Priority Placement Program Support Branch (PPSB)
Frequently Asked Questions

1. **What is the ASARS WEB?**
   ASARS WEB is the acronym for the Automated Stopper and Referral System and its Internet operational environment, the web. It is the automated system, as the name implies, that fully supports all Priority Placement Program (PPP) operations. Using web technology, this system ties DoD activities directly with the program registrant database located in Dayton, OH, and provides electronic registration and referral of placement eligibles. Likewise, automation of placement requests and subsequent placement reports (report actions) reduces staff requirements at the activity level as well as the time necessary for filling vacant positions. ASARS WEB access is restricted to authorized program users, and all data is protected to ensure the privacy of individual registrants.
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2. **What are the hardware and software requirements for the ASARS WEB application?**
    The hardware and software requirements for the ASARS WEB application are:

   Hardware requirements

   - IBM compatible microcomputer with 16MB memory
   - Access to the Internet (LAN connection recommended for best throughput

   Software requirements

   - Windows 95 or NT 4.0
   - Internet Explorer Version 4.0 or higher
   - Enable support for JavaScript
   - Enable support for Cookies
   - MS Word or Word viewer (free) (WWW.MICROSOFT.COM)
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3. **How can I obtain copies of the PPP Operations Manual, Activity Description Guide, and the PPP Video?**
   Electronic files of the PPP Operations Manual and Activity Description Guide are available on the ASARS WEB under the main menu selections "MANUAL" and "GUIDE" (WEB can also be accessed through the CARE Website). These files include any changes made after the original publication dates. Back to top

4. **My ASARS WEB daily report shows one of my PPP registrants removed with a report action "28". What is a registering/releasing activity report action "28"?**
   A report action "28" is a system-generated report action that appears on your ASARS WEB daily report when a registrant's release date is up and their registration is no longer active in ASARS. Back to top

5. **My PPP requisition closed after I did a gaining report action; however, I did not enter a cancel code. Why did it close?**

   Submission of gaining report actions 14, 16, 17, 18, 19, 20, and 41 decrease the vacancy balance on a requisition by the number of such actions submitted. If this action causes the vacancy balance to reach "0", the system will automatically close the requisition. If the system closes the requisition, you cannot submit a cancel code to close it. You can verify the date a requisition closed by looking at the History Date on the requisition prior to submitting a cancel code. In addition, if you submit a cancel code to close a requisition on the same night you submit the above report actions, you will get the message, "Attempted to alter a closed requisition" in section R10 of your Daily Report. Back to top