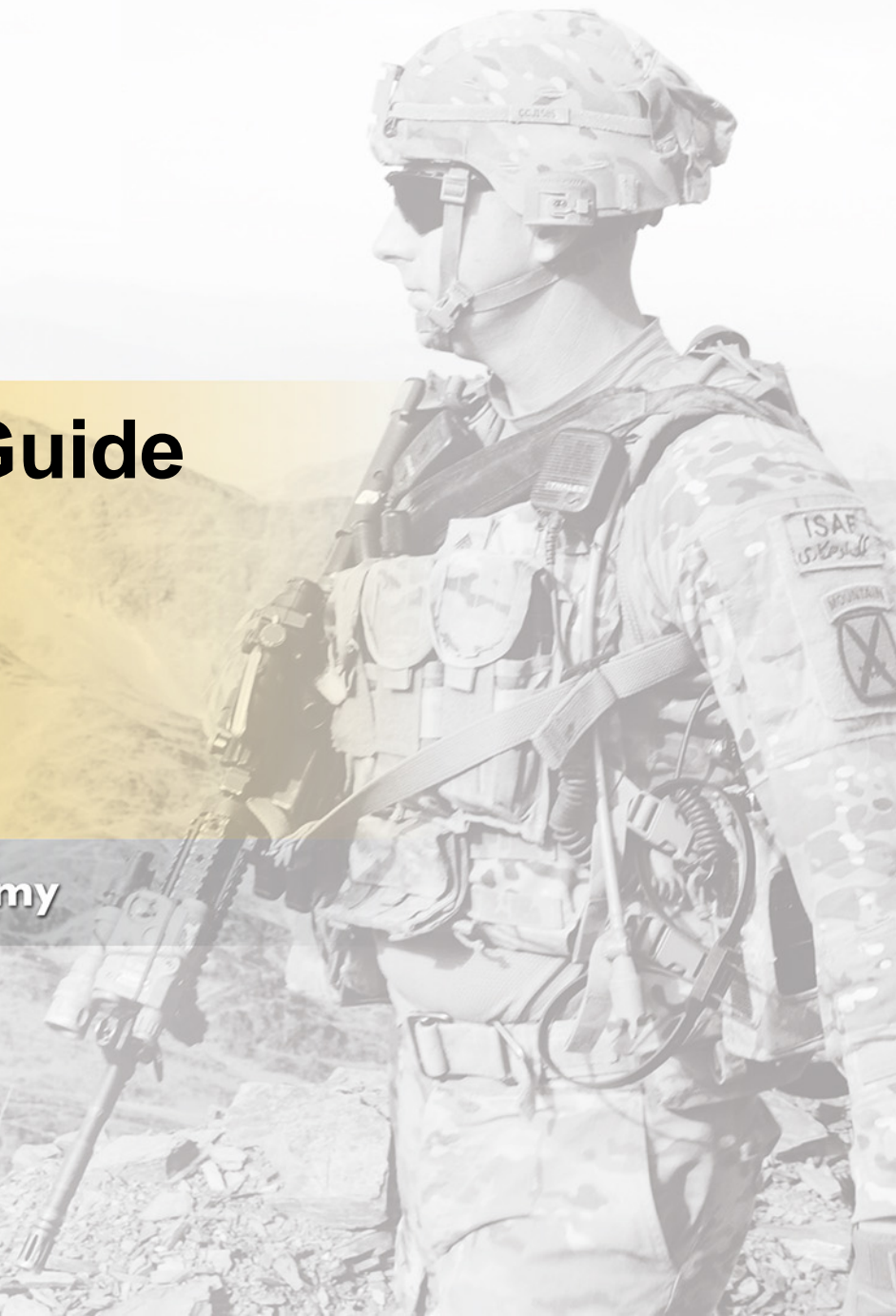




IPPS-A R2 Functional Guide Version 1

One Soldier ★ One Record ★ One Army

As of 1 June 2018



- **Purpose:** To outline base functionality in Release 2 and set the conditions for enhancements in Release 3.
- **Intended Outcome:** Shared understanding of what is the Release 2 starting point for functionality.
- *We are laying the foundation for the future of IPPS-A!*



TODAY

- 20th century legacy systems like SIDPERS, which require homegrown work-arounds
- Inefficient and inconsistent business processes, hand signatures and paper-driven accountability



RELEASE 2

- 21st century case management and customer support software
- Automates, tracks and manages Soldier HR and pay inquiries with consistent business processes for the entire ARNG.



TO-BE

- Electronic, one-stop-shop for **personnel, pay and talent management actions.**
- Consistent business processes across **all 3 Components** and 21st century **mobile** technology.

- Section 1: Logging into IPPS-A
- Section 2: Overarching Functionality
- Section 3: What Can Soldiers Do?
- Section 4: What Can Commanders/Leaders Do?
- Section 5: What Can HR Professionals Do?

Section 1: Logging into IPPS-A

- Access Overview of IPPS-A
- IPPS-A Primary Methods of Access
- Access Through AKO
- Mobile App & Self Service Access
- Dual Persona Description
- Dual Persona Access
- Roles and Permissions
- IPPS-A Access Request Process
- Person of Interest (POI) Provisioning

Section 2: Overarching Functionality

- Talent Management (TM) in R2
- Hire/Rehire
- Mass Update
- Home/Host
- Personnel Action Request (PAR)
- Workflow Terminology
- Restrictions
- Separations
- Retirements
- Delegation of Authority
- *Orders*

- Mobilization
- Business Intelligence (BI) Analytics in R2
- Release 2 Reporting Capabilities (Ad Hoc)
- Audit Readiness
- IPPS-A to DJMS TINS Submission
- ARNG DOMOPS Support
- CRM/Helpdesk
- Top of the System
- R2.X

Section 3: What Can Soldiers Do?

- iHub Navigation
- My Personal Details
- My Current Profile
- My Historical Profile
- My Readiness
- Talent Management
- Personnel Action Request (PAR)
- Semi-Centralized Promotions
- Special Pay
- CRM

- iHub
- My Team
- Talent Management
- PAR
- Decentralized Promotions
- Promotion Point Worksheet (PPW)
- Restrictions/Flags
- Special Pay

Section 5: What Can HR Professionals Do?

- iHub
- Talent Management
- Personnel Action Request (PAR)
- Workflow
- Semi-Centralized Promotions
- Centralized Promotions
- Restrictions
- Special Pay
- CRM Person Profiles

- Design and Development – includes most areas except those listed below
 - MAJ Dawn Wandembergh - dawn.m.wandembergh.mil@mail.mil
 - CPT Kristen Adams - kristen.n.adams3.mil@mail.mil
 - CW3 Latisha Mosby - latisha.a.mosby.mil@mail.mil
- Audit/USPFO/DJMS TINS
 - LTC Carmen Iglesias - carmen.j.iglesias.mil@mail.mil
- CRM
 - MAJ Megan Meinholz - megan.c.meinholz.mil@mail.mil
- Talent Management
 - CPT Olumide Akanni - olumide.h.akanni.mil@mail.mil
- Business Intelligence
 - LTC Tammy Fanniel - tammy.a.fanniel.mil@mail.mil



Section 1: Logging into IPPS-A

One Soldier ★ One Record ★ One Army



Access Overview of IPPS-A

Users will have various options of logging into IPPS-A from either a Personal or Government device on a .mil or commercial domain:

Access Site	Login Method	Using a Personal Device on a Commercial Domain or a Government Device on a Commercial Domain or .mil Domain (NIPR or VPN from Commercial)
IPPS-A link (EAMS-A)	CAC <ul style="list-style-type: none"> For mobile devices, a User can use a Commercial CAC Reader/App (e.g., Thursby) CAC Log in Option is currently not available using the IPPS-A Mobile App. 	Self Service, HR Professional, Commander/Leader access with the ability to view/update PII
*IPPS-A DS Logon Page or DMDC My Access Center Page	DS Logon Username/Password (Users can use the IPPS-A Mobile App. CAC must first be registered with DMDC.) CAC <ul style="list-style-type: none"> For mobile devices, a User can use a Commercial CAC Reader/App (e.g., Thursby) CAC Log in Option is not available using the IPPS-A Mobile App. 	Self Service Capabilities Only
AKO	CAC <ul style="list-style-type: none"> IPPS-A can be accessed through AKO “single sign on” instead of directly entering the IPPS-A link 	Self Service, HR Professional, Commander/Leader access with the ability to view/update PII
Mobile Device	DS Logon Username/Password <ul style="list-style-type: none"> Access IPPS-A via mobile phone browser Currently working on IPPS-A Mobile App 	Current design supports Self Service Capability only. Currently working on IPPS-A Mobile App Design

* DMDC restricts a user from being able to manage PII data of other personnel when logged into through their Self-Service portal

IPPS-A Primary Methods of Access

OPTION 1: ALL ACCESS (CAC AUTHENTICATION)

Open Web Browser and Go To IPPS-A Public Website at:
<https://www.ipps-a.army.mil>

(*4-6 Clicks)



1 CLICK

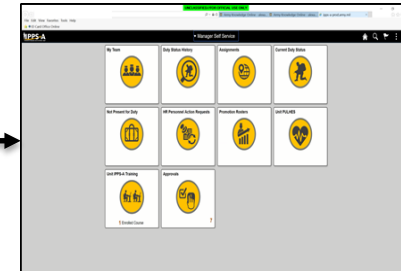


2 CLICKS



1 CLICK

*2-4 Additional Clicks may be Required when Selecting correct CAC certificate

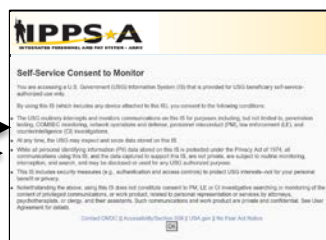


Additional clicks may be required depending on the role you are logging into

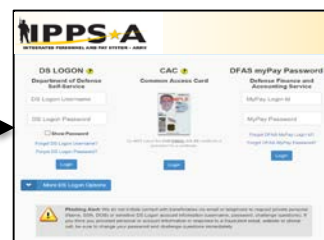
OPTION 2: SELF-SERVICE ACCESS (USERNAME / PASSWORD) (6 Clicks):



DS Logon
 Username &
 Password Only



1 CLICK



3 CLICKS



1 CLICK



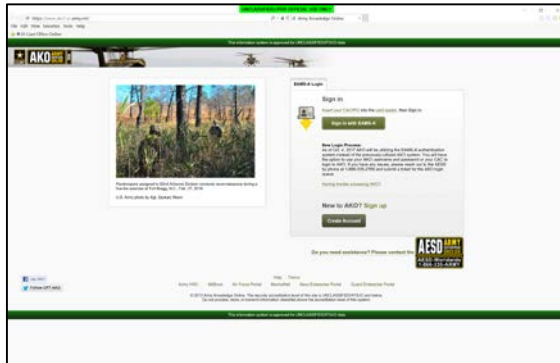
Additional clicks may be required depending on the role you are logging into

Recommended Way Ahead for Authorized User Access from IPPS-A Mobile App

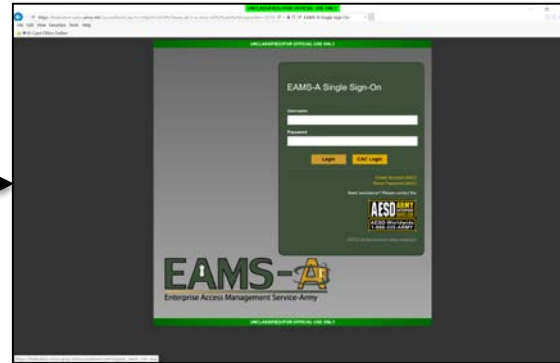
- Add direct hyperlink to IPPS-A for user to copy then paste in Thursby or other commercial app to leverage CAC Reader connected to the users device
- Embed a PDF document with instructions

IPPS-A Access Procedures Through AKO/EAMS-A

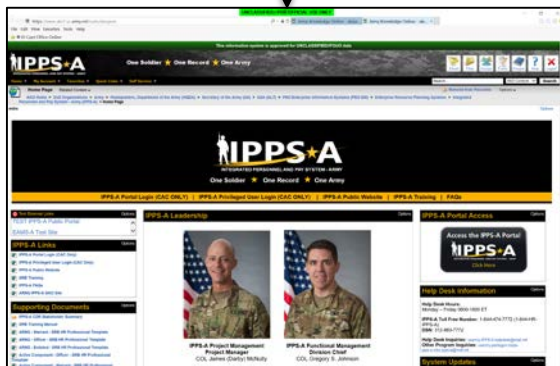
Go to AKO, and click on 'Sign in with EAMS-A'



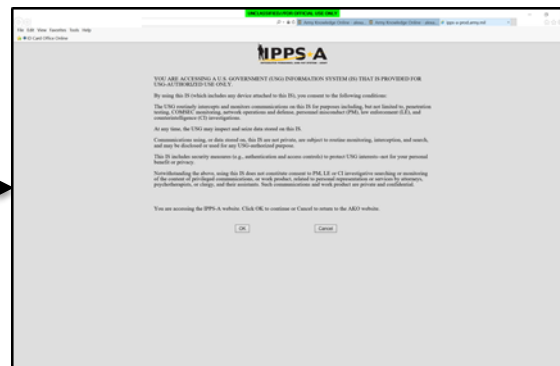
CAC Login through EAMS-A



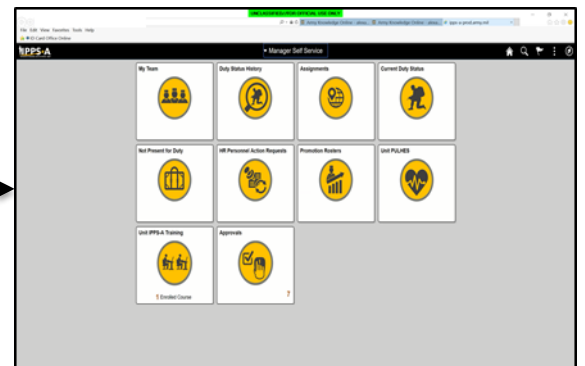
Click on Link to IPPS-A AKO Page



Click on Link to Log into IPPS-A



Arrive at IPPS-A Banner Page



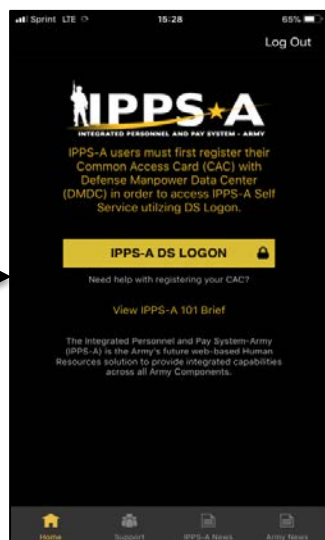
Arrive at IPPS-A iHUB Page

IPPS-A Mobile App & Self Service Access

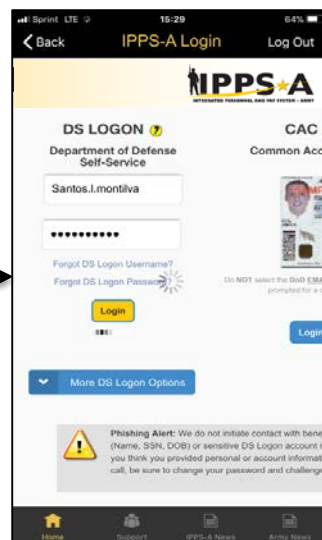
- **Users must first register their CAC with DMDC in order to use DS LOGON Username and Long Strong Password**
 - (<https://myaccess.dmdc.osd.mil/identitymanagement/registration.do?execution=e2s1>)
- **IPPS-A Mobile app will allow the user to log into IPPS-A only by using the DS LOGON username and password only**
- **Current Design supports Self-service capability only using the IPPS-A app**
 - If a user wants to access their elevated privileges on a mobile device, they must CAC authenticate in through AKO/EAMS-A using a CAC Card Reader and software (ie. Thursby).
- **Expected deployment date of the IPPS-A Mobile App is pending test outcomes and IOS/Android Acceptance**
 - Working on capability to add 3rd party software to allow CAC enabled functionality to perform HR/CDR functions on a Mobile Device



User Phone Screen



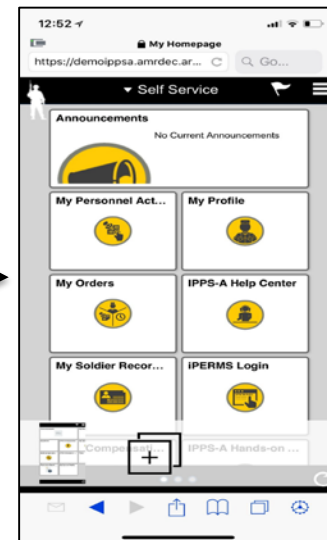
App Home Page



Login Page



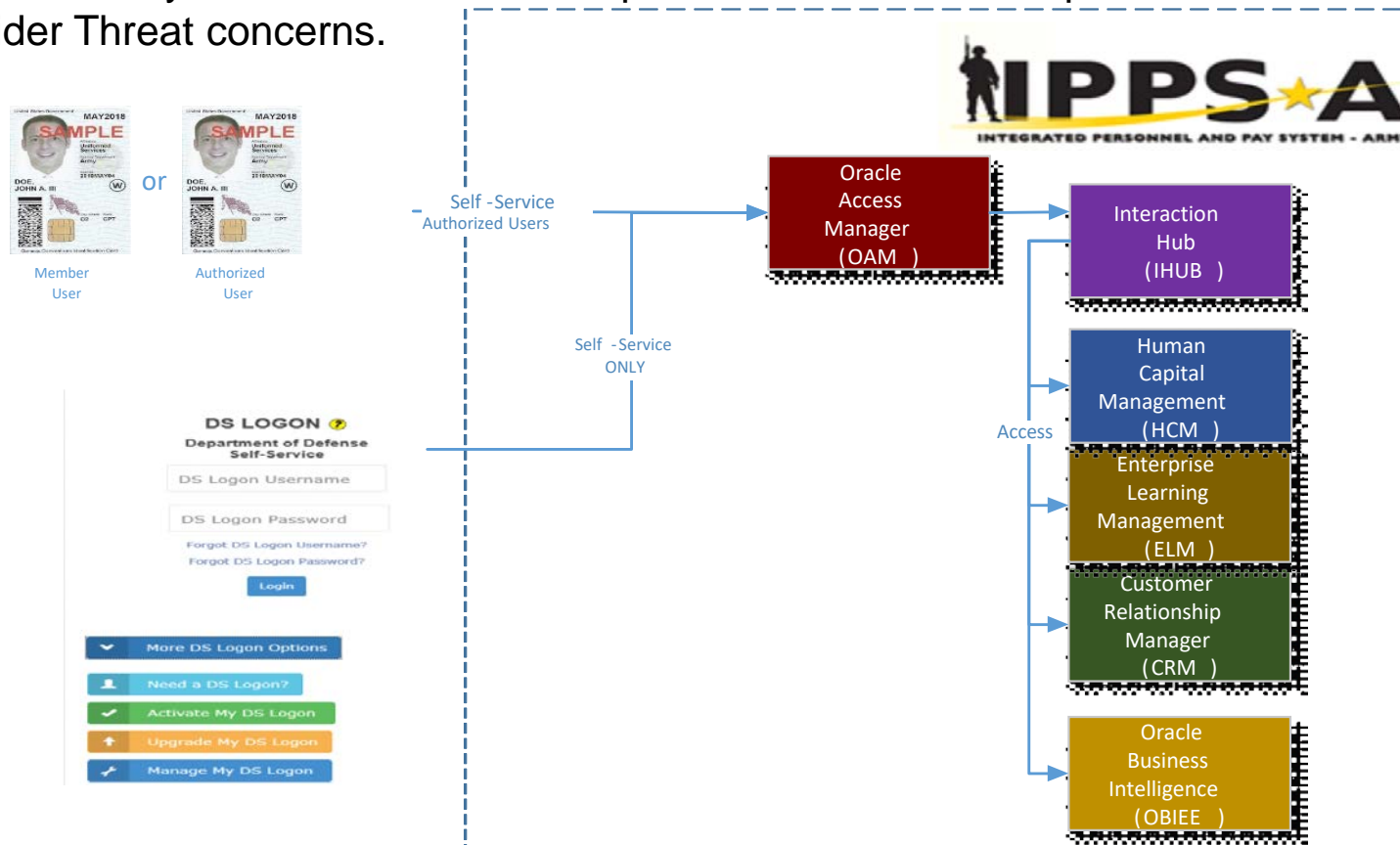
Banner Page



IPPS-A Self-Service Homepage

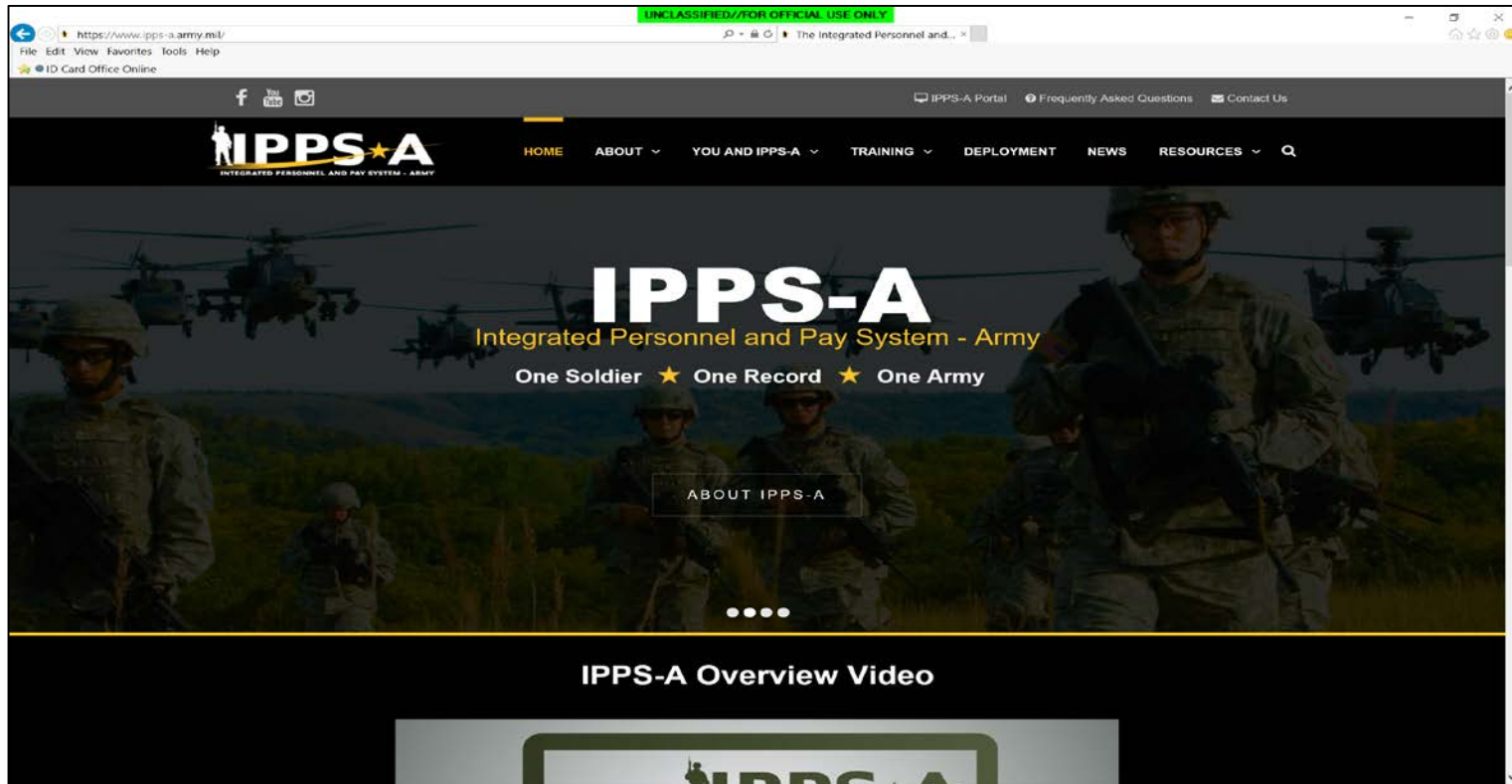
Dual Persona Description

- Dual Persona users are IPPS-A users with two credential certificates. Army National Guard (ARNG)/Army Reserve (USAR) members with an employee record in IPPS-A; AND
- IPPS-A can support login capabilities for members that have 1 CAC with multiple certificates or multiple CACs with 1 certificate on each. However, user performance is greater with multiple CACs.
- DMDC Policy directs users with dual personas to obtain multiple CACs due to Audit and Insider Threat concerns.



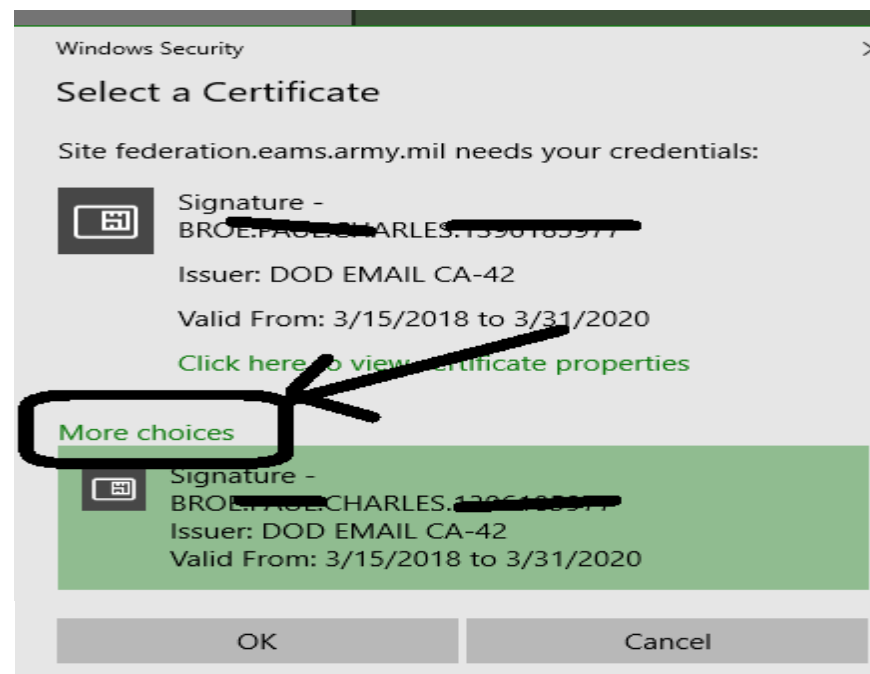
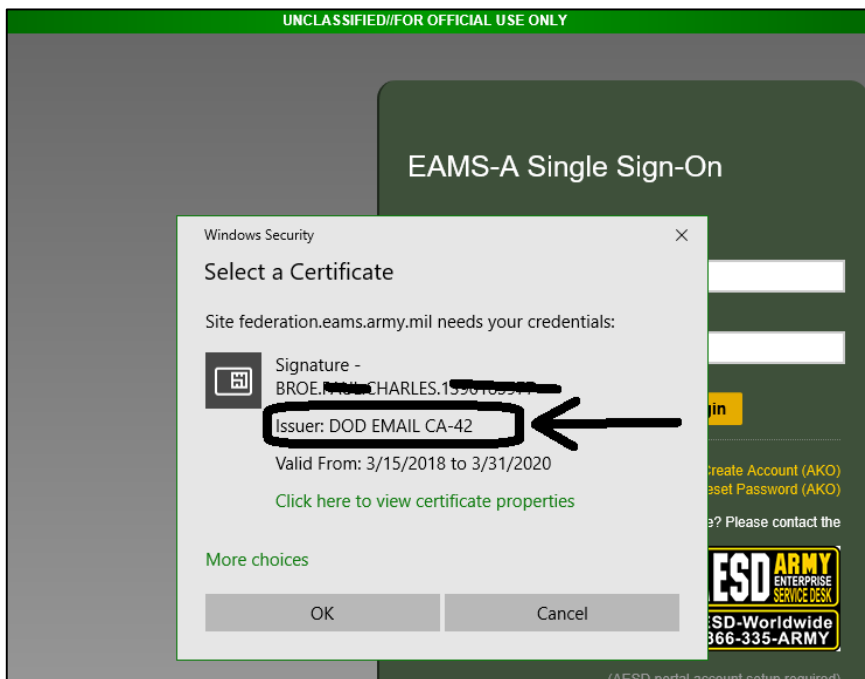
Dual Persona Access

- The dual persona user would log into IPPS-A (<https://ipps-a.army.mil>) and use the appropriate CAC/PIV for the “persona” (Soldier/Civilian/Contractor) into the CAC reader.



IPPS-A utilizes EAMS-A authentication for access. If AKO website is turned off EAMS-A authentication remains in place and will serve as the primary means to authenticate users into IPPS-A.

Dual Persona Access (Cont'd)




EAMS-A prompts for CAC Certificate selection. Be sure to pick the DOD EMAIL CA-42. This is the only certificate we will accept. EAMS-A can only collect information from the certificate selected. The DOD EMAIL certificate is the only one on the CAC with the email address of the persona. If another certificate from the CAC is selected, IPPS-A will not be able to detect the persona of the user and will alert.

Note: Click on "More Choices" if the DoD EMAIL certificate does not display.

Note: Available certificates from sample CAC. Only the signature certificate has the email identifier as shown.

Select the signature/email certificate and click "OK"

- **If you select the incorrect certificate, or the CAC does not have an EMAIL DOD certificate** the following pop-up displays and prevents you from logging into IPPS-A. This is regardless of whether you are a “dual” or “single” persona.



The IPPS-A system does not recognize your credentials.
This can be for one of two reasons:

- 1.) The certificate that you selected from the CAC when logging into AKO via EAMS-A is not the DOD Email Certificate. In this case, close the browser, clear the cache and log into AKO again ensuring that you select the EMAIL certificate on EAMS-A login.
- 2.) You CAC is out of date and you need to replace it

This system contains Privacy Act Information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).



Member Self-Service Category



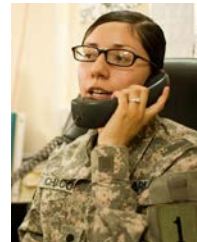
- US Army Soldier
- Access own records & SRB
- Initiate transactions/requests

Commanders/Leaders Category



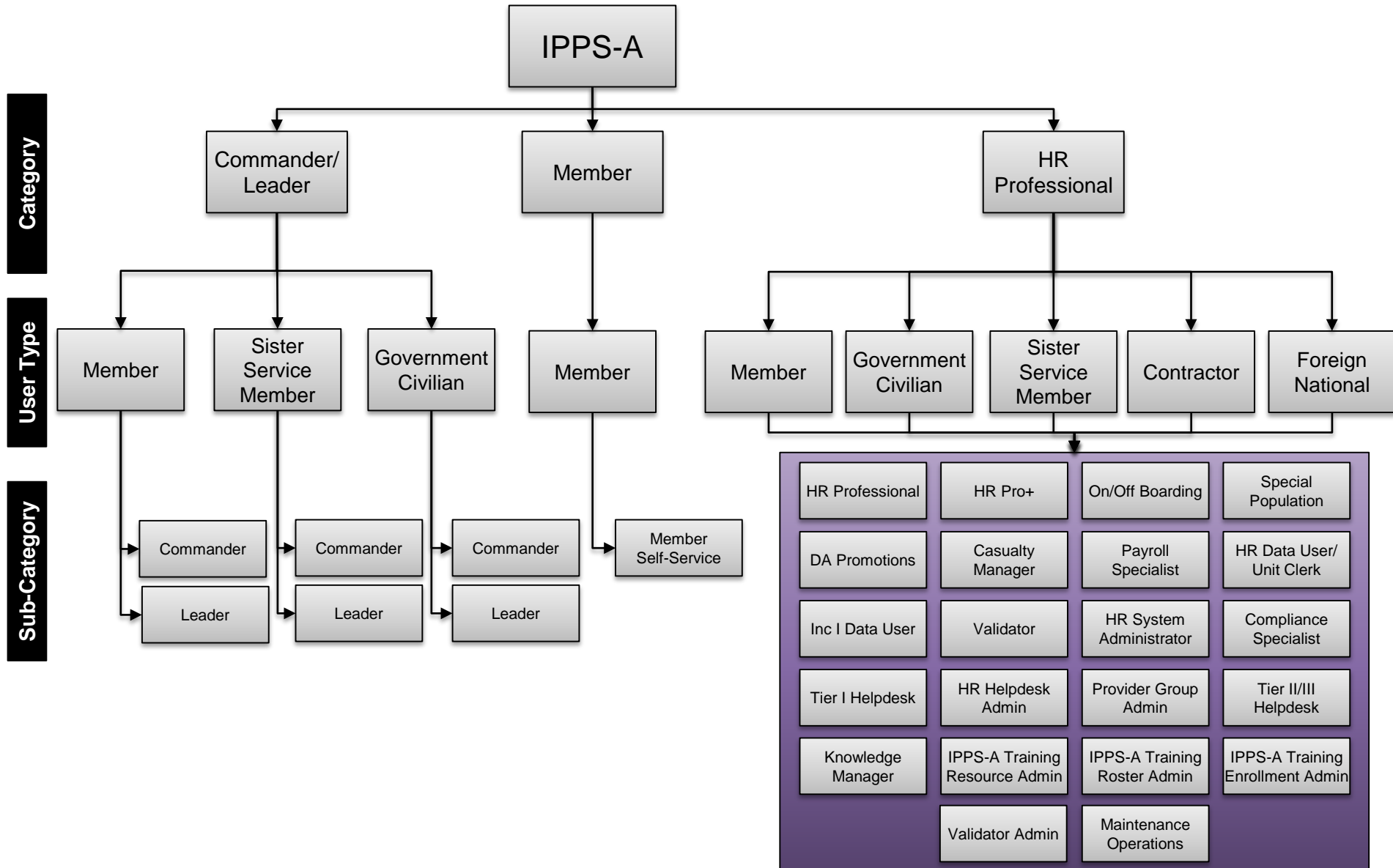
- Commanders/Leaders who lead other soldiers
- View subordinate records
- Approve/review subordinate transactions/requests

HR Professional Category



- Business partners who support members and managers
- Commander support operations
- System operations

Roles & Permissions: Hierarchy



Roles and Permissions: Elevated Access Request Process Flow

For users who need more than Self-Service access to IPPS-A

Requestor



Member



HR Professional

Validator



IPPS-A

Provision*

* Goes to second validator if there are training and/or SOD issues

Online Request

Eliminates requirement for DD Form 2875



Audit Compliance Check

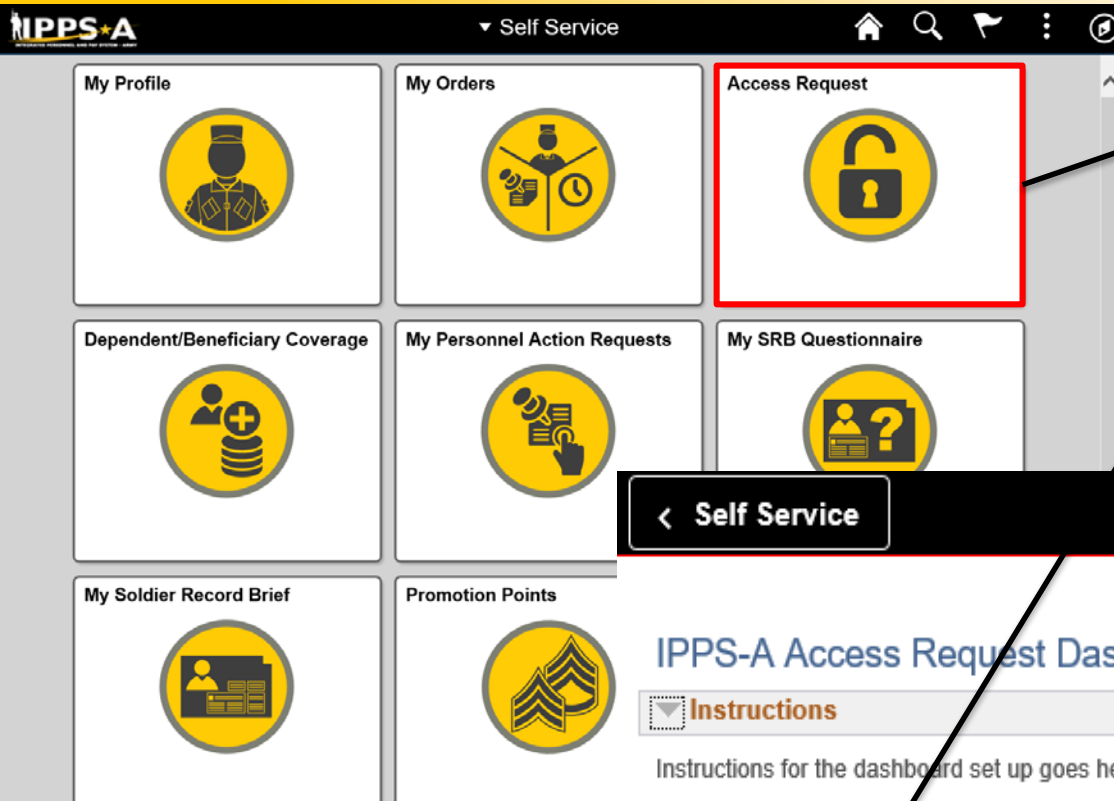
Automated verification of Separation of Duty (SOD) requirements

Training Check

Automated verification of training requirement completion

IPPS-A Logs: Who - Does What - To Whom - When
on all transactions, including the approval of elevated access

Access Request Dashboard



From the Self Service Home Page
Select the **Access Request Tile**

From the Access Request Dashboard
Select **New Access Request**



IPPS-A Access Request Dashboard

Instructions

Instructions for the dashboard set up goes here. (24000, 20)

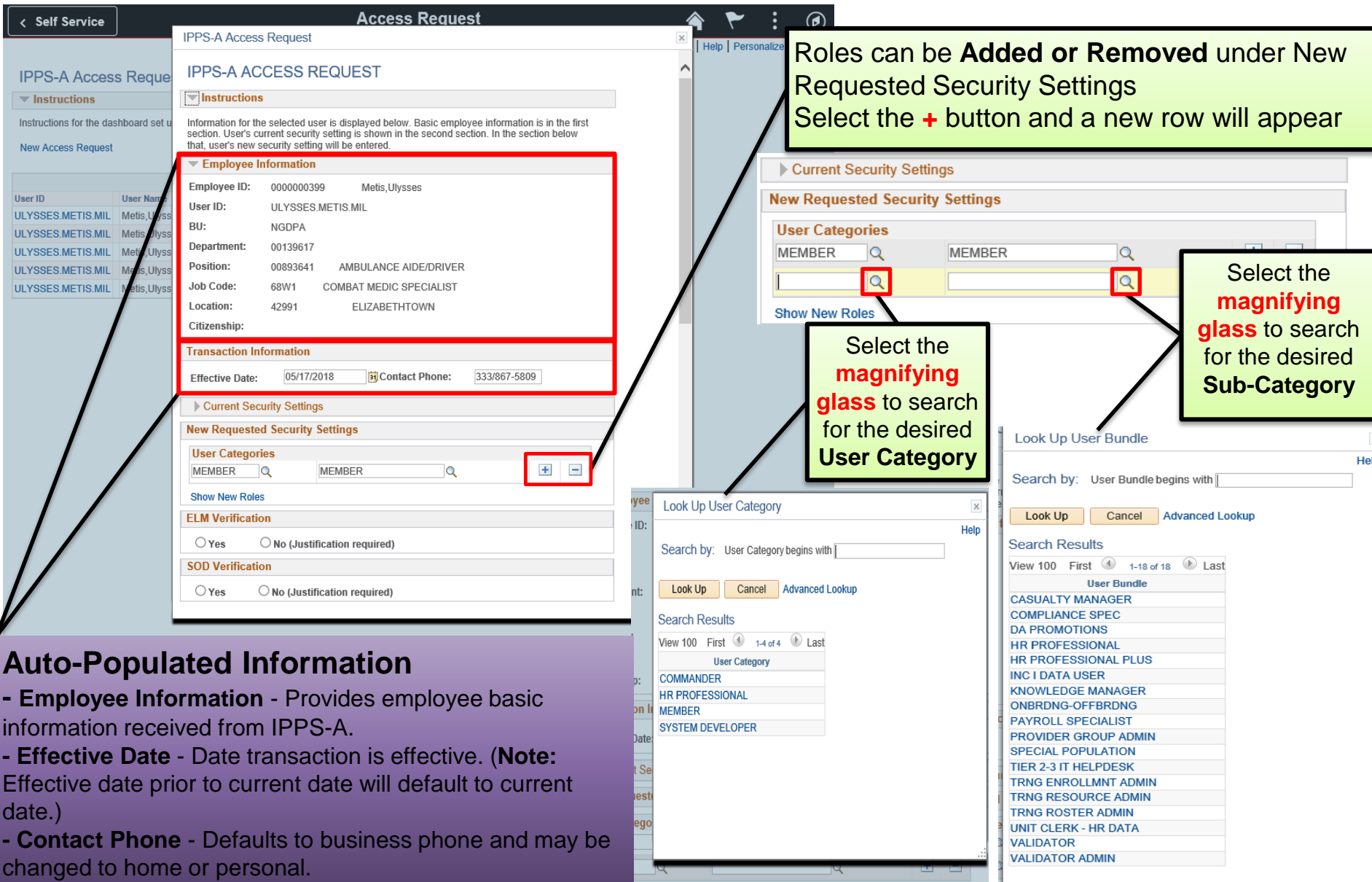
New Access Request

View historical access

Selecting the **User ID** on a historical row will open an access request page where historical roles may be viewed but not edited

User ID	User Name	Request Type	Submitted By	Status	Submit Date
ULYSSES.METIS.MIL	Metis,Ulysses	Manual-Update	Metis,Ulysses	Completed	05/16/2018
ULYSSES.METIS.MIL	Metis,Ulysses	Manual-Update	Metis,Ulysses	Completed	05/16/2018
ULYSSES.METIS.MIL	Metis,Ulysses	Manual-Update	Metis,Ulysses	Completed	05/17/2018
ULYSSES.METIS.MIL	Metis,Ulysses	Manual-Update	Metis,Ulysses		05/17/2018
ULYSSES.METIS.MIL	Metis,Ulysses	Manual-Update	Metis,Ulysses		05/17/2018

Request New Security Settings



Roles can be Added or Removed under New Requested Security Settings
Select the + button and a new row will appear

Select the magnifying glass to search for the desired User Category

Select the magnifying glass to search for the desired Sub-Category

Auto-Populated Information

- **Employee Information** - Provides employee basic information received from IPPS-A.
- **Effective Date** - Date transaction is effective. (**Note:** Effective date prior to current date will default to current date.)
- **Contact Phone** - Defaults to business phone and may be changed to home or personal.

