](image)

**Section 2.4 Submitting Pre-Approval Request to State IM**

Once you have uploaded all required document(s) and loan(s), scroll to the bottom of panel 4 until the screen below is visible.

**Step 1:** Input detailed remarks.
Step 2: Select “Submit for Pre-Approval.”

Upon selecting “Submit for Pre-Approval,” the record will populate in the “Awaiting Pre-Approval” bin for the State IM to review.

Section 2.5 Denied Pre-Approval

Pre-Approvals that were denied by the State IM will populate in the “Denied Pre-Approval” bin. In most cases, the Pre-Approval is denied due to missing documentation or an error inputting loan details.

Step 1: Select “.”

Step 2: Select “LRP.”
**Step 3:** Select “Contract Actions (State).”

Upon selecting the sub folder “Denied Pre-Approval,” panel 2 will change to show a list of Soldiers that have a denied Pre-Approval that are assigned to your UIC.
Step 5: Select a Soldier in panel 2.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

Step 6: In panel 4, identify the reason for denial and selecting the following options:

- **Return**: If denial was due to administrative errors or missing documents and the Unit takes necessary action to correct the Pre-Approval, then return back to State IM for a second review.

- **Acknowledge**: If denied for reasons in which cannot be corrected by the Unit, select this option to acknowledge the denial of the Pre-Approval.
Chapter 3 Bonus/SLRP Contract Actions

Section 3 Issuing a Bonus Control Number (CN)

Please refer to the RMS user guide to issue a CN for a Re-Enlistment/Extension bonus. Current process does not allow a CN to be requested out of GIMS for a bonus.

Section 3.1 Issuing a SLRP Control Number (CN)

**Step 1:** Select “."

**Step 2:** Select “LRP.”
Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 3:** Select “Contract Actions (State).”

**Step 4:** Select “Awaiting Document(s) Upload.”

Upon selecting the “Awaiting Document(s) Upload” bin, panel 2 will update to show a list of Soldiers assigned to your UIC.
Step 5: Select the Soldier that had a Pre-Approval approved.

Upon selecting a record in panel 2, panel 1 & 2 will collapse to the left and panel 3 & 4 will open.

Step 6: Answer the questions below by selecting the drop down next to it. The first three questions will already be answered based off the Pre-Approval.

Step 7: Select the drop down next to “Duty Position Status.” Upon selecting “Qualified,” the system will populate the MOS that the Soldier is currently in (Shown below).
Step 8: After all questions have been answered and Duty Position Status is selected, select “Evaluate Rules.”

After selecting “Evaluate Rules,” the system will evaluate all the criteria stipulated in current policy. Some of the criteria is evaluated based on the questions you answered and the rest is based off data that is currently in GIMS. Below is what the symbols mean:

- Rule has been met.
- Rule has not been met.
- Contract cannot be issued due to rules not being met.
- Rules have been met and contract can be issued.

Step 9: Select “Select.”
Upon selecting “Select,” panel 4 will change from the “Issue Phase” to where the user can print the Addendum/Agreement.

**Step 10:** Input the Witnessing Official’s information in the space provided.

**Step 11:** Select the following options:

- [Print CAC Signature Addendum/Agreement](#) - Addendum with CAC signature capabilities.
- [Print Non-CAC Addendum/Agreement](#) - Addendum that needs to be printed for signature by Soldier, Service Representative, and Witnessing Official.

Upon selecting “Print CAC Signature Addendum” or “Print Non-CAC Addendum,” a pop up box will appear stating that the once the Addendum/Agreement is signed, the user must upload the supporting documents in order for the control number request to be complete.
Step 12: Select “OK.”

Section 3.2 Uploading DA 4836/SLRP Addendum

Please refer to Uploading Document(s) within this “How to Guide.” Section 6.1

Section 3.3 Associating Document(s) for SLRP

Please refer to Associating Document(s) within this “How to Guide.” Section 6.2

Section 3.4 Submitting SLRP Contract for Validation

Once all documents have been uploaded and associated, a pop up box will appear (Shown below).

Step 1: Select “OK.”
Upon selecting “Ok,” scroll down to the bottom of panel 4 until you see the screen below.

