



Resource Allocation Selection System – First Time Login

Purpose This is a step-by-step guide for an Army Civilian Training, Education, and Development System (ACTEDS) Intern to access the Resource Allocation Selection System (RASS) for first time log in.

Background RASS is a real-time, web-based management system for the centralized management and funding of ACTEDS Intern training. This system enables the online creation, submission, approval, status tracking, and reporting of ACTEDS Intern training via the Standard Form 182.



RASS access for an ACTEDS Intern is automatically created upon the employee's assignment to an ACTEDS Intern position. RASS does not require a request for an account.

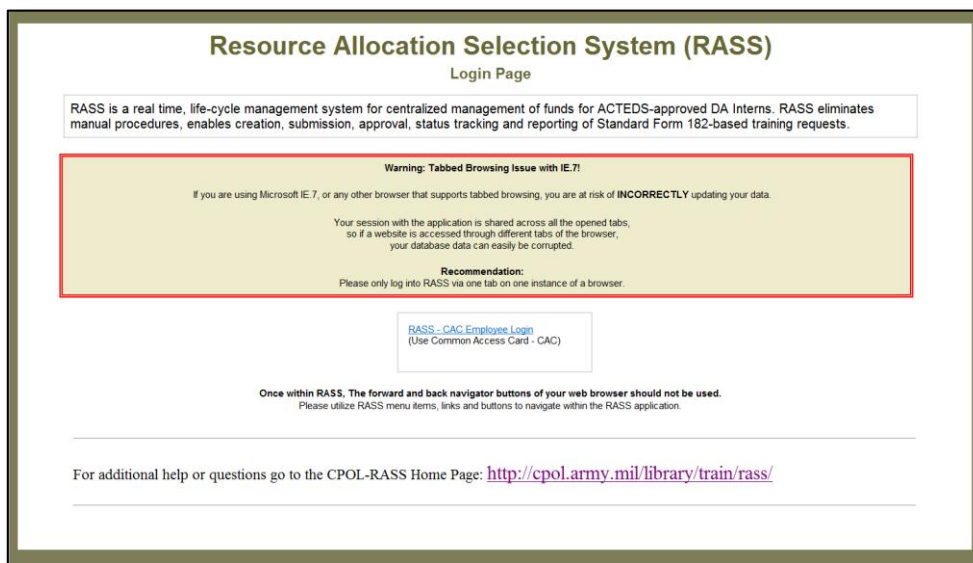


Please ensure you have the following information readily available to update your Personnel Date Sheet and record within RASS:

- Official E-mail address
- Home Mailing Address (Street, State/Country, and Zip/Postal Code)
- Work Mailing Address (Street, State/Country, and Zip/Postal Code)
- Work Phone

How to Access RASS

1. Insert your Common Access Card (CAC) into the CAC reader and navigate to <https://rass.army.mil/#>.
2. Click the blue **RASS – CAC Employee Login** that is located near the center of the RASS login page.





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A windows security window displays **Select a Certificate**.

3. Select your DOD CAC certificate. Click **OK**.

A Privacy Act Statement displays.

Resource Allocation Selection System
(RASS)
Version: 7.5.9

Privacy Act Statement

Authority - This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

Purposes and Uses - The primary purpose of the information collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Governmentwide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.

Effects and Nondisclosure - Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b) - Solicitation of SSNs by the Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. Your SSN will be used primarily to give you recognition for completing the training and to accumulate Governmentwide training statistical data and information. SSNs also will be used for the selection of persons to be included in statistical studies of training management matters. The use of SSNs is necessary because of the large number of current Federal employees who have identical names and/or birth dates and whose identities can only be distinguished by their SSNs.

DECLINE ACCEPT

4. Read the policy and **Accept**. Selecting **Decline** will provide a link to return you to the RASS login page.



Several fields within the Personnel Data Sheet auto-populate based upon your official personnel record as retrieved from Defense Civilian Personnel Data System (DCPDS). You can edit this information directly within RASS for record keeping purposes only. An edit or update to the RASS Personnel Data Sheet does not update your official personnel record. Contact your local customer service representative for instructions to update your official personnel record.



The Social Security Number (SSN) and MACOM data fields auto-populate within the RASS Personnel Data sheet and are not editable. Contact your local customer service representative to update your SSN. Contact your intern command representative for assistance to update your MACOM (permanent duty station organization).



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- The Personnel Data Sheet displays.
- Complete the fields on the screen.

Personnel Data Sheet

Instructions
Please update the following information on your personnel data sheet. Once you have entered the data in each field, select **Update Record** to save the updated information.

Fields denoted with * are required for submission.

If your email address field is either blank or not your current official email address then please enter a valid and secure email address to ensure accurate delivery of your communications and information.
** Do not enter an AKO email address or a personal address, e.g. a 'hotmail', 'gmail', 'yahoo', 'apple'.