Current Security Settings

New Requested Security Settings

User Categories

MEMBER [magnifying glass] MEMBER [magnifying glass]

[+]

Look Up User Category

Search by: User Category begins with []

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

User Category

- COMMANDER
- HR PROFESSIONAL
- MEMBER
- SYSTEM DEVELOPER

Look Up User Bundle

Search by: User Bundle begins with []

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-18 of 18 Last

User Bundle

- CASUALTY MANAGER
- COMPLIANCE SPEC
- DA PROMOTIONS
- HR PROFESSIONAL
- HR PROFESSIONAL PLUS
- INC 1 DATA USER
- KNOWLEDGE MANAGER
- ONBRDNG-OFFBRDNG
- PAYROLL SPECIALIST
- PROVIDER GROUP ADMIN
- SPECIAL POPULATION
- TIER 2-3 IT HELPDESK
- TRNG ENROLLMNT ADMIN
- TRNG RESOURCE ADMIN
- TRNG ROSTER ADMIN
- UNIT CLERK - HR DATA
- VALIDATOR
- VALIDATOR ADMIN

Review/Edit New Roles Requested

IPPS-A ACCESS REQUEST

Instructions

Information for the selected user is displayed below. Basic employee information is in the first section. User's current security setting is shown in the second section. In the section below that, user's new security setting will be entered.

Employee Information

Employee ID: 000000399 Metis,Ulysses
User ID: ULYSSES.METIS.MIL
BU: NGDPA
Department: 00139617
Position: 00893641 AMBULANCE AIDE/DRIVER
Job Code: 68W1 COMBAT MEDIC SPECIALIST
Location: 42991 ELIZABETHTOWN
Citizenship:

Transaction Information

Effective Date: 05/17/2018 Contact Phone: 333/867-5809

Current Security Settings

New Requested Security Settings

User Categories

MEMBER MEMBER + -
HR PROFESSI HR PROFESSIONAL x + -

Show New Roles

ELM Verification

Yes No (Justification required)

SOD Verification

Select **Show New Roles** to view all roles being requested for the Member

Transaction Information

Effective Date: 05/17/2018 Contact Phone: 333/867-5809

Current Security Settings

New Requested Security Settings

User Categories

MEMBER MEMBER + -
HR PROFESSI HR PROFESSIONAL + -

Hide New Roles

<input checked="" type="checkbox"/>	IP_HCMWF_WORKFLOW_ADMIN	Workflow Admin
<input checked="" type="checkbox"/>	IP_HCMWF_S1_POOL	S1 Workflow Pool
<input checked="" type="checkbox"/>	IP_HCMWF_REVIEWER	Workflow Reviewer
<input checked="" type="checkbox"/>	IP_HCMWF_INTERMEDIATE_APPROVER	WF Intermediate Approver
<input checked="" type="checkbox"/>	IP_HCMWF_APPROVER	Workflow Approver
<input checked="" type="checkbox"/>	IP_HCMWF_APPROVAL_MONITOR	Workflow Approval Monitor
<input checked="" type="checkbox"/>	IP_HCMSS_NG_ENLISTD_PROMO_PREF	Enlisted Promotion Preference
<input checked="" type="checkbox"/>	IP_HCMSS_MEMBER	[WF] IPPS-A Member
<input checked="" type="checkbox"/>	IP_HCMFY_IPPSA_ED	E & D Item Level
<input checked="" type="checkbox"/>	IP_HCMFY_ED_PAYEE	Earnings and Deductions Payee
<input checked="" type="checkbox"/>	IP_HCMPT_PROCESS_MONITOR	Process Monitor-System Process
<input checked="" type="checkbox"/>	IP_HCMPT_REVOKE_RESTORE_PROMO	PAR: Revoke/Restore Promotion
<input checked="" type="checkbox"/>	IP_HCMPT_RESTRICTIONS	PAR: Restrictions
<input checked="" type="checkbox"/>	IP_HCMPT_REQ_RELIGIOU_ACCMDTN	PAR: Req for Religious Accom
<input checked="" type="checkbox"/>	IP_HCMPT_REQ_FOR_TRANSGENDER	PAR: Request for Transgender
<input checked="" type="checkbox"/>	IP_HCMPT_REQUEST_REDUCTION	PAR: Request for Reduction
<input checked="" type="checkbox"/>	IP_HCMPT_REC_DISCIPLINRY_ACTN	PAR: Recrd Disciplinary Action

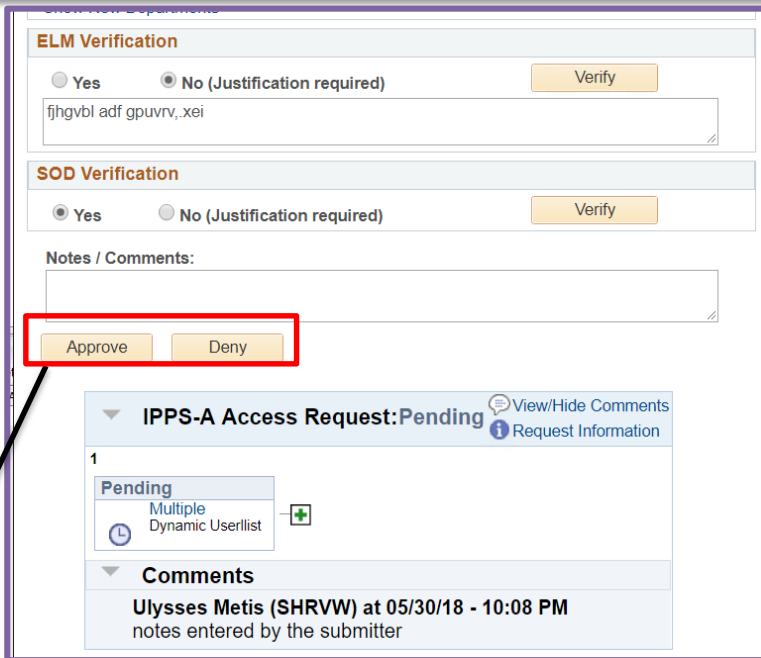
Deselect roles by selecting the **check** next to the role is optional.

Submit and Approve Access Requests

IPPS-A Training is required for elevated permissions. Manual verification may be completed by the Requestor or Validator.

Select **Yes** to verify training is complete for requested roles
Selecting **No** will

- 1) Populate a justification block
- 2) Trigger waiver approval step



ELM Verification
 Yes No (Justification required)
fjhgvbl adf gpuvr, .xei

SOD Verification
 Yes No (Justification required)

Notes / Comments:

IPPS-A Access Request: Pending [View/Hide Comments](#) [Request Information](#)

1

Pending
Multiple Dynamic Userlist

Comments
Ulysses Metis (SHRVW) at 05/30/18 - 10:08 PM
notes entered by the submitter

Validator Approve/Deny Access Request

- Without violations – IPPS-A updates per approved request.
- With violations – HR Professional with both Validator and Validator Admin roles completes secondary review and approval process. This is the waiver approval step.

New Requested Security Settings

User Categories

MEMBER MEMBER

HR PROFESSIONAL HR PROFESSIONAL

[Show New Roles](#)

ELM Verification

Yes No (Justification required)

SOD Verification

Yes No (Justification required)

Approval Notes:

[Return to Access Request Dashboard](#)

Separation of Duties (SOD) is critical to the auditability of IPPS-A and validation of SOD rule violations returns **Yes** or **No**, similar to the training check but automatically run.

Requestor selects **submit**
Validator will receive an alert that they have a new request to review based on requestor's department

Validator Review of Access Request

- 1) Receive alert & open request
- 2) Review current & new roles
- 3) Edit role requested as necessary
- 4) Verify training and SOD

Justifications entered in any block during any phase of the request process may be viewed by validating officials and are logged for audit purposes.

Add A Record: Person of Interest (Pre - Go-Live)



- The below capture tool will be used as part of Pre-Deployment activities to establish Persons of Interest (POI) in IPPS-A; this approach is still in testing and adjustments may be necessary:

POIs (Civilians, State Employees, MilTechs, Contractors, Other Military Services, and Foreign Nationals)															
Full-Time Staff Only (Pre-Go Live Only)															
Last Name First Name MI	DoDID	Gender	DOB	Effective Date of Hire	Highest Ed	Marital Status	Phone Type (Home, Mobile or Work)	Phone	CAC Email	Personal Email	UIC	Work Street Address (#, street, city, state, zip)	Business Location NGD** (**= 2 ltr state abbrev)	Base	Department *
		Unknown		NA	Not Indicated	Unknown							EXAMPLE - NGBOH		
		Unknown		NA	Not Indicated	Unknown									
		Unknown		NA	Not Indicated	Unknown									
		Unknown		NA	Not Indicated	Unknown									
		Unknown		NA	Not Indicated	Unknown									
Information populated can be used as default entry															
Ensure this is adjusted with correct state abbreviation															
Information will be provided to each state when worksheet is distributed															

- This capture tool will be used as part of Pre-deployment activities to establish POI provisioning once the POI has been manually hired in IPPS-A:

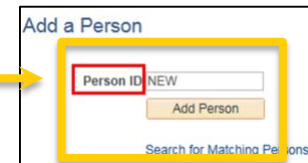
Roles & Permissions												Roles & Permissions		
Sub-Categories												Sub-Categories (ONLY for NET)		
HR Prof *	HR Prof +	On/Off Boarding	Special Population	DA Promotions	Casualty Manager	HR System Admin	Validator	Validator Admin	Provider Group Admin	Payroll Specialist	Unit Clerk/HR Data User (Non-Transactional)	ELM Training Resource Admin	ELM Training Roster Admin	ELM Training Enrollment Admin

Add A Record: Person of Interest (Post Go-Live)

Initial View

The Modify a Record Review page has two tabs to capture a Person of Interest's Personal information in IPPS-A. The information required on these pages is updated manually by the Onboarding Administrator.

For a POI, the Onboarding Administrator is required to fill out all the information boxed indicating that this is a "New" Hire



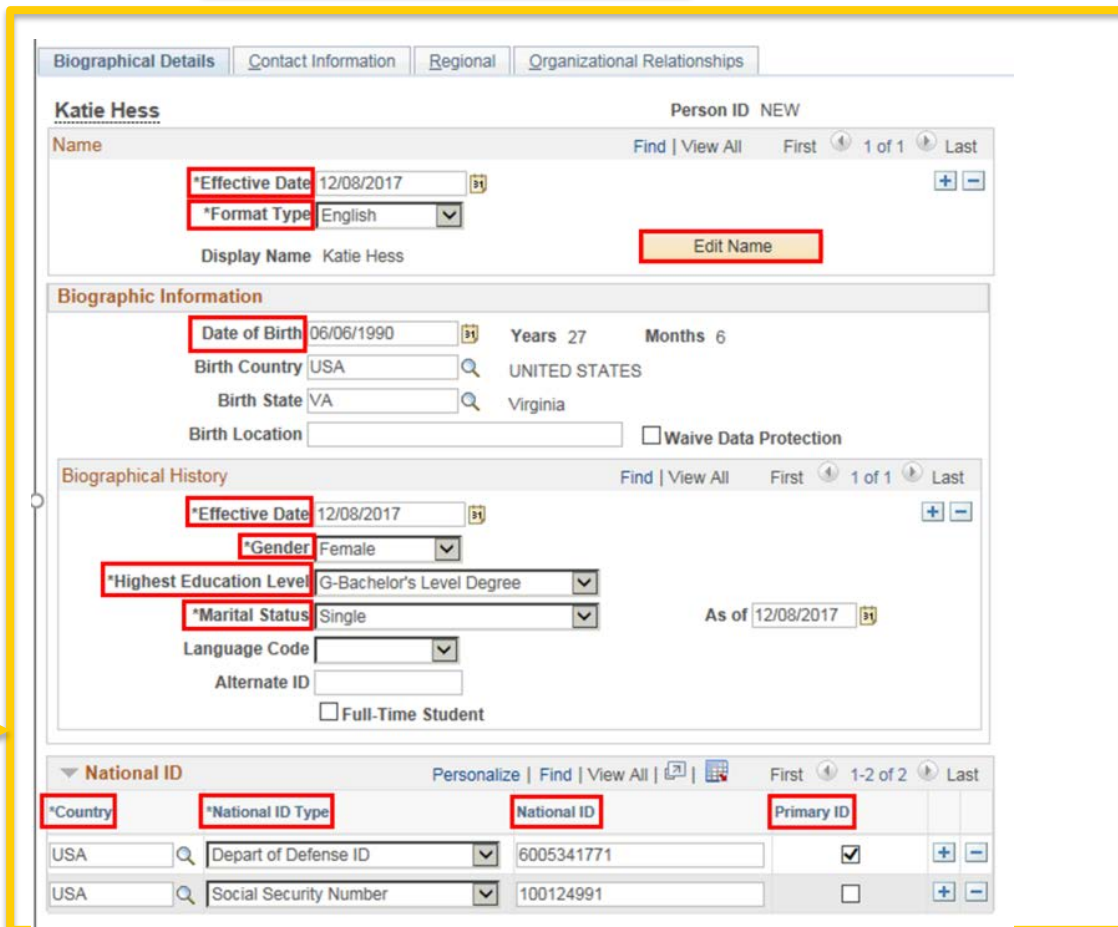
Add a Person

Person ID: NEW

Add Person

Search for Matching Persons

For POI Hire, the Onboarding Administrator is required to fill out all the information boxed in red.



Biographical Details | Contact Information | Regional | Organizational Relationships

Katie Hess Person ID: NEW

Name: Find | View All | First 1 of 1 Last

*Effective Date: 12/08/2017

*Format Type: English

Display Name: Katie Hess Edit Name

Biographic Information

Date of Birth: 06/06/1990 Years: 27 Months: 6

Birth Country: USA UNITED STATES

Birth State: VA Virginia

Birth Location: Waive Data Protection

Biographical History Find | View All | First 1 of 1 Last

*Effective Date: 12/08/2017

*Gender: Female

*Highest Education Level: G-Bachelor's Level Degree

*Marital Status: Single As of: 12/08/2017

Language Code: Alternate ID: Full-Time Student

National ID Personalize | Find | View All | First 1-2 of 2 Last

*Country	*National ID Type	National ID	Primary ID
USA	Depart of Defense ID	6005341771	<input checked="" type="checkbox"/>
USA	Social Security Number	100124991	<input type="checkbox"/>



Talent Management Release 2

One Soldier ★ One Record ★ One Army



Release 2 Introduces Some Talent Management Functionality to ARNG

What is Talent Management?

Talent is the intersection of **knowledge, skills, and behaviors** with **experience** and **readiness** provided both inside and out of the Army.

By better understanding our workforce talent, the Army National Guard can take full advantage of Soldier talents and perform **talent management**: allowing the placement of the **right Soldier**, in the **right job**, at the **right time**.

The Initial Functionality Release (Release 2) provides introductory features to help perform talent management.

Release 3 will bring:



- Full 25 Point Profile Functionality
- Job Marketplace Functionality
- Improved Search & Compare Functionality

IPPS-A's Talent Management functionality empowers leadership, human resources, and Soldiers to maximize the talent utilization of the **Total Force**.



25 Point Profile Points Included in Release 2



	Included in Release 2	KEY
	Release 3 & Beyond	

*21: Point 21 is captured in PULHES & Body Fat.
 *24: Point 24 is captured in APFT Data.
 *25: Point 25 is captured in Regional Location Preference.

Knowledge

- 1. **Education:**
Degree (Major, Type of School and GPA)
- 2. **Commissioning Source, Class Standing**
ASVAB/TAPAS
- 3. **Military Education**
(Type), Training and Development
- 4. Self Professed/
Acquired Knowledge/
Behaviors
- 5. Thesis/Capstone/
Core Classes Taken

Skills

- 6. **Awards, Badges, Tabs and Other Decorations**
- 7. **Professional Skills and Certificates**
- 8. Self Professed Skills /
Personal Attributes
- 9. **Cultural Experience and Proficiency**
- 10. Additional Duties

Behaviors

- 11. **Personal Goals, Passion and Achievements**
- 12. **References and Social Network Status**
- 13. Previous Succession Planning
- 14. Writing Sample and Assessments
(Self/Cognitive/Non-Cognitive)
- 15. Unit Climate Survey/Peer Assessments and Endorsements

Experience

- 16. **Languages and Level of Proficiency**
- 17. **Deployments/ Exercises**
- 18. **Military Work Experience** (KD, BOP, CMD, Joint, Nom)
- 19. **Civilian Work Experience and Type**
- 20. MOP
(Evaluations and Performance Metrics)

Readiness

- *21. **Personal Readiness**
(Medical/Physical/ Security)
- 22. Photo (DA and Personal)
- 23. Other Restrictions
(DEROS, EFMP, ETP, MACP)
- *24. Qualification Scores
(APFT/WPN/OPAT)
- *25. **Soldier Preference/WPA**
(Job/Location)



Hire Record Review

One Soldier ★ One Record ★ One Army



Overview

- HR Professionals will use the Direct Hire pages to simplify and streamline the rehiring (prior service gain) of former Members into IPPS-A by pulling in TAPDB-R data.
- This expedites the On-Boarding process by eliminating repetitive data entry and only requires updates to the Soldier's record. The Direct Hire pages also receive a feed from ARISS for a New Hire of non-prior service Soldiers or Members with a break in service that are processed through MEPS.
- If updates/corrections are needed, the HR Professional will complete all transactions with the required documentation.

Process Type	Details
Direct Hire	Information is input manually and must meet minimum input requirements to be saved.
ARISS Staging Area	A notification goes to all On-Boarding Administrators within the hierarchy when a new Soldier is added to the ARISS Staging Area. Another notification is sent to On-Boarding Administrators after three days. HR Professionals make any updates/corrections and then save the data.

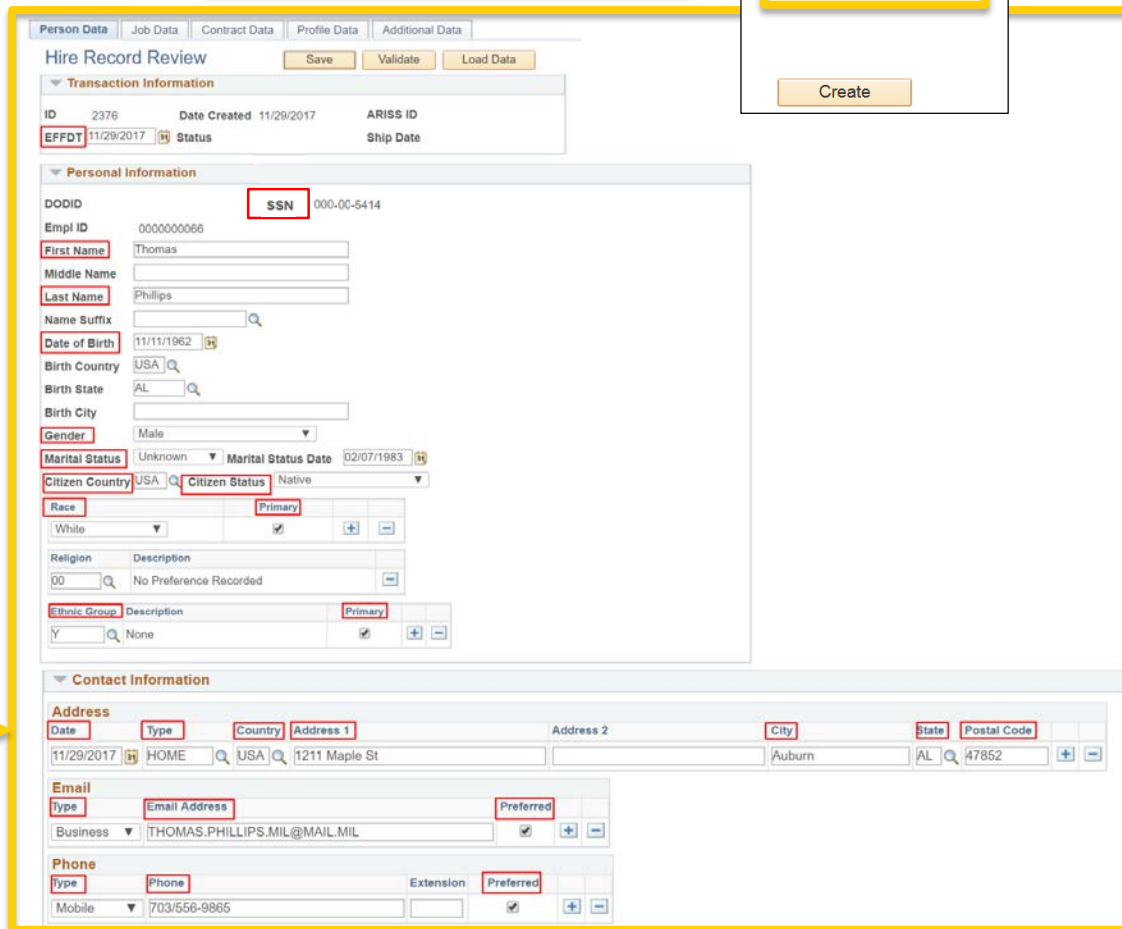
Hire Record Review – Walkthrough (1 of 8)

Initial View

After identification of the transaction type, Hire Record Review page has five tabs to capture a Member's Personal and Job data information in IPPS-A. The information to populate these tabs are updated from ARISS multiple times a day. The tabs include: Person Data, Job Data, Contract Data, Profile Data and Additional Data.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed indicating whether it was a hire or rehire.



The screenshot shows the 'Hire Record Review' form with the following sections and highlighted fields:

- Transaction Information:** ID (2376), Date Created (11/29/2017), ARISS ID, EFFDT (11/29/2017), Status, Ship Date.
- Personal Information:** DDDID, SSN (000-00-5414), Empl ID (0000000066), First Name (Thomas), Middle Name, Last Name (Phillips), Name Suffix, Date of Birth (11/11/1962), Birth Country (USA), Birth State (AL), Birth City, Gender (Male), Marital Status (Unknown), Marital Status Date (02/07/1983), Citizen Country (USA), Citizen Status (Native), Race (White), Religion (No Preference Recorded), Ethnic Group (None).
- Contact Information:** Address (Date: 11/29/2017, Type: HOME, Country: USA, Address 1: 1211 Maple St, City: Auburn, State: AL, Postal Code: 47852), Email (Type: Business, Email Address: THOMAS.PHILLIPS.MIL@MAIL.MIL, Preferred), Phone (Type: Mobile, Phone: 703/556-9865, Preferred).

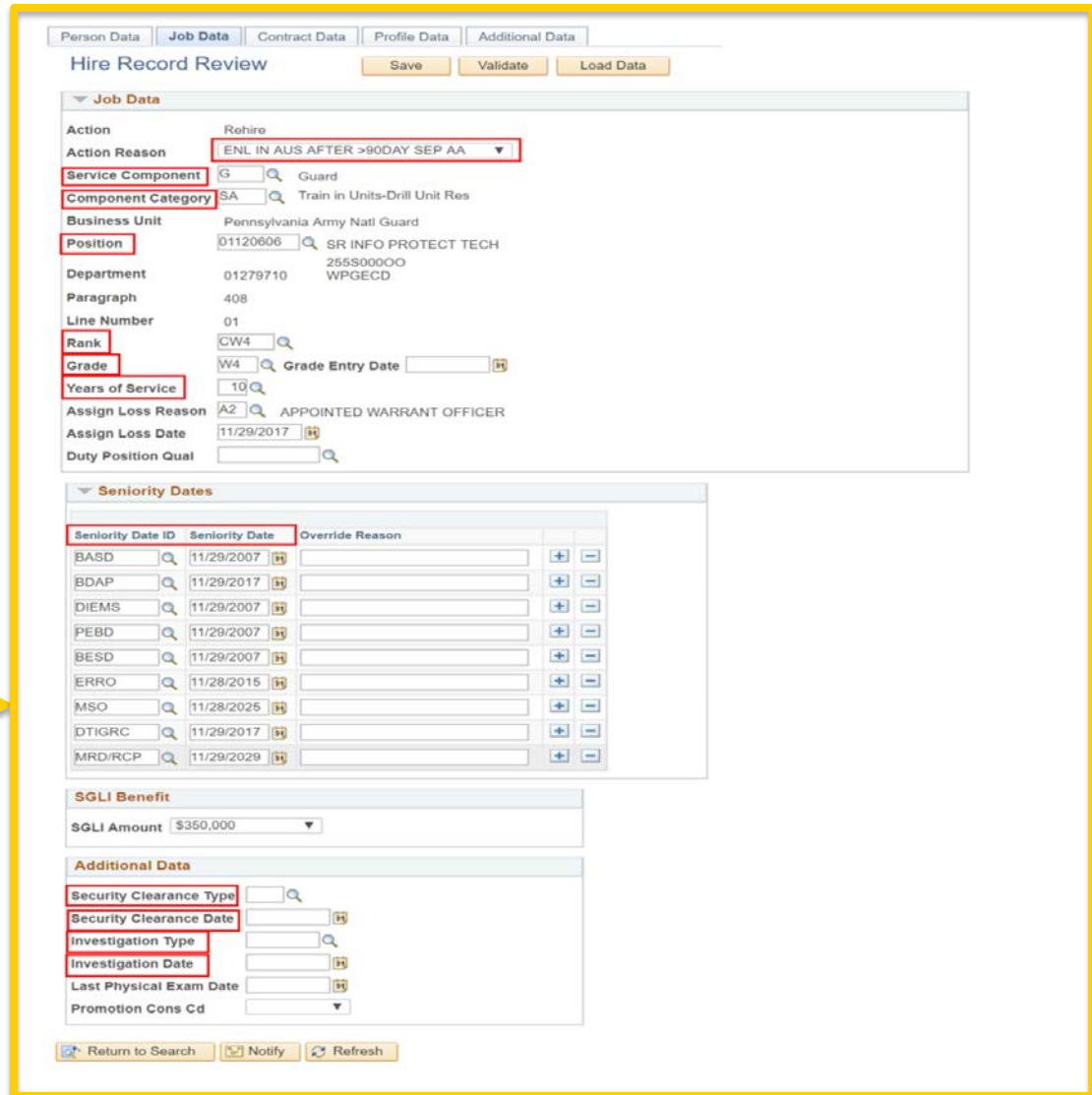
Callout boxes indicate that for Direct Hire, the Onboarding Administrator must fill out all information boxed in red. A separate callout shows the 'Transaction Type' selection, where 'Hire' is selected.

Hire Record Review – Walkthrough (2 of 8)

Job Data

This page captures a Member's **Job Data** information (action, action reason, service component and category, position information, and assign information) and **Seniority Dates**.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in **red**. For the ARISS Staging table, they must simply validate this information.



Person Data | **Job Data** | Contract Data | Profile Data | Additional Data

Hire Record Review

Save Validate Load Data

Job Data

Action: Rehire
Action Reason: ENL IN AUS AFTER >90DAY SEP AA
Service Component: G Guard
Component Category: SA Train in Units-Drill Unit Res
Business Unit: Pennsylvania Army Natl Guard
Position: 01120606 SR INFO PROTECT TECH
Department: 01279710 255S0000 WPGECD
Paragraph: 408
Line Number: 01
Rank: CW4
Grade: W4 Grade Entry Date: []
Years of Service: 10
Assign Loss Reason: A2 APPOINTED WARRANT OFFICER
Assign Loss Date: 11/29/2017
Duty Position Qual: []

Seniority Dates

Seniority Date ID	Seniority Date	Override Reason		
BASD	11/29/2007		+	-
BDAP	11/29/2017		+	-
DIEMS	11/29/2007		+	-
PEBD	11/29/2007		+	-
BESD	11/29/2007		+	-
ERRO	11/28/2015		+	-
MSO	11/28/2025		+	-
DTIGRC	11/29/2017		+	-
MRD/RCP	11/29/2029		+	-

SGLI Benefit

SGLI Amount: \$350,000

Additional Data

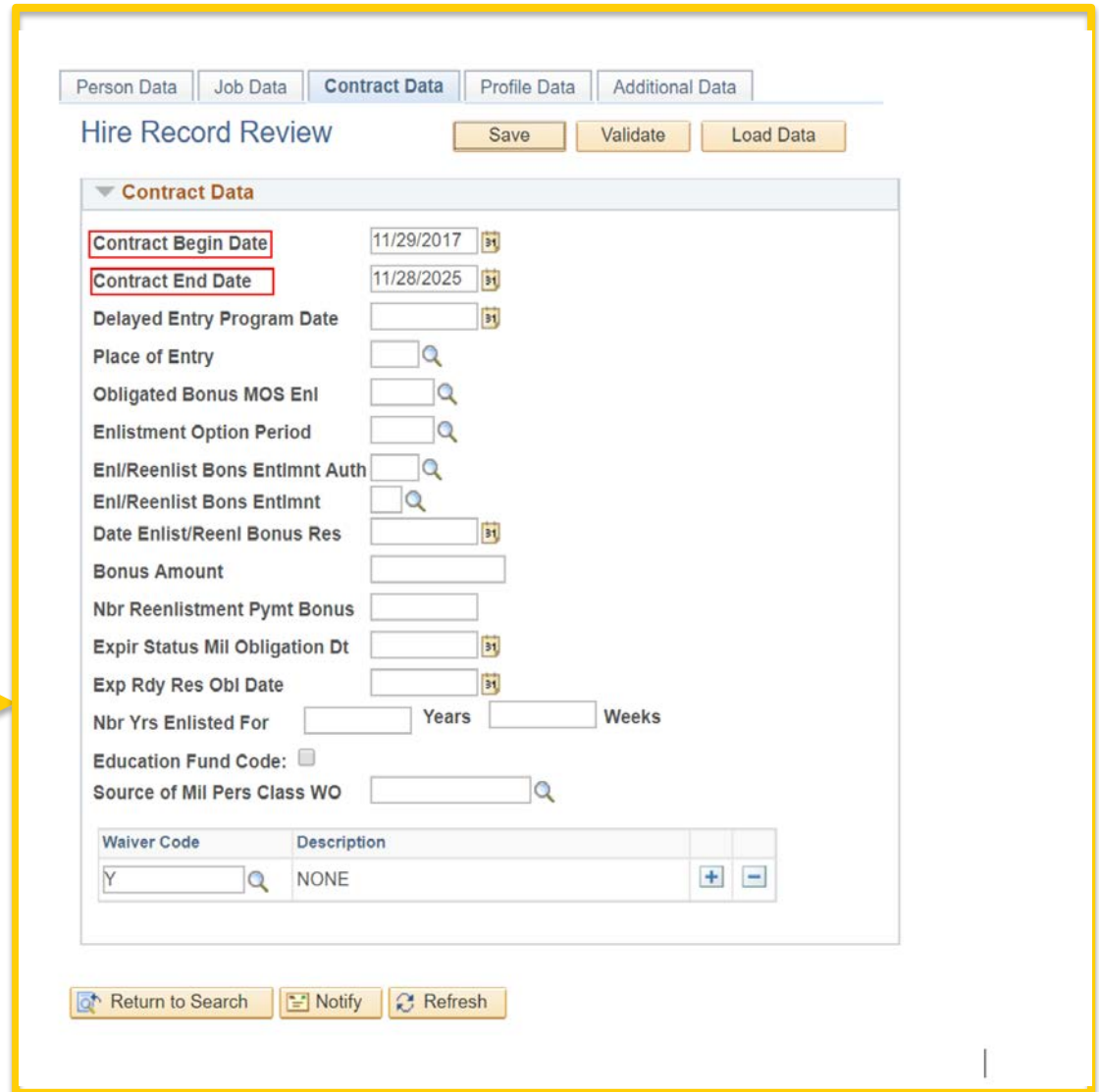
Security Clearance Type: []
Security Clearance Date: []
Investigation Type: []
Investigation Date: []
Last Physical Exam Date: []
Promotion Cons Cd: []

Return to Search Notify Refresh

Contract Data

This page captures all contract information of a Member.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.



The screenshot shows the 'Hire Record Review' page with the 'Contract Data' tab selected. The page includes navigation tabs for Person Data, Job Data, Contract Data, Profile Data, and Additional Data. Below the tabs are buttons for Save, Validate, and Load Data. The Contract Data section contains several input fields, with 'Contract Begin Date' and 'Contract End Date' highlighted with red boxes. The 'Contract Begin Date' is set to 11/29/2017 and the 'Contract End Date' is set to 11/28/2025. Other fields include Delayed Entry Program Date, Place of Entry, Obligated Bonus MOS Enl, Enlistment Option Period, Enl/Reenlist Bons Entlmt Auth, Enl/Reenlist Bons Entlmt, Date Enlist/Reenl Bonus Res, Bonus Amount, Nbr Reenlistment Pymt Bonus, Expir Status Mil Obligation Dt, Exp Rdy Res Obl Date, Nbr Yrs Enlisted For (with separate fields for Years and Weeks), Education Fund Code, and Source of Mil Pers Class WO. At the bottom, there is a table for Waiver Code and Description, with a row showing 'Y' and 'NONE'. Navigation buttons for Return to Search, Notify, and Refresh are located at the bottom of the page.