**Step 2:** Input detailed remarks.

**Step 3:** Select “Submit For Validation.”

### Section 3.5 SLRP Contract Continuation

Contracts that were issued on or after 1 March 2009 were given the ability to extend their SLRP contract past the original 6 year service obligation, as long as all other rules were met for continuation. Records that populate in this bin are those contracts that are eligible for continuation. It is the Unit’s responsibility to identify if the Soldier wants to extend their contract or not.

**Step 1:** Select “.”
Step 2: Select “LRP.”

Step 3: Select “Contract Actions (State).”

Step 4: Select “Awaiting Extension Upload.”
Upon selecting “Awaiting Extension Upload,” panel 2 will populate with a list of Soldiers that are assigned to your UIC.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

**Section 3.6 Uploading SLRP Continuation Document(s)**

Please refer to [Uploading Document(s)] within this “How to Guide.” Section 6.1

**Section 3.7 Associating Document(s) for SLRP Continuation**

Please refer to [Associating Document(s)] within this “How to Guide.” Section 6.2

**Section 3.8 Submitting SLRP Continuation**

Once the DA 4836 is uploaded and associated, a pop up box will appear.
Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 1:** Select “OK.”

![Documents](image)

In panel 4, scroll to the bottom until you see the screen shot below.

**Step 2:** Input detailed remarks.

**Step 3:** Select “Send to Renewal Validation.”

![Current Status and Available Actions](image)

Upon selecting “Send to Renewal Validation,” a pop up box will appear.

**Step 4:** Select “OK.”
Chapter 4 Bonus/SLRP Payments

Section 4 Generate DD Form 2475 Annual Loan Repayment Application

Each year, Soldiers are required to submit the Annual Loan Repayment Application to receive their yearly payments.

**Step 1:** Select “.”

**Step 2:** Select “LRP.”
Step 3: Select “Payment Actions (State)” subfolder.

Upon selecting “Generate DD 2475” subfolder, panel 2 will update with Soldiers assigned to your UIC.
Step 5: Select a Soldier.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panel 3 & 4 will open.

Step 6: Select “Save and Print DD 2475.”

Upon selecting “Save and Print DD 2475,” the DD 2475 will populate (Shown Below).

Step 7: Print the form off and have the Soldier sign section 2(f).
Step 8: In panel 4, select “Form DD 2475 has successfully printed.” Note: Ability to push payment forward is disabled until this option is selected.
Step 9: Input detailed remarks and select “Submit to Pending Payment Documentation.”

**Current Status and Available Actions**

<table>
<thead>
<tr>
<th>Current Status: Generate DD2475</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Payment identified as within 90 days of Date of Entitlement (DOE).</td>
</tr>
<tr>
<td>Instructions: Unit must upload completed DD2475 and any additional required document(s) into the “Pending DD2475 return” work bucket prior to sending the payment forward. In Unit Management Suite (UMS), drag the Soldier formation view icon into the “pending payment documentation” container and perform the actions.</td>
</tr>
</tbody>
</table>

**Provide Remarks:** Soldier is in good standing.

**Available Actions:** Submit to Pending Payment Documentation

---

**Section 4.1 Pending DD Form 2475 Bin**

**Step 1:** Select “.”

**Step 2:** Select “LRP.”
**Step 3:** Select “Payment Actions (State)."

Upon selecting the “Pending DD 2475 Returned” subfolder, panel 2 will update with a list of Soldiers in your UIC.
Step 5: Select a Soldier.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

Section 4.2 Uploading Signed DD 2475/NSLDS

Please refer to Uploading Document(s) within this “How to Guide.” Section 6.1

Section 4.3 Required Documents in Pending DD 2475 Bin

In order to have a successful submission of the Annual Loan Repayment Application, Unit Personnel must ensure that following documents are uploaded in GIMS prior to pushing to 1st review. These required documents are based off current policy guidance and must be submitted in order for the Soldier to receive payment. Failure to provide these documents will result in the payment being returned to the Unit Representative for corrective action.

Document 1: DD Form 2475 with Soldier’s signature in Section 2(f).
Document 2: NSLDS Summary Aid and Detailed Loan Sheet(s). These documents should be scanned together as one file.

