



## Author: Department of Army, CHRA, Automation Innovation Center (AIC)

**OVERVIEW:** A mass spreadsheet upload option has been added to the Awards – US webpage. This will allow easier submission for large groups of awards with the same nature of action.

### KEY NOTES:

- All employees on the spreadsheet must be getting the same award type.
- The Authorizer & Resource Manager must have DCPDS access to all employees on the spreadsheet.

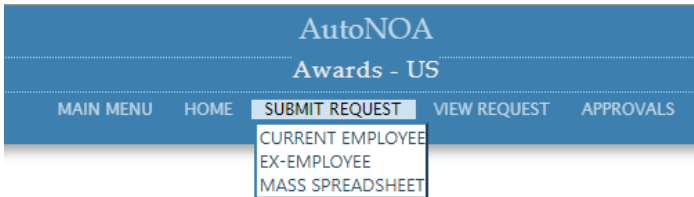
### INSTRUCTIONS:

**STEP 1.** Create a spreadsheet with ONLY 2 columns that includes the Employee Number and Award Amount.

- The employee number is the number associated with the person in DCPDS; it’s not the SSN or DODID.

**STEP 2.** Navigate to the Awards – US web tool.

**STEP 3.** Under Submit Request, select MASS SPREADSHEET



**STEP 4.** Use the drop down menu to select the Award Type and Effective Date. The NOA will auto populate based upon the Award Type selected.

Mass Award Upload Tool

Award Type	Select Type of Award <span style="float: right;">▼</span>
NOA	<span style="float: right;">▼</span>
Effective Date	

**Sample Format of Upload Spreadsheet**  
(First 2 Columns must be Employee Number and Amount)

Employee Number	Amount
1234567	1000
112233	1200
2244668	950

**STEP 5.** Click in the “Choose File” box and browse for the spreadsheet on your desktop or other saved location. Click the Load Awards button when ready.



# Civilian Human Resources Agency (CHRA)

## Automation Innovation Center (AIC)

Awards - US: Mass Spreadsheet Upload Quick Guide



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**STEP 6.** A ticket number will be created for tracking purposes. Click Continue.

**Thank you for your submission. Please continue your submission below.**

**Ticket Number: 100120**

[Continue](#)

**STEP 7.** Select the Authorizer & Resource Manager from the drop down menus.

Award Type	Time Off
NOA	846 - Individual Time Off
Payment Type	Hours
Effective Date	6/1/2022
Authorizer	Select an Authorizer
Resource Manager	Resource Manager Not I

**STEP 8.** Verify the Award Amounts are correct. Remarks are optional. Click Save Award Amounts & Remarks and Ready for Submission when ready. *\*Error messages will display if quality checks find an issue. These must be resolved prior to moving the ticket forward.*

Employee	Effective Date	Award Type	Payment Type	Award Amount	Optional RPA Part D Remark	Optional SF50 Remark	
1 MSFFS.EEFS.YIUITZVU I	01 Jun 2022	Individual Time Off Award	Hours	8			<a href="#">Remove</a>
2 KDWSK.PN.ZVIIB.YOZXOB	01 Jun 2022	Individual Time Off Award	Hours	4			<a href="#">Remove</a>
3 TZKDIT.BJKZHNO X.	01 Jun 2022	Individual Time Off Award	Hours	6			<a href="#">Remove</a>
4 TZKDIT.BJKZHNO X.	01 Jun 2022	Individual Time Off Award	Hours	40			<a href="#">Remove</a>

[Save Award Amounts & Remarks](#)

[Ready for Submission](#)

**STEP 8.** Review records one last time. Check the box(es) to send the ticket to the Authorizer & check the box that all justification & approvals are completed.

Ticket	Employee	Effective Date	Award Type	Award Amount	Optional RPA Part D Remark	Optional SF50 Remark	Send To Authorizer
1 100121	MSFFS.EEFS.YIUITZVU I	01 Jun 2022	Individual Time Off Award	8 Hours			<input checked="" type="checkbox"/>
2 100121	KDWSK.PN.ZVIIB.YOZXOB	01 Jun 2022	Individual Time Off Award	4 Hours			<input checked="" type="checkbox"/>
3 100121	TZKDIT.BJKZHNO X.	01 Jun 2022	Individual Time Off Award	6 Hours			<input checked="" type="checkbox"/>
4 100121	TZKDIT.BJKZHNO X.	01 Jun 2022	Individual Time Off Award	40 Hours			<input checked="" type="checkbox"/>

Per CHRA HQ: I certify that a DA Form 1256 justifying the award as required by AR 672-20 has been generated, and that a copy of the approved DA Form 1256 is maintained by the approving official IAW paragraph 2-1.m., AR672-20, and the Army Records Information Management System (ARIMS). For DoD customers not covered by the aforementioned AR and ARIMS, I certify that all justification and approval documentation for awards are maintained IAW appropriate agency policy.

[Send to Authorizer](#)

**STEP 9.** Send the ticket on to the Authorizer. The ticket will be reviewed by the authorizer & resource manager on the website like all other submissions. Approved tickets will have RPAs processed on or shortly after the effective date.

**STEP 10.** Click View Request to track the ticket and view other submission reports

AutoNOA  
Awards - US

MAIN MENU HOME SUBMIT REQUEST **VIEW REQUEST** APPROVALS

MY TICKETS  
SUBMISSION REPORT

[Edit Ticket Information](#)