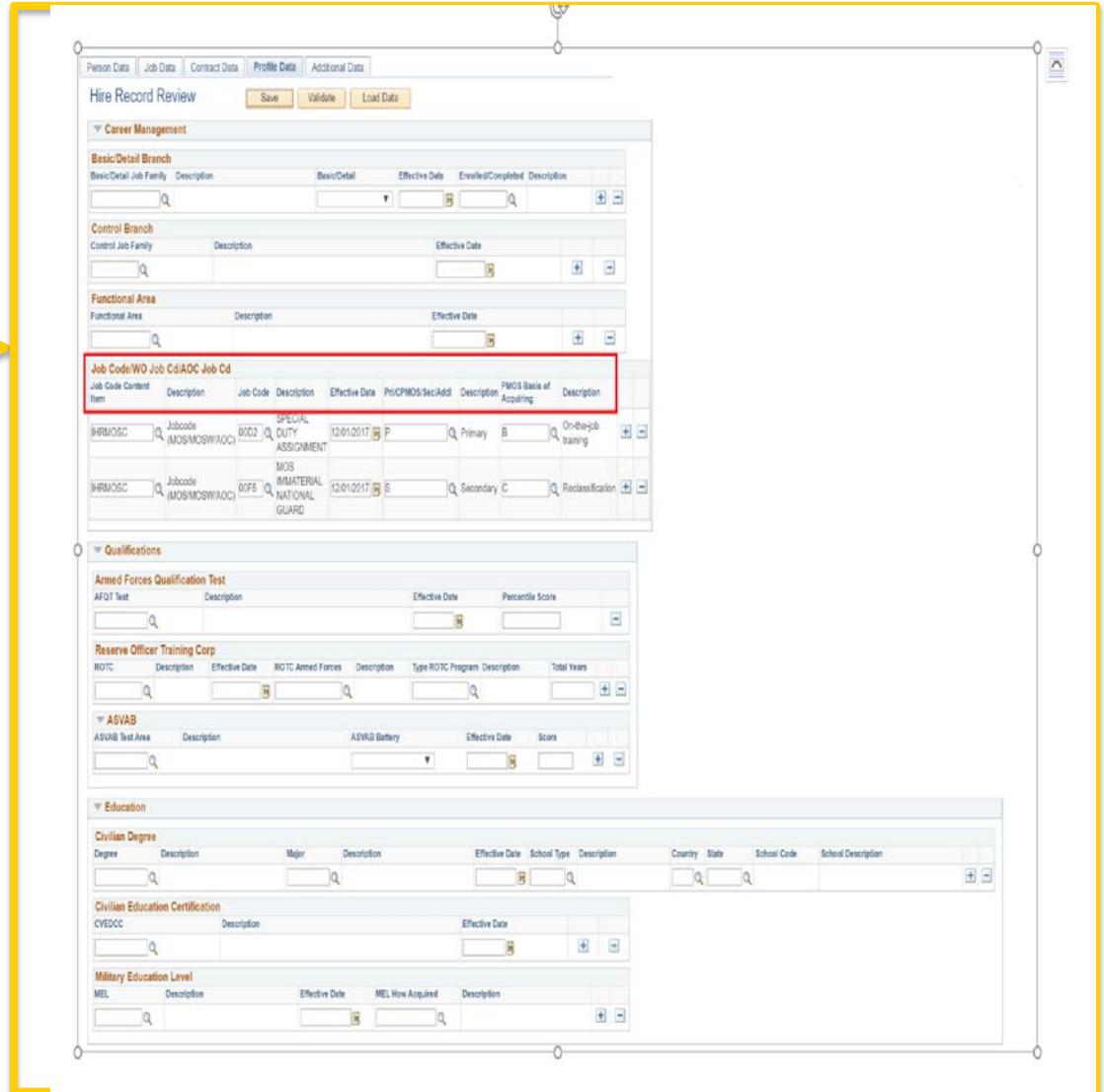
Waiver Code	Description		
Y	NONE	+	-

Hire Record Review – Walkthrough (4 of 8)

Profile Data Part 1

The Job Code, Training Status, and Body Fat information must be entered for manual input.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.



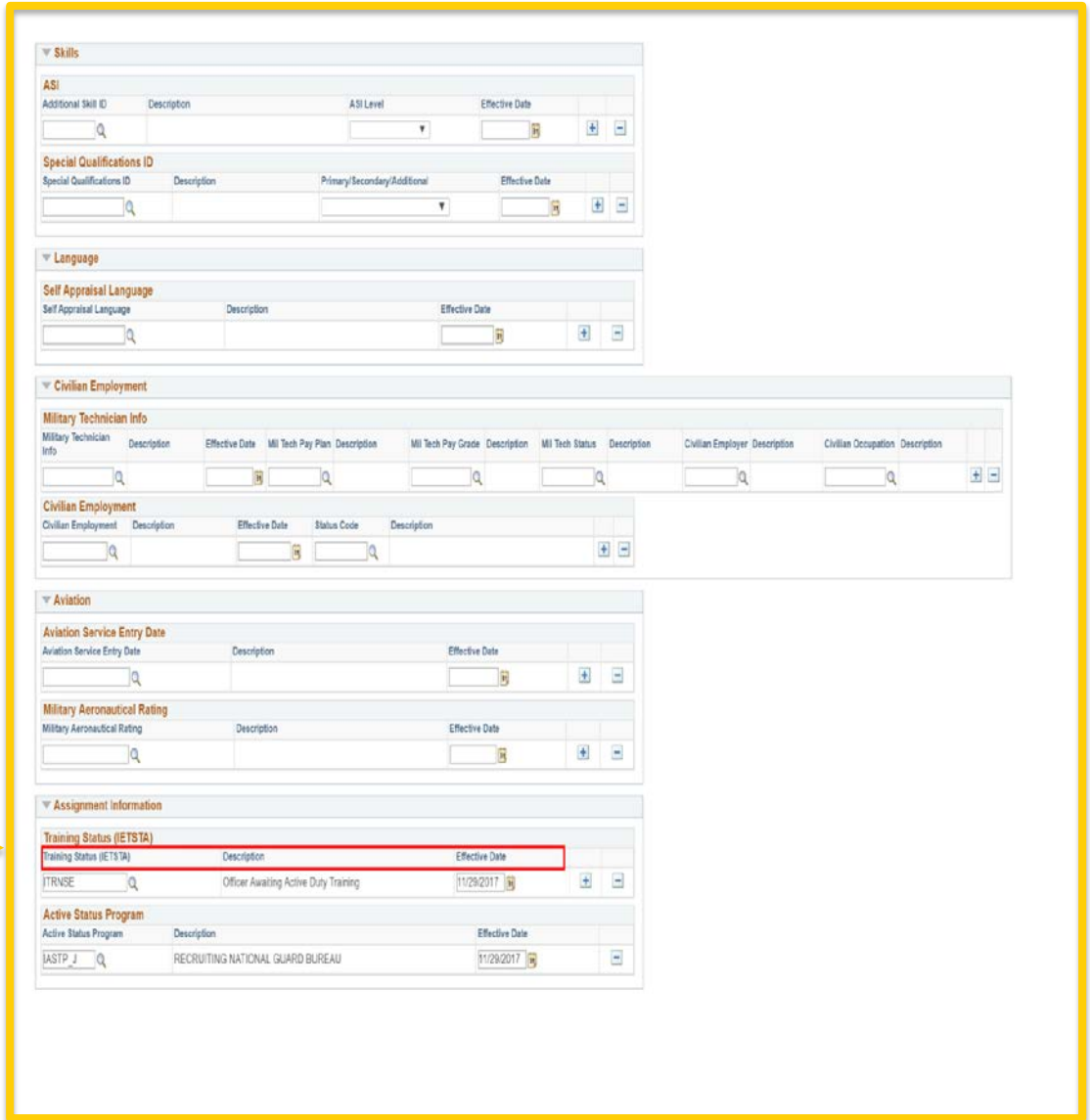
Job Code Content Item	Description	Job Code	Description	Effective Date	Prn/PMOS-sec/Ad	Description	PMOS Basis of Acquiring	Description
IRMOJSC	Jobcode (MOS/MOSW/ADC)	0022	SPECIAL DUTY ASSIGNMENT	12/01/2017	F	Primary	B	On-the-job training
IRMOJSC	Jobcode (MOS/MOSW/ADC)	00FS	MOS IMMATRIAL NATIONAL GUARD	12/01/2017	S	Secondary	C	Reclassification

Hire Record Review – Walkthrough (5 of 8)

Profile Data Part 2

The Job Code, Training Status, and Body Fat information must be entered for manual input.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.



Training Status (ETSTA)	Description	Effective Date
ITRNS	Officer Awaiting Active Duty Training	11/29/2017

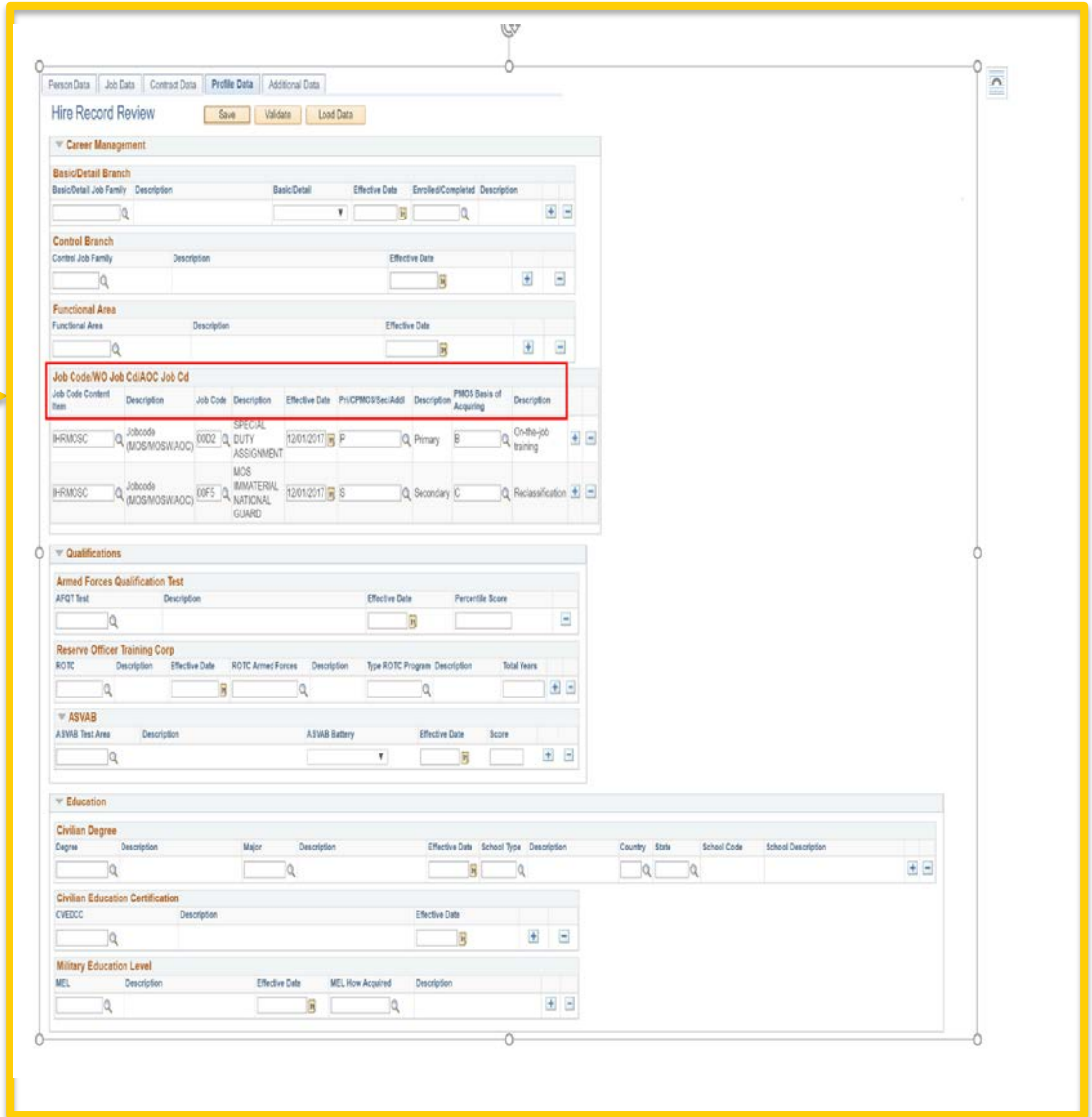
Active Status Program	Description	Effective Date
JASTP_J	RECRUITING NATIONAL GUARD BUREAU	11/29/2017

Hire Record Review – Walkthrough (6 of 8)

Profile Data Part 3

The Job Code, Training Status, and Body Fat information must be entered for manual input.

For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.



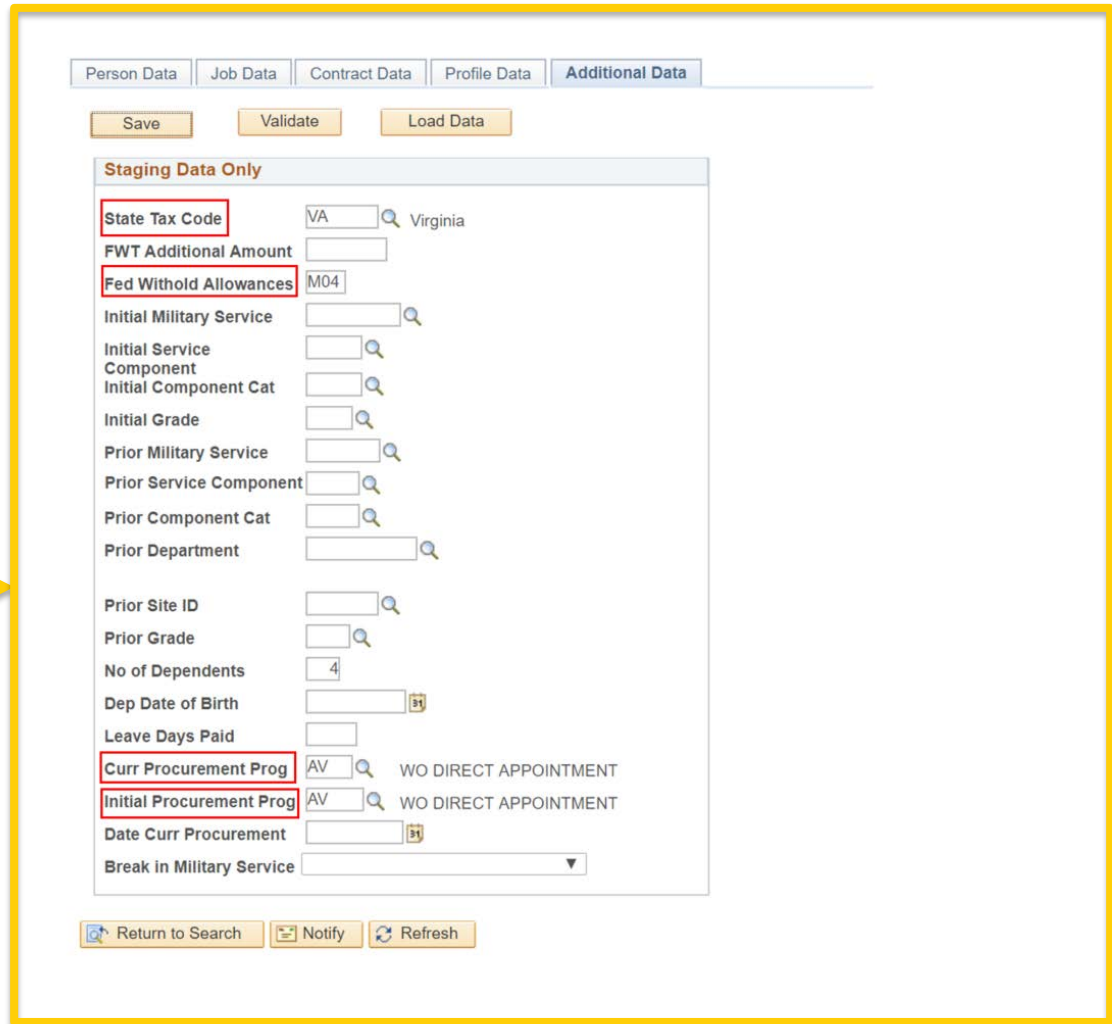
The screenshot shows the 'Hire Record Review' interface with the following sections:

- Career Management**
 - Basic/Detail Branch**: Table with columns for Basic/Detail Job Family, Description, Basic/Detail, Effective Date, Enrolled/Completed, and Description.
 - Control Branch**: Table with columns for Control Job Family, Description, and Effective Date.
 - Functional Area**: Table with columns for Functional Area, Description, and Effective Date.
 - Job Code/WO Job C6/AOC Job Cd**: Table with columns for Job Code, Description, Job Code, Description, Effective Date, Priv/PMOS/Sec/Add, Description, PMOS Basis of Acquiring, and Description. This section is highlighted with a red box.
- Qualifications**
 - Armed Forces Qualification Test**: Table with columns for AFQT Test, Description, Effective Date, and Percentile Score.
 - Reserve Officer Training Corp**: Table with columns for ROTC, Description, Effective Date, ROTC Armed Forces, Description, Type ROTC Program, Description, and Total Years.
 - ASVAB**: Table with columns for ASVAB Test Area, Description, ASVAB Battery, Effective Date, and Score.
- Education**
 - Civilian Degree**: Table with columns for Degree, Description, Major, Description, Effective Date, School Type, Description, Country, State, School Code, and School Description.
 - Civilian Education Certification**: Table with columns for CWEDCC, Description, and Effective Date.
 - Military Education Level**: Table with columns for MEL, Description, Effective Date, MEL How Acquired, and Description.

Additional Data

Additional Data includes Staging Data Only. The State Tax Code, Federal Withhold Allowances, Current Procurement Program, and Initial Procurement Program are required to be filled out for

manu For Direct Hire, the Onboarding Administrator is required to fill out all the information boxed in red. For the ARISS Staging table, they must simply validate this information.



Person Data | Job Data | Contract Data | Profile Data | **Additional Data**

Save Validate Load Data

Staging Data Only

State Tax Code VA Virginia

FWT Additional Amount

Fed Withold Allowances M04

Initial Military Service

Initial Service Component

Initial Component Cat

Initial Grade

Prior Military Service

Prior Service Component

Prior Component Cat

Prior Department

Prior Site ID

Prior Grade

No of Dependents 4

Dep Date of Birth

Leave Days Paid

Curr Procurement Prog AV WO DIRECT APPOINTMENT

Initial Procurement Prog AV WO DIRECT APPOINTMENT

Date Curr Procurement

Break in Military Service

Return to Search Notify Refresh

Validation

Once all data has been reviewed and edited, the HR Professional reviewing the New Hire record must return to the Person Data tab and select “Validate” indicating that the validation has been completed. The HR Professional will then select the “Load Data” button which will establish the record in IPPS-A.

Person Data | Job Data | Contract Data | Profile Data

Hire Record Review

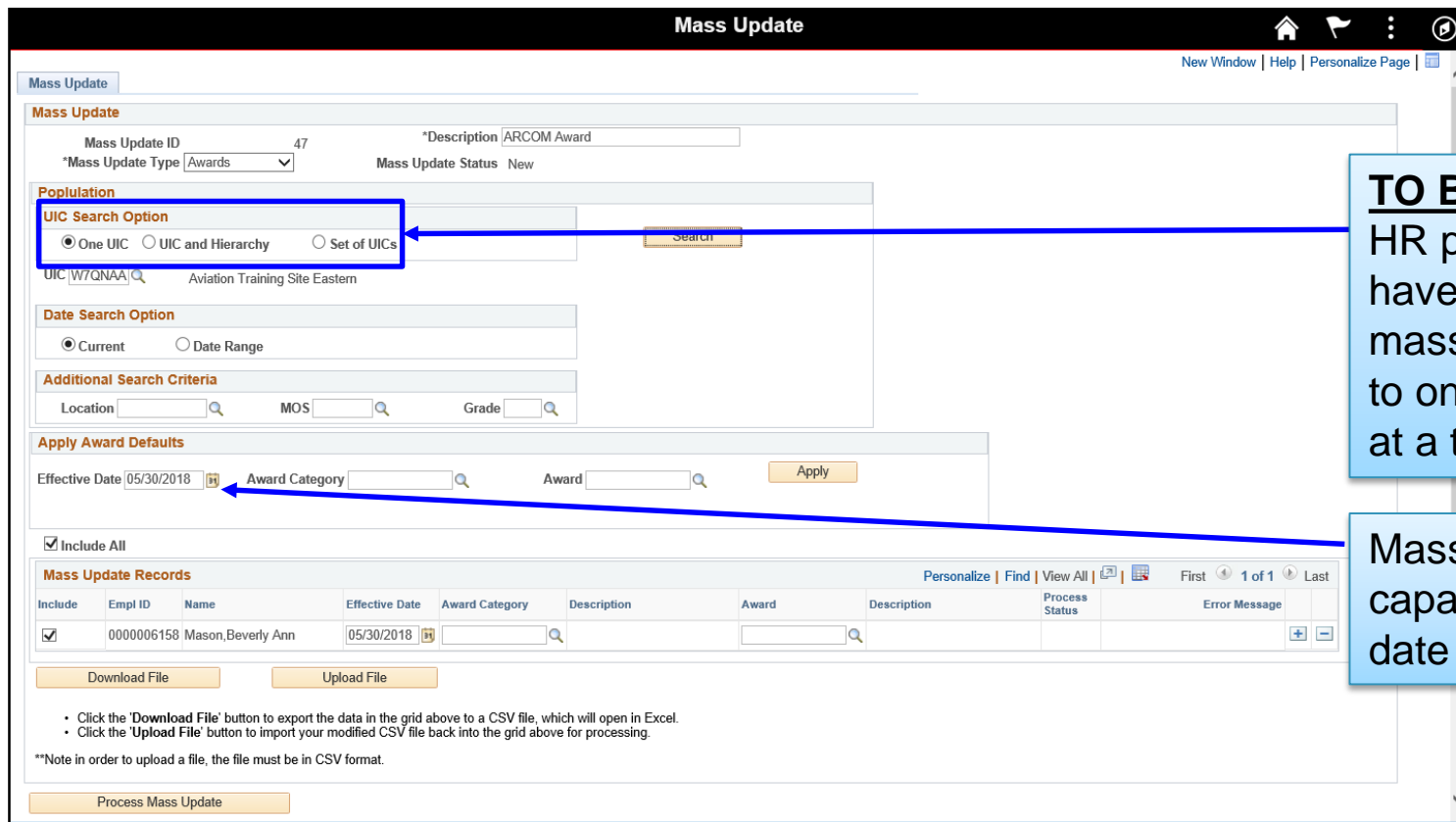
Transaction Information

ID	504	Date Created	08/29/2017	ARISS ID	104243043
EFFDT	<input type="text" value="08/18/2017"/>	Status	New	Ship Date	08/09/2017

Mass Update

AS IS:

SIDPERS *does not* have the capability to do any mass update transactions.



Mass Update

Mass Update ID: 47 *Description: ARCOM Award
*Mass Update Type: Awards Mass Update Status: New

Population

UIC Search Option
 One UIC UIC and Hierarchy Set of UICs

UIC: W7QNAA Aviation Training Site Eastern

Date Search Option
 Current Date Range

Additional Search Criteria
Location: MOS: Grade:

Apply Award Defaults
Effective Date: 05/30/2018 Award Category: Award: Apply

Include All

Mass Update Records

Include	Empl ID	Name	Effective Date	Award Category	Description	Award	Description	Process Status	Error Message
<input checked="" type="checkbox"/>	000006158	Mason, Beverly Ann	05/30/2018						

Download File Upload File

• Click the 'Download File' button to export the data in the grid above to a CSV file, which will open in Excel.
• Click the 'Upload File' button to import your modified CSV file back into the grid above for processing.

**Note in order to upload a file, the file must be in CSV format.

Process Mass Update

TO BE:

HR professionals will have the ability to **only** mass update awards to one or multiple UICs at a time.

Mass update gives the capability to future date transactions.

The Way Ahead!

R3 will have added capability to leverage mass update transaction and workflow capabilities.



Home / Host Relationship

One Soldier ★ One Record ★ One Army



Create a Host Relationship

Assignment Details | Elections | Instructions | Attachments | Eligibility | Orders | Comments | Approvals

CPL Jebediah Whitefeather UIC: WZFXC0 Empl Record: 0

Dept Descr: MEDICAL COMPANY, BCT (SBCT) Job Code: 68P1

Empl ID: 0000000045 Location: ELIZABETHTOWN HR Status: Active

Rank: CPL Duty Status: Ready for Drill Record Status: 1

Page where Home unit creates the temporary assignment

Assignment Coordination and Tracking (ACT) Module

Home unit creates a temporary assignment for the Member and submits that assignment for approval.

Once approved, the assignment can be viewed in the Member's assignment details. Views for Home unit and Host unit are not the same.

Host unit can only see the temporary assignment.

Standard Fields

Action: ASG Assignment *Projected Begin Date: 08/01/2018 *Projected End Date: 08/31/2018

*Reason: ATC ATTACHMENT Transaction Type: ATCH Attached ACT Assignment ID: 000

*UIC: WPJLC0 *Position Number: 00784531 SUPPLY SPECIALIST

Dept Descr: BRIGADE SIGNAL COMPANY (MEDICA) Overstrength Indicator: NOT OVERSTRENGTH Tour Type: Y NOT APPL

Additional Fields

Job Code: 92Y1 Type of Attachment: 46 ATCH-UNIT-OT-HOME-STATE

Duty Title: SUPPLY SPECIALIST Reason for Attachment: A ADMINISTRATIVE

Duty Position Qual: Q QUALIFIED

Training Status: D Prior Reserve Component Service, Training Not Required

CPL Jebediah Whitefeather Empl ID: 0000000045

Employee *Assignment: [dropdown]

Organizational Instance

Organizational Relationship: Employee HR Status: Active **Home View**

Payroll Status: Active

Effective Date: 05/29/2018

Business Unit: Pennsylvania Army Natl Guard

Service Component: Guard

Component Category: Train in Units-Drill Unit Res

Position Number: 00893644 #2 AMBULANCE AIDE/DRIVER

UIC: MEDICAL COMPANY, BCT (SBCT)

Location: ELIZABETHTOWN

Job Code: 68W1 COMBAT MEDIC SPECIALIST

Job Family: MEDICAL

Job Function:

Assignments

Empl Record	Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
0	05/29/2018	1828	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	PER	Details	Approved	Arrived	Other Actions
	07/01/2018	1829	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	TMP	Details	Approved		Other Actions
	08/01/2018	1830	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	TMP	Details	Pending		Other Actions
	10/01/2018	1833	WPJLC0	BRIGADE SIGNAL COMPANY (MEDICA)	TMP	Details	Approved		Other Actions

Add Assignment

CPL Jebediah Whitefeather Empl ID: 0000000045

Employee *Assignment: [dropdown] **Host View**

Organizational Instance

Organizational Relationship: Employee HR Status: Active

Payroll Status: Active

Effective Date: 05/29/2018

Business Unit: Pennsylvania Army Natl Guard

Service Component: Guard

Component Category: Train in Units-Drill Unit Res

Position Number: 00893644 #2 AMBULANCE AIDE/DRIVER

UIC: MEDICAL COMPANY, BCT (SBCT)

Location: ELIZABETHTOWN

Job Code: 68W1 COMBAT MEDIC SPECIALIST

Job Family: MEDICAL

Job Function:

Assignments

Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
10/01/2018	1833	WPJLC0	BRIGADE SIGNAL COMPANY (MEDICA)	TMP	Details	Approved		Other Actions

Start and End Host Assignment

Add Assignment

CPL Jebediah Whitefeather Empl ID 000000045
 Employee *Assignment

Organizational Instance

Organizational Relationship Employee [Create Assignment](#)
 HR Status Active
 Payroll Status Active
 Effective Date 05/29/2018
 Business Unit Pennsylvania Army Natl Guard
 Service Component Guard
 Component Category Train in Units-Drill Unit Res
 Position Number 00893644 #2 AMBULANCE AIDE/DRIVER
 UIC MEDICAL COMPANY, BCT (SBCT)
 Location ELIZABETHTOWN
 Job Code 68W1 COMBAT MEDIC SPECIALIST
 Job Family MEDICAL
 Job Function

Assignments Personalize | Find | First 1-4 of 4 Last

Empl Record	Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
0	05/29/2018	1828	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	PER	Details	Approved	Arrived	Other Actions Depart Member Add Attachments
	07/01/2018	1829	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	TMP	Details	Approved		

Home unit DEPARTS Member from the permanent assignment row

Home unit ARRIVES Member back to the permanent assignment row

Home unit must Depart Member to start the assignment process. The **Host** unit can Arrive a Member only after the **Home** unit Departs them.

Users with access to personnel the **Host** unit can transact on permanently and temporarily assigned Members after a Member Arrives.

Units complete reverse parts of the same process to end the temporary assignment and terminate the **Host** relationship.

Assignments Personalize | Find | First 1 of 1 Last

Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
10/01/2018	1833	WPJLC0	BRIGADE SIGNAL COMPANY (MED/CA)	TMP	Details	Approved		Other Actions Arrive Member Add Attachments

[Return to Search](#)

Host unit ARRIVES Member

Assignments Personalize | Find | First 1 of 1 Last

Empl Record	Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
5	10/01/2018	1833	WPJLC0	BRIGADE SIGNAL COMPANY (MED/CA)	TMP	Details	Approved	Arrived	Other Actions Depart Member Add Attachments Revoke Arrive Curtail/Extend

[Return to Search](#)

Host unit DEPARTS Member

PAR: Personnel Action Request



Category	PAR Type	Initiated by Member	Initiated by HR	Transactional?
Reduction	Request for Reduction		X	Yes-Updates Job Data
Lateral	Lateral Appointment		X	Yes-Updates Job Data
Miscellaneous	Admin Records Correction	X	X	No
	Restrictions-Request for SFPA Flag		X	Yes-Updates Personnel Restrictions
Profile	Civilian Acquired Skills	X	X	Yes-Updates Person Profile
	Request for Name Change	X	X	Yes-Updates Personal Data
	Qualifications and Skills	X	X	No
	Religious Accommodation	X	X	No
	Update Gender	X		Yes-Updates Personal Data
Promotion	Special Promotion		X	Yes-Updates Job Data and Person Profile
UCMJ	Disciplinary Action		X	Yes-Updates Record Disciplinary Actions
	MOS Reclassification	X		No

Workflow Terminology

Role	Description
Workflow Admin	Role assigned to a member that makes changes to unit workflow such as reassigning an action to another user, or creating initial workflow routing. Role must be granted through provisioning.
Setup Workflow	This is the process required to setup the unit workflow for the first time. After setup has been completed, workflow templates can be saved for future use without having to be setup again. Access to this tile will be on the HR Professional and Commander Dashboard.
Ad Hoc Save As Functionality	Allows an Authorized User the capability to Save an approval chain for use in future workflow transactions.
S1 Pool	Group of HR Specialists used as the default workflow routing for all PAR transactions. The system determines the appropriate S1 Pool based on unit hierarchy. This is based on AOS UICs in parent/child relationship to automate the initial step of workflow.
Reviewer	A Reviewer may be identified in the Approval Chain to review the transaction for awareness. Reviewers cannot approve or deny the transaction; they can only add comments. Transactions can be approved without the Reviewer's input.
Approver	An Approver approves an action. An Approver must be the last person in the approval chain. If the transaction is approved, this person triggers an update to the Member's record, and may also trigger a notification that the transaction is complete.
Intermediate Approver	The Intermediate Approver is found within the approval chain but does not make the final decision on an action, they are only able to recommend. The Intermediate Approver must take action on the workflow transaction (Recommend Approve, Recommend Deny, and Pushback). There can be one or more Intermediate Approvers in the approval chain.
Pushback	This is the capability of an Approver or Intermediate Approver to send a transaction back to the previous person defined in the routing for corrections or further clarification.
Deny	Capability for the Approver to deny the transaction and cancel the transaction. The initiator is notified of the decision. Comments are required on a denied transaction.
C2 Control	This is a capability that allows the Workflow Admin to add/remove individuals from another unit to their workflow for the purpose of only approving actions.

BLUF: The term *Restriction* is defined as information that may either limit or enable an action on a Soldier. A Restriction may or may not be disciplinary in nature. Placing a restriction on a Member's record may affect assignments, availability, deployment, promotions, awards, or the ability to attend either military or civilian schools. A PAR will be used to submit Restriction changes on a Soldier. This PAR replaces DA Form 268.

Restrictions may include, but are not limited to:

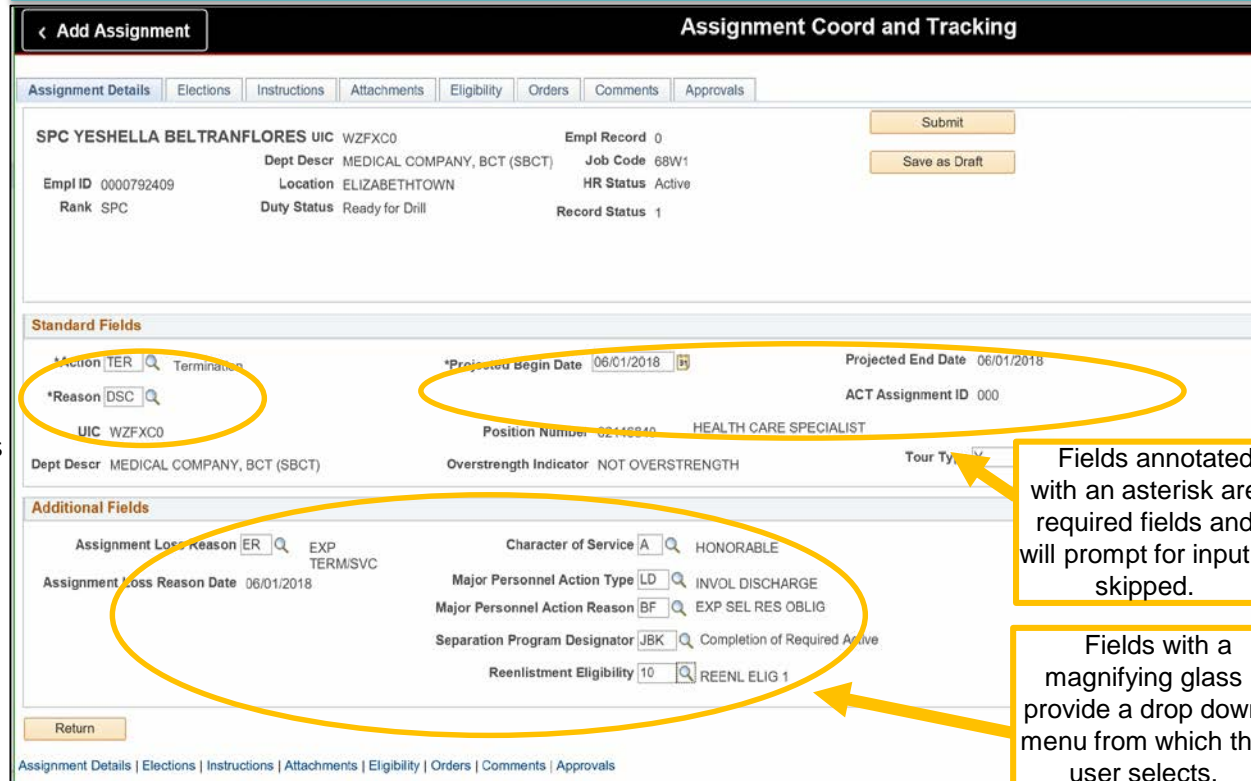
- Positive personnel or educational attributes (ex Assignment Limitations)
- Limiting personnel attributes (ex Religious Accommodations)
- Family circumstances requiring specific accommodations (EFMP)
- Sub-par performance (BAR to Reenlistment, Automatic Promotion Denial)
- Disciplinary actions (UCMJ)

Restrictions are added to the Member's record in any of three ways:

- Manually by an HR Specialist
- By a PAR initiated by an HR Specialist that requires workflow
- By an interface (APFT Failure from ATMS)

Separations

BLUF: Separations require a termination transaction to be completed in the Assignment Coordination Tracking (ACT) module.



Assignment Coord and Tracking

Assignment Details | Elections | Instructions | Attachments | Eligibility | Orders | Comments | Approvals

SPC YESHELLA BELTRANFLORES UIC WZFXC0 Empl Record 0
Dept Descr MEDICAL COMPANY, BCT (SBCT) Job Code 68W1
Empl ID 0000792409 Location ELIZABETHTOWN HR Status Active
Rank SPC Duty Status Ready for Drill Record Status 1

Submit
Save as Draft

Standard Fields

Action Termination
*Reason
UIC WZFXC0
Projected Begin Date 06/01/2018
Projected End Date 06/01/2018
ACT Assignment ID 000
Position Number 32146840 HEALTH CARE SPECIALIST
Dept Descr MEDICAL COMPANY, BCT (SBCT)
Overstrength Indicator NOT OVERSTRENGTH
Tour Type

Additional Fields

Assignment Loss Reason EXP
TERMSVC
Character of Service HONORABLE
Assignment Loss Reason Date 06/01/2018
Major Personnel Action Type INVOL DISCHARGE
Major Personnel Action Reason EXP SEL RES OBLIG
Separation Program Designator Completion of Required Active
Reenlistment Eligibility REENL ELIG 1

Return

Assignment Details | Elections | Instructions | Attachments | Eligibility | Orders | Comments | Approvals

Annotations:

- Fields annotated with an asterisk are required fields and will prompt for input if skipped.
- Fields with a magnifying glass provide a drop down menu from which the user selects.

“THE WAY AHEAD”

The end to end process, request, approval and final transaction will be conducted entirely in IPPS-A, to include notification and publication of orders.

Retirements

BLUF: Retirements require a component transfer to be completed in the Assignment Coordination Tracking (ACT) module.

- Retirement request/packet and process is still conducted outside the system for R2.
- Service (Seniority) Dates will be updated by the HR professional – Approved Retirement Date, and Mandatory Retirement Date.
- Assignment Consideration Code (ASCO) will be updated by the HR Professional in restrictions to reflect Retirement, Release or Separation Pending, Mandatory Retirement Date.
- Workflow this transaction is processed to the S1 pool and/or desired reviewers and approver.
- Retirement Orders will be done outside of the system for R2.
- Reenlistment Eligibility Code will be updated automatically upon approval.
- Position Vacancy when a Soldier is retired, and the component transfer is complete the Soldier’s position becomes vacant. Upon approved retirement the Soldier should be placed into a temp hold position.
- Where do they go? Upon retirement, the HR Professional will execute a component transfer transaction, which transfers the ARNG member to a UIC titled “USAR Retired Reserve”.

“THE WAY AHEAD”
 The end to end process, request, approval and final transaction will be conducted entirely in IPPS-A, to include notification and publication of orders.