Note: Must have all detailed loan sheets to include those with a $0 balance.
Section 4.4 Submitting SLRP Payment to 1st Review

**Step 1:** Check the box “Form DD 2475 has successfully printed.”

Scroll down to the bottom of panel 4 until you see the screen below.

**Step 2:** Input detailed remarks.

**Step 3:** Select “Submit to 1st Review.”
Section 4.5 Unit Bonus Eligibility Report

**Step 1:** Select “.”

**Step 2:** Select “SRIP.”

**Step 3:** Select “Payment Actions (State).”
Step 4: Select “Unit Bonus Eligibility Report.”

Upon selecting “Unit Bonus Eligibility Report” subfolder, a list of Soldier’s assigned to your UIC will appear.

Step 5: Select a Soldier.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.
Section 4.6 Approving Bonus Pay Report

**Step 1:** Select “Eligible.”

Upon selecting “Eligible,” a pop up box will appear (Shown below).

**Step 2:** Select “OK.”
Section 4.7 Denying Bonus Pay Report

**Step 1:** Select “Payment Denied.”

Upon selecting “Payment Denied,” a pop up box will appear (Shown below).

**Step 2:** Select the drop down and choose the reason.
Upon selecting the reason for denial of payment, a “Document Repository” as seen below, will populate the reason.

**Step 3:** Upload any supporting documents and select “Ok.”

Upon selecting “Ok,” a pop up box will appear.

**Step 4:** Select “OK” to confirm the payment denial.

**Chapter 5 Monitor Rules**

**Section 5 Bonus Monitor Rules**

Contracts issued on or after 5 June 2012 are evaluated every day to identify if a Soldier is meeting contractual requirements stipulated within their bonus addendum. Any violation that occurs will put the contract in the Monitor rule failure bin for the State IM to investigate. If during the investigation, the State IM may need further information or supporting documentation from the Unit, they will move the record from the State IM level to the Unit level for further review.
The user should follow these steps to identify what is being requested by the State IM. Failure to respond in a timely matter will result in payment(s) being delayed or potential termination of the Soldier incentive(s).

**Step 1:** Select “.”

**Step 2:** Select “SRIP.”

**Step 3:** Select “Eligibility Failure Review.”
Step 4: Select “Unit Level Review.”

Upon selecting “Unit Level Review,” panel 2 will populate with a list of Soldiers assigned to your UIC.
**Guard Incentive Management System (GIMS) Unit Level How to Guide**

**Step 4:** Select a Soldier.

Upon selecting a Soldier, panels 1 & 2 will collapse to the left and panels 3 & 4 will open.

**Step 5:** Select “History” tab to identify the reason for Soldier’s case being pushed back to Unit level for review by State.

The State IM should clarify in the remarks section what the reasoning is for the monitor rule violation being pushed to the Unit level for further review.
Guard Incentive Management System (GIMS) Unit Level How to Guide

Step 6: Select “Documents” if supporting documentation is needed. If no supporting documentation is needed, please proceed to step 8.

Step 7: Please refer to Uploading Document(s) within this “How to Guide.”

Step 8: Select “Perform Action” to take further action on the Soldier’s record.

Step 9: If the Soldier has a monitor rule failure due to UIC Change or MOS Change, the user will have the ability to input the UIC or MOS they requested to be reviewed by the State IM. Select “Documents” to put in the requested new UIC or MOS. If this option is not available, move to step 11.
**Step 10:** After inputting the UIC or MOS, select “Save and Close.”

**Step 11:** Input detailed remarks.

**Step 12:** Select one of the following:

- **Request Exception To Policy**: Soldier is requesting an ETP for the violations that have been identified.
- **SIDPERS Data Update Required**: Corrective action was made in SIDPERS and pending data feed into GIMS.
- **Send recommendation for action to Incentive Manager**: Corrective action was made and Unit is requesting for the State IM to reevaluate the Soldier’s eligibility.
Section 5.1 SLRP Monitor Rules

Step 1: Select “.”

Step 2: Select “LRP.”
**Step 3:** Select “Eligibility Failure Review.”

