**MILPER Message Number
17-045**

**Proponent
AHRC-PDF**

**Title
Guidance to Update the Army Occupational Physical Assessment
Test Scores for Active Component Soldiers in Electronic Military
Personnel Office (eMILPO)**

...Issued:[2/2/2017 8:40:45 AM]...

A. AR 600-8-104, (Army Military Human Resource Records Management), 7 April 2014.

B. FM 7-22, (Army Physical Readiness Training), 26 October 2012.

C. DA PAM 611-21, (Military Occupational Classification and Structure), 22 January 2007.

D. HQDA EXORD 202-16, (Accessions Occupational Physical Assessment Test Implementation).

E. Secretary of the Army Memo, subject: Preliminary Approval for Implementation of the Army Occupational Physical Assessment Test, 9 December 2016.

1. This MILPER message expires NLT 1 February 2018.

2. This message announces procedures for installation Military Personnel Division (MPD), Brigade S-1, and Battalion S-1 Human Resources Specialists in properly recording Occupational Physical Assessment Test (OPAT) scores in the Active Component (AC) human resources system Electronic Military Personnel Office (eMILPO).

3. This message applies to AC personnel only.

4. Enlisted Soldiers seeking reclassification into a new MOS or Officers seeking a branch transfer, as well as, all in-service officer candidates must take and pass the OPAT prior to approval of their application for the officer producing program. Local

commanders are responsible for ensuring the OPAT is administered prior to approval of the Soldier's reclassification or branch transfer request.

5. MPDs, Brigade S-1, and Battalion S-1 Human Resources Specialists are responsible for ensuring the OPAT scores are updated in eMILPO and the OPAT scorecard is uploaded into the Interactive Personnel Electronic Records Management System (iPERMS).

6. Human Resource Specialists should validate that the record for any Soldier in-processing his or her organization from Initial Military Training has OPAT scores entered in eMILPO and OPAT scorecards are uploaded to iPERMS.

7. Human Resource Specialists entering OPAT scores into eMILPO will do so by using the following path after opening eMILPO to the home page:

a. Personnel Services>Tests>Personnel Management Tests>OPAT.

b. Enter Test Date and Test Score.

c. Click Save.

8. Upload OPAT scorecards to iPERMS once the score is updated in eMILPO.

9. Points of contact for this action are:

a. eMILPO Branch, Field Services Division, TAGD, AHRC-PDF-I, usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil.

b. Integration and Readiness Branch, TAGD, AHRC-PDF-I, usarmy.knox.hrc.mbx.tagd-fsd-integration-branch@mail.mil.

c. CPT Travis D. Embry-Martin, Integration and Readiness Branch, Field Services Division, TAGD, AHRC-PDF-I, COM: 502-613-8365, DSN: 983-8365 or LTC Christine V. Enriquez, Chief Integration and Readiness Branch, COM: 502-613-8094, DSN: 983-8094.