Delegation of Authority

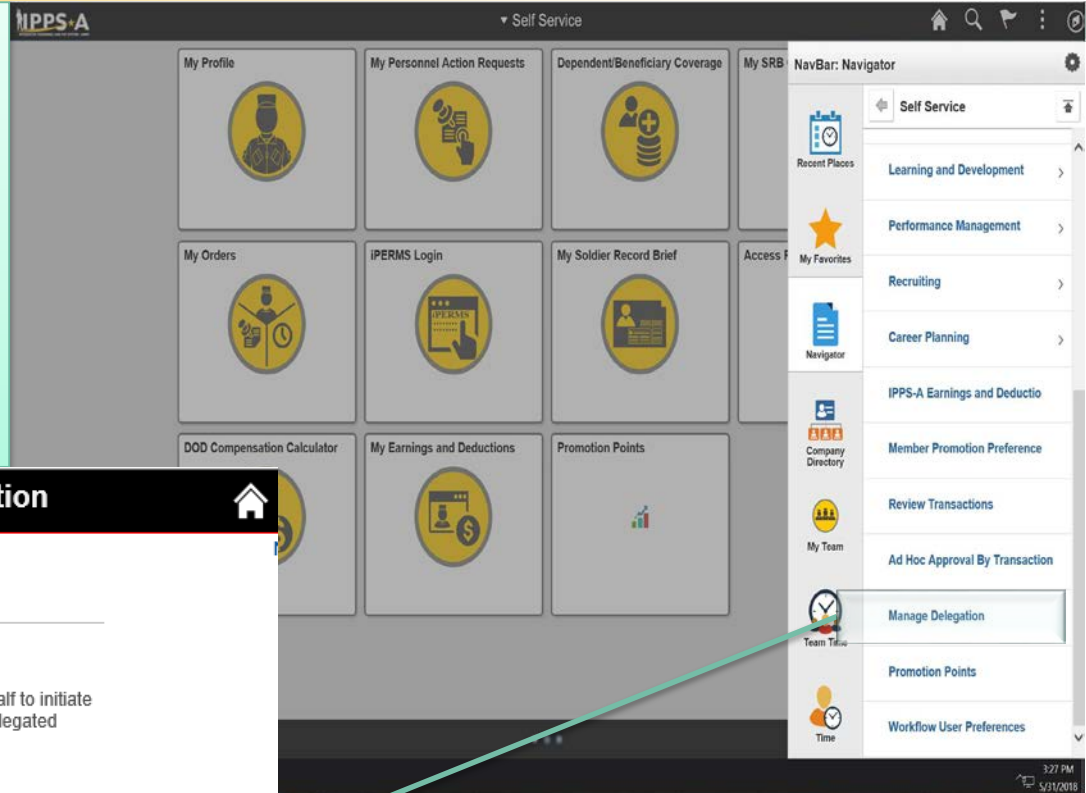
One Soldier ★ One Record ★ One Army



Delegation of Authority

Commanders have elevated permissions connected to Workflow for PARs and/or Assignments and may delegate that authority by creating a Proxy.

The **Manage Delegation** page can be accessed from the **NavBar** and saved to your **Favorites** for future quick access.



Manage Delegation

Manage Delegation

CPT Willie Wilson

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

From the Manage Delegation page, a user can:

- Learn More About Delegation
- Create Delegation Requests
- Review Proxies
- Review Delegated Authorities

Manage Delegations

Manage Delegation

Manage Delegation

CPT Willie Wilson

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Manage Delegation

Manage Delegation

CPT Willie Wilson

What is Delegation?

Depending upon how your System Administrator has setup your system, you may be able to delegate some or all of your Employee and/or Manager Self Service transactions to one or more people. When delegating transactions, you can specify whether you're delegating the authority to **initiate** a transaction, or **approve** a transaction. For example, you may choose to delegate:

- You know that you will be away from work for a specific period of time and you prefer to have an assistant handle transactions to someone else for that period.

There are three links on Delegation Home:

- Create Delegation Request** - To create a delegation request.
- Review My Proxies** - To view a list of proxies you have created and to revoke the delegated authority.
- Review My Delegated Authorities** - To view a list of transactions that have been delegated to you by others. You can either accept or reject pending delegation requests.

FAQ

Who can I delegate transactions to?
Just about anyone. The other person does not need to be in the system.

What happens when I delegate Approval authority?
When you delegate Approval authority for a transaction, the proxy will be notified of the request for approval. In the event that the transaction is approved, the system will determine the level approver(s) will be determined based on the transaction.

Can I delegate a single transaction to more than one proxy for the same delegation period?
No, you can not delegate the same transaction to more than one proxy for the same delegation period.

How do I specify a window of time for delegating transactions?

Create Delegation Request

Create Delegation Request

Enter Dates

CPT Willie Wilson

LOGISTICS

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date

To Date

My Proxies

My Proxies

CPT Willie Wilson

LOGISTICS

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select **Refresh** to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select **Revoke**.

Show Requests by Status

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Skills and Qualifications	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/21/2018	03/07/2018	Revoked	Inactive	i
<input type="checkbox"/> Religious Accommodations PAR	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/21/2018	03/02/2018	Revoked	Inactive	i
<input type="checkbox"/> Promotion PAR	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/22/2018	03/08/2018	Revoked	Inactive	i

My Delegated Authorities

My Delegated Authorities

CPT Willie Wilson

LOGISTICS

This page allows you to view your delegated authorities. Select a particular status and select **Refresh** to show the matching requests. Select the information icon for request details.

Show Requests by Status

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Birthdate	MSG Larry Bell	MECHANICAL MAINTENANCE SUPERVI	11/14/2017	11/29/2017	Ended	Inactive	i
<input type="checkbox"/> Civilian Acquired Skill PAR	SGT Will Peterson	CHIEF PUBLIC AFFAIRS NCO	10/19/2017	10/22/2017	Ended	Inactive	i

My Proxies

My Proxies

CPT Willie Wilson

LOGISTICS

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select **Refresh** to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select **Revoke**.

Show Requests by Status

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Skills and Qualifications	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/21/2018	03/07/2018	Revoked	Inactive	i
<input type="checkbox"/> Religious Accommodations PAR	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/21/2018	03/02/2018	Revoked	Inactive	i
<input type="checkbox"/> Promotion PAR	1SG Eugene Thomas	MECHANICAL MAINTENANCE SUPERVI	02/22/2018	03/08/2018	Revoked	Inactive	i

Page to view all delegated authorities

Page to view all delegation requests with their status

Delegation Process

Create Delegation Request

Create Delegation Request

Enter Dates

CPT Willie Wilson

LOGISTICS

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date

To Date

[Next](#) [Cancel](#)

Select Proxy by Hierarchy

CPT Willie Wilson

LOGISTICS

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate						
Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name	
<input type="radio"/> 1LT James Wickham	0000006152	Employee	EXECUTIVE OFFICER	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> 1LT Kofi Benson	0000006119	Employee	MAINTENANCE CONTROL OFFICER	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> 1LT Princess Rogers	0000006172	Employee	MAINTENANCE CONTROL OFFICER	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> 1SG Eugene Thomas	0000006150	Employee	FIRST SERGEANT	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> MSG Larry Bell	0000006134	Employee	FIRST SERGEANT	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> SFC Robbie Fowler	0000006132	Employee	SUPPLY SERGEANT	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	
<input type="radio"/> SSG SCOTTED BADIGER	0000002436	Employee	CULINARY MGMT NCO	FORWARD SUPPORT COMPANY CAVALR	CPT Willie Wilson	

[Previous](#) [Next](#) [Cancel](#)

Delegator Selects:

When delegation is effective

What authorities to delegate

To whom authorities are delegated

Select Transactions

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LOGISTICS

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions

Transaction
<input checked="" type="checkbox"/> Admin Correction PAR
<input type="checkbox"/> Birthdate
<input type="checkbox"/> Civilian Acquired Skill PAR
<input type="checkbox"/> Delegate Manage Report Time
<input type="checkbox"/> Name Change PAR
<input type="checkbox"/> Promotion PAR
<input type="checkbox"/> Record Disciplinary Action PAR
<input type="checkbox"/> Religious Accommodations PAR
<input type="checkbox"/> Request MOS Reclass PAR
<input type="checkbox"/> Request for Reduction PAR
<input type="checkbox"/> Request to Update Gender PAR
<input type="checkbox"/> Restrictions PAR
<input type="checkbox"/> Skills and Qualifications
<input type="checkbox"/> Skills and Qualifications
<input type="checkbox"/> Special Promotions

[Select All](#)

[Deselect All](#)

[Previous](#) [Next](#) [Cancel](#)

Delegates must Accept each delegation before they are able to transact in IPPS-A as "Proxy"



Release 2 Orders

One Soldier ★ One Record ★ One Army



- **IPPS-A orders are based on type of transaction, not format**
- **Orders will be simple reports generated by approved IPPS-A transactions**
- **IPPS-A will replace orders as the instrument for action**
- **Examining opportunities to replace orders in favor of approval transactions from the integrated system**

ARNG Orders Requested

Transfer (465)	Reassignment (460)
Revoke (705)	Separations (570)
Appointment (192, 304)	Reduction (306)
Discharge (500)	Discharge (510)
MOS (310)	Amend (700)
Promotion (300)	Promotion (302)
Proficiency Pay (330)	Branch Transfer (370)
Attachment (440)	

R2.0 Delivered Orders

Generated when a transaction is approved in ACT

- SEPARATION ORDERS**
 - Separation (570)
 - Discharge (510)
 - Discharge (500)
- TRANSFER ORDERS**
 - Transfer (465)
- ASSIGNMENT ORDERS**
 - Reassignment (460)
 - Attachment (440)

Generated when a Payroll transaction is approved

- SPECIAL PAY ORDERS**
 - Proficiency Pay (330)

Generated when a PAR transaction is approved

- APPOINTMENT ORDERS**
 - Appointment Officer/WO (192)
 - Appointment (304)
- PROMOTION ORDERS**
 - Promotion (300)
 - Promotion (302)
- DEMOTION ORDERS**
 - Reduction (306)
- QUALIFICATION ORDERS**
 - MOS (310)
 - Branch Transfer (370)
- 9-10.) ITERATION ORDERS**
 - Amend (700)
 - Revoke (705)

Orders Crosswalk

Order	Format	IPPS-A Module	Transaction Category	Reason	Additional Information
Separations	500- Discharge	ACT	Termination	Discharge	User Selects Loss Reason, i.e.: Expiration Term of Service
	510- Discharge	ACT	Transfer	Intra Component	User Selects Loss Reason, i.e. Enlisted or appointed in any Reserve Component of the Armed Services
	570- Separations	ACT	Separation	Commissioned Officer	
Transfer	465 – Transfer	ACT	Transfer	Inter State	
	465 – Transfer	ACT	Temporary Assignment	Transfer to inactive guard	
Assignment Order	440-Attachment	ACT	Temporary Assignment	Attachment	
	460- Reassignment	ACT	Permanent Assignment	POS PCA PCS	

Orders Crosswalk

Order	Format	IPPS-A Module	Transaction Category	Reason	Additional Information
Special Pay Orders	330-Proficiency Pay	Special Pay	Special Pay page		Once PAR is approved write to Job
Appointment	192-Appointment Officer/WO	Direct Hire	Direct Hire page		
	304-Appointment	PAR	Once approved writes to Job Data		
Promotion Orders	300-Promotion	Promotion Roster or PAR	Promotion	Multiple reasons, for example: Officer Promotion Advance more than one grade	Promotion for Officers
	302-Promotion	Promotion Roster or PAR	Promotion	Multiple reasons, for example: Enlisted Promotion Advance more than one grade	Promotion for Enlisted
Demotion Orders	306-Reduction	PAR	Demotion	Officer Demotion, Enlisted Reduction, or Voluntary Reduction at Member Request	
Qualification Orders	310-MOS	PAR			Once PAR is approved write to Profile Management

Orders Crosswalk

Order	Format	IPPS-A Module	Transaction Category	Reason	Additional Information
Iteration Orders	700-Amend				Go back to the source that initiated the Order, i.e. PAR, Assignments, Special Pay, Promotions. For Assignments, go back to the assignment and modify the assignment to then revoke the order.
	705-Revoke				Go back to the source that initiated the Order, i.e. PAR, Assignments, Special Pay, Promotions. For Assignments, go back to the assignment and modify the assignment to then revoke the order

- Amending an Order requires the User to update/modify the transaction that generated the order. In this example, we will use an assignment order where the member has requested changes to an already approved assignment order.
- Revoking an Order requires the User to revoke/delete the transaction that generated the Order. In this example, we will use an assignment order where the member has not departed to his/her next assignment.

Amend Assignment/Order

Empl Record	Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
0	05/18/2018	573	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	PER	Details	Approved	Arrived	▼ Other Actions
	06/01/2018	595	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	TMP	Details	Approved		▼ Other Actions

Navigate to Order needing to be amended

- Modify Assignment
- Add Attachments
- Revoke Assignment

Return to Search

Update/Modify fields as necessary

Standard Fields

Action ASM *Projected Begin Date 06/01/2018 *Projected End Date 06/15/2018

*Reason ATC Transaction Type ATCH Attached ACT Assignment ID 594

*UIC WZFXC0 *Position Number 03951834 Excess due to Force Structure

Dept Descr MEDICAL COMPANY, BCT (SBCT) Overstrength Indicator OVERSTRENGTH Tour Type Y NOT APPL

Additional Fields

Job Code 68J1 MEDICAL LOGISTICS SPECIALIST Type of Attachment 45 ATCH-UNIT-HOME-STATE

Duty Title MEDICAL LOG SP Reason for Attachment A ADMIN

Duty Position Q QUAL

Training Status

Return

Amend Assignment/Order

ACT Assignment ID 595 Assignment Sequence Number 1 Assignment TMP Temporary

Order History			
	Order Number	Order Number Suffix	View Order
1	0000004589	01	View Order

Once amendment is approved, click on new assignment "View Order"

Amended Orders have now been published.

Pennsylvania Army Natl Guard

Order 0000004589 is amended as of 23 May 2018.

0000004589.01 23 May 2018

IRIZARRYDIODONET DANRICO O, 1466508086, SPC, 68W1 MEDICAL COMPANY, BCT (SBCT)

ACTION TYPE: ASSIGNMENT MODIFICATION - TEMPORARY (ACT ONLY) PURPOSE/REASON: ATTACHMENT

EFFECTIVE/REPORT DATE/TIME: 01 June 2018 END/TERMINATION DATE: 20 June

Revoke Assignment/Order

Assignments Personalize | Find | [Print] [Refresh] First 1-2 of 2 Last

Empl Record	Assignment Begin Date	ACT Assignment ID	UIC	Department	Permanent / Temporary	Details	Assignment Status	Arrive/Depart Status	Other Actions
0	05/24/2018	1821	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	PER	Details	Approved	Arrived	▼ Other Actions
	06/10/2018	1822	WZFX0	HHC, BRIGADE SUPPORT BATTALION	TMP	Details	Approved		▼ Other Actions Modify Assignment Add Attachments Revoke Assignment

[Return to Search](#)

Navigate to Order needing to be revoked

After selecting Revoke Assignment, comments for reason of revocation are required

Comments

MEMBER EXTENUATING CIRCUMSTANCES

Revoke Assignment/Order

ACT Assignment ID 1822 Assignment Sequence Number 1 Assignment TMP Temporary

Order History			
	Order Number	Order Number Suffix	View Order
1	0000004805	01	View Order

Once revocation is approved, click on "View Order"

Revocation Orders have now been published.

Pennsylvania Army Natl Guard
HEADQUARTERS AND SUPPORT COMPA

Order 0000004805 is revoked as of 24 May 2018.

0000004805.01

24 May 2018

ZEUSDOTTER PERSEPHONE, 0020020020, 1LT, 68W3

MEDICAL COMPANY, BCT (SBCT)

7489 MONTAUK CIRCLE

ELIZABETHTOWN, PA

ELIZABETHTOWN, PA 17022

ACTION TYPE: Assignment Completion

PURPOSE/REASON: Assignment Revoked



Mobilization

One Soldier ★ One Record ★ One Army

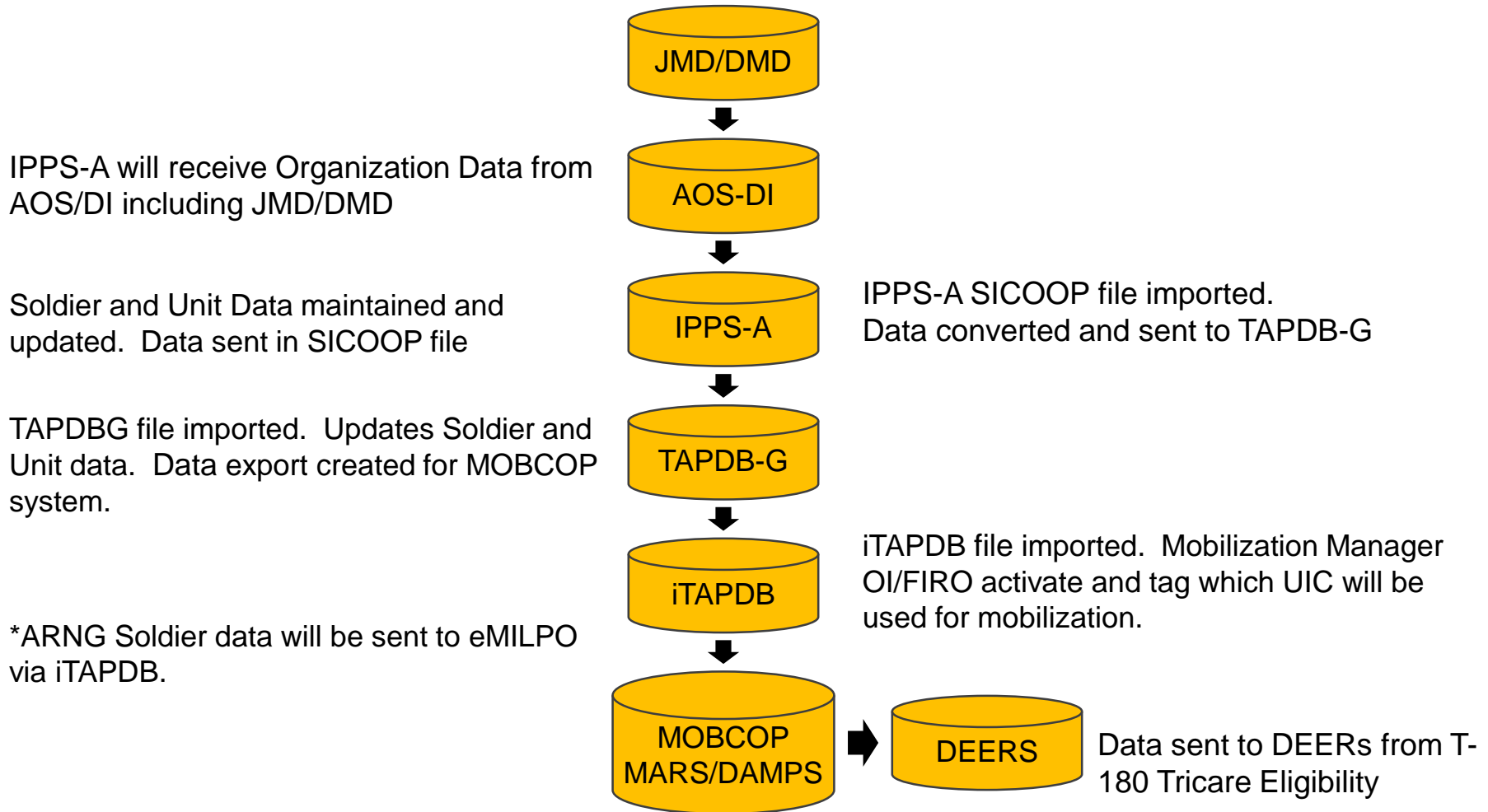


Mobilization Way Ahead

- **Mobilization Orders:**
 - The ARNG will use MARRS-N, MOBCOP, and DAMPS to create mobilization orders.
- **Deployment Manning Document (DMD):**
 - The DMD will be created utilizing MARRS-N and MOBCOP.
- **Early Access to Tricare:**
 - Once the Mobilization Manager (OI/FIRO) tags a UIC for deployment in MOBCOP/MARRS/DAMPA, Soldiers within that UIC are marked as eligible for T-180 benefits. OI/FIRO/Unit S1 can move Soldiers from non mobilizing UIC's into mobilizing UIC's.
- **Forward/Rear UIC:**
 - Army Organizational Server-Data Interface (AOS-DI) is the authoritative source for all UIC information. IPPS-A will receive all Forward/Rear UICs from AOS-DI that will provide a force structure to assign a person to a position.

BLUF: IPPS-A will replace SIDPERS functionality in R2 for the Mobilization Process. Emilpo remains the system of record for title 10 status. Any transactions executed in eMILPO must manually be inputted into IPPS-A upon de-mob.

Release 2 Mobilization Data Linkage



These actions do not update IPPS-A. If OI/FIRO/Unit S1 does not transfer Soldier in IPPS-A to MOB UIC, Soldier will not be activated for Pay and other benefits when OUIL is run to MOB unit in IPPS-A.



Business Intelligence (BI) Analytics in R2

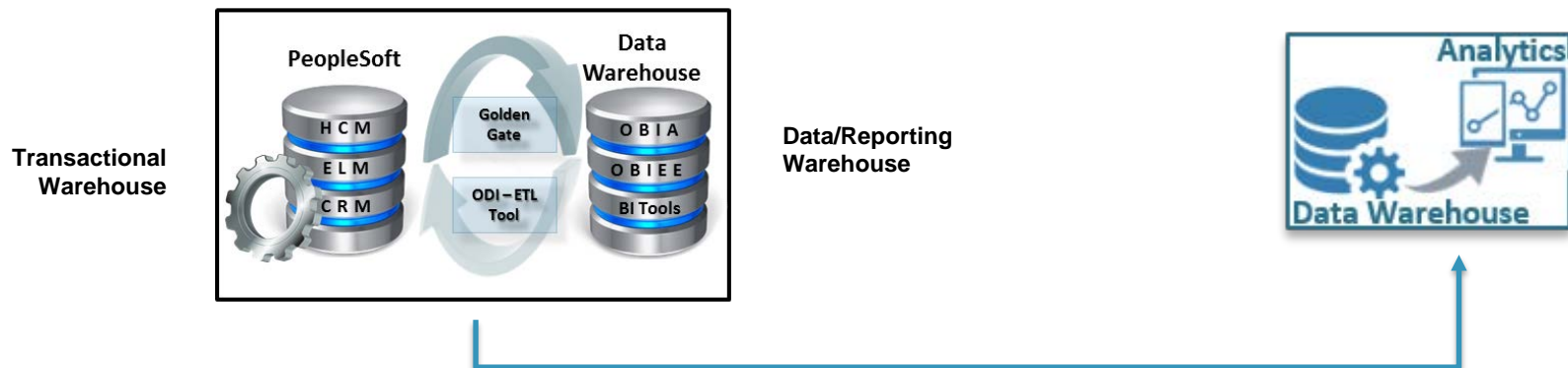
One Soldier ★ One Record ★ One Army



- **BLUF:** IPPS-A leverages Authoritative Data across all echelons by:
 - Empowering leaders in making informed decisions through near real-time data
 - Impacting readiness through connecting resources to needed areas
 - Creating learning organizations increasing performance through knowledge management
 - Increasing collaborative decision-making across staffs

End-State: Analytics will allow us to do things and see things we have never considered ultimately impacting readiness across all echelons. For example, the ability to link a soldier's expanded knowledge, skills, and behaviors to Army requirements within minutes.

- Ad hoc reporting
- Future capability to customize and configure data models
- Software delivered HR metrics and analytics
- Intuitive analysis of data




- **Ad hoc**


- Ability to create your own query
 - Drag and drop fields available in the Data Warehouse to develop custom metrics and reports in support of analysis and informed decision-making based on specific operational scenarios
- Access to the ad hoc capability is based on the User's security role
 - Limited to “power users” who have been trained in Business Intelligence concepts and understand data modeling
 - Users need to understand how to architect queries to avoid adverse performance impacts
- Specific ad hoc capabilities and data warehouse release schedule (2.x and beyond) are in the planning phase

- **Predefined Queries**

- Allows user to retrieve transactional data from the system based on criteria
- Exportable to MS Excel, CSV Text File, or XML
- Results are view only
- Access to these queries is based on the User's security role
- Example: Case Count by Category/Type/Detail

IP_CASE_COUNT_BY_CTD_TIME2 - #Cases by Category/Type/Detail

Help Center: 

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (11 kb)

[View All](#)

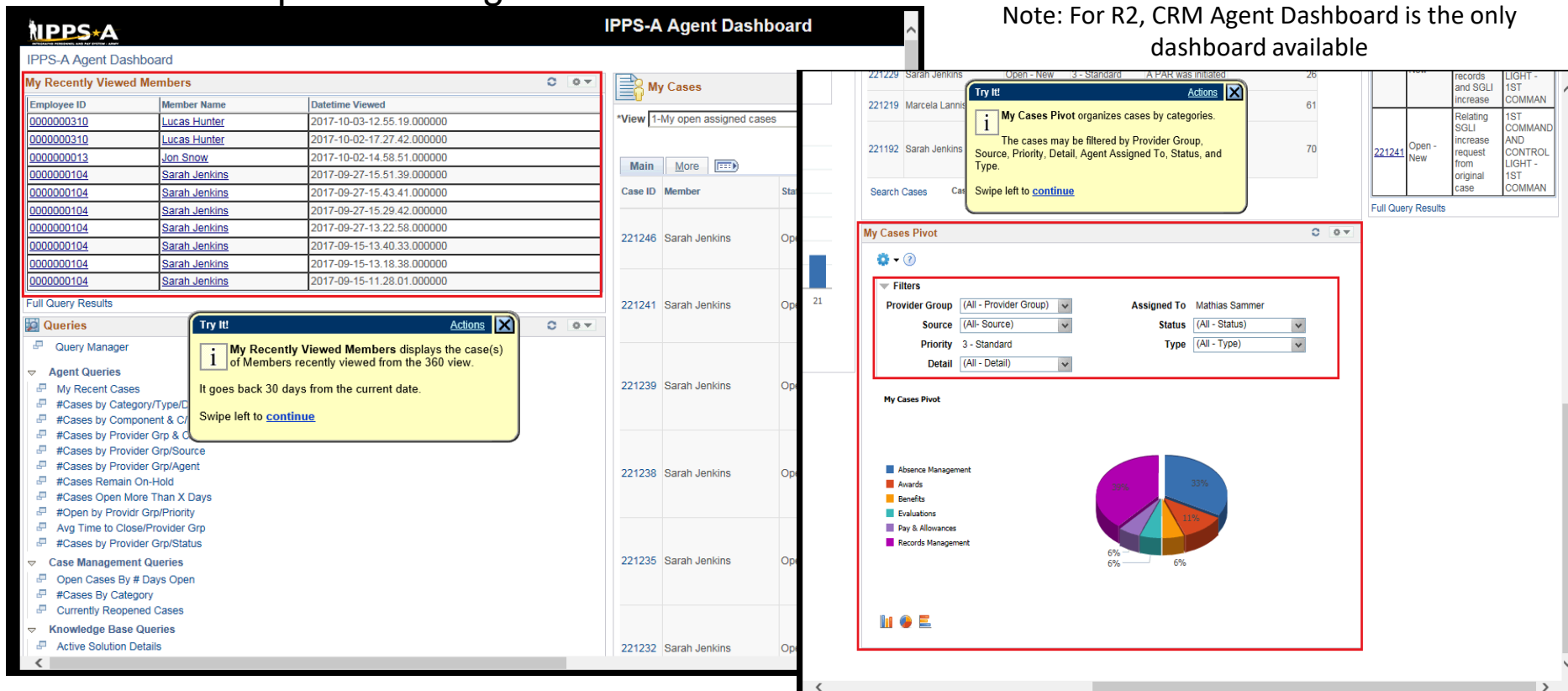
	Help Center	Category	Type
1	HR Help Center	Absence Management	Absence History
2	HR Help Center	Absence Management	Appeal
3	HR Help Center	Absence Management	Correct Absence Balance
4	HR Help Center	Absence Management	Maternity Leave
5	HR Help Center	Absence Management	Ordinary
6	HR Help Center	Absence Management	Pass
7	HR Help Center	Absence Management	Paternity Leave

IPPS-A Release 2 Reporting Capabilities

- **Dashboards**

- A collection of information summaries (high-level data views) that enable users to monitor transactions and data
- Interactive in nature, allowing users to drill into records (e.g., Soldier, Case) for action
- Example: CRM Agent Dashboard

Note: For R2, CRM Agent Dashboard is the only dashboard available



The screenshot displays the IPPS-A Agent Dashboard with several key components:

- My Recently Viewed Members:** A table listing members viewed recently.

Employee ID	Member Name	Datetime Viewed
0000000310	Lucas Hunter	2017-10-03-12.55.19.000000
0000000310	Lucas Hunter	2017-10-02-17.27.42.000000
000000013	Jon Snow	2017-10-02-14.58.51.000000
000000104	Sarah Jenkins	2017-09-27-15.51.39.000000
000000104	Sarah Jenkins	2017-09-27-15.43.41.000000
000000104	Sarah Jenkins	2017-09-27-15.29.42.000000
000000104	Sarah Jenkins	2017-09-27-13.22.58.000000
000000104	Sarah Jenkins	2017-09-15-13.40.33.000000
000000104	Sarah Jenkins	2017-09-15-13.18.38.000000
000000104	Sarah Jenkins	2017-09-15-11.28.01.000000
- My Cases:** A list of cases with columns for Case ID, Member, and Status. A filter is set to "1-My open assigned cases".
- My Cases Pivot:** A pivot table with filters for Provider Group, Source, Priority, Detail, Assigned To, Status, and Type. Below the filters is a pie chart showing the distribution of cases by category:

Category	Percentage
Absence Management	33%
Awards	11%
Benefits	6%
Evaluations	6%
Pay & Allowances	6%
Records Management	33%
- Queries:** A list of available queries, including "My Recent Cases" and "Case Management Queries".

Two "Try It!" callouts provide additional information:

- My Cases Pivot:** "My Cases Pivot organizes cases by categories. The cases may be filtered by Provider Group, Source, Priority, Detail, Agent Assigned To, Status, and Type. Swipe left to continue"
- My Recently Viewed Members:** "My Recently Viewed Members displays the case(s) of Members recently viewed from the 360 view. It goes back 30 days from the current date. Swipe left to continue"

Release 2 - Soldier Record Brief (Predefined Report)



What does the SRB look like in Release 2?

All COMPOS

Soldier Record Brief

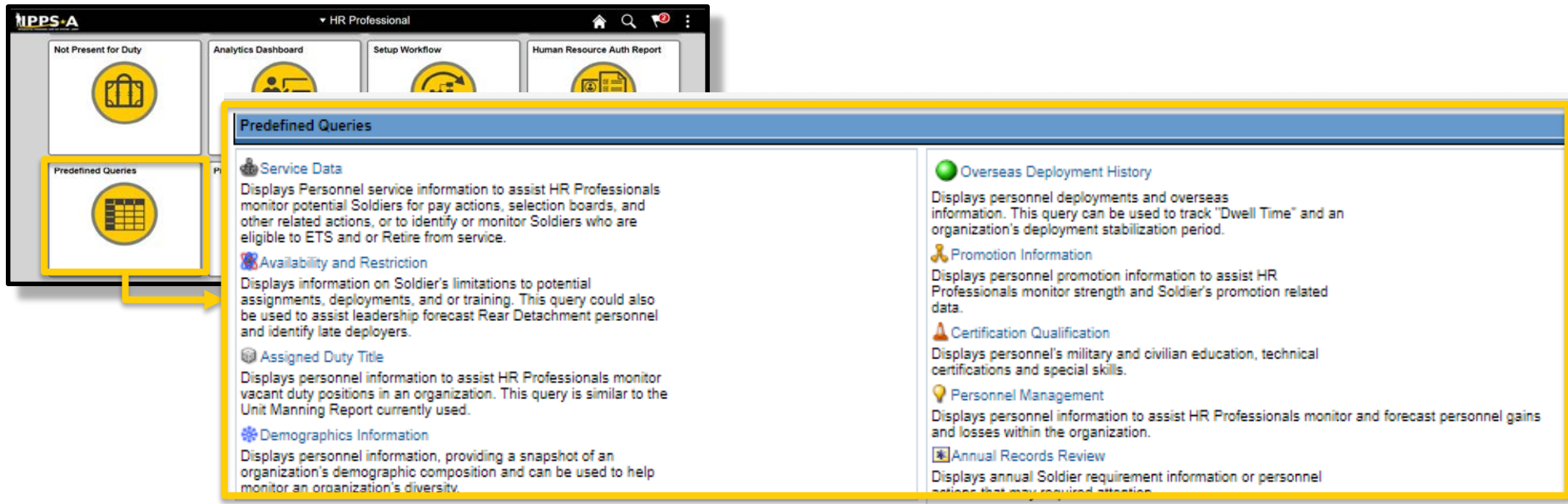
- Section I: Overseas Assignment Information
- Section II: Career Field Data
- Section III: Security Data
- Section IV: Service Data
- Section V: Personal/Family Data
- Section VI: Foreign Language
- Section VII: Military Education
- Section VIII: Civilian Education
- Section IX: Awards and Decorations
- Section IXa: State Awards
- Section X: Assignment Information
- Section XI: Remarks

The screenshot displays a user interface for the Soldier Record Brief (SRB). On the left is a navigation menu with icons for: My Profile, My Personnel Action Requests, Dependent/Beneficiary Coverage, My SRB Questionnaire, My Orders, IPERMS Login, My Soldier Record Brief (highlighted with a yellow box), My Earnings and Deductions, and Access. The main area shows a detailed form with the following sections:

- SECTION I - Overseas Assignment Information:** Overseas & Deployment / Combat Duty, PFA Number, PFA Completion Date, etc.
- SECTION II - Career Field Data:** Career Name, SF LEADER CDS, etc.
- SECTION III - Security Data:** PFA Number, PFA Completion Date, etc.
- SECTION IV - Service Data:** Date of Birth, PFA Number, etc.
- SECTION V - Personal / Family Data:** Date of Birth, PFA Number, etc.
- SECTION VI - Foreign Language:** Language, L, R, B, etc.
- SECTION VII - Military Education:** PVI, PVI2, PFC, etc.
- SECTION VIII - Civilian Education:** Level Completed, Bachelor's Year Completed, etc.
- SECTION IX - Awards and Decorations:** Table with columns for Award Name, Date, etc.
- SECTION IXa - State Awards:** Table with columns for Award Name, Date, etc.
- SECTION X - Assignment Information:** Table with columns for Date, Assignment, etc.
- SECTION XI - Remarks:** Text area for additional notes.

The **Soldier Record Brief (SRB)** offers HR Professionals, Leaders, Commanders and Soldiers centralized access to personnel information online and provides a snapshot of a Soldier's military career information. The SRB standardizes and will replace the Enlisted and Officer Record Briefs (ERB and ORB), DA Form 2-1 and the RCMS Automated Record Brief for all Components.

Release 2 – 9 Predefined Queries (1 of 2)

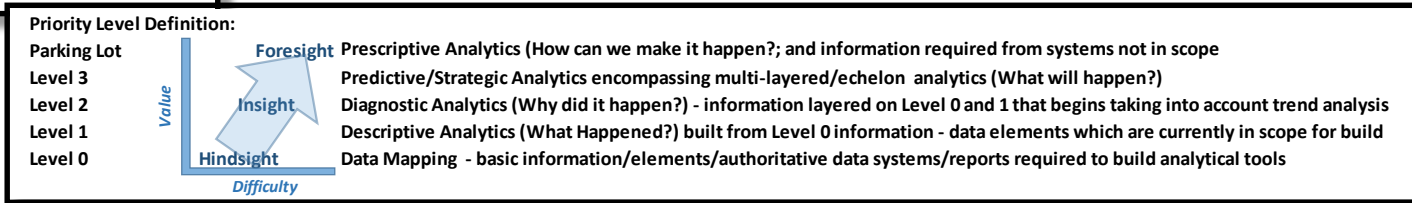


Feature List (9 Predefined Queries)	Description
Annual Records Review Query	• The Annual Records Review Query (ARRQ) displays annual Soldier requirement information or personnel actions that may require attention
Assigned Duty Title Query	• The Assigned Duty Title Query (ADTQ) displays Soldier's information to assist HR Professionals monitor vacant duty positions in an organization. This query is similar to the Human Resource Authorization Report (HRAR) (formerly known as the UMR)
Availability & Restriction Query	• The Availability & Restriction Query (AVRQ) displays information on a Soldiers' limitations to potential assignments, deployments, and/or training. This query could also be used to assist leadership forecast Rear Detachment personnel and identify late-deployed personnel
Certification & Qualification Query	• The Certification & Qualification Query (CQQ) displays a Soldier's particular military and civilian education, professional/technical certifications, and aviation qualifications
Demographics Information Query	• The Demographics Information Query (DIQ) displays a snapshot of an organization's demographic composition and can be used to help monitor an organization's diversity
Overseas & Deployment History Query	• The Overseas & Deployment History Query (ODHQ) displays a Soldier's previous deployments, and overseas information. This query can be used to track "Dwell Time" and an organization's deployment stabilization period
Personnel Mgt Query	• The Personnel Management Query (PMQ) displays Soldier's information to assist HR Professionals forecast personnel gains/losses and manage personnel assets.
Promotion Info Query	• The Promotion Information Query (PIQ) displays promotion related data on Soldiers of an organization
Service Data Query	• The Service Data Query (SDQ) displays service dates, Soldiers who are eligible to ETS or retire, and Soldiers eligible for selection boards.

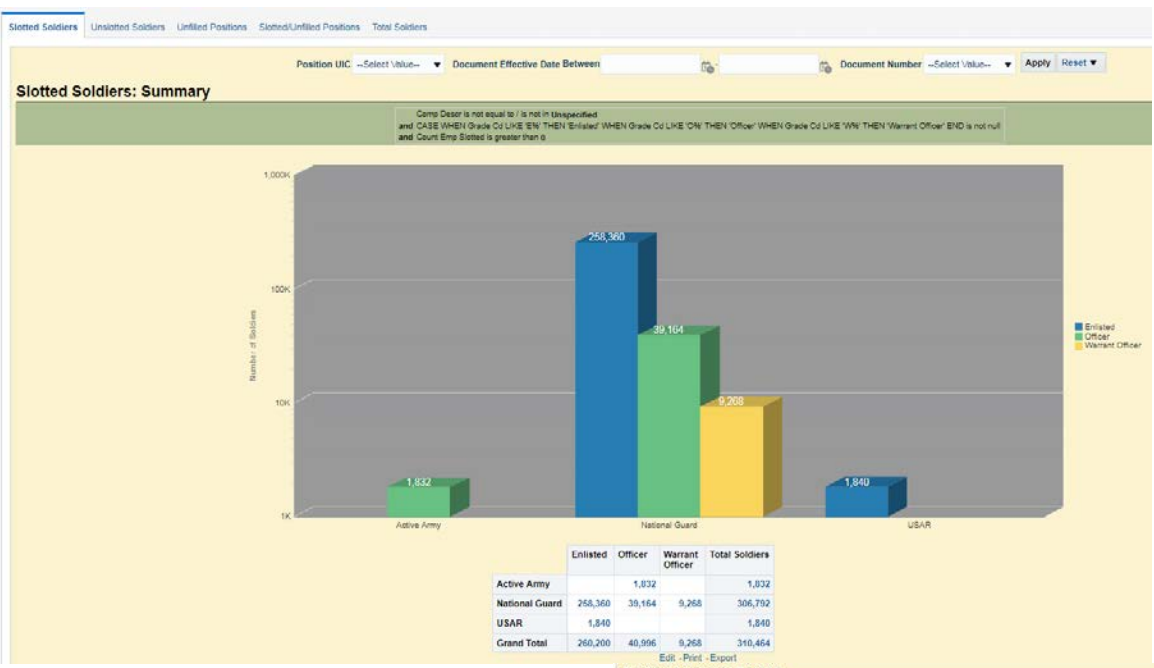
Release 2 – 9 Predefined Queries (2 of 2)

Layered Architecture Build

Baseline Build (Level 0): The 9 Predefined queries serve as management tools in making decisions regarding the utilization of Soldiers. Each query represents a snapshot of a Soldier’s career displaying personal information, qualification skills, training, assignment history, and so forth.