**Step 4:** Select “Violation Sub-Case Review.”

**Step 5:** Select “Unit Review.”
Upon selecting “Unit Level Review,” panel 2 will populate with a list of Soldiers assigned to your UIC.

**Step 6:** Select a Soldier.

Upon selecting a Soldier, panel 1 & 2 will collapse to the left and panels 3 & 4 will open.

**Step 7:** Select “History” tab to identify the reason(s) why the Soldier’s case is being pushed back to the Unit Level.

**Step 8:** Identify the reason for record being pushed back for unit level review.

The State IM should clarify in the remarks section what the reasoning is for the monitor rule violation being pushed to the unit level for further review.

**Step 9:** Select “Documents” if supporting documentation is needed. If no supporting documentation is needed, please proceed to step 12.

**Step 10:** Please refer to [Uploading Document(s)](#) within this “How to Guide.” Section 6.1
Step 11: If the Soldier has a monitor rule failure due to UIC Change or MOS Change, the user will have the ability to input the UIC or MOS that is being requested to be reviewed by the State IM. Input the new UIC/MOS that is being requested. If this option is not available, then the violation requires a system update, move to step 12(b).

Step 12(a): Input detailed remarks.

Step 13(a): Select "Send to IM."
Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 13(b):** Select “Send to Awaiting Data Update.”

<table>
<thead>
<tr>
<th>Current Status and Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status:                       Unit Review</td>
</tr>
<tr>
<td>Description:                         Unit Review</td>
</tr>
<tr>
<td>Provide Remarks:                     SIDPERS data updated.</td>
</tr>
<tr>
<td>Available Actions:</td>
</tr>
</tbody>
</table>

Chapter 6 Miscellaneous

Section 6 Uploading a Single Document

**Step 1:** Select “Upload.”

After selecting “Upload,” a pop up box will appear (Shown below).
Step 2: Select “Browse.”

Upon selecting “Browse,” a pop up box will appear (Shown below).

Step 3: Select the file you wish to upload and select “Open.”
Guard Incentive Management System (GIMS) Unit Level How to Guide

**Step 4:** Input a “Description” and select “Save.”

Upon selecting “Save,” the document will appear in the “Document Repository.”

**Section 6.1 Uploading Multiple Documents**

**Step 1:** Select “Upload Multiple.”
Upon selecting “Upload Multiple,” a pop up box will appear (Shown below).

**Step 2:** Select “Browse...”.

Upon selecting “Browse,” a pop up box will appear (Shown below).
Step 3: In order to select multiple documents, select the files you wish to upload by holding “CTRL” on the keyboard and select the files. Select “Open.”

NOTE: The file name that you selected is what will appear as the description of the document within GIMS.

Step 4: Select “Save.”
Section 6.2 Associating Document(s)

**Step 1:** Select the drop down under “Document Type” and associate the document to the options listed in the drop down.

Once a document has been associated, a green “✔” will appear in the right column to show that the requirement for the document(s) being uploaded has been met. Failure to associate the document will result in the user not being able to move the record forward.

Once all Uploading and Associating Document(s) have been met, a pop up box will appear notifying you to click on the actions below to move forward.
| **Glossary** |
|--------------|----------------------|
| **ACR**      | Administrative Correction Request |
| **CAC**      | Common Access Card    |
| **CN**       | Control Number       |
| **COOP**     | Continuity of Operations |
| **CTRL**     | Control              |
| **DA**       | Department of Army   |
| **DD**       | Department of Defense |
| **ETP**      | Exception to Policy  |
| **ETS**      | Expired Time in Service |
| **GIMS**     | Guard Incentive Management System |
| **IM**       | Incentive Manager    |
| **LRP**      | Loan Repayment Program |
| **MOS**      | Military Occupational Specialty |
| **NSLDS**    | National Student Loan Data System |
| **RMS**      | Retention Management System |
| **SIDPERS**  | Standard Installation/Division Personnel System |
| **SLRP**     | Student Loan Repayment Program |
| **SRIP**     | Selected Reserve Incentive Program |
| **SSN**      | Social Security Number |
| **UIC**      | Unit Identification Code |
| **URL**      | Uniform Resource Locator |