



ARMY NATIONAL GUARD G1

PERSONNEL GATEWAY

NGB/State Production Report Process: Developing a Production Report in the Tribute Assistance Planning Service (TAPS) database

NGB/State Production Report Process: Developing a Production Report in the Tribute Assistance Planning Service (TAPS) database

Point of Contact

Division: Soldier Family Support and Services Division (ARNG-HRF)

Description

The Production Report is run by the ARNG- Soldier Family Support and Services Division (HRF) in the TAPS database. This report provides a roll-up of detailed information inputted by the States/Territories in regard to their Military Funeral Honors (MFH) program. This includes: production number, base pay to M-Day Honor Guard participants, transportation, etc. This report is run as needed. The information collected is used to provide a snap shot of the overall MFH program and a snap shot of each State's mission output. The data is used to develop State of the State briefings to the G1, EXSUMs, and information papers.

Regulations and Supporting Resources

N/A

Documents and Forms

NGB/State Production Report Process Tutorial

Related Processes

[Input New Military Funeral Honors \(MFH\) Mission into the TAPS Database Process](#)

To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database

Systems

[Reserve Component Management System \(RCMS\)](#)

RCMS was developed by ARNG to share information electronically between members of the ARNG Personnel Resources Community and other agencies within the ARNG and to provide information for the 54 States and Territories. The

information resides on the MINUTEMAN2 Server which is within the ARNG domain. It concurrently serves as a web server and a database server. The data tables are updated on a monthly basis in concert with the ARNG monthly updates. Those applications that require user input are updated on a real time basis.

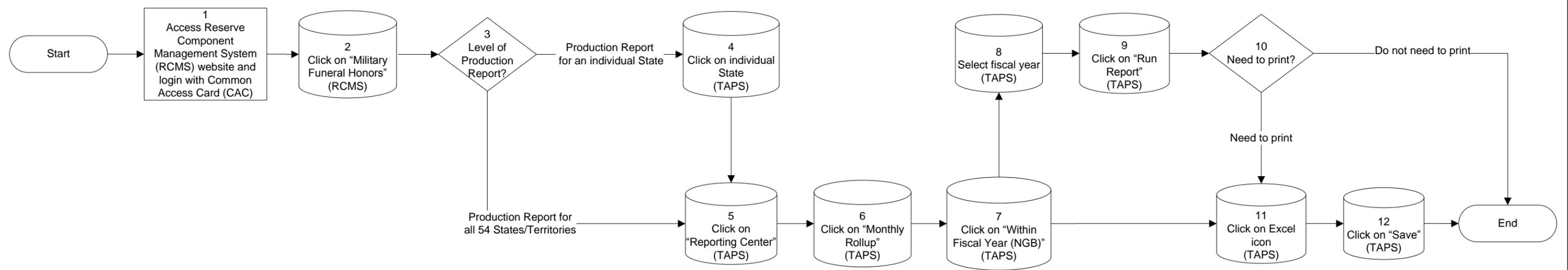
[Tribute Assistance Planning Service \(TAPS\)](#)

TAPS is a subsystem of Reserve Component Management System (RCMS). In order to access TAPS, users will need to access RCMS first. TAPS tracks the Military Funeral Honors (MFH) process which includes: information about the deceased Soldier/Veteran/Retiree, requested honors, funeral location and date, participants in the Honor Guard, and certain costs endured by the ARNG. This information assists each State/Territory in determining availability of their Honor Guard Soldiers and the number of military funerals held, both conducted and supporting.

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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process

ARNG-Soldier Family Support and Services Division (HRF)/ARNG Level User



NGB/State Production Report Process: Developing a Production Report in the Tribute Assistance Planning Service (TAPS) database

| No. | Activity/ Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|---|---|--------------------------------------|---------------------|--------------|---|
| 1 | Access Reserve Component Management System (RCMS) website and login with Common Access Card (CAC) | ARNG Level User opens a new webpage, enters RCMS website, and logs in with CAC. User must be registered on Army Knowledge Online (AKO). | | | RCMS | This Step can also be done by a State Level User. |
| 2 | Click on "Military Funeral Honors" (RCMS, TAPS) | ARNG Level User clicks on "Military Funeral Honors" located on the left hand menu bar to enter TAPS. ARNG Level User sees all pending missions up to two week out in all 54 States/Territories. | | | RCMS TAPS | This Step can also be done by a State Level User. TAPS is only used for Military Funeral Honors (MFH) missions. |
| 3 | Level of Production Report? | The Production Report can show detailed information regarding the Funeral Honors program at each State Level or at the ARNG Level. | | | | This Step can also be done by a State Level User. |
| 4 | Click on individual State (TAPS) | To produce a Production Report for an individual State, the ARNG Level User clicks on desired State. | | | TAPS | This Step can also be done by a State Level User. |
| 5 | Click on "Reporting Center" (TAPS) | To produce a Production Report for an individual State or all 54 States/Territories, the ARNG Level User clicks on "Reporting Center" located on the top tool bar. | | | TAPS | State Level User can only access a Production Report for their individual State. ARNG Level User can access a Production Report for an individual State and/or a Production Report for all 54 States/Territories. |
| 6 | Click on "Monthly Rollup" (TAPS) | ARNG Level User clicks on "Monthly Rollup" under the Reporting Center drop down menu. | | | TAPS | This Step can also be done by a State Level User. |

| No. | Activity/ Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|--|--|--------------------------------------|---------------------|---------|---|
| 7 | Click on "Within Fiscal Year (NGB)" (TAPS) | ARNG Level User clicks on "Within Fiscal Year" under the Monthly Rollup drop down menu. | | | TAPS | This Step can also be done by a State Level User. |
| 8 | Select fiscal year (TAPS) | ARNG Level User selects fiscal year and start and end month from drop down menus. | | | TAPS | This Step can also be done by a State Level User. |
| 9 | Click on "Run Report" (TAPS) | ARNG Level User clicks on "Run Report" to display a monthly summary which includes: production numbers (supported and credit), base pay, and transportation costs. | | | TAPS | This Step can also be done by a State Level User. |
| 10 | Need to print? | ARNG Level User may need to print the Production Report for State of the State briefings, EXSUMs, information papers, and archiving purposes. | | | | This Step can also be done by a State Level User. |
| 11 | Click on Excel icon (TAPS) | ARNG Level User clicks on the green Excel icon located to the right of the "Run Report" button. | | | TAPS | This Step can also be done by a State Level User. |
| 12 | Click on "Save" (TAPS) | ARNG Level User exports results into Excel by saving data as an Excel Workbook. The report is used for State of State briefings, EXSUMs, and information papers. | | | TAPS | This Step can also be done by a State Level User. |