Release 2 – HRAR (Slotted Soldiers Example)











Slotted Soldiers: Details










Comp Descr is not null and CASE WHEN Grade Cd LIKE 'EN' THEN 'Enlisted' WHEN Grade Cd LIKE 'OW' THEN 'Officer' WHEN Grade Cd LIKE 'WO' THEN 'Warrant Officer' END is not null and Count Emp Slotted is greater than 0

Position Cd	Grade Cd	Mil Rank Cd	Position Title	Name	Seq Nbr	National Id	Comp Descr	Per Id	Prmos Pacc	Bmon	Asl 1	SCJ	Para Title	LANG	Emp Sec Level	GLD	Date Of Loss	Position UIC	Remarks	Count Emp Slotted
00000036	O2	ILT	Unspecified	Dylan Robert		1111223333	Unspecified		000		IK			ASSYRIAN						1832
0000102	E4	CPL	Unspecified	Anderson Mike			Unspecified													1832
00279432	O3	CPT	Unspecified	DEROSO, JESSEKA KENTONMCHA		8765432100	National Guard													1904
00278539	E6	SSG	Unspecified	Tarj Sattaei		123456789	Unspecified		35N4		1D	E2	GERMAN	SEC						1832
00279550	E5	PPC	Unspecified	Brown Rosemary A		1234567801	Unspecified													1832
00278796	E4	Unspecified	Unspecified	TOUAS, DUSTY JOLE		0000732005	Unspecified													1904
00290234	O4	MAJ	Unspecified	Aaron Holy CRMS		9999887764	Unspecified													1832
00436075	O4	MAJ	Unspecified	Baron Drew CRMS		9999887761	Unspecified													1832
00601034	O4	MAJ	MILITARY HISTORIAN	Stark Samas	101	9876543201	National Guard	K		09C1										1832
00601039	E7	CPT	PUBLIC AFFAIRS OPERATIONS WGD	PETERSON WILL	101	3000000000	National Guard	I												1908
00601088	E4	CWO2	#1 DISBURSING TECHNICIAN	Mason Beverly Ann	104	3000000000	National Guard	I												1900
00601021	O3	CPT	COMMANDER	Quidman Sara	101	2547362398	Active Army	K												1832
00601927	E4	Pvt1	#2 DISBURSING TECHNICIAN	TAYLOR, GARY JEST	102	3336355556	Unspecified	I												1832
00602322	E7	MAJ	DETACHMENT SERGEANT	Bygott Mark	101	1118223333	National Guard	I		0002					SEC					1832
00700350	O4	MAJ	COMMANDER	Carson Harry	101	1234512345	Unspecified	K												1832
00700351	O2	Unspecified	EXECUTIVE OFFICER	Johnson Pepper	101	2222444444	Unspecified	K												1832
00700353	O3	Unspecified	OPERATIONS OFFICER	Beika Carl	102	2121212121	Unspecified	K												1832
00700355	W2	CWO2	HUMAN RESOURCES TECHNICIAN	Stahm Michael	102	9999911111	Unspecified	P												1832
00700360	E4	SPC	TRANSPORTATION MANAGEMENT COOR	Bavero Mark	102	8888888808	Unspecified	I												1832
00700362	E3	Unspecified	HUMAN RESOURCES SPC	Tyree David	109	7575757575	Unspecified	I												1832
00700366	E6	Unspecified	#2 HUMAN RESOURCES SGT	Toomer Amers	102	4444222222	Unspecified	I												1832
00700367	E4	Unspecified	#1 SIGNAL SUPPORT SYSTEMS MAIN	Beth Matt	103	5555511111	Unspecified	I												1832
00700377	O2	Unspecified	PLATOON LEADER	Muske Miriah	104	6060606050	Unspecified	K												1832
00700379	E7	Unspecified	PLATOON SERGEANT	Depp Donald	104	3030500309	Unspecified	I												1832
00700380	E6	Unspecified	SQUAD LEADER	Blue Noah	105	157875319	Unspecified	I												1832

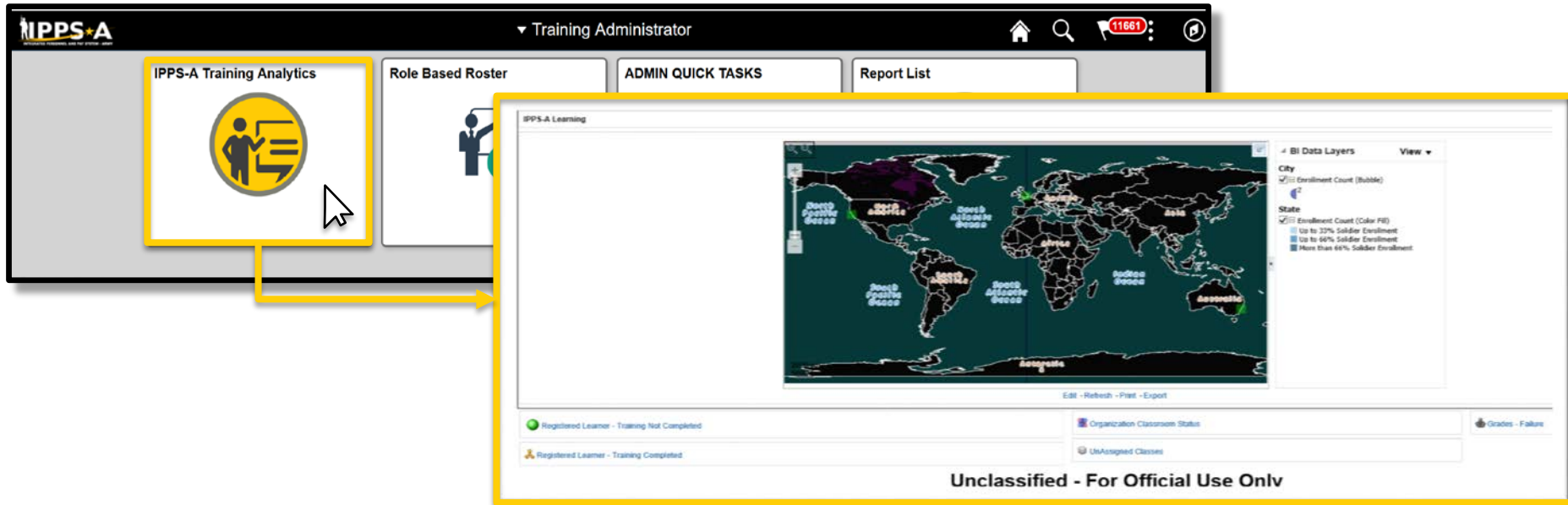
Page 1 - 25 Edit Print Export

Release 2 - HCM Reports

Predefined Reports	Description
 Submitted TIN Report	Contains all the TINs that were submitted to DJMS-RC by IPPS-A. The report will display the TINS that were submitted for the Business Unit associated with the report requestor.
 HR Reconciliation Report	Contains an extract of HR data that will be downloaded and distributed to each State. The States will upload the file into AFCOS so that the HR data can be bumped against the Pay data allowing AFCOS to generate a Pay-Pers Mismatch Report.
 Assignment Detail Report	This report displays summary assignment details for Members in the Department.
 MOB REFRAD 30 DAYS Rpt	This report displays Members in the Department that are have a Mobilization or REFRAD assignments ending within 30 days.
 Members in Templet Positions	This report provides a listing of Members in the unit that are not assigned to an authorized MTOE/TDA position. Templet positions will identify the reason the Member has been assigned to it.
 Position Department Change Rpt	This report provides a listing of positions that have an approved change of parent Department received from Army Organization Server (AOS).
 Position Location Change Rpt	This report provides a listing of positions that have an approved change of location received from Army Organization Server (AOS).
 Position Vacant Report	This report lists all vacant positions for a Department.

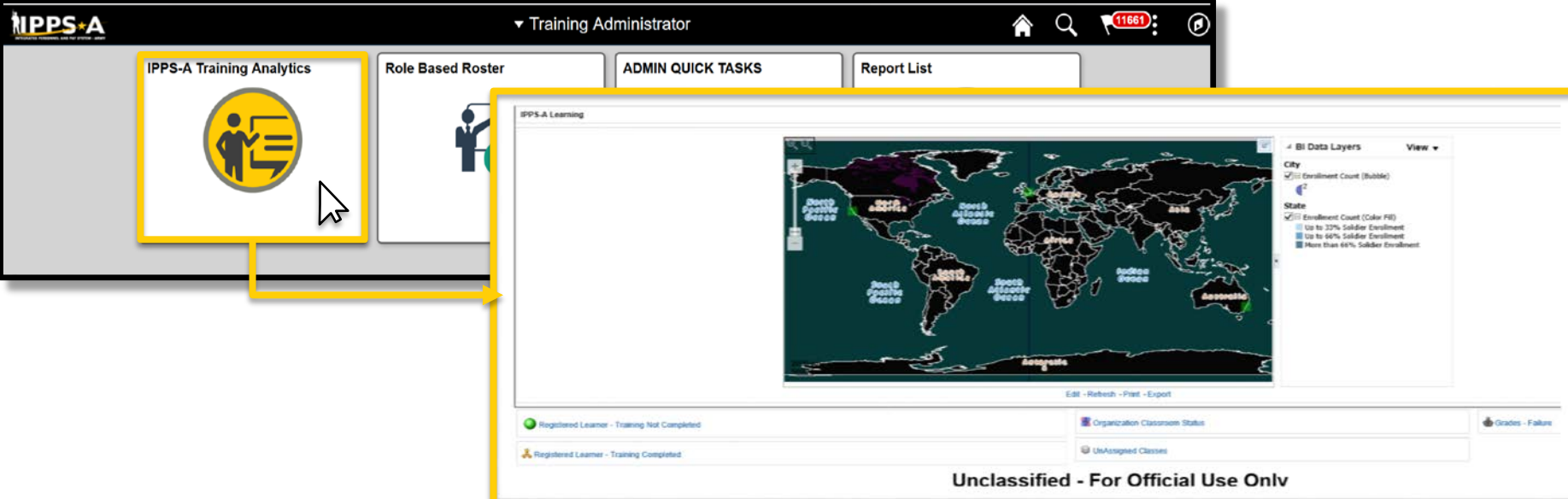
Predefined Reports	Description
 Duty Status	Provides duty status updates entered between two dates, and processed by a particular User ID.
 Hire Rehire	Direct hires and rehires processed between two dates and processed by a particular User ID.
 Hire Rehire ARISS	Direct Hires processed between two dates and processed by a particular User ID.
 Job Data	Job data actions by Action Date between two dates and processed by a particular User ID.
 PAR Submitted Approved	PARs Submitted and Approved between two dates and processed by a particular User ID.
 Restrictions	Restrictions added/updated between two dates and processed by a particular User ID.
 Restrictions – Flag/SFPA	Flags added/updated between two dates and processed by a particular User ID.
 Soldier Rank Changes	Rank changes that occurred between two dates and processed by a particular User ID.
 Self Service Transaction Report	Self Service address changes made between two dates and processed by a particular User ID.

Release 2 – Training Analytics – ELM (1 of 2)



Learning Reports	Description
Class Roster Report	Lists all learners enrolled for a class. You can run the report by course, class code, enrollment status and class date range.
Class Transcripts Report	Lists the enrollment status, passing status, and grade for all learners within a class.
Certification Status Report	Lists a certificate of completion for a class or program
Class Component Progress Report	Lists the lesson title, lesson status, and lesson score for each lesson (SCO) completed for each learner within a SCORM or AICC compliant self-paced learning component.
Class Component Structure Report	Lists all of the individual lessons (SCOs) contained within a specific SCORM or AICC compliant web based, test, or survey learning component. This report allows the administrator to confirm that the compliant course content has been loaded with correct list and sequence of lessons.
History By Dept Report	Lists completed learning for learners within a specific department.
Learner Transcript Report	Lists complete transcript for all learning completed by one learner. It includes learners' course information, including enrollment status, passing status, and grades. (BI Publisher)
Learning Component Progress Report	Lists all learners enrolled in a class and their completion progress in the class's learning components.
Prerequisite Status Report	Lists the status of prerequisites for each learner within a class. This report helps the instructor determine which learners have completed prerequisites for a given class.
Program Roster Report	Lists all the learners registered for a specific program. You can run the report for a curriculum or a certification within a specified date range. The report shows learner's name, organizations, registration status and date completed (if the status is Completed). (BI Publisher)

Release 2 – Training Analytics – ELM (2 of 2)



The screenshot shows the IPPS-A Training Administrator interface. The 'IPPS-A Training Analytics' icon is highlighted with a yellow box. A yellow arrow points from this icon to a larger yellow-bordered window showing the 'IPPS-A Learning' dashboard. The dashboard features a world map with data layers for enrollment counts by city and state, and various filters and controls.

Unclassified - For Official Use Only

Learning Reports	Description
Learning Plan Transcript by Organization Report	Sorted by organization, lists learners' course information, including enrollment status, passing status, and grades. (BI Publisher)
Survey Report	Lists detailed survey results in PDF format.
Certification Compliance Report	Lists manual changes made to learners' program registration status. For a selected program, lists the learner's name, the new status, the date of the status change, and name of the user who updated the status.
Program Roster	Lists all the learners registered for a specific program. You can run the report for a curriculum or a certification within a specified date range. The report shows learner's name, organizations, registration status and date completed (if the status is Completed). (BI Publisher)
Training Plan Report	Lists the demand for training for a selected company or learning environment. Lists the enrollment records by class, including the learner's name, company, enrollment date, and other data. For learning requests, lists the number of seats requested. Report data is sorted by global objective.
Curriculum Completions	Lists the learners who have completed a specific curriculum.
Mass Enrollment Status Report	Lists the results of a processed mass enrollment request, including successful and unsuccessful enrollments and registrations. (BI Publisher)



Release 2 Reporting Capabilities (Ad Hoc)

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- **There are several reporting capabilities available in IPPS-A for Release 2:**
 - Predefined Queries
 - Predefined Reports
 - Dashboards
 - Business Intelligence
 - Ad hoc query capabilities

- **Predefined Queries**

- Allows user to retrieve transactional data from the system based on criteria
- Exportable to MS Excel, CSV Text File, or XML
- Results are view only
- Access to these queries is based on the User's security role
- Example: Case Count by Category/Type/Detail

IP_CASE_COUNT_BY_CTD_TIME2 - #Cases by Category/Type/Detail

Help Center: 

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (11 kb)

[View All](#)

	Help Center	Category	Type
1	HR Help Center	Absence Management	Absence History
2	HR Help Center	Absence Management	Appeal
3	HR Help Center	Absence Management	Correct Absence Balance
4	HR Help Center	Absence Management	Maternity Leave
5	HR Help Center	Absence Management	Ordinary
6	HR Help Center	Absence Management	Pass
7	HR Help Center	Absence Management	Paternity Leave

IPPS-A Release 2 Reporting: Predefined Reports



- **Predefined Reports**
 - Extracts data from the system to produces reports/forms in predefined templates
 - Ability to build in PDF, Excel, other formats based on the needs of the specific report
 - Access to reports is based on the User's security role
 - Example: PPW

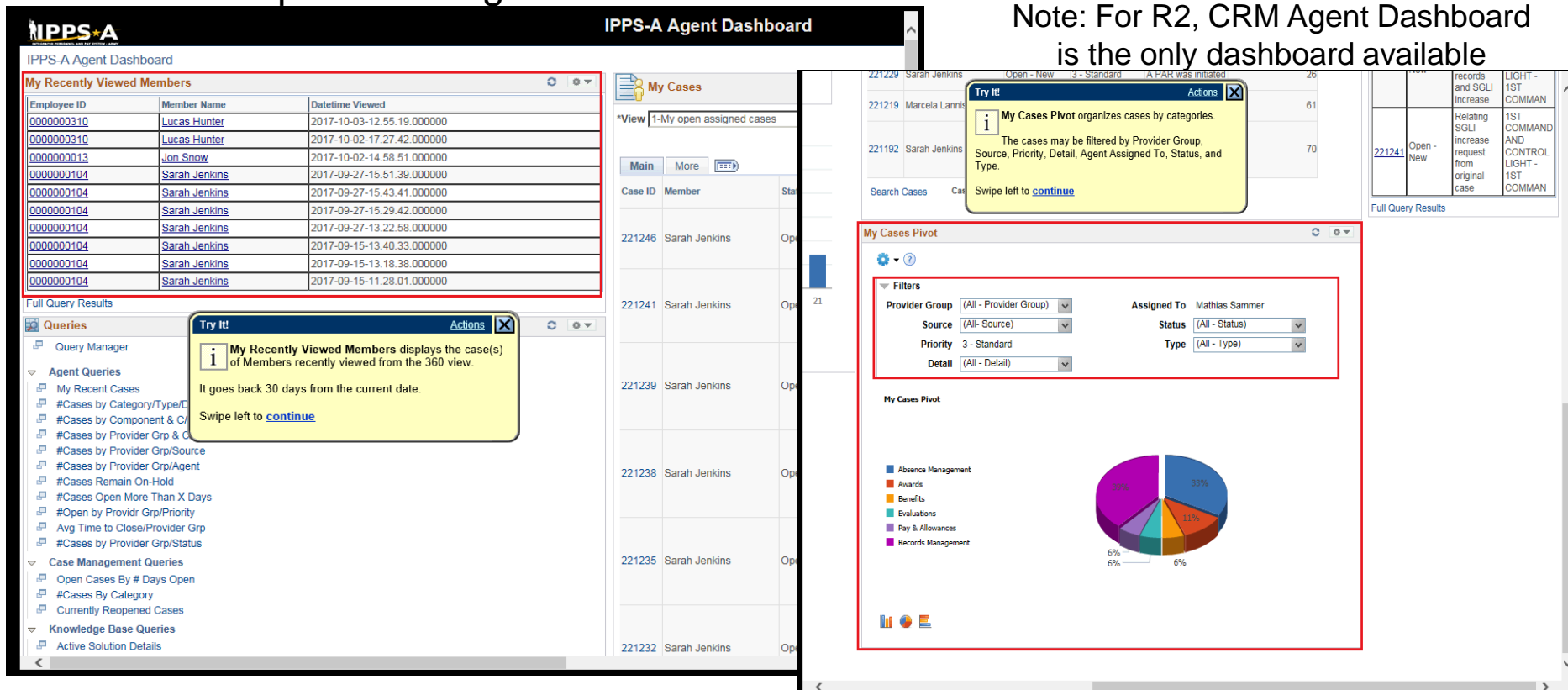
ENLISTED PROMOTION POINT WORKSHEET				
SECTION I – MEMBER INFORMATION				
1. NAME (Last, First, Middle Initial) Whitefeather, Jebediah		2. EMPLOYEE ID 0000000045	3. RANK CPL	
4. UNIT WZFXCO		5. CPMOS 68P	6. PMOS 68P1	
7. DATE OF BIRTH (YYYYMMDD) 1987/06/18	8. DOR 2016/08/22	9. PEBD	10. BESD	11. ETS
12. ACTIVE STATUS PROGRAM			13. TECHNICAN/SELECTIVE SERVICE CODE	
SECTION II – AWARDS				
14. AWARD:		15. AWARD:		
16. AWARD:		17. AWARD:		
18. AWARD:		19. AWARD:		
20. AWARD:		21. AWARD:		
22. AWARD:		23. AWARD:		
SECTION III – TRAINING AND EDUCATION DATA				
24. WEAPONS QUALIFICATIONS:		25. APFT SCORE: 0		
26. OTHER RESIDENT TRAINING WEEKS: 0		27. SELF-DEVELOPMENT COURSE HOURS: 0		
28. POST-SECONDARY SEMESTER HOURS: 0				
SECTION IV - VERIFICATION				
29. PROMOTION ASSIGNMENT PREFERENCES IN MY UNIT: N IN MY CITY, TOWN OR LOCAL AREA: N IN MY BN OR MSC: N LESS THAN 50 MILES FROM MY RESIDENCE: N GREATER THAN 50 MILES FROM MY RESIDENCE: N		30. REGION PREFERENCES PREFERENCE 1: PREFERENCE 2: PREFERENCE 3: PREFERENCE 4: PREFERENCE 5:		
31. POINTS VERIFICATION MEMBER HAS VERIFIED POINTS: YES : NO:		32. I DO OR DO NOT WANT TO BE CONSIDERED FOR MILITARY EDUCATION AND PROMOTION: I DO: ◊ I DO NOT: ◊		
SECTION V - APPRAISAL				
33. BOARD MEMBER 1:		34. BOARD MEMBER 2:		
35. BOARD MEMBER 3:		36. BOARD MEMBER 4:		
37. BOARD MEMBER 5:				
SECTION VI – TOTAL SCORE AND VERIFICATION				
A. FIELDS 14-23: AWARDS		0	50 POINTS MAXIMUM	
B. FIELD 24: WEAPONS QUALIFICATIONS		0	75 POINTS MAXIMUM	
C. FIELD 25: APFT		0	75 POINTS MAXIMUM	
D. FIELD 26: OTHER RESIDENT COURSES		0	50 POINTS MAXIMUM	
E. FIELD 27: SELF-DEVELOPMENT COURSES		0	75 POINTS MAXIMUM	
F. FIELD 28: POST-SECONDARY COURSES		0	75 POINTS MAXIMUM	
G. FIELDS 33-37: PROMOTION BOARD SCORE		0	600 POINTS MAXIMUM	
TOTAL		0	1000 POINTS MAXIMAUM	
38. RECORDER SIGNATURE		39. DATE SIGNED (YYYYMMDD)		
40. VERIFIER SIGNATURE		41. DATE SIGNED (YYYYMMDD)		

IPPS-A Release 2 Reporting: Dashboards

• Dashboards

- A collection of information summaries (high-level data views) that enable users to monitor transactions and data.
- Interactive in nature, allowing users to drill into records (e.g., Soldier, Case) for action.
- Example: CRM Agent Dashboard.

Note: For R2, CRM Agent Dashboard is the only dashboard available



The screenshot displays the IPPS-A Agent Dashboard with several key components:

- My Recently Viewed Members:** A table listing members viewed recently, including Lucas Hunter and Sarah Jenkins.
- My Cases:** A table showing open assigned cases for Sarah Jenkins.
- My Cases Pivot:** A pivot table with filters for Provider Group, Source, Priority, Detail, Assigned To, Status, and Type. It includes a pie chart showing the distribution of case categories.
- Queries:** A list of available queries for the agent.
- Try It! Popups:** Informational popups explaining the 'My Recently Viewed Members' and 'My Cases Pivot' views.

Employee ID	Member Name	Datetime Viewed
0000000310	Lucas Hunter	2017-10-03-12.55.19.000000
0000000310	Lucas Hunter	2017-10-02-17.27.42.000000
000000013	Jon Snow	2017-10-02-14.58.51.000000
000000104	Sarah Jenkins	2017-09-27-15.51.39.000000
000000104	Sarah Jenkins	2017-09-27-15.43.41.000000
000000104	Sarah Jenkins	2017-09-27-15.29.42.000000
000000104	Sarah Jenkins	2017-09-27-13.22.58.000000
000000104	Sarah Jenkins	2017-09-15-13.40.33.000000
000000104	Sarah Jenkins	2017-09-15-13.18.39.000000
000000104	Sarah Jenkins	2017-09-15-11.28.01.000000

Case ID	Member	Status
221246	Sarah Jenkins	Open
221241	Sarah Jenkins	Open
221239	Sarah Jenkins	Open
221238	Sarah Jenkins	Open
221235	Sarah Jenkins	Open
221232	Sarah Jenkins	Open

Filter	Value
Provider Group	(All - Provider Group)
Source	(All - Source)
Priority	3 - Standard
Detail	(All - Detail)
Assigned To	Mathias Sammer
Status	(All - Status)
Type	(All - Type)

Category	Percentage
Absence Management	33%
Awards	11%
Benefits	6%
Evaluations	6%
Pay & Allowances	6%
Records Management	33%









- **Business Intelligence (BI)**

- Interacts with the data warehouse (does not extract data from the transactional system).
 - Mitigates performance risk in the transactional system.
- Data will be refreshed based on agreed upon timeframes (near real-time or daily).
- Enhanced dashboard capabilities including:
 - Additional charts, prompts, comparisons, trends.
- Provides interactivity, allowing users to drill down from summary views into more detailed views of data.
 - Start from an aggregate view, then can click into an intermediary visual or the data that supports the higher-level views.
- Currently planned for Release 2.x.

- **Ad hoc**
 - Ability to create your own query.
 - Drag and drop fields available in the Data Warehouse to develop custom metrics and reports in support of analysis and informed decision-making based on specific operational scenarios.
 - Access to the ad hoc capability is based on the User's security role.
 - Limited to "power users" who have been trained in Business Intelligence concepts and understand data models.
 - Users need to understand how to architect queries to avoid adverse performance impacts.
 - Specific ad hoc capabilities and data warehouse release schedule (2.x and beyond) are in the planning phase.

- The following slides provide an overview of the reports, queries, dashboards that are planned for delivery in Release 2.
 - HCM
 - CRM
 - Business Intelligence

- **Predefined Reports**
 - 2 reports for MilPay management
 - 7 reports for managing assignments and assignment data
- **Pre-Defined Queries**
 - Overall 77 queries available for use
 - 9 HR Transactional queries
 - 20 provide notifications related to assignment actions (departures, cancelations, modifications, revocations, REFRAD)
 - 5 queries to manage assignment data such as vacant positions, a loss roster, members in templet positions
 - 9 queries to manage position data in IPPS-A
 - 2 queries to manage department data
 - 10 queries supporting user access management/audit
 - 22 queries of other HR/PAY data to include: Duty Status, Awards, Mass Update, Promotions, Email, HR Reconciliation, TIN Generation, Orders, Mobility Preferences

Predefined Reports	Description
 Submitted TIN Report	Contains all the TINs that were submitted to DJMS-RC by IPPS-A. The report will display the TINS that were submitted for the Business Unit associated with the report requestor.
 HR Reconciliation Report	Contains an extract of HR data that will be downloaded and distributed to each State. The States will upload the file into AFCOS so that the HR data can be bumped against the Pay data allowing AFCOS to generate a Pay-Pers Mismatch Report.
 Assignment Detail Report	This report displays summary assignment details for Members in the Department.
 MOB REFRAD 30 DAYS Rpt	This report displays Members in the Department that have a Mobilization or REFRAD assignments ending within 30 days.
 Members in Templet Positions	This report provides a listing of Members in the unit that are not assigned to an authorized MTOE/TDA position. Templet positions will identify the reason the Member has been assigned to it.
 Position Department Change Rpt	This report provides a listing of positions that have an approved change of the parent Department received from Army Organization Server (AOS).
 Position Location Change Rpt	This report provides a listing of positions that have an approved change of location received from Army Organization Server (AOS).
Position Vacant Report	This report lists all vacant positions for a Department.
 Promotion Points Worksheet	Report that depicts and calculates the Promotion Points in multiple areas for a Member being considered for Semi-Centralized Promotion.



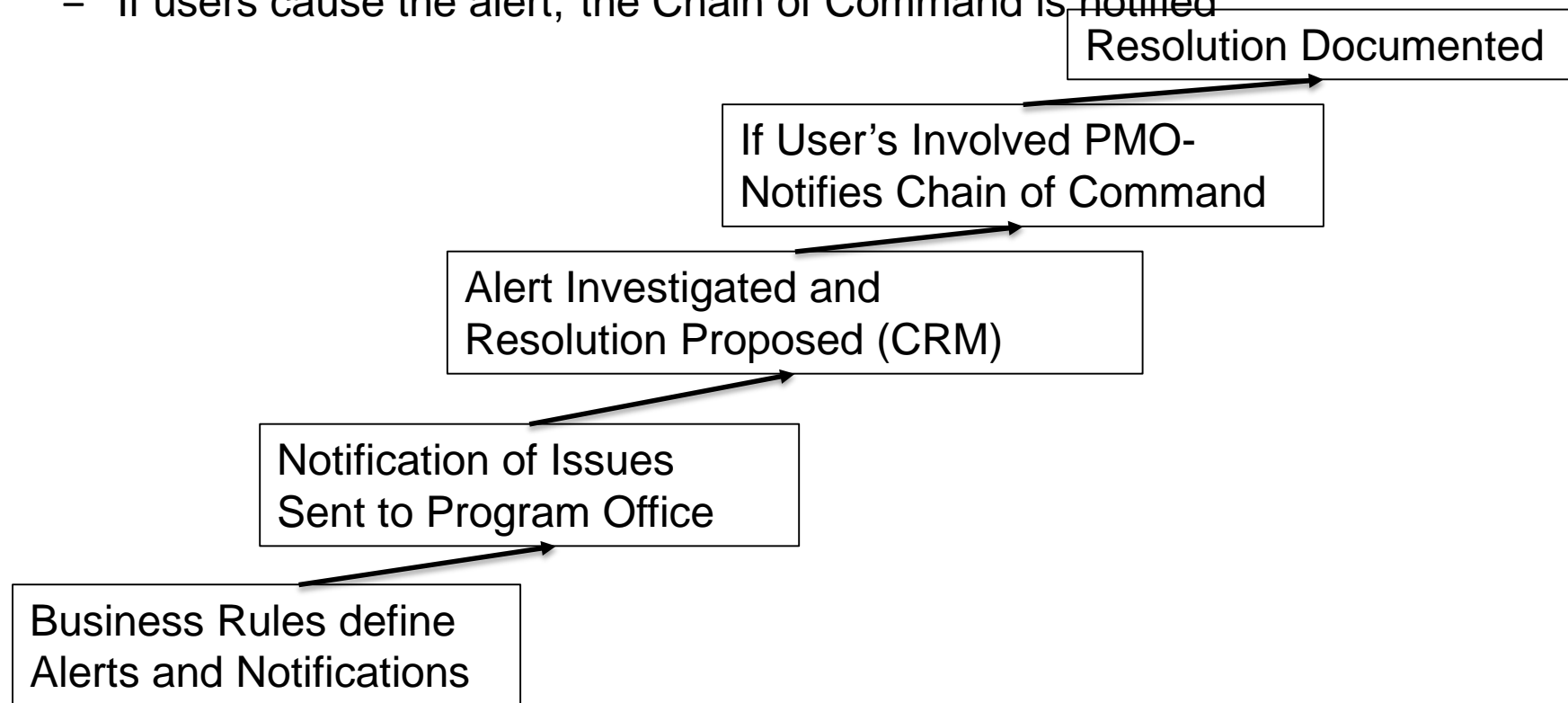
Audit Readiness

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Accountability:

- IPPS-A updates are date, time, and operator stamped for auditability
- System Violation rules are included in multiple tools
 - System Violations (Alerts) are processed at Program Office
 - Alerts are documented within CRM
 - PMO, FMD, and SI research cause and effect
 - If users cause the alert, the Chain of Command is notified



Audit Readiness and Internal Controls – IPPS-A R2



- **Audit Readiness:** Being *prepared at all times* to *demonstrate* proper manual and automated *controls, processes and documentation* executed in accordance with LRPs
- **Internal Controls:** provides reasonable assurance that activities are safeguarded *against* fraud, waste, and abuse

BLUF: Your day-to-day activities impact Audit Readiness. All transactions within IPPS-A E2E business processes must be traceable, supportable, repeatable, and sustainable

Audit Trails

- All transactions within IPPS-A will be logged
- IPPS-A establishes Audit Trails with USERID and Time-Date-Stamp for every transaction

▼ Audit	
Instance Number	1
Earn/Ded Num	454
Batch Number	
Original User ID	GWILSON
Last User ID	GWILSON
Original Time Stamp	05/23/18 5:57PM
Last Updated Time stamp	05/23/18 5:57PM

Alerts

- Specific unauthorized behaviors are monitored and alerts sent if unauthorized activity is detected – prevents fraud and abuse
- For R2, system violations will be processed and monitored at PM IPPS-A Central and resolved via CRM
- If users cause the alert, the Chain of Command will be notified
- R2 Alerts - IT Controls:

Access Control
 Segregation of Duties
 Security Management
 Configuration Mngt.
 Interfaces
 Data Management Sys.

Example: Failed log-in attempt after 3 tries

Substantiating Data and/or Documentation

- Transactions must be supported by data or documentation

Instructions

The addition, deletion, or correction of the spelling of names, and corrections involving transposed names may be added or deleted on behalf of the Member at the Member's request. A Name Change PAR may be initiated by a Member or an HR Professional. The request for Name Change is subject to approval by the Company level Commander or Approval Authority as determined by unit SOP.

This PAR must be accompanied by supporting documentation. The following documents are acceptable attachments:

1. Marriage certificate
2. Divorce decree
3. Certificate of Naturalization
4. Birth certificate
5. Court order

Member's record will be automatically updated with new name upon approval.

REFERENCES:
 a. AR 600-8-104, Military Personnel Information Management/Records.
 b. DA PAM 600-8, Management and Administrative Procedures.
 c. AR 15-185, Army Board for Correction of Military Records.

System Segregation of Duties

- Reduces risk of error or fraud and ensures no one individual controls all key aspects of the transaction or event

Insert additional approver or reviewer

Approver
 Intermediate Approver
 Reviewer
 HR Specialist
 User List

User ID

- The integrity of the Soldier data that drives all personnel and pay actions is paramount to passing a financial audit.
- Logging and Monitoring of all system generated data and transactions is key to ensuring the auditability of the system.
- All transactions within the system are logged. Specific unauthorized behaviors are monitored and alerts sent if unauthorized activity is detected.
- Because of the robust system monitoring, we can help prevent and catch individuals who are attempting to commit fraud or abusing the rights afforded to those with access to IPPS-A.

What can you do to help keep the system auditable?

- Always follow all SOPs for how to complete specific transactions.
- Do not attempt to perform any tasks outside of your authorized roles and permissions.
- Do not attempt to access data that is not necessary for your job.
- Do not attempt to access applications that are not necessary for your job.

BLUF: Do not do anything in the system that you are not directed or authorized to do.

Audit Readiness – Monitoring Tools

R2 User	General Function	IPPS-A Use
Cyber Security Sustainment (SI)	Splunk is a software technology which provides the engine for monitoring, searching, analyzing, visualizing and acting on voluminous streams of real-time machine data.	Splunk pulls all of the non-PeopleSoft log data from multiple sources to support Cyber Security.
Cyber Security Sustainment (SI)	Oracle Audit Vault is designed to secure data at its source and is designed to be a data warehouse for audit data. Once auditing is enabled in the source databases, the Oracle Audit Vault collects the log and audit data, but does not replicate, copy and/or collect the actual data. It then runs configured “rules” to find unauthorized behavior and send an alert.	Audit Vault monitors the security tables in HCM that control access and permissions to ensure unauthorized users are not making changes to the database.
Audit Team (SI Sustainment)	With PeopleSoft Query, the precise information needed is located by using visual representations of the PeopleSoft database. The queries that are built can be as simple or as complex as necessary; they can be one-time queries or queries that you use repeatedly.	PSQuery allows for specific reports to be built to monitor specific behavior in the core PS database.
Oracle Enterprise Manager (OEM)	Through deep integration with Oracle’s product stack, Enterprise Manager provides management and automation support for Oracle applications, databases, middleware, hardware and engineered systems.	OEM functions as a system performance monitor, producing alerts when certain performance factors move outside of preset tolerances.



IPPS-A to DJMS TIN Submission

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IPPS-A to DJMS TIN Submission (USPFO Involvement Required)



Overview Today, the Army National Guard processes the majority of personnel transactions into SIDPERS and those transactions requiring a DJMS-RC input are manually scrubbed by a Financial Management Technician at the United States Property and Fiscal Office (USPFO) for manual upload/input into DJMS. A USPFO working group was established to identify the roles and permissions USPFO personnel will require in order to execute their mission within their statutory requirements in the IPPS-A enabled environment. Beginning with Release 2, IPPS-A will have an outbound interface to the Defense Joint Military System- Reserve Component (DJMS-RC) containing Transaction Identification Numbers (TINs). These TINs will update a Soldier's Master Military Pay Account in DJMS-RC. As a way to ensure the USPFO statutory requirements are met, USPFO may be involved in specific IPPS-A workflow actions as a reviewer or intermediate approver based on state/territory policy. These workflow templates may be saved for future use.