* Enter Email Address: john.smith.civ@mail.mil

* Re-enter Email Address: _____

Social Security Number: XXX-XX-XXXX

First Name:* John Middle Initial: J Last:* Smith

DOB:* 19840229
(example YYYYMMDD)

Home Mailing Address:

Street Address:* _____

Apartment or Unit #: _____

City:* _____

State:* Armed Forces Europe

Zip:* _____ + _____

Home Phone Number: _____

Work Mailing Address:

Street Address:* _____

Apartment or Unit #: _____

City:* _____

State:* Armed Forces Europe

Zip:* _____ + _____

Work Phone Number:* _____

Career Program:* 10 - Civilian Human Resource Management

Education Level:* 13 - Bachelor Degree

Pay Plan:* GS

Occupation Series Code:* 0201

Pay Grade:* 07

Pay Step:* 01 (NSPS employees in/out 00)

Type of Appointment:* _____

Position Title:* HR SPECIALIST

Position Level:* _____

Need special accommodation?:* _____

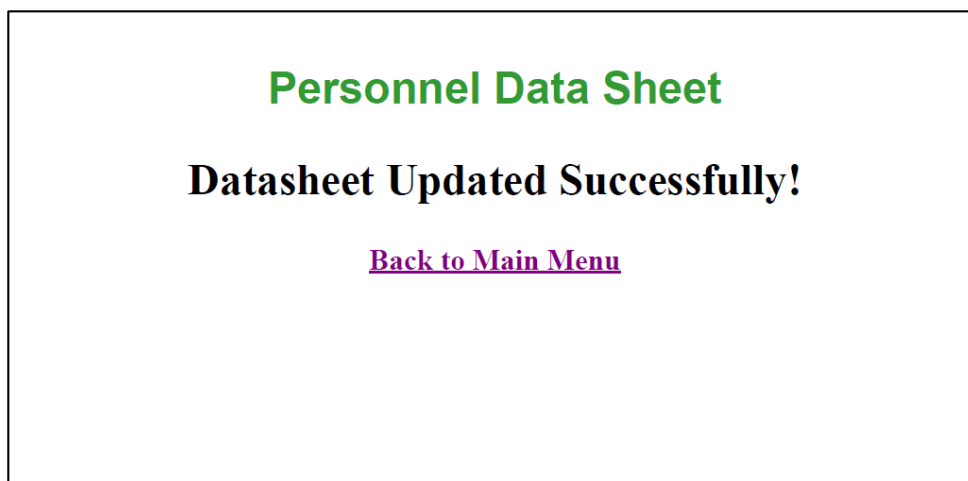
MACOM: * XX

- Select **UPDATE Record**.



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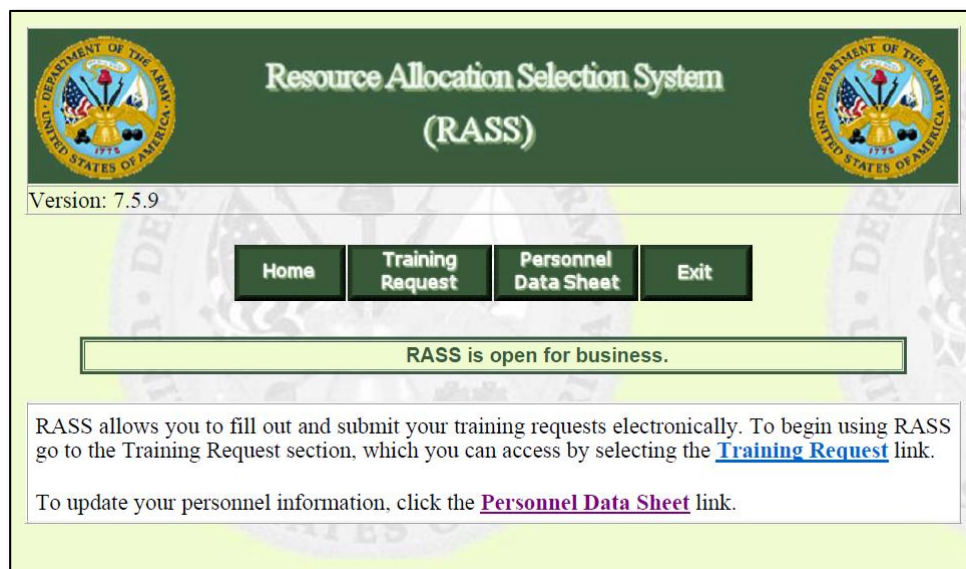
The webpage refreshes and displays **Datasheet Updated Successfully!**



The initial RASS login is complete.

7. To edit your Personnel Data Sheet information, select **Back to Main Menu**.

The RASS Main menu displays.



8. Select **Personnel Data Sheet** link near the bottom the page or located in the middle right of the toolbar selections. Continue to edit your entries.

9. Select **Update Record**.



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You must input your Re-enter Email Address to exit the Personnel Data Sheet after the initial setup.