



SF50 History Database Handbook



CHRA, Modified 24 March 2004

Description: The SF50 History Database is accessed through Army Regional Tools (ART) and allows users to view and print individual Notification of Personnel Actions (NPAs (SF50s)) for US employees they manage or service. NPAs for Local National (LN) employees are available from early 2002 to present but only in a US NPA format. To view and print LN NPAs on the correct LN NPA form you need to print directly through DCPDS. For guidance, please refer to the Modern Desk Guide. New NPAs are extracted nightly and loaded the following day in the SF50 database.

Purpose: To provide step-by-step instructions for all users on how to track and print NPAs.

- <Open> [Internet Explorer](#).
- <Access> the [CHRA Home Page](#) at <http://www.chrma.hqusareur.army.mil/>.
- <Click> on [DCPDS](#).
- <Click> on [Army Regional Toolset](#).
- <Click> on [Click here to access ART](#).
- <Click> on [OK](#) in the Security Message:
- <Enter> your [ART User Id](#).
- <Enter> your [Password](#).
- <Click> on [Click Here To Login](#).
- <Click> on [Proceed Into System](#).
- <Click> on [+Centralized Applications](#).
- <Click> on [SF50 History Database](#). The SF50 History Database opens in a separate window.
- <Enter> your [AKO account name](#), **must be entered in lower case**, e.g. ima.sample.
- <Enter> your [AKO account password](#).

SF50 History Database
Logon Screen

Username:

Password:

[Click Here To Logon](#)

IMPORTANT!!!
You must enter your:
• AKO account name
• AKO account password

Note: Use your Army Knowledge Online (AKO) username/password.

- <Enter> for US employees the [social security number without dashes](#), e.g. 123456789 and for LN employees the EIN (employee identification number), e.g. 4170F9999.
- <Click> on [Click Here To Track SF50s](#).

The SF50 Search Results Screen appears and lists all of the SF50s that are in the database for the employee you have selected. They are listed by effective date in descending order, with the latest SF50 first. To the right of each entry, there are two links labeled HTML and PDF.

- <Click> on the [HTML link](#) if you like to [view only](#).
 - <Click> on the [Back icon](#) in the upper toolbar to return to the SF50 search results screen.
- <Click> on the [PDF link](#) if you plan to [view and print](#) (you must have Acrobat Reader loaded to open the SF50 as PDF document).
 - <Click> on the [Printer icon](#) in the upper toolbar to print the NPA.
 - <Click> on the [Back icon](#) in the upper toolbar to return to the SF50 search results screen.

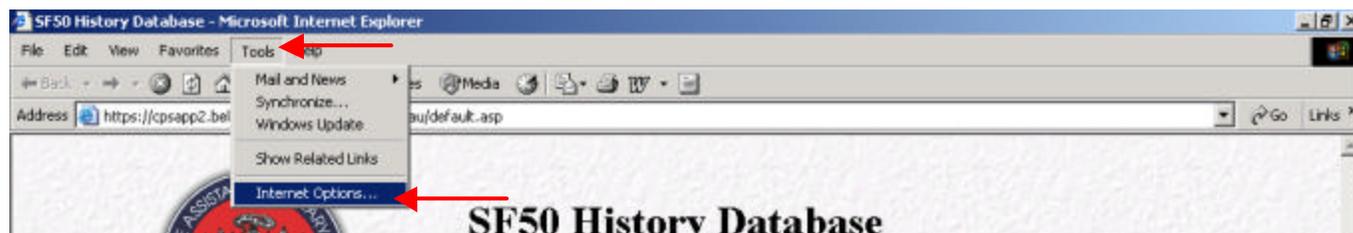
To view/print NPA for another employee:

- <Click> on [Return Back to SSAN Search Screen](#) at the end of the SF50 list OR on the [Back icon](#) in the upper toolbar to return to the SSAN search screen.

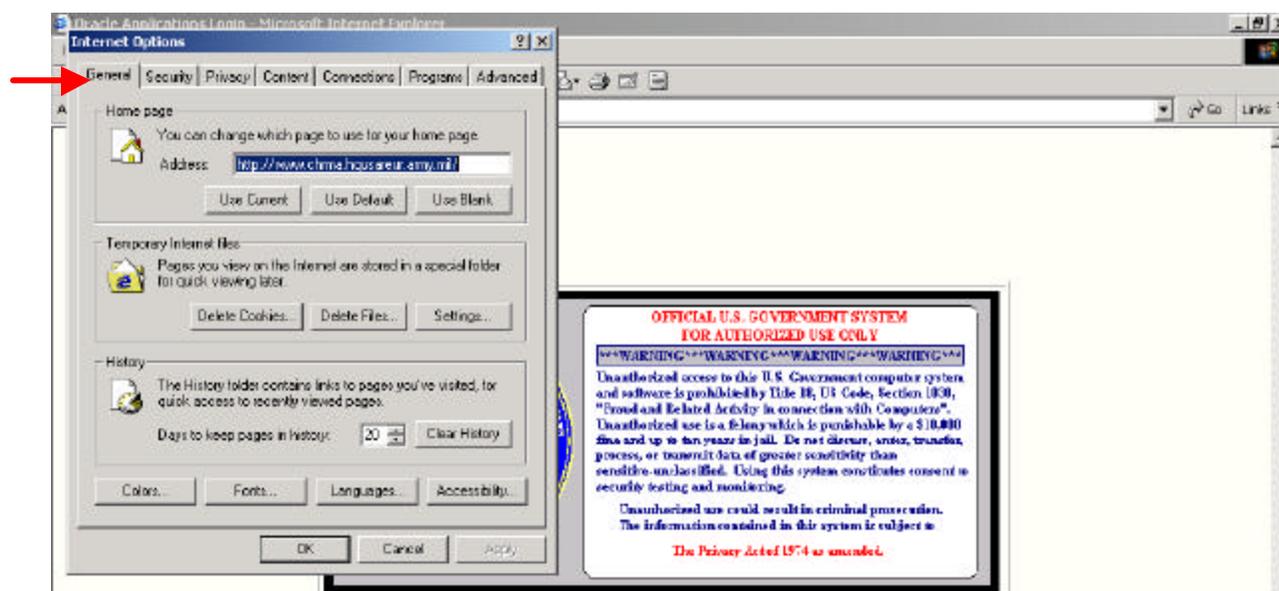
NOTE: If the back function does not return you to the SSAN search screen and prompts you with the warning that the page expired, then your internet options prevent the saving of encrypted pages. See Instructions below on how to change your internet options.

Instructions To Change Your Internet Options In Order To Save Encrypted Pages:

- <Select> [Internet Options](#) from Tools in the Internet Toolbar.



The Internet Options window opens displaying the 'General' Tab.



- <Click> on the [Advanced](#) Tab.
- <Scroll> down to the [Security](#) section at the bottom of the window.
- <Deselect> the [Do not save encrypted pages to disk](#) box.

- <Click> on Apply.
- <Click> on OK.