Reason	IPPS-A Transaction	DJMS TIN(s)	DJMS Action	IPPS-A Workflow Required	Pay Impact	USPFO Recommendation
Incentive pay	Special Pay Request	A19	Incentive Pay	Yes	Start or stop incentive pay (Parachute Pay; Demolition Pay; Flight Crew Pay; Flight Non-Crew Pay) resulting in back pay or collection	USPFO will serve as the reviewer or intermediate approver
Promotion/Reduction	<u>Promotion</u> – Special Promotion and promotion roster. <u>Reduction</u> - PAR Reduction, Record disciplinary action PAR (Manual Input)	113	Grade Change	Yes	Corrected grade date; back pay/collection for Base Pay and other entitlements involving years of service (i.e. COLA)	
Separation	Separations – Component transfer or Termination	900	Separations	Yes	Separation from service date is updated with Separation orders delivered as the output. Final separation pay is projected.	
	Person Profile (Dependency Change)	A15	BAH Dependent Information Status Change	No (Yes for R3)	Corrected BAH date may result in back pay or collection (DEERS interface only updates dependent information)	USPFO should be involved in planning process external to IPPS-A ; USPFO verify info from Submitted TINs Report; will serve as the reviewer or intermediate approver in Release 3
	Contracts or Hire/Rehire to Update Seniority Dates	A81	ETS Date Change	No (Yes for R3)	Entitlements continue for a reenlistment or extension; entitlements projected to stop	
	Person Profile	115	ASED Change	No (Yes for R3)	Corrected ASED; back pay/collection for Base Pay	



* Automatic Interface for Release 2 and 3 only

IPPS-A to DJMS TIN Submission (No USPFO Involvement Required)



IPPS-A Action	DJMS TIN(s)	DJMS Action	IPPS-A Workflow Required	Pay Impact	USPFO Recommendation
Hire/Re-Hire; Direct Hire	AA1/A06	Accessions	No	Entitlements begin based on ARISS interface data; Record Created	USPFO will verify info from Submitted TINs Report
PAR: Update Gender	A06S	Gender Change	Yes	Clothing allowance rate change	
ACT: Assignments	A09	Assignments (UIC or State Change)	Yes	Record updated	
ACT: Assignments	A09N	NPS Indicator Change	Yes	Record updated	
Salary Grade Change	A14	Over 4 Years Enlisted Change	No	Increase in Base Pay	
Benefits	A21	VA Compensation Waiver	No	VA compensation or military pay waiver is updated allowing for re-entry into service	
ACT: Assignment	A24	Pay Status Change	Yes	Updates DJMS-RC Military comp pay status (i.e. ING to IRR) ; Entitlements continue or stop	
ACT: Assignments	A38	Date of Gain Change	Yes	Record updated	
Benefits	T01	TSP Change	No	Separation of service & Date of Birth info updated	
Self-Service	T03/T04/T05	TSP Mailing Address Change	No	Record updated with new address in biographical profile	
PAR: Name Change	104	Name Change	Yes	Record updated	
Person Profile	114	TFOS Date Change	No	Corrected TFOS; back pay/collection for Base Pay	



ARNG DOMOPS Support

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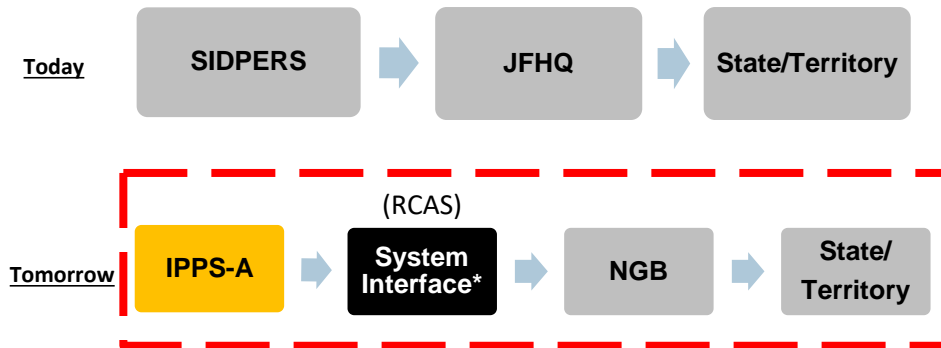
BLUF: The Army National Guard will require access to IPPS-A data beginning with Release 2 in order to support DOMOPS such as State Active Duty (SAD) which is outside of the IPPS-A requirement.

- Today, the ARNG uses SIDPERS to populate the data to support the SAD mission. Soldiers who are placed on SAD receive pay for their duty from state funds IAW individual State/JFHQ DSCA agreements. Leveraging the IPPS-A outbound interface with the Reserve Component Automation System (RCAS) may provide a short-term solution for Release 2.

WG Members: COL Farish (DC); COL Stevens (NE); CW5 Vincent (MA); CW3 Pruitt, Mr. Henderson, Mr. McKee (NC); CW3 Patterson (MI)

Proposed R2 Solution*

Army National Guard Data Access – IPPS-A System Interface – Reserve Component Automation System – Guard (RCAS)



* Release 2 only pending NGB formal decision

Way Ahead

- Continue working group to develop the long-term solution beginning with Release 3 for ARNG data access for an automated solution
- Identify feasibility of NGB subscribing to the IPPS-A Enterprise Service Bus (ESB) for data access
 - Protection of PII is the priority
 - Segregation of duties, leased privilege, and need to know must be established
- Create Memorandum of Agreements between IPPS-A and State Adjutant General with specific language detailing what data will be delivered to support state missions
- End state goal is to eliminate data usage to support home grown systems

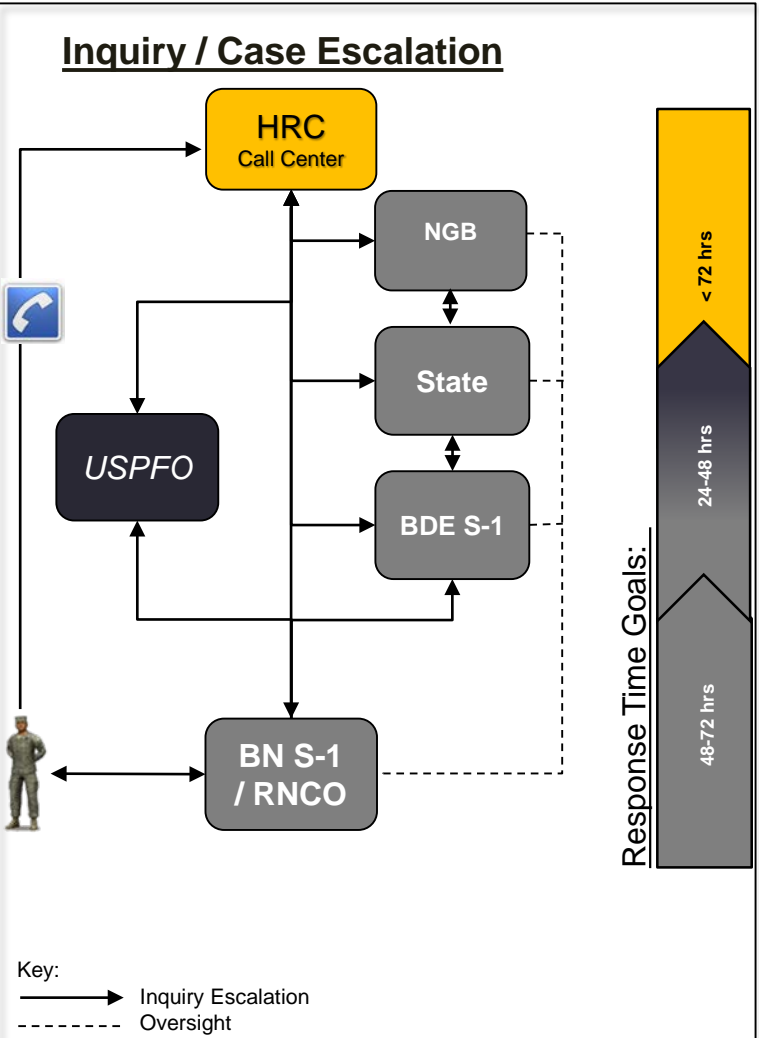


CRM/Help Desk

One Soldier ★ One Record ★ One Army



BLUF: IPPS-A automates the customer service process that S1s are executing today. IPPS-A implements a **traceable customer support software** (CRM) that ties the Army together from the lowest echelon to HRC, enabling faster and more accurate support. **Primary support is delivered by the Readiness NCO**, who will triage, answer or escalate each HR/Pay inquiry. HRC is the Top of System owner for the Army's HR Customer Service mission, providing oversight of the IPPS-A knowledge base (FAQs), utilizing an analytical capability for Customer Service and to identify issues.



- ### Levels of Support:
- 4 Primary Elements (Inquiry types, Escalation criteria, Response time, and Analytics)
 - Inquiries are categorized into 11 Types:
 - Absence Mgt (Leave)
 - Assignments
 - Awards
 - Benefits
 - Career Management
 - Evaluations
 - Pay & Allowances
 - Promotions & Selections
 - Records Management
 - Transition
 - IT
 - Escalation Criteria – Escalation Priority Chart & Case Inquiry Guidelines
 - Inquiry Response Time

- ### HRC
- Top of System Owner**
Escalations from field & Tier 1 HR & IT Help Desk
 Case Types / Responsibilities:
- Knowledge Base Mgt
 - Analytics
 - Pay Escalation
 - Retro Pay
 - Centralized Promotions
 - Assignments
 - Career Management
 - Evaluations

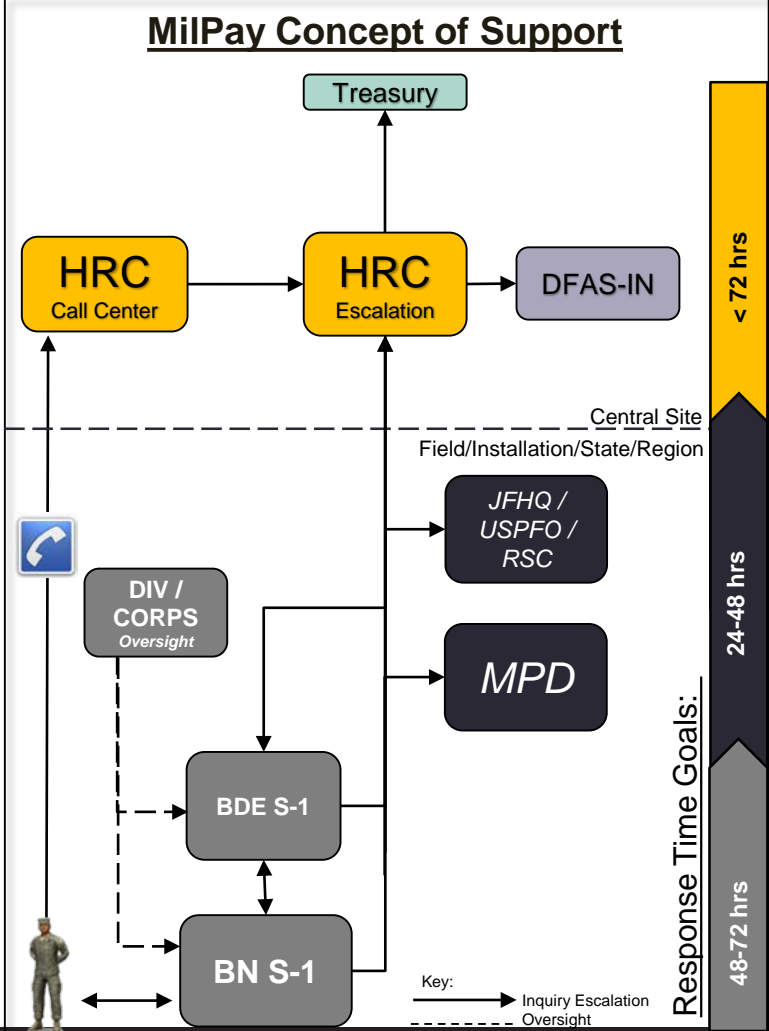
- | | | | |
|---|---|--|---|
| <h3>BDE:</h3> <p>Escalations
 6-8 hrs/wk
 MPD case types:</p> <ul style="list-style-type: none"> Orders Separations Promotions Awards System Access | <h3>USPFO:</h3> <p>Escalations
 6-8 hrs/wk
 MPD case types:</p> <ul style="list-style-type: none"> PCS Travel Debt Management Pay Escalation Separations Howg Allowances MOB/DEMOB Accessions | <h3>State G1:</h3> <p>Escalations from BN
 4-6 hrs/wk
 BDE case types:</p> <ul style="list-style-type: none"> Records Updates Retirements / Separations Orders Amendments Benefits Training Absence Career Mgt | <h3>NGB:</h3> <p>Escalations from JFHQ
 2-4 hrs/wk
 Responsibilities:</p> <ul style="list-style-type: none"> Oversight Analytics Training |
|---|---|--|---|

- ### Readiness NCO / Battalion:
- Initial inquiry entry point – Triage, Answer or Escalate**
Readiness NCO included in BN Provider Group
 6-8 hrs/wk
 Battalion level case types:
- Absence
 - Awards
 - Records Updates
 - System Access
 - Semi- & Decentralized Promotions
 - SGLI
 - Pay & Allowances
 - Career Mgt

MilPay Concept of Support – Central, Installation, Field (ARNG)



BLUF: IPPS-A will revolutionize personnel and pay for the Army by directly linking Soldier's pay to the HR transaction performed at the unit level. IPPS-A centralizes all actions in one system where an HR transaction drives pay. Of the **34 total MilPay Functions**, 6 will remain with DFAS and 28 transfer to the Army and HR Organizations (Central Site, Installation, and Field). In addition, IPPS-A automates the customer service process with **traceable customer support software (CRM)**, that also allows the self-service user to search for answers and submit pay inquiries from their mobile device. **Primary support is delivered by the Readiness NCO**, who will triage, answer or escalate each HR/Pay inquiry.



Levels of Support:

- 3 Primary Levels of Support (Centralized, State, and Field)
- 34 Pay Functions: DFAS: 6, HRC: 8, IMCOM/MPD: 8, Unit: 7; Other Orgs: 6
- Escalation Criteria – Escalation Priority Chart & Case Inquiry Guidelines
- Inquiry Response Time

Central Site Level Pay:

- HRC:**
Top of System Owner
Escalations from field & HRC Help Desk
- Debt Remissions
 - Secondary Dependency
 - Army Payroll
 - Casualty / MIA Pay
 - Education Incentives / SLRP
 - Internal Controls
 - Customer Service
 - Retro Pay Processing
- DFAS:**
Top of System Responsibility
Escalations from field & HRC Help Desk
- Garnishments
 - Retiree/Annuitant Pay
 - Out of Service Debt
 - Debt Waivers
 - Retro Pay Processing
 - Travel Voucher Payment

State Level Pay:

- USPFO:**
Escalations from Unit Administrator
6-8 hrs/wk
- Audit Oversight
 - Internal Controls/Compliance
 - Customer Service
 - Debt Management
 - Separations
 - Housing Allowances
 - Travel Voucher Review
 - MOB/DEMOB
 - Accessions
 - Confined Soldier Pay

Field Level Pay:

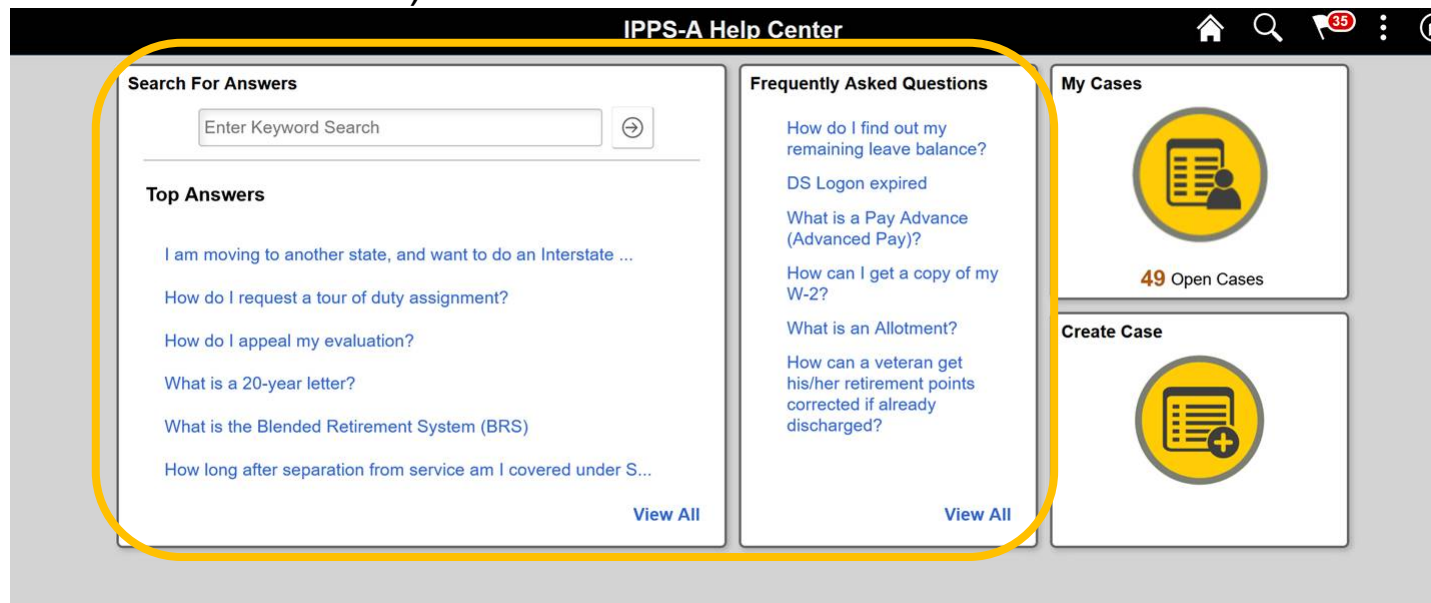
- Readiness NCO:**
6-8 hrs/wk
- Duty Status, Leave & Dependency Changes
 - Promotions/Reductions
 - Special & Incentive Pays & Bonuses
 - UCMJ Actions/Forfeitures
 - Debt Management
 - Customer Service
 - Internal Controls
 - Drill Pay

- Agent
 - HR Professional – BN S1s / Readiness NCO, HR Case Management
 - Tier 1 Helpdesk (HRC only) – HR and IT Case Management
 - USPFO – CRM access to manage and answer pay inquiries
 - State G1 – HR Case Management, oversight and training
- Provider Group Admin (Bde and above) – add, update, activate, and inactivate provider groups as well as add or inactivate members of the provider group
- HR Helpdesk Admin (HRC) – maintain category/type/detail, quick codes, and email templates; view survey results
- Knowledge Manager (HRC/NGB) – maintain solutions and solution libraries; develop processes for solution submission, approval, and retirement
- Tier 1 Helpdesk (HR/Pay and IT) – located at HRC, dedicated call center to answer, log, and route Soldier HR/Pay and IT inquiries
- Tier 2/3 IT Helpdesk (IT Helpdesk only) –360-Degree View; create a case and add note and attachment; Helpdesk dashboard; IT Case access only

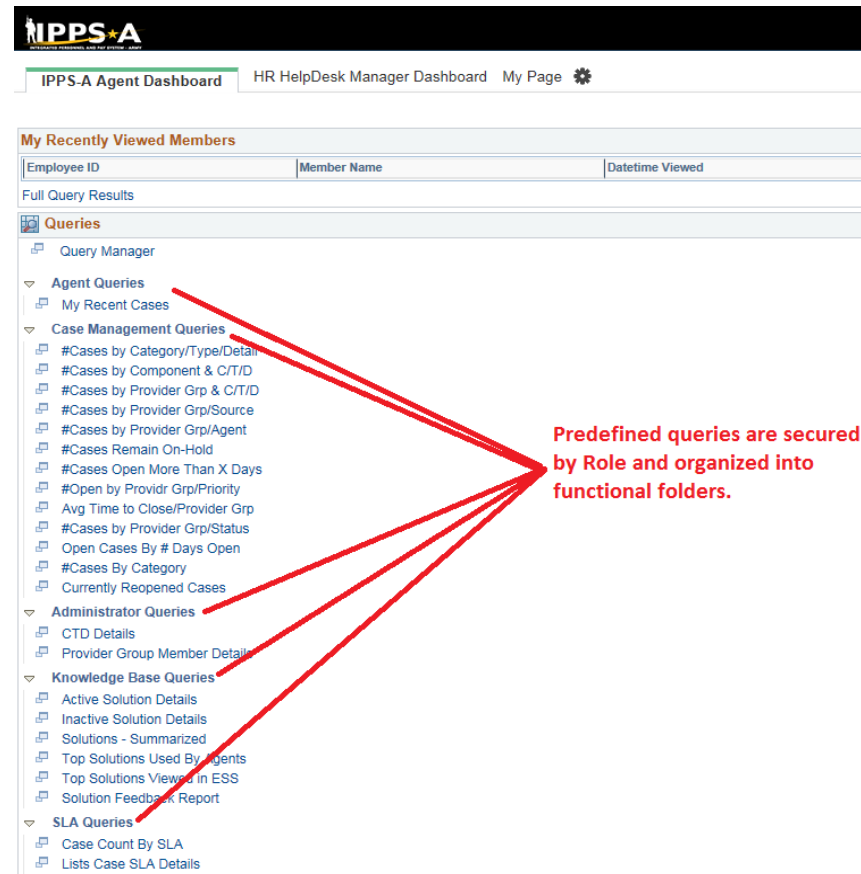
- **Definition:** A provider group is a group of agents organized by Army hierarchy to respond to Member inquiries.
 - Self-service cases are automatically routed to the lowest level provider group, Battalion S1
 - Readiness NCOs will be included in the BN S1 provider group
- **Creation / Management:**
 - **Automatic:** Provider groups are automatically created and updated through the S1 Pool-Provider Group Sync
 - Includes: creation / deactivation and member activation / deactivation
 - Initial set up through S1 Pool sync
 - Brigade and below
 - **Manual:** Provider groups can be manually added and maintained
 - Provider Group Administrator role required to add/modify provider groups and provider group members
 - Initial set up through deployment process, identify State & NGB provider groups prior to deployment
 - Division and above

Knowledge Base Overview

- Definition: Repository of Frequently Asked Questions (FAQs) and Answers within IPPS-A
- Self-Service and Agent Facing
 - Members can search for Answers / FAQs on the IPPS-A Help Center Dashboard
 - Agents have access to all Answers / FAQs (self-service and agent only) for research and closing Member cases
- Includes HR and IT Answers / FAQs
- Managed by Knowledge Base Manager (HRC – Primary, NGB – Alternate/Contributor)



- CRM's Release 2 design included the configuration of several predefined queries that are accessible on the Agent Dashboard.
- Security enables access to these queries based on the user's role.
 - Agent/HR Professional: 14 queries for Case Management
 - Top of System (HRC/NGB):
 - 1 query for C/T/D management
 - 5 queries for Knowledge Base management
- Exportable to Excel



IPPS-A Agent Dashboard | HR HelpDesk Manager Dashboard | My Page

My Recently Viewed Members

Employee ID	Member Name	Datetime Viewed
Full Query Results		

Queries


- Query Manager
- Agent Queries
 - My Recent Cases
 - Case Management Queries
 - #Cases by Category/Type/Detail
 - #Cases by Component & C/T/D
 - #Cases by Provider Grp & C/T/D
 - #Cases by Provider Grp/Source
 - #Cases by Provider Grp/Agent
 - #Cases Remain On-Hold
 - #Cases Open More Than X Days
 - #Open by Providr Grp/Priority
 - Avg Time to Close/Provider Grp
 - #Cases by Provider Grp/Status
 - Open Cases By # Days Open
 - #Cases By Category
 - Currently Recopened Cases
 - Administrator Queries
 - CTD Details
 - Provider Group Member Details
 - Knowledge Base Queries
 - Active Solution Details
 - Inactive Solution Details
 - Solutions - Summarized
 - Top Solutions Used By Agents
 - Top Solutions Viewed in ESS
 - Solution Feedback Report
 - SLA Queries
 - Case Count By SLA
 - Lists Case SLA Details

Predefined queries are secured by Role and organized into functional folders.

Predefined Query Example

- **# of Cases by Category/Type/Detail:**
 - Total case # counts, limited computations (averages, case aging buckets)
 - Very high-level
 - Exportable to MS Excel

IP_CASE_COUNT_BY_CTD_TIME2 - #Cases by Category/Type/Detail

Help Center: 

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

[View All](#)

	Help Center	Category	Type
1	HR Help Center	Absence Management	Absence History
2	HR Help Center	Absence Management	Appeal
3	HR Help Center	Absence Management	Correct Absence Balance
4	HR Help Center	Absence Management	Maternity Leave
5	HR Help Center	Absence Management	Ordinary
6	HR Help Center	Absence Management	Pass
7	HR Help Center	Absence Management	Paternity Leave

Tier I & II ANVL Dashboards

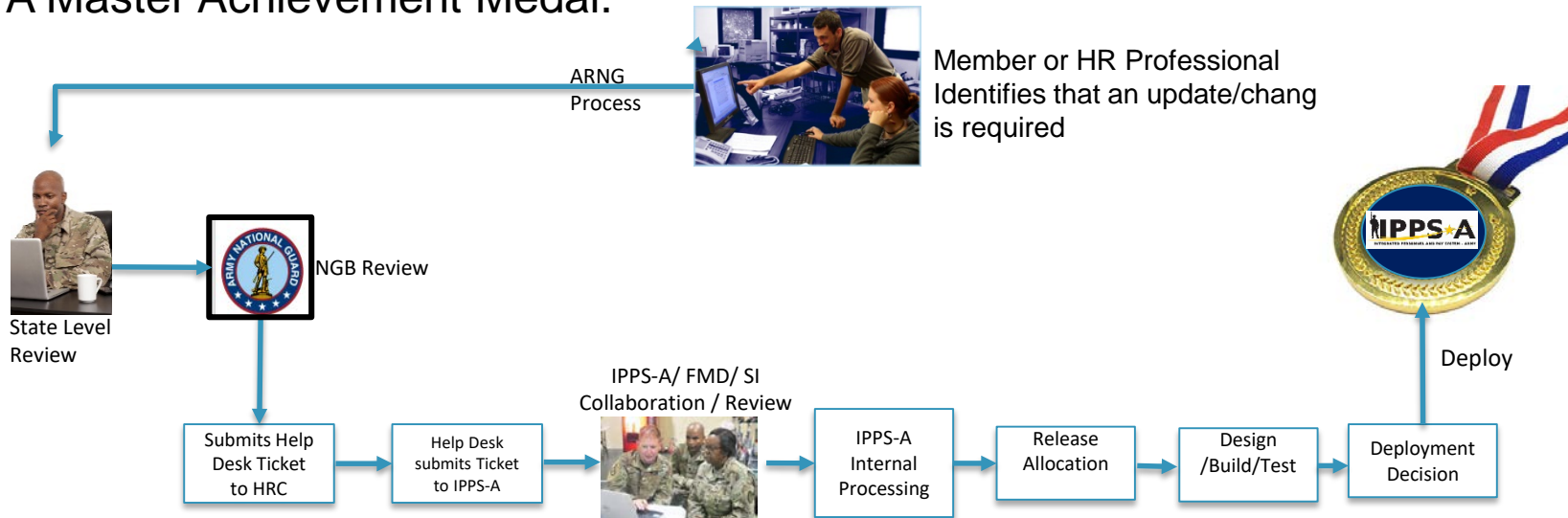
BLUF: Dashboards built externally to IPPS-A to provide advanced analytics for Tier 1 & Tier 2 Helpdesks until Top of System CRM dashboards are delivered in Release 4

- External Dashboards for Tier 1 & 2 Help Desks
 - COAs to build State Dashboards
 - Temporary solution for analytics in Release 2
 - Refreshed daily with CRM data



Top of the System (TOS) Sustainment Request – High Level

- The state of Pennsylvania has received approval for a new state award: The IPPS-A Master Achievement Medal.



Samples of Possible Change Requests:

The IPPS-A Team will conduct a ~2 week administrative review of each request; upon completion, the update will be allocated into the Dot Release Timeline.

- Table Updates: Award, Eye Color, Job Codes (MOS)**
 - Example would be that a State wants to request a new value for Eye Color be added to IPPS-A.
 - Example would be that a new state award was approved in the state of Pennsylvania and needs to be added in IPPS-A (Can affect Promotion Point Calculations).
 - Example would be that the Army has announced a new Job Code that needs to be added to IPPS-A.
- Business Rule Updates: TOS, TIG, Education**
 - Example would be that the ARNG has reduced the TIG requirements for promotion to E4

BLUF: System changes require IPPS-A Program to ensure updates are configured, developed, tested, and training products are updated prior to deployment of the new capability.

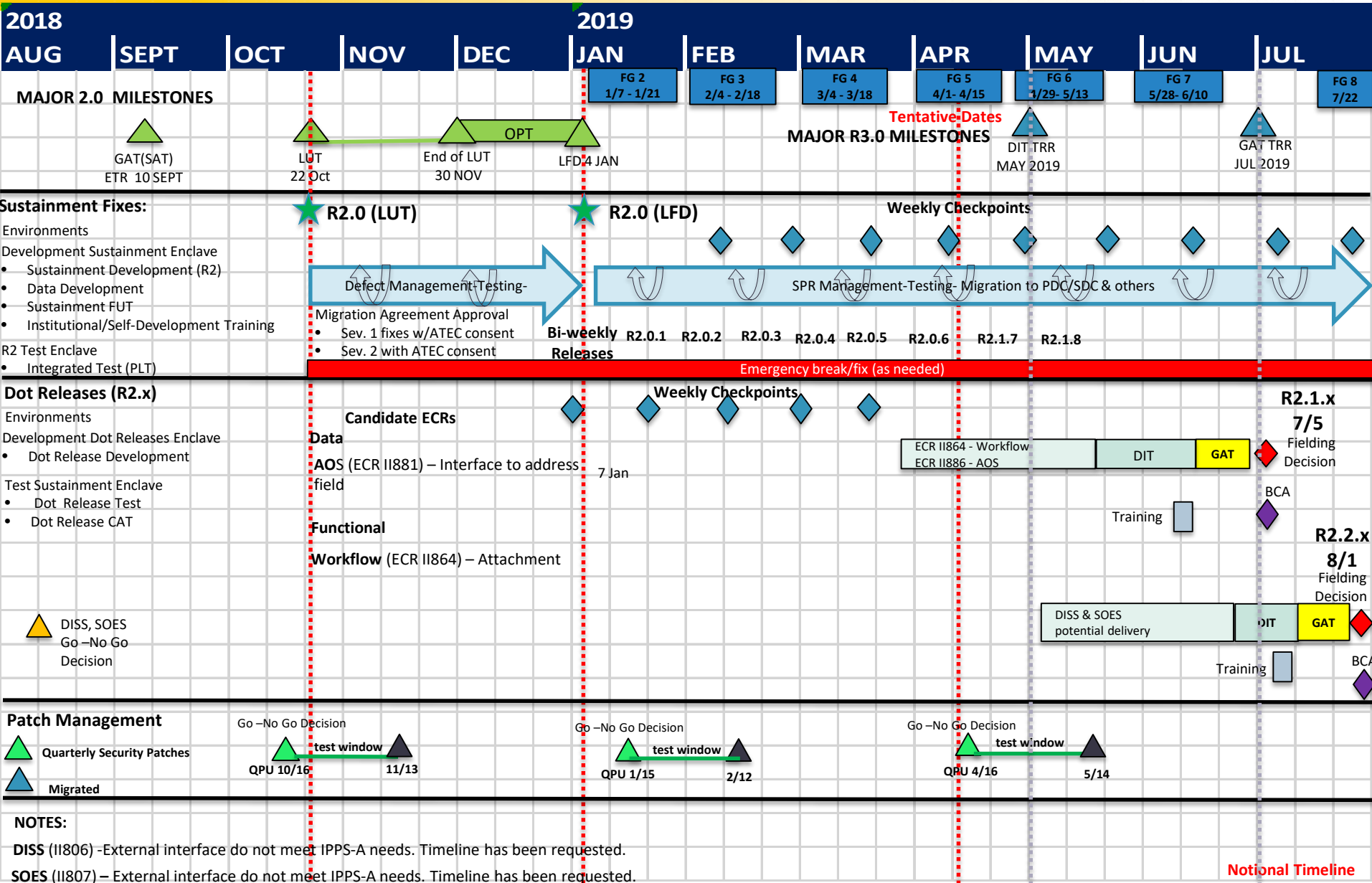


R2.x Timeline Scenario

One Soldier ★ One Record ★ One Army



High Level R2.x Timeline

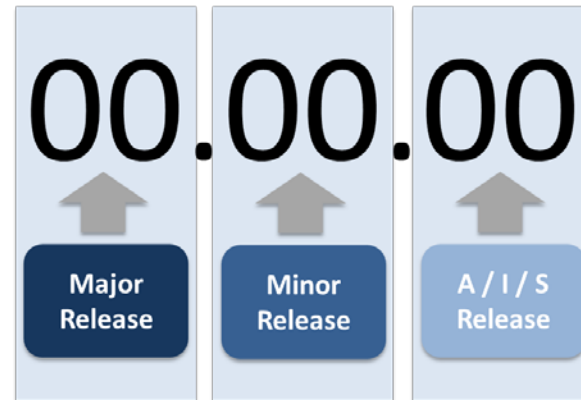


Notional Timeline

- DISS - Defense Information System for Security set to **replace Joint Personnel Adjudication System (JPAS)**.
 - accelerate the security clearance process, reduce security clearance vulnerabilities, decrease back-end processing timelines and support simultaneous information sharing within various DoD entities as well as among authorized federal agencies.
 - DISS is building a foundational architecture and platform to integrate eligibility and access determinations for Personnel Security, Suitability, HSPD-12 credentialing, and future mission capabilities.
 - DISS **will incrementally replace legacy application** to become the single system of record for eligibility determinations and access management with the DoD.
 - Deployment Phases:
 - Phase 1: DISS deployment will replace the legacy versions of the CASE Adjudication Tracking System (CATS) and Gatekeeper Portal.
 - Phase 2 : DISS will address the replacement of the JPAS.
 - Once full deployment of DISS is completed and the legacy versions of CATS and JPAS have been replaced, those system will be decommissioned.
 - 3/7/18: Triad had 2 technical meetings with DISS and left the table both times with them understanding that what they are building may not work for IPPS-A and them saying "I hear you but....".
 - DISS current design is not intended to populate a system, but rather to get a single SSN response upon request.
 - No timeline available at this time
- SOES – SGLI (Service-members' Group Life Insurance) Online Enrollment System.
 - Soldiers may log in to SOES with their CAC or DS Logon to verify their SGLI coverage and beneficiaries are up-to-date.
 - This modernization to the Army's Human Resources system at large also serves as an admin tool for commanders and Army HR personnel to better support Soldiers and Families.
 - SOES access for other branches of service is planned for future releases .
 - 3/7/18: PMO scheduled a follow up meeting but that is not until the last week of March. PMO will see if they can meet sooner. No timeline available at this time.
- DISS/SOES PMO point of contact Sandrine McCollum



Signed_20180108 OUSD(I) DISS Deployment Memo and Fielding Plan (002).pdf



- Major – Releases identified as part of the Acquisition Program Baseline. A major release will introduce new business processes, and may introduce updates to existing business processes.
- Minor – Additions, modifications, and/or enhancements to existing IPPS-A product capability which may include new/modified information exchanges and any law, regulation, or policy (LRP) changes.
- Application / Infrastructure / Security – Fixes to major or minor releases that originate from the IPPS-A SI (e.g., code updates, configuration setting changes, training documentation updates, etc.). This also includes vendor service pack releases (i.e., Oracle, Gradkell, etc.) and DoD security mandates/patches.

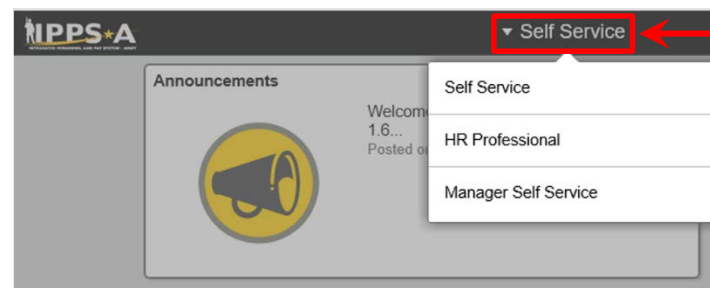


What Can Soldiers Do?

One Soldier ★ One Record ★ One Army



iHub – Navigation - Soldier Self Service



When logging in to IPPS-A, a Soldier will automatically be directed to their Self Service landing page.

Soldiers will be able to move the tiles in any order they choose, except for Announcements, they can also remove tiles. Tiles are sent to a tile repository and can be retrieved if you choose to re-add the tile.

Announcements:

- System wide announcements

IPPS-A Help Center:

- Create and monitor a case/help desk ticket

IPPS-A Hands-on Training:

- Soldier can access distance learning for IPPAS-A and practice scenarios

My Profile:

- Access and/or Update your personal details, physical readiness, talent profile, and talent profile history

My Personnel Action Requests (PAR):

- Create, submit, review a PAR during the routing process

Dependent/Beneficiary Coverage:

- Dependent information from DEERS displaying eligible beneficiaries

My SRB Questionnaire:

- A questionnaire that is to be taken once then the tile can be sent to the repository

iPERMS Login:

- Navigates a Soldier iPERMS log in

My Soldier Record Brief (SRB):

- Link to SRB

My Orders:

- Capability to query any/all orders on member that were created in IPPS-A (i.e. promotions, assignments, etc.)

DOD Compensation Calculator:

- Navigates a Soldier to a link to do scenario based calculations



My Personal Details

Addresses:

- Soldiers will have the ability to update their addresses (home and mailing)

Contact Details:

- Soldiers will have the ability to update their contact details (phone and email)

Marital Status:

- Soldier's marital status is fed to IPPS-A from DEERS

Name:

- Displays current name (and history of names)
- Soldier can submit a PAR to update their name

Ethnic Groups:

- Displays race, religion, and ethnic group

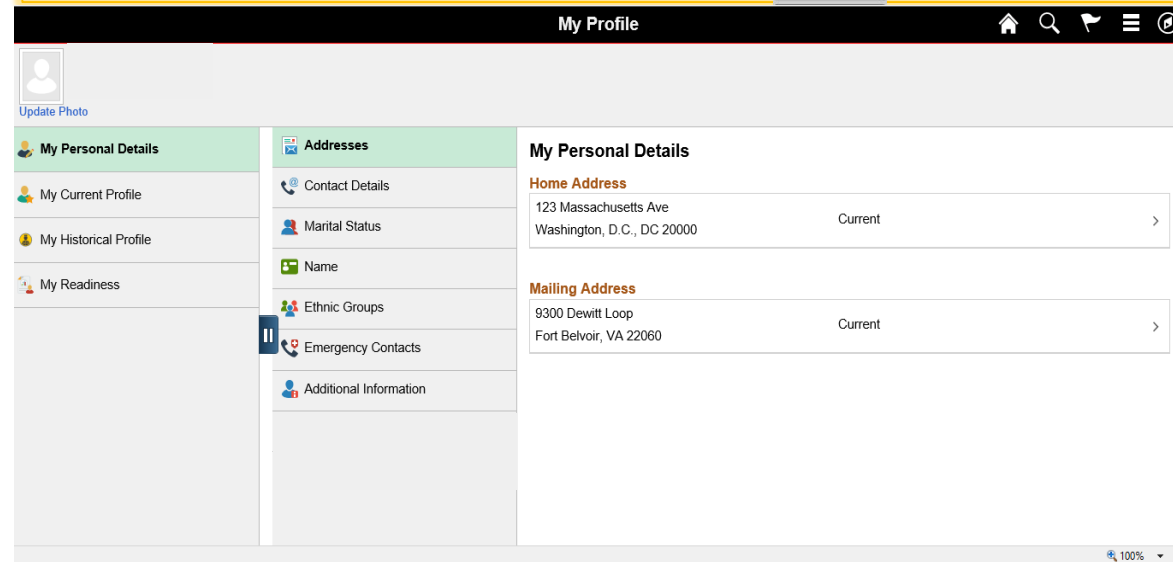
Emergency Contacts:

- Displays contact's name and relationship
- Soldier's will have access to update, edit, and add emergency contacts
- One listed contact will be selected as the preferred contact
 - ❖ **WILL NOT BE THE SAME AS THE DD Form 93**

Additional Information:

- Displays Gender, DOB, Birth State, DOD ID Number, Duty Status, Field Duty Status, and their BASD (original start date and last start date)

My Personal Details is the default page for a Soldier's "My Profile" page. To access this information click the My Profile tile on the Self Service page.



What can a Soldier update on their own?

- ✓ Home Address
- ✓ Mailing Address
- ✓ Email Address
- ✓ Phone Number
- ✓ Race
- ✓ Religion

***There is an outbound information feed from Defense Enrollment Eligibility Reporting System (DEERS) to IPPS-A

Way Forward: There will be an outbound and inbound information feed between the two systems.***

My Current Profile

The **Current Profile** view gives a Soldier a dynamic outlook of their personnel information; and elements of their 25 point profile. It provides an encompassing view of a Soldier's education, talents, qualifications, and readiness. In Release 3 more elements from the 25 point profile will be available.

1. Career Management

Jobcode (MOS/MOSW/AOC)
Career Progression MOS
Basic/Detail Job Family
Control Job Family
Functional Area
Functional Category
Regimental Affiliation
Last Evaluation Date
Rating Profile Information

2. Qualifications

PRP Qualifications
ASVAB Tests/Examinations
Armed Forces Qual Test
Weapons Qualification
Professional Filler – PROFIS
Reserve Officer Training

3. Education

Military Education Level
MIL – Joint Prof Education Lvl
MIL – Distinctions
CIV – Degrees
CIV – Education Level
CIV – Education Certification
Fellowship
Scholarship

4. License & Certifications

Acquisition Certifications
Professional Certifications
Health Professional Lic/Certs
Technical Certifications

5. Skills

Special Qualifications ID
Additional Skill Identifiers
Personnel Development ID
Civilian Acquired Skills

Talent Profile

- 1 Career Management
- 2 Qualifications
- 3 Education
- 4 License & Certifications
- 5 Skills
- 6 Awards and Decorations
- 7 Language
- 8 Civilian Employment
- 9 Aviation
- 10 Assignment Information
- 11 Physical Profiles
- 12 Military Spouse Information
- 13 Troop Command
- 14 Security Information
- 15 Benefits
- 16 Service Data

20 Year Certification Status

Data does not exist and cannot be added here.

6. Awards and Decorations

Award Eligibility
Campaign and Service
Combat & Skill Badges
Foreign Awards
Identification Badges
Military Decorations
Nonmilitary Decorations
Fed Unit Awards
State Awards
State Unit Awards

7. Language

Language Skills
Self Appraisal Language
Defense Lang Aptitude

8. Civilian Employment

Civilian Employment
Military Technician

9. Aviation

Aircraft Series
Aviation Gate Status
Aviation Service Entry Date
Dt of Initial Aeronautical Rat
Military Aeronautical Rating
Suspension Flying Status
Pilot Status
Total Op Flying Duty Credit

10. Assignment Information

Active Status Program
Training Status (IETSA)
Mobility Preference
Location Preference
Geographic Preferences

11. Physical Profiles

PULHES
Army Physical Fitness Test
Body Fat
Occupational Physical Assessment
Person Color Vision Test
Physical Category Codes

12. Military Spouse Information

13. Troop Command

Troop Command
Command Status

14. Security Information

Personnel Security Status
Personnel Security Requirement
Security Investigation

15. Benefits

Montgomery G.I. Bill (MGIB)
BAH Dependent Status
Additional Benefits
Last Verified Emergency Data Dt

16. Service Data

20 Year Certification Status
Discharge Character of Service
Active Federal Officer Service
Active Federal Service
Cumulative Retirement Pts
Yrs Creditable Reserve Retire
Retirement Year End Date

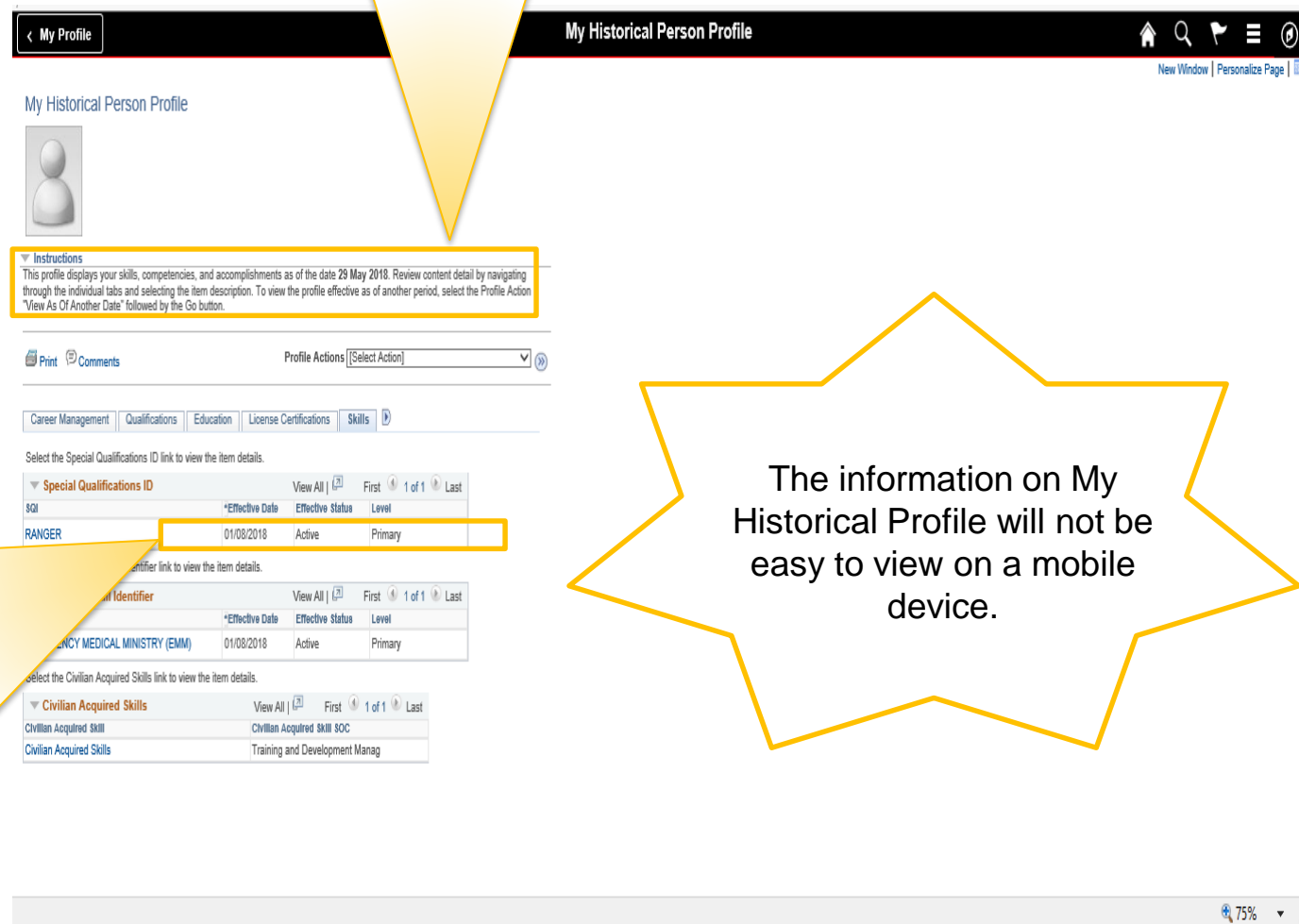
My Historical Profile

This profile displays your skills, competencies, and accomplishments as of the date 30 May 2018. Review content detail by clicking through the individual tabs and selecting each item. To view the profile effective as of another date, select the Profile Action "View As Of Another Date" followed by the Go button.

My Historical Profile

Soldiers will be able to view and update:

- Career Management
- Qualifications
- Education
- License Certifications
- Skills
- Awards and Decorations
- Language
- Assignments Information
- Physical Profile
- Security Information
- Benefits



My Historical Person Profile

Instructions
This profile displays your skills, competencies, and accomplishments as of the date 29 May 2018. Review content detail by navigating through the individual tabs and selecting the item description. To view the profile effective as of another period, select the Profile Action "View As Of Another Date" followed by the Go button.

Profile Actions [Select Action]

Career Management | Qualifications | Education | License Certifications | Skills

Select the Special Qualifications ID link to view the item details.

Special Qualifications ID	Effective Date	Effective Status	Level
RANGER	01/08/2018	Active	Primary

Select the Civilian Acquired Skills link to view the item details.

Civilian Acquired Skill	Civilian Acquired Skill SOC	Civilian Acquired Skills
Training and Development Manag		

The information on My Historical Profile will not be easy to view on a mobile device.

My Readiness

My Readiness outlines the process of capturing medical information from Army Training Management System (ATMS) and Medical Operational Data System (MODS), and allowing an authorized user to view the data. The system maintains medical information to support deployment availability determinations and Soldier management throughout their career. This information includes PULHES data, Integrated Disability Evaluation System (IDES), and wounded information.

Physical Exams EmpID 000000292 Name: CPT Willie Wilson

Physical Qualifications

Body Fat

Effective Date	01/09/2018
Body Fat Code	M
Body Fat Description	Meets Standard
Height	72.00
Weight	180.00
Height/Weight	PASS

APFT

APFT Score	300
APFT Pass/Fail	P
Ineligibility Reason	
Ineligibility Description	
Effective Date	09/18/2017

PULHES

Effective Date	05/04/2017
P-	1
U-	1
L-	1
H-	1
E-	1
S-	1

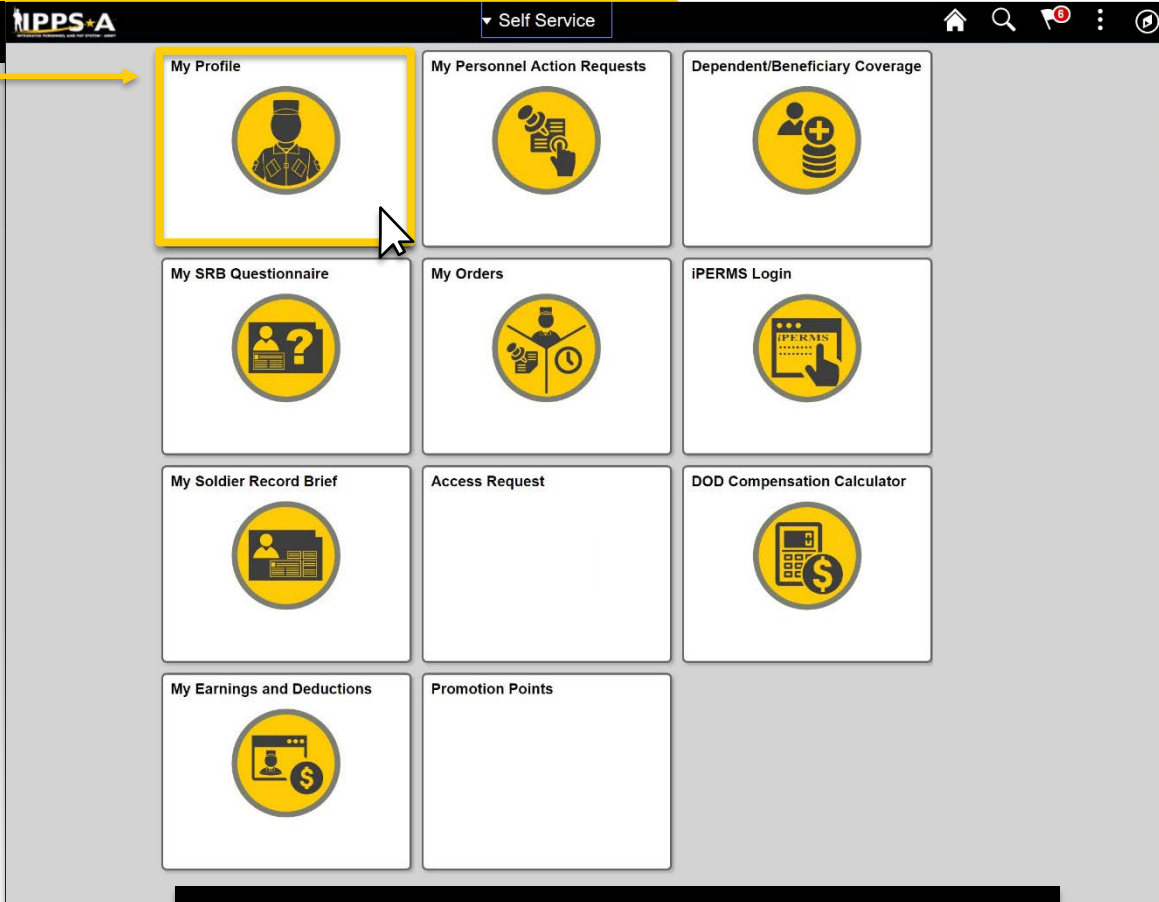
The information in My Readiness Historical Profile will be easy to view on a mobile device.

My Readiness is information that is delivered to IPPS-A from the ATMS, MODS, and the Medical Protection System (MEDPROS).

What does Talent Management look like in Release 2?

For the Soldier

- **My Profile** Section of Landing Page
 - Fluid “Mobile” View
 - Shows limited items from the **25 POINT PROFILE** of the Soldier:
 - **ASSIGNMENT PREFERENCES**
 - **BENEFITS** (as Part of Compensation)
 - **QUALIFICATIONS:**
 - Licenses (Professional & Technical)
 - Skills (ASI/SQI)
 - Languages
 - Awards & Decorations
 - **CAREER MANAGEMENT**
 - Civilian Employment
 - Education (Including Military)
 - Service Dates
 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions (“Troop Command”)



Rel 2. View of Soldier Landing Page to “My Profile” Section

Talent Management: Soldier Self Service (Cont'd)

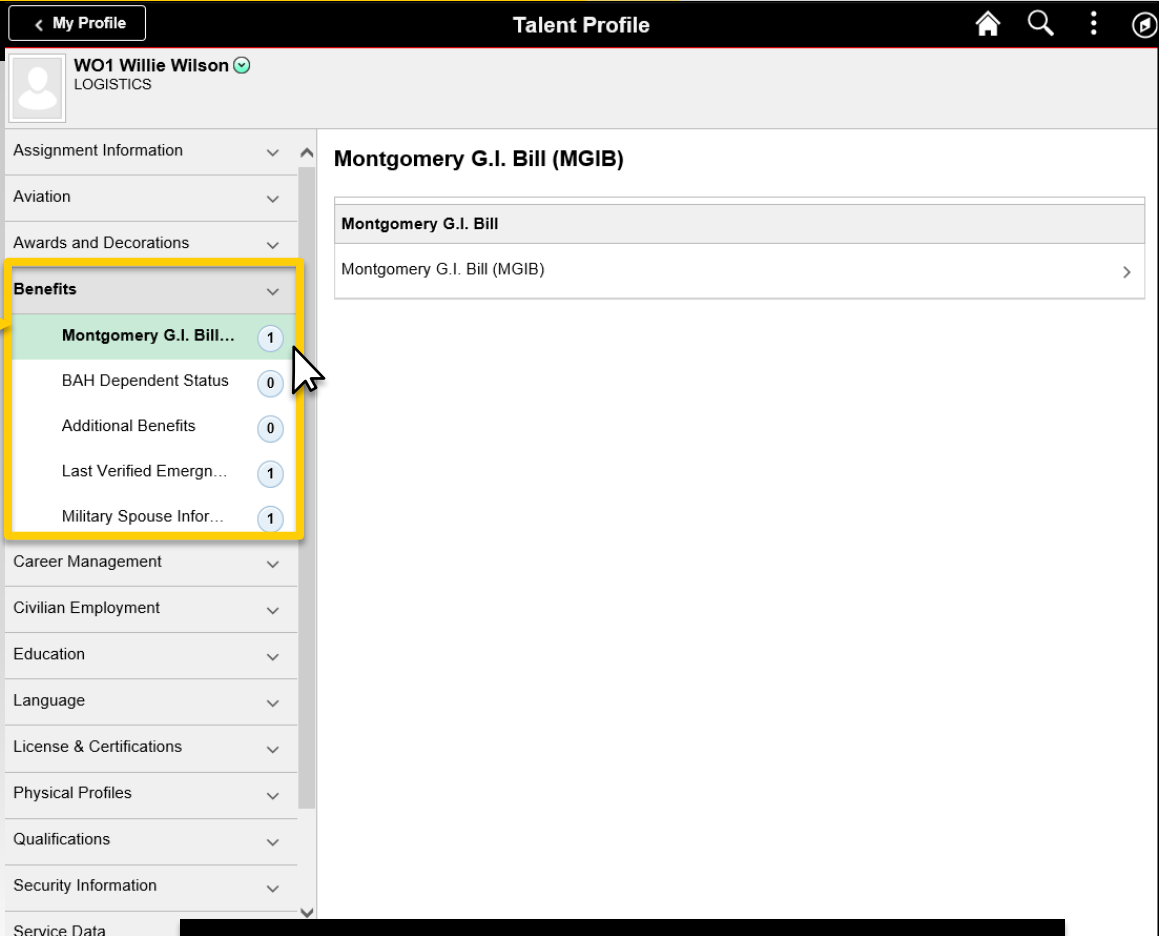


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 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions ("Troop Command")



WO1 Willie Wilson
LOGISTICS

- Assignment Information
- Aviation
- Awards and Decorations
- Benefits**
 - Montgomery G.I. Bill... 1
 - BAH Dependent Status 0
 - Additional Benefits 0
 - Last Verified Emergn... 1
 - Military Spouse Infor... 1
- Career Management
- Civilian Employment
- Education
- Language
- License & Certifications
- Physical Profiles
- Qualifications
- Security Information
- Service Data

Montgomery G.I. Bill (MGIB)

Montgomery G.I. Bill

Montgomery G.I. Bill (MGIB)

Rel 2. View of Benefits Tab on Soldier Talent Profile Page

Talent Management – Soldier Self Service (Cont'd)



What does Talent Management look like in Release 2?



For the Soldier

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 - Fluid “Mobile” View
 - Shows limited items from the **25 POINT PROFILE** of the Soldier:
 - **ASSIGNMENT PREFERENCES**
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 - **Language**
 - Awards & Decorations
 - **CAREER MANAGEMENT**
 - Civilian Employment
 - Education (Including Military)
 - Service Dates
 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions (“Troop Command”)

Self Appraisal Language Skills

Self Appraisal Language Skills	Reading Proficiency	Speaking Proficiency	Listening Proficiency
JAPANESE	<div style="width: 50%;"></div>	<div style="width: 25%;"></div>	<div style="width: 100%;"></div>
SPANISH	<div style="width: 50%;"></div>	<div style="width: 50%;"></div>	<div style="width: 100%;"></div>

Self Appraisal Language Skills Form Fields:

- *Effective Date: 05/30/2018
- *Self Appraisal Language Skills: GERMAN
- *Effective Status: Active
- Reading Proficiency: 1 - Low
- Speaking Proficiency: 3 - High
- Listening Proficiency: 2 - Moderate
- Evaluated by: [Dropdown]
- Comments: [Text Area]
- Last Updated: 05/30/2018 9:57:29AM
- Updated By: WILLIE.WILSON.MIL

Rel 2. View of Self-Professed Languages on Soldier Talent Profile Page

PAR: Request for Religious Accommodations



Soldiers will have the ability to initiate their own request for Religious Accommodations for any of the following:

1. Wear & Appearance Uniform
2. Dietary Practices
3. Grooming
4. Medical
5. Worship Practices

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the HR Professional will manually update the personnel restriction on the Member's record.
- Instructions with regulatory guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



Instructions

Soldiers General

When religious faith and practices place them in conflict with military requirements, soldiers should submit a written request to their commander for an accommodation of religious practices per AR600-20. In many cases, the unit commander can easily grant the accommodation. In other situations, the commander may be unable to grant full accommodation due to the nature of the request, the mission of the unit, or other extenuating circumstances. Military readiness, unit cohesion, health, safety, and discipline are the commander's greatest concern. If the commander approves the request, the soldier must understand that the accommodation is only valid for that unit and that commander if either change, the soldier must submit a new request. If the commander disapproves the request, the soldier must comply with the commander's decision. However, the soldier may request that the commander forward the accommodation request packet (with all chain of command endorsements and decisions) to the Committee for an advisory opinion, and that the commander reconsider the decision based on the recommendation of the committee.

Procedure

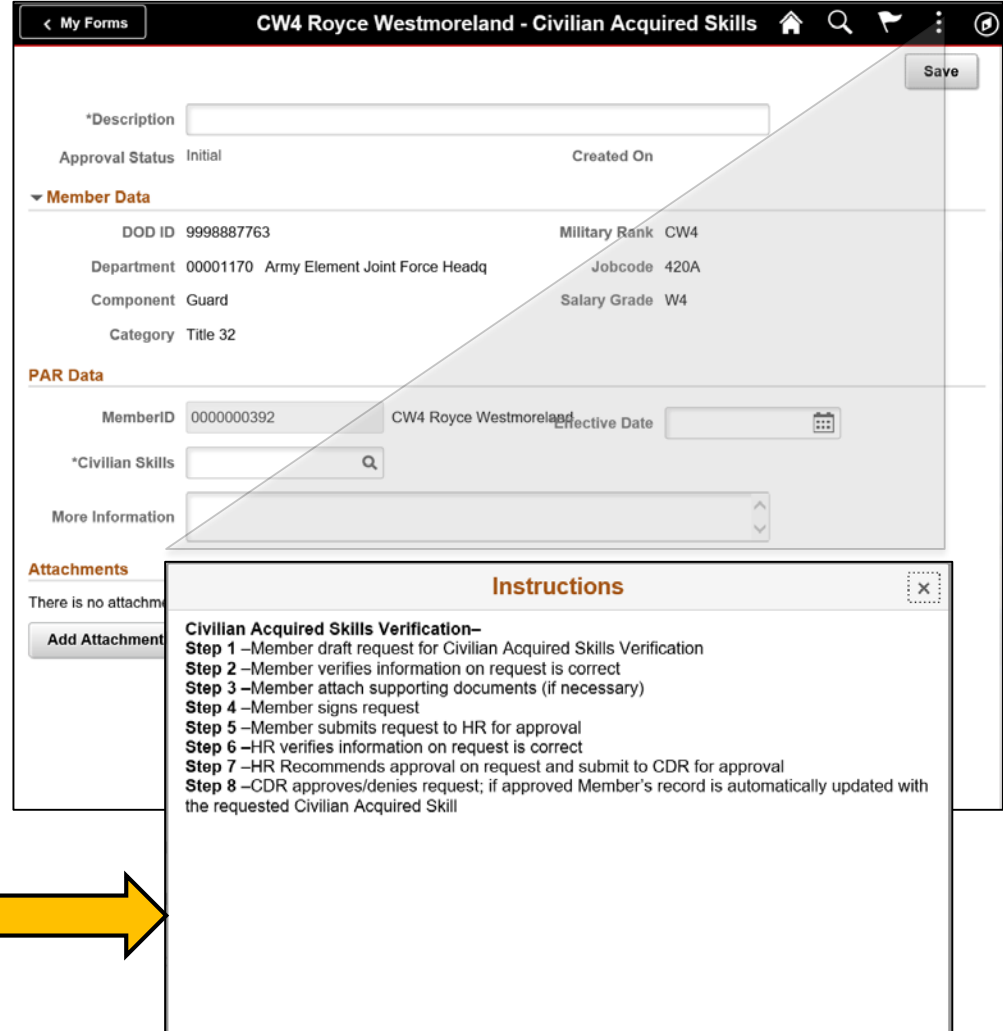
- a. A soldier who submits a request for accommodation of Religious practice will provide information to assist the unit commander in evaluating the request. The request must state that the requesting soldier consents to maintaining this information in Government records. Statements from the following sources attached to the request would assist the commander:
 - (1) The religious group with which the soldier is affiliated.
 - (2) Members of that religious group.
 - (3) Persons who are acquainted with the soldier and with the soldier's religious practices. Statements by chaplains or staff judge advocates might be included.
- b. Approval or disapproval of the request for accommodation will be given to the soldier in writing.
- c. If the unit commander determines that the religious practices cannot be accommodated, the soldier may:
 - (1) Request on a DA Form 4187 (Personnel Action) through command channels, that the committee review the commander's decision and provide an advisory opinion as to whether the decision was within the intent of AR 600-20. Regardless of the advisory opinion provided, the unit commander will make the final decision within the limits of policy and regulatory direction. Soldiers who feel that their requests have not been given a fair hearing even after referral to the committee, may seek redress under article 138, Uniform Code of Military Justice. They may also petition the Army Board for the Correction of Military Records for correction of appropriate records.
 - (2) Request reassignment, reclassification, or separation, if a conflict between the military requirement and the soldier's religious practice still exists. The soldier should be referred to the unit commander, first sergeant, chaplain, or a legal assistance attorney for assistance in this matter. The Army intends no conflict between soldiers' adherence to strict religious practices and compliance with Army policy, directives, or orders. However, it must be understood that not all religious practices can be accommodated by every commander. Some religious practices cannot be accommodated by any commander. What may be easily accommodated in one unit or location may be impossible in another unit or location. This may be due to different unit missions, areas of operation, health or safety requirements, or other critical considerations.
- d. Requests for accommodation of difficult or unusual religious practices may be sent through command channels to the Committee for the Review of Accommodation of Religious Practices in the U.S. Army. Send to HQDA, ATTN: DAPE-HR-S, WASH DC20310-0300. If the religious practice is a type that can be accommodated, it will be added to AR 600-20, or to the regulation governing the area of accommodation or to this pamphlet. The commander will notify the soldier in writing through command channels of the final decision regarding the soldier's request.
- e. Approved wear and appearance practices are listed in AR670-1 as an exception to policy. A soldier may request that the unit commander accommodate these religious practices. If the religious practice is listed as an exception to wear and appearance standards in AR 670-1, the unit commander will approve the accommodation when the soldier satisfies all wear and appearance standards that apply to that practice.

Soldier can request

PAR: Civilian Acquired Skills Verification

Soldiers will have the ability to submit a Personal Action Request to have their Civilian Acquired Skills Verified by providing supporting documents.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Civilian Acquired Skills will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



Civilian Acquired Skills Verification—

- Step 1** –Member draft request for Civilian Acquired Skills Verification
- Step 2** –Member verifies information on request is correct
- Step 3** –Member attach supporting documents (if necessary)
- Step 4** –Member signs request
- Step 5** –Member submits request to HR for approval
- Step 6** –HR verifies information on request is correct
- Step 7** –HR Recommends approval on request and submit to CDR for approval
- Step 8** –CDR approves/denies request; if approved Member's record is automatically updated with the requested Civilian Acquired Skill

Soldier can request

PAR: Qualifications and Skills

Soldiers will have the ability to submit a Personnel Action Request to update their Qualifications and Skills for:

- Officer Branch Transfer (Change of Branch)
- Warrant Officer Primary MOS Change
- Officer AOC and Functional Area Change
- MOS Change
- Adding a Skill Qualification Identifier

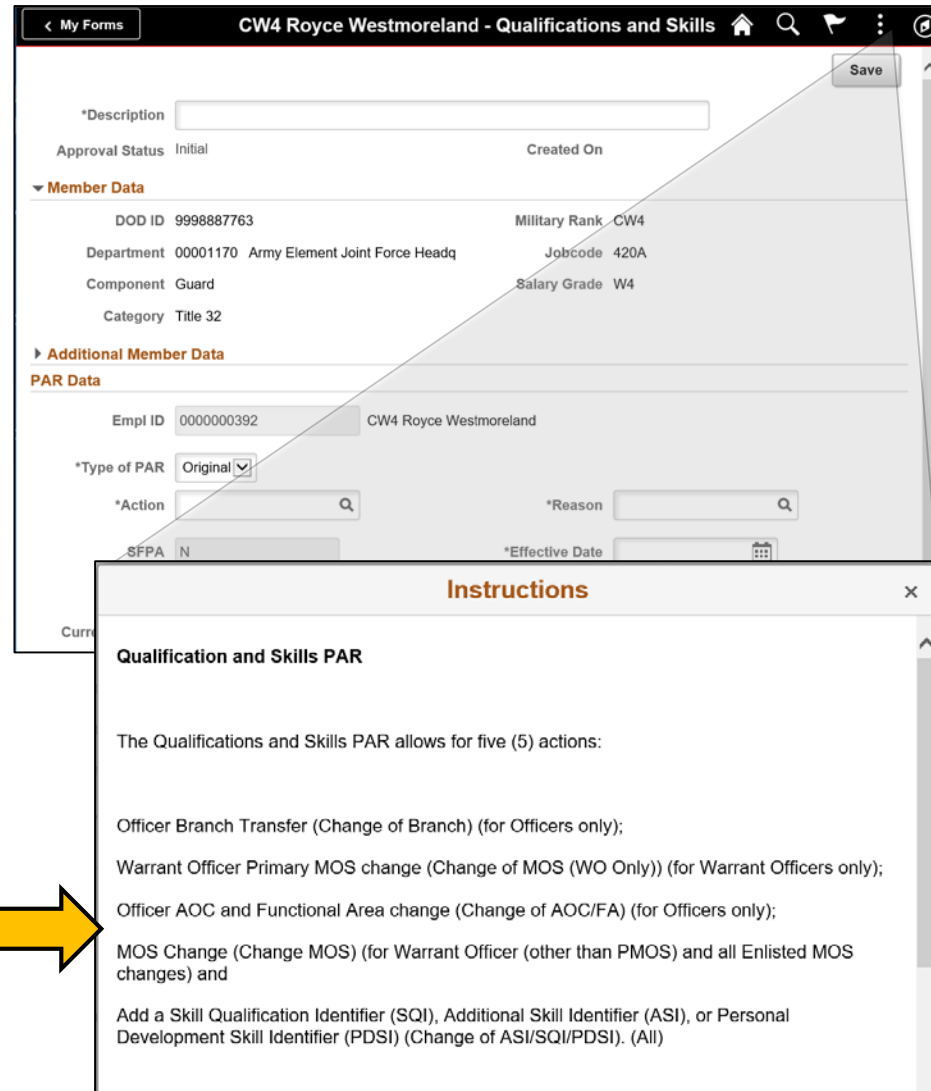
- Automatic workflow through their S1 pool and chain of command.

- Request will be work-flowed in IPPS-A, allowing transparency and tracking.

- Upon approval, an HR Professional will manually update the Member's qualifications and skills in IPPS-A.

- Instructions with guidance and checklist of all required documents to ensure approval.

- IPPS-A will notify Soldiers upon approval.



Qualification and Skills PAR

The Qualifications and Skills PAR allows for five (5) actions:

- Officer Branch Transfer (Change of Branch) (for Officers only);
- Warrant Officer Primary MOS change (Change of MOS (WO Only)) (for Warrant Officers only);
- Officer AOC and Functional Area change (Change of AOC/FA) (for Officers only);
- MOS Change (Change MOS) (for Warrant Officer (other than PMOS) and all Enlisted MOS changes) and
- Add a Skill Qualification Identifier (SQI), Additional Skill Identifier (ASI), or Personal Development Skill Identifier (PDSI) (Change of ASI/SQI/PDSI). (All)

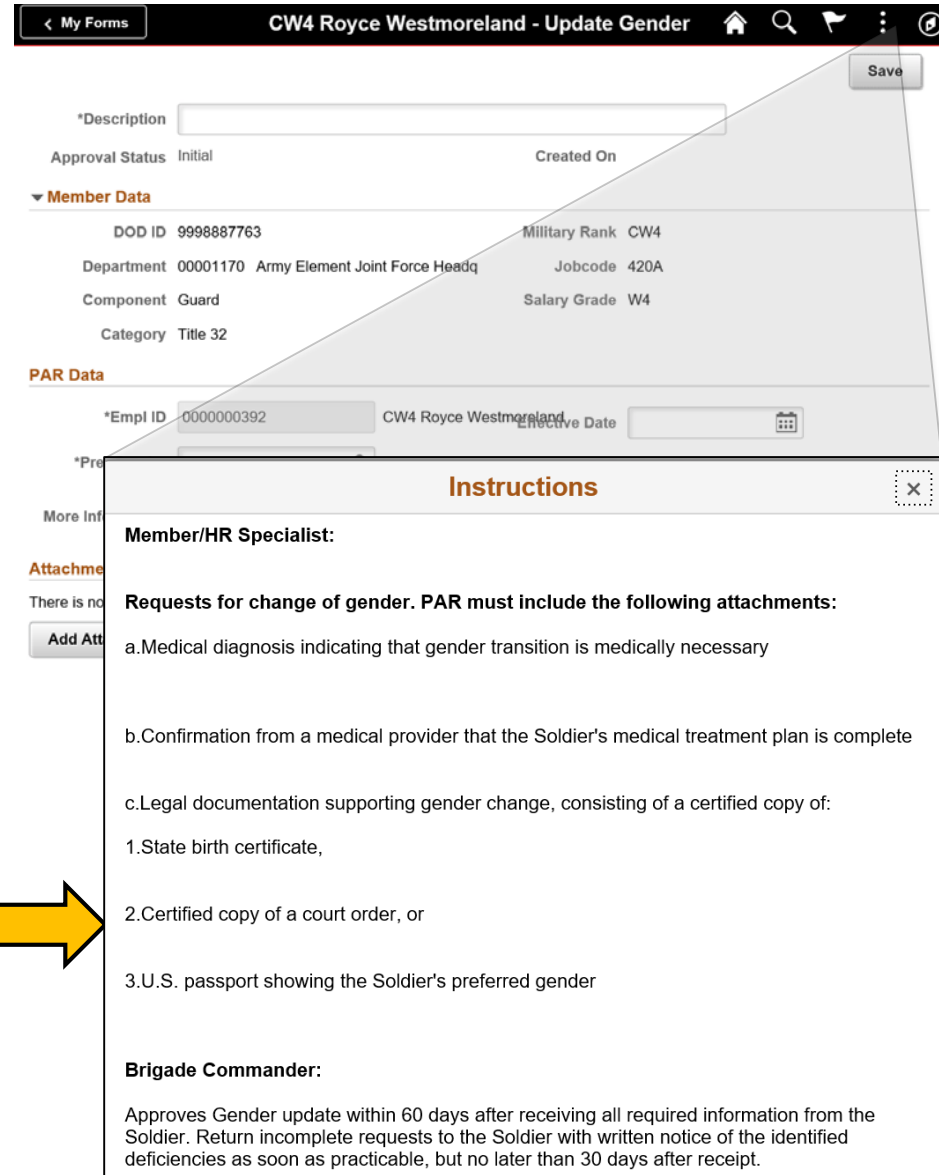
Soldier can request

PAR: Update Gender

Soldiers will have the ability to submit a Personnel Action Request to update their Gender with required documents:

- Medical diagnosis indicating a gender transition is medically necessary.
- Confirmation from medical provider that Soldier's medical treatment plan is complete.
- Legal documentation supporting the gender change (amended birth certificate, court order, US passport)

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Member's gender will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.
- Can be updated manually.



My Forms CW4 Royce Westmoreland - Update Gender

*Description

Approval Status Initial Created On

Member Data

DOD ID	9998887763	Military Rank	CW4
Department	00001170 Army Element Joint Force Headq	Jobcode	420A
Component	Guard	Salary Grade	W4
Category	Title 32		

PAR Data

*Empl ID 0000000392 CW4 Royce Westmoreland Effective Date

*Pre

Instructions

Member/HR Specialist:

Requests for change of gender. PAR must include the following attachments:

- a. Medical diagnosis indicating that gender transition is medically necessary
- b. Confirmation from a medical provider that the Soldier's medical treatment plan is complete
- c. Legal documentation supporting gender change, consisting of a certified copy of:
 1. State birth certificate,
 2. Certified copy of a court order, or
 3. U.S. passport showing the Soldier's preferred gender

Brigade Commander:

Approves Gender update within 60 days after receiving all required information from the Soldier. Return incomplete requests to the Soldier with written notice of the identified deficiencies as soon as practicable, but no later than 30 days after receipt.

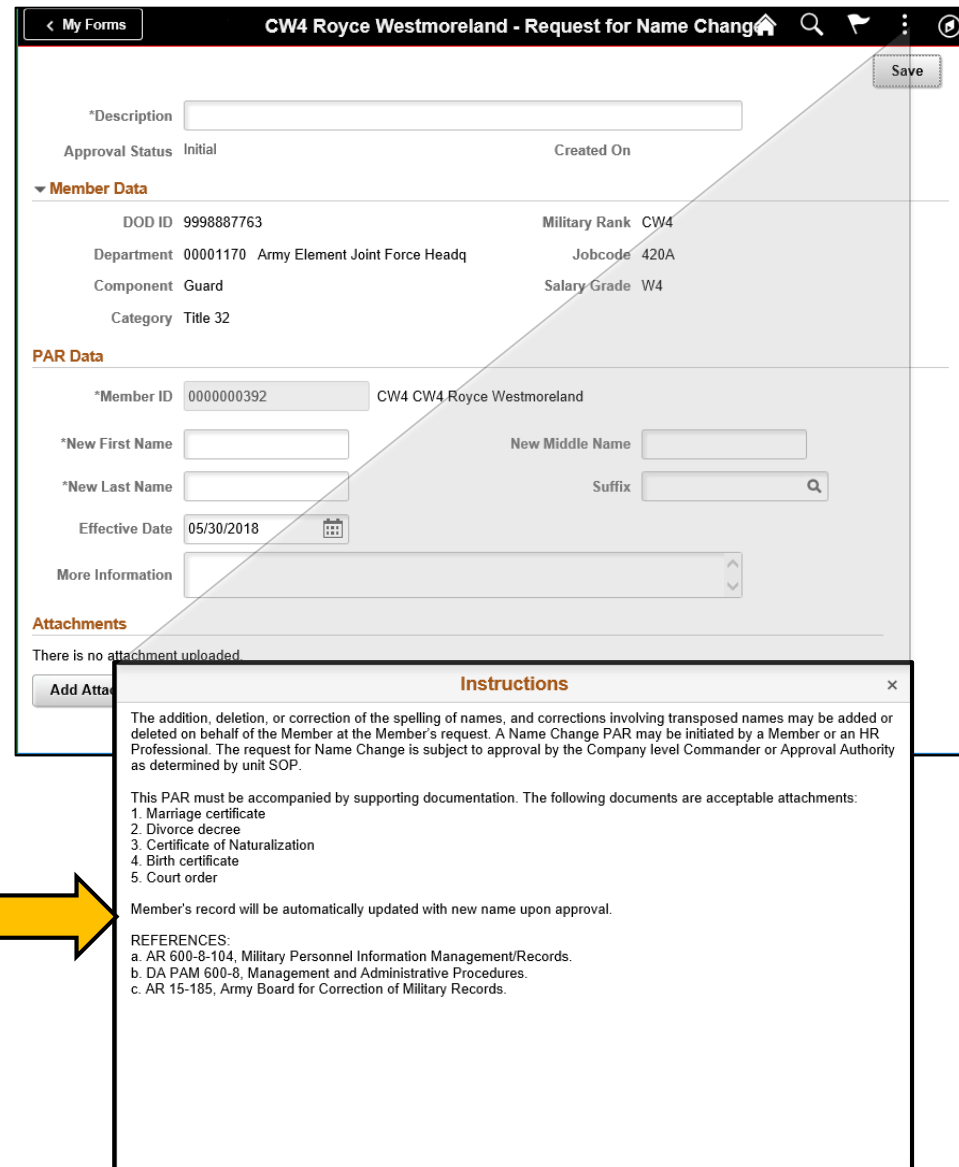
PAR: Request for Name Change

Soldiers will have the ability to initiate their own request for Name Change with any of the acceptable attachments:

1. Marriage certificate
2. Divorce decree
3. Certificate of Naturalization
4. Birth Certificate
5. Court Order

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Member's name change will be updated in IPPS-A.
- Instructions with regulatory guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.

Soldier can request



Instructions

The addition, deletion, or correction of the spelling of names, and corrections involving transposed names may be added or deleted on behalf of the Member at the Member's request. A Name Change PAR may be initiated by a Member or an HR Professional. The request for Name Change is subject to approval by the Company level Commander or Approval Authority as determined by unit SOP.

This PAR must be accompanied by supporting documentation. The following documents are acceptable attachments:

1. Marriage certificate
2. Divorce decree
3. Certificate of Naturalization
4. Birth certificate
5. Court order

Member's record will be automatically updated with new name upon approval.

REFERENCES:

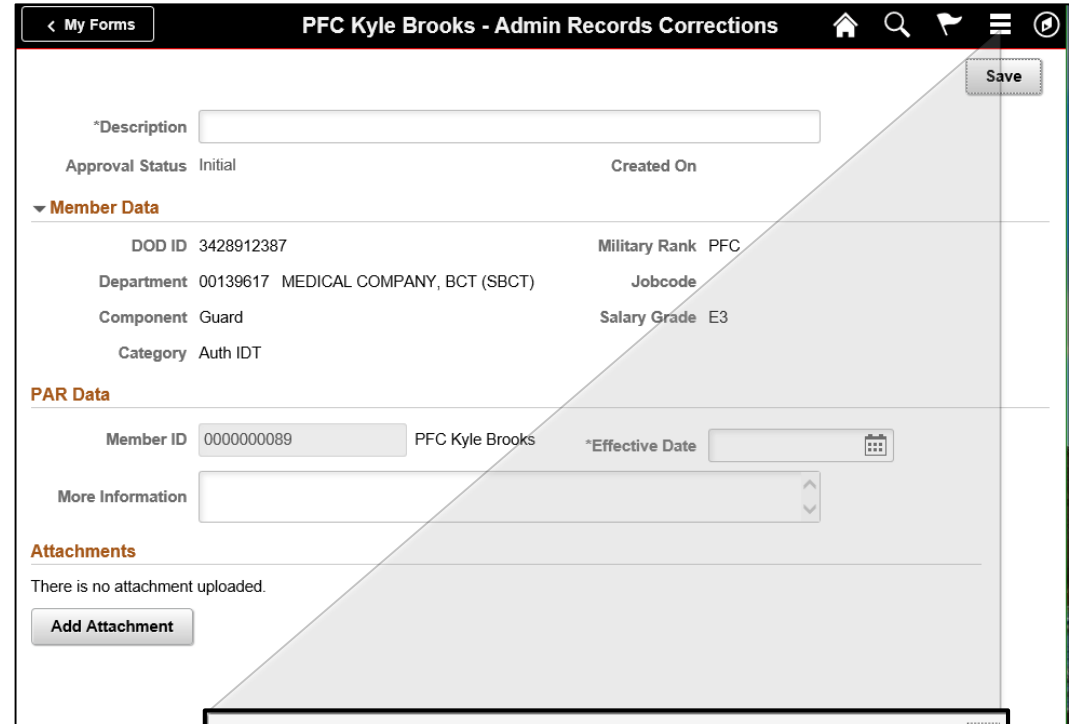
- a. AR 600-8-104, Military Personnel Information Management/Records.
- b. DA PAM 600-8, Management and Administrative Procedures.
- c. AR 15-185, Army Board for Correction of Military Records.

PAR: Admin Records Correction

Soldiers will have the ability to initiate an Admin Records Correction to fix errors related to their record such as:

1. Missing school & performance evaluations.
2. Incorrect or Missing Awards
3. Erroneous Flags
4. Incorrect Service Dates

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the HR Professional will take the appropriate course of action to update the Members record with the correction.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



< My Forms PFC Kyle Brooks - Admin Records Corrections Save

*Description

Approval Status Initial Created On

Member Data

DOD ID 3428912387 Military Rank PFC

Department 00139617 MEDICAL COMPANY, BCT (SBCT) Jobcode

Component Guard Salary Grade E3

Category Auth IDT

PAR Data

Member ID 0000000089 PFC Kyle Brooks *Effective Date

More Information

Attachments

There is no attachment uploaded.

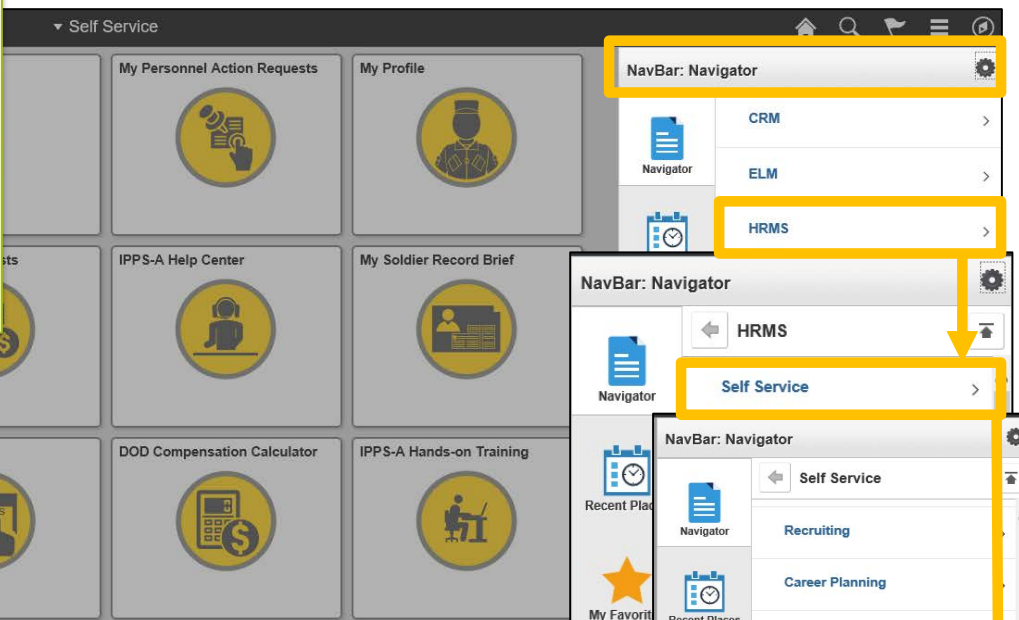
Add Attachment

Instructions

- Step 1 – Upon receipt of HQDA selection list, compare with eligible to ensure all were considered.
- Step 2 – Notify eligible member of Non Selection
- Step 3 – Verify reason Member was not selected (system error, erroneous flag)
- Step 4 – Prepare fully justified, Administrative Records Correction
- Step 5 – Attach all supporting documents to the request
- Step 6 – Route request for signature by Promotion authority (LTC or above)
- Step 7 – Send Administrative Records Correction request to Commander, U.S. Army Human Resources Command (AHRC-PDV-PE), 1600 Spearhead Division Avenue, Department 472, Fort Knox, KY 40122-5407, or email usarmy.knox.hrc.mbx.tagd-jr-enlisted-promotions@mail.mil for approval.

Soldier can request

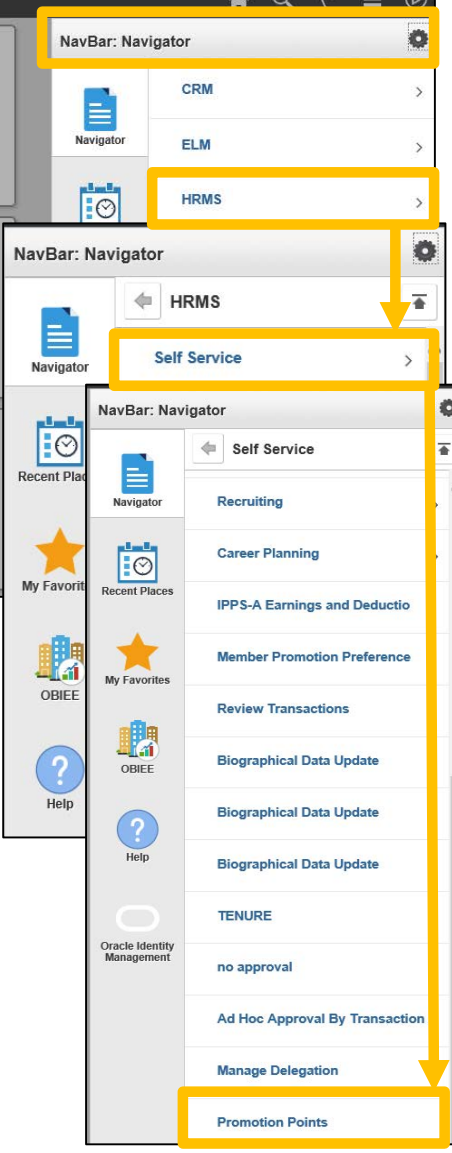
Soldiers will no longer have to make an appointment with their HR professional and sit through painful hours of reviewing their Promotion Point Worksheet!



ENLISTED PROMOTION POINT WORKSHEET				
SECTION I – MEMBER INFORMATION				
1. NAME (Last, First, Middle Initial) HEENER, ANDREA	2. EMPLOYEE ID 000000079	3. RANK SPC		
4. UNIT	5. CPMOS 00B	6. PMOS 00B0		
7. DATE OF BIRTH (YYYYMMDD)	8. DOR 2016/08/07	9. PEBD	10. BESD	11. ETS
12. ACTIVE STATUS PROGRAM			13. TECHNICIAN/SELECTIVE SERVICE CODE	
SECTION II – AWARDS				
14. AWARD:	15. AWARD:			
16. AWARD:	17. AWARD:			
18. AWARD:	19. AWARD:			
20. AWARD:	21. AWARD:			
22. AWARD:	23. AWARD:			
SECTION III – TRAINING AND EDUCATION DATA				
24. WEAPONS QUALIFICATIONS:	25. APFT SCORE: 0			
26. OTHER RESIDENT TRAINING WEEKS:	27. SELF-DEVELOPMENT COURSE HOURS:			
28. POST-SECONDARY SEMESTER HOURS:				
SECTION IV – VERIFICATION				
29. PROMOTION ASSIGNMENT PREFERENCES		30. REGION PREFERENCES		
IN MY UNIT: N		PREFERENCE 1:		
IN MY CITY, TOWN OR LOCAL AREA: N		PREFERENCE 2:		
IN MY BN OR MSC: N		PREFERENCE 3:		
LESS THAN 50 MILES FROM MY RESIDENCE: N		PREFERENCE 4:		
GREATER THAN 50 MILES FROM MY RESIDENCE: N		PREFERENCE 5:		
31. POINTS VERIFICATION		32. I DO OR DO NOT WANT TO BE CONSIDERED FOR MILITARY EDUCATION AND PROMOTION:		
MEMBER HAS VERIFIED POINTS: YES + NO: 0		I DO: + I DO NOT: 0		
SECTION V – APPRAISAL				
33. BOARD MEMBER 1:	34. BOARD MEMBER 2:			
35. BOARD MEMBER 3:	36. BOARD MEMBER 4:			
37. BOARD MEMBER 5:				
SECTION VI – TOTAL SCORE AND VERIFICATION				
A. FIELDS 14-23: AWARDS	0	50 POINTS MAXIMUM		
B. FIELD 24: WEAPONS QUALIFICATIONS	0	75 POINTS MAXIMUM		
C. FIELD 25: APFT	0	75 POINTS MAXIMUM		
D. FIELD 26: OTHER RESIDENT COURSES	0	50 POINTS MAXIMUM		
E. FIELD 27: SELF-DEVELOPMENT COURSES	0	75 POINTS MAXIMUM		
F. FIELD 28: POST-SECONDARY COURSES	0	75 POINTS MAXIMUM		
G. FIELDS 33-37: PROMOTION BOARD SCORE	0	600 POINTS MAXIMUM		
	TOTAL	0	1000 POINTS MAXIMUM	
38. RECORDER SIGNATURE	39. DATE SIGNED (YYYYMMDD)			
40. VERIFIER SIGNATURE	41. DATE SIGNED (YYYYMMDD)			

Soldiers will have access at their fingertips to:

- Verify their Promotion Point Worksheet (PPW) online at any given time.
- Scan and email supporting documents to their HR professional to update their PPW from their home or mobile device!



Special Pay Requests: Soldier



My Orders

Return to Orders Search

Order Number	Ord Nbr Sfx	Latest Version	Order Date	Type	Trans Type	View File
0000004798	00	00	05/23/2018	Original	Special/Incentive Pay	View File

The Soldier will receive a notification about the disposition of the request.

- They can select the notification flag to review the entry.
- The Soldier can then click the “My Orders” tile to view the orders report generated from an approved entry.
- Once an entry has been approved the system will generate a transaction to update DJMS and will send the report to iPERMS for update.

North Carolina Army Natl Guard
82nd Airborne Division

0000004798.00 23 May 2018
Polson Noble, 6541258749, MSG RIFLE COMPANY, COMBINED ARMS
B
4567 Maple St
Charlotte, NC 28105

ACTION TYPE: Special/Incentive Pay PURPOSE/REASON: Parachute Duty
EFFECTIVE/REPORT DATE/TIME: 01 June 2018 END/TERMINATION DATE: 31 May
2019

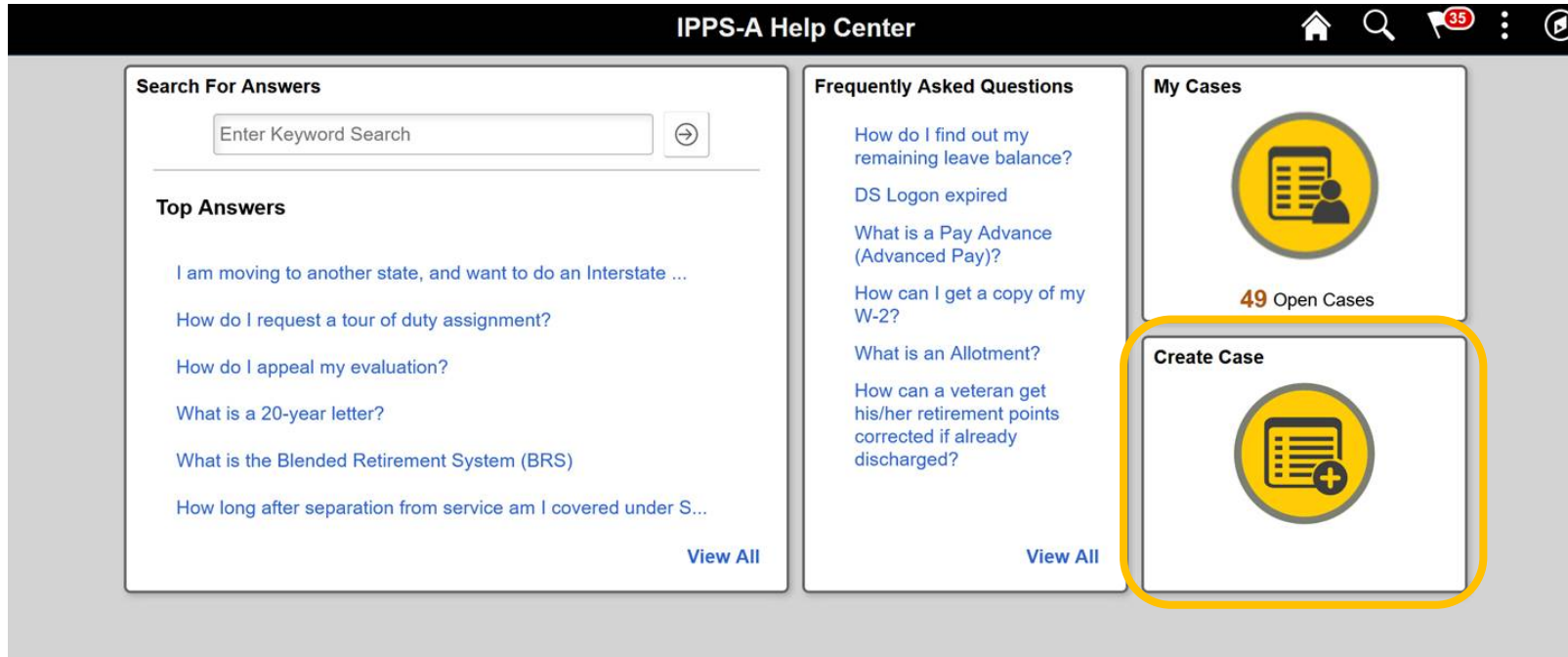
AUTHORITY: N/A
REPORT TO: N/A
POSITION NUMBER: N/A
ADDITIONAL INSTRUCTIONS:
None

APPROVED BY: ****OFFICIAL**** CPT Sara Goldman, Commander

BLUF: Soldiers have self-service access to the IPPS-A Help Center to search the Knowledge Base, submit cases/inquiries, and view status of cases.

- **Mobile access** – Soldiers have 24/7 access to IPPS-A Help Center via their mobile device (DS logon required)
- **Knowledge base** – IPPS-A has an integrated library of FAQs and Answers accessible to all Soldiers and HR Professionals (maintained by HRC/NGB)
- **Case submission** – cases submitted through self-service are automatically routed to the lowest level provider group (BN S1), Readiness NCOs are included in the BN S1 provider group for faster service
- **Dedicated Call Center support at HRC** – HRC operates the IPPS-A Tier 1 Helpdesk, staffed to triage/answer/escalate HR, IT, and Pay inquiries (Release 4)
 - Phone: 1-844-474-7772 (844-HRIPPSA)
 - Email: USARMY.IPPS-A.helpdesk@mail.mil

Soldier's View:



The screenshot displays the IPPS-A Help Center interface. At the top, the title "IPPS-A Help Center" is centered. The interface is divided into three main sections:

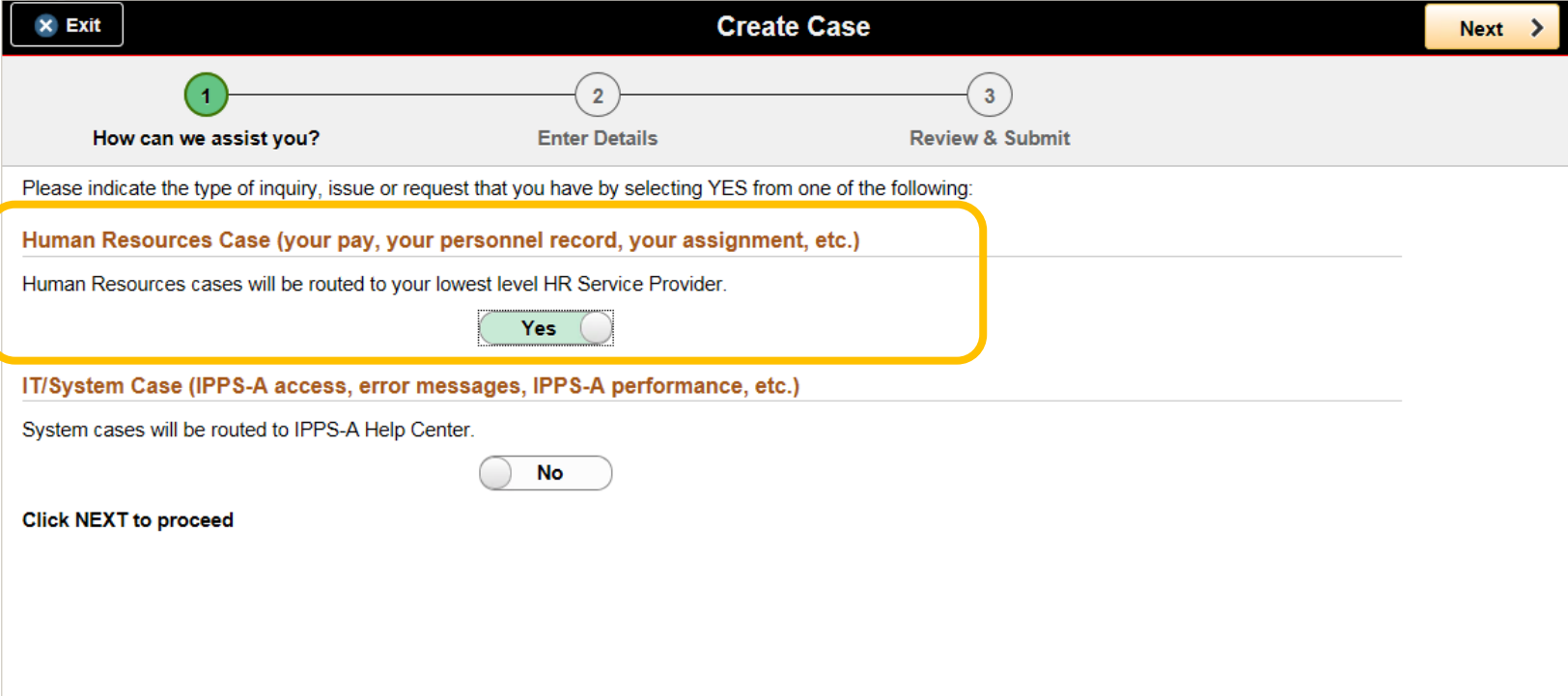
- Search For Answers:** Features a search bar with the placeholder text "Enter Keyword Search" and a search icon. Below the search bar, there is a "Top Answers" section listing several questions, such as "I am moving to another state, and want to do an Interstate ..." and "How do I request a tour of duty assignment?". A "View All" link is located at the bottom right of this section.
- Frequently Asked Questions:** Lists common questions like "How do I find out my remaining leave balance?" and "DS Logon expired". A "View All" link is at the bottom right.
- My Cases:** Shows a circular icon representing a case and the text "49 Open Cases". Below this, there is a "Create Case" section with a circular icon containing a plus sign, which is highlighted with a yellow border.

- Combined Dashboard for both HR and IT
 - The Dashboard will enable the member to search for both IT and HR Knowledge Base content
 - Different FAQ pagelets can be created to display HR or IT solutions
 - Members can monitor and create HR and IT cases

Self-Service Case Creation

Self-Service case creation landing page

- System determines routing and case type (HR or IT)
- Selection below determines the case entry fields displayed on the next screen
- HR cases are assigned to the lowest level HR provider
- IT cases are routed to the Tier 1 Helpdesk for triage



Create Case

Exit Next >

1 2 3

How can we assist you? Enter Details Review & Submit

Please indicate the type of inquiry, issue or request that you have by selecting YES from one of the following:

Human Resources Case (your pay, your personnel record, your assignment, etc.)

Human Resources cases will be routed to your lowest level HR Service Provider.

Yes

IT/System Case (IPPS-A access, error messages, IPPS-A performance, etc.)

System cases will be routed to IPPS-A Help Center.

No

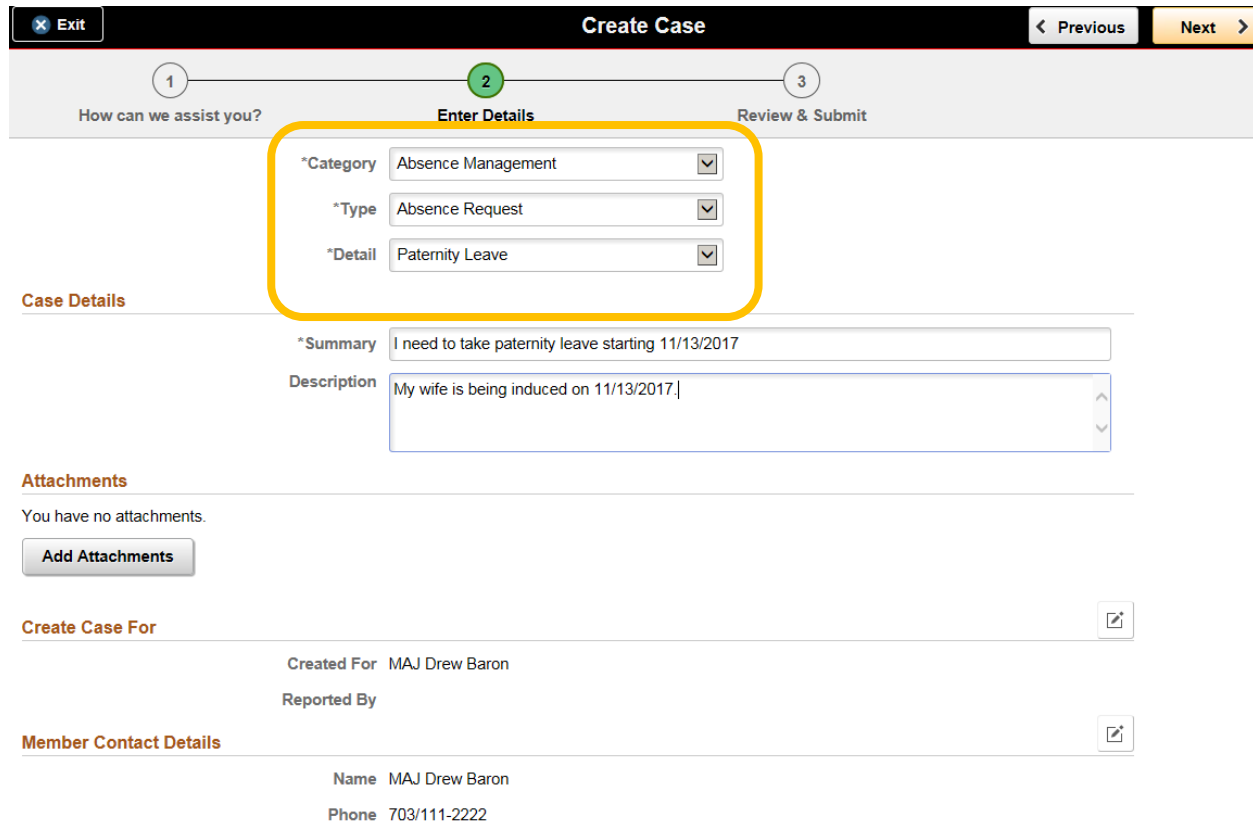
Click NEXT to proceed

Self-Service Case Entry

Cases are entered using Category/Type/Detail designation

- Limits case submission to predefined topics
- Allows for rapid assessment and escalation
- Metrics are easily tracked by Category/Type/Detail for trend analysis and reporting
- Knowledge Base solutions are arranged by Category for ease of use

Attachments (supporting documents, etc.) can be added to the case



Create Case

Exit Previous Next

1 2 3

How can we assist you? Enter Details Review & Submit

*Category Absence Management

*Type Absence Request

*Detail Paternity Leave

Case Details

*Summary I need to take paternity leave starting 11/13/2017

Description My wife is being induced on 11/13/2017.

Attachments

You have no attachments.

Add Attachments

Create Case For

Created For MAJ Drew Baron

Reported By

Member Contact Details

Name MAJ Drew Baron

Phone 703/111-2222

Self-Service Case Review

✕ Exit **Create Case** < Previous Submit

1 ————— 2 ————— 3

How can we assist you? Enter Details Review & Submit

Human Resources Case (your pay, your personnel record, your assignment, etc.)

Human Resources cases will be routed to your lowest level HR Service Provider.

Yes

IT/System Case (IPPS-A access, error messages, IPPS-A performance, etc.)

System cases will be routed to IPPS-A Help Center.

No

Category Selection

Category Absence Management
Type Absence Request
Detail Paternity Leave

Case Details

Summary I need to take paternity leave starting 11/13/2017
Description My wife is being induced on 11/13/2017.

Attachments

You have no attachments.

Create Case For

Created For MAJ Drew Baron

After the case is submitted it will be routed to the lowest level HR Provider Group (PG)

- Cases are routed to PG, and can be assigned to any Agent in the PG
- Assigned Agent will assess the case, resolve, request more information, or escalate

Member notifications:

- Case Creation
- Case Closure
- Manual notification from Agent

Inquiry Status:

- Members can view case status at anytime from IPPS-A Help Center Dashboard
- Includes: Notes, case status, current provider group/agent assigned, resolution

Case Submitted



✓ **Case Number: 221270**

Your case has been submitted successfully. We will keep you updated on the progress.

You could go back to the IPPS-A Help Center or the list of your cases using the buttons below.

IPPS-A Help Center

My Cases

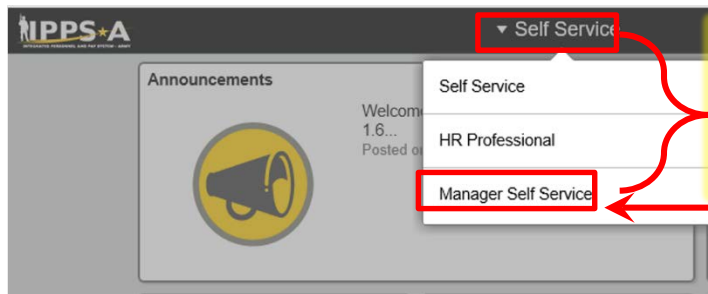


What Can Commanders/Leaders Do?

One Soldier ★ One Record ★ One Army



iHub – Commanders/Leaders Self Service



When logging in to IPPS-A, and having the Manager Self Service role, the Commander/Leader will automatically be directed to their Manager Self Service landing page.

Commanders/Leaders will be able to move the tiles in any order they choose, they can also remove tiles and add additional tiles to their liking. Tiles are sent to a tile repository and can be retrieved if you choose to re-add the tile. **Tiles can be moved from landing page to landing page if the Soldier chooses (Self Service to Manager Self Service)**

My Team::

- Displays a list of who reports to you and allows for your to view the Soldier's snapshot

Duty Status History:

- Search an individual Soldier's IPPS-A duty status history

Assignments:

- Pull reports (gains, losses, vacancies, etc)
- Create mass update (attach a group of Soldiers to a different UIC)

Current Duty Status and Not Present for Duty:

- Displays a report

HR Personnel Action Requests (PAR):

- Create PAR on behalf of a Soldier

Promotion Rosters:

- Can be used to pull decentralized promotion rosters for action

Unit PULHES:

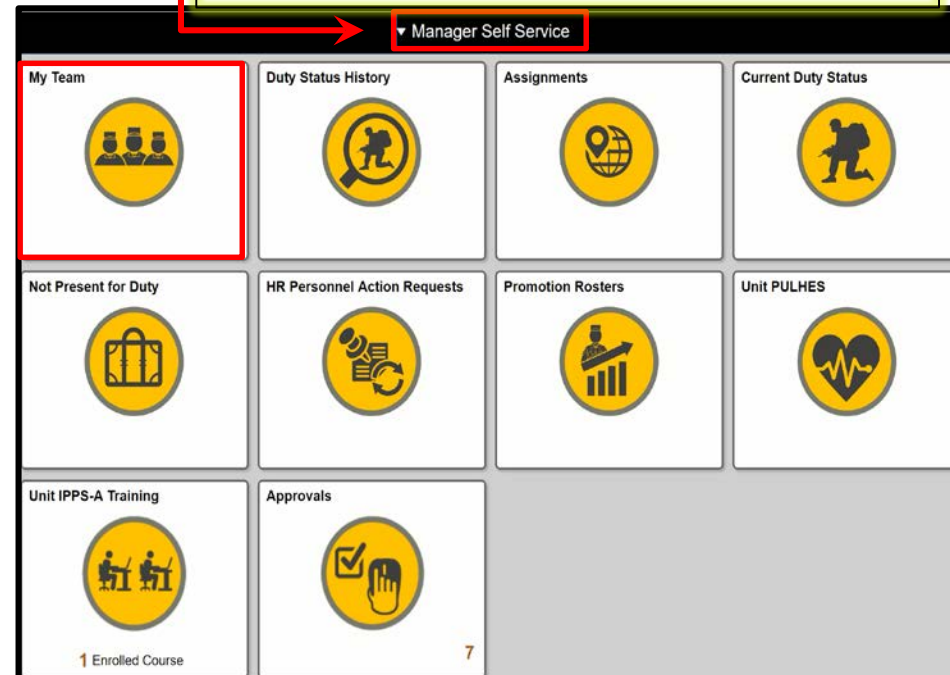
- Displays a report

Unit IPPS-A Training:

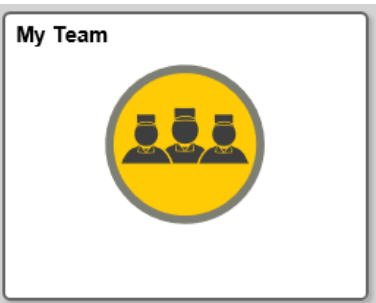
- Enroll a Soldiers
- View currently enrolled Soldiers

Approvals:

- Tile that shows number of actions that need approval



My Team – Commander/Leader View


















My Team displays a list of your direct reports and allows you to view the Soldier's snapshot. A Commander/Leader will be able to see all Soldiers within their unit, however a squad leader will only be able to see Soldiers assigned to their squad. Commanders/Leaders will need to click on the fraction to drill down to see the Soldiers that report, directly, to the position they are listed under. If no fraction is present then that Soldier is not a manager.

The **16** indicates how many positions report to this position and the **2** represents how many of those positions are filled.

By clicking on the numbers you can drill down to see those individuals.

By clicking on the drop down arrow a manager can navigate to their Soldier's profile.

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
 1SG Eugene Thomas  MECHANICAL MAINTENA...		FORWARD SUPPORT COMPANY CAVALR COCOA	regina.m.mcdonald.ctr@mail... 703/692-7546	
 1LT James Wickham  TRANSPORTATION, GEN...		FORWARD SUPPORT COMPANY CAVALR COCOA	thi-nhu.k.nguyen.ctr@mail.mil 703/692-7546	
 1LT Kon Bell MAINTENANCE & MUNITI...	 2/16	FORWARD SUPPORT COMPANY CAVALR COCOA		
 PFC Kyle Brooks  SPECIAL FORCES		MEDICAL COMPANY, BCT (SBCT) ELIZABETHTOWN	KYLE.KIRK.MIL@MAIL.MIL 703/232-4545	
 MSG Larry Bell  MECHANICAL MAINTENA...		FORWARD SUPPORT COMPANY CAVALR COCOA	regina.m.mcdonald.ctr@mail... 703/692-7546	
 1LT Princess Rogers  MAINTENANCE & MUNITI...	 2/16	FORWARD SUPPORT COMPANY CAVALR COCOA		
 SFC Robbie Fowler  UNIT SUPPLY SPECIALIST		FORWARD SUPPORT COMPANY CAVALR COCOA	thi-nhu.k.nguyen.ctr@mail.mil	

What does Talent Management look like in Release 2?

For the Commander (Manager)

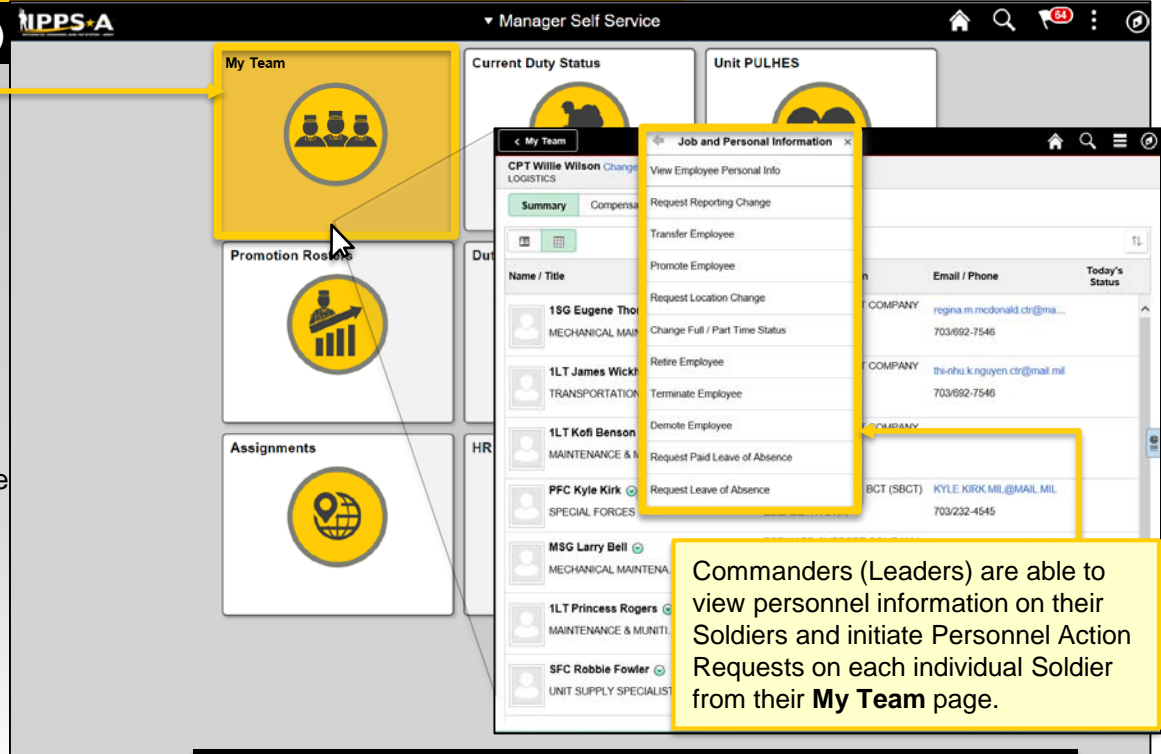


Talent Management



25 Point Profile

- **My Team** Section of Landing Page
 - Shows all personnel under the Commander (or Leader), with Job and Personal Information and Personnel Action Requests.
- **Search Match Capability:**
 - Any of the items viewable in the Profile Management view can be searched and compared (including the limited items from the Soldier's **25 POINT PROFILE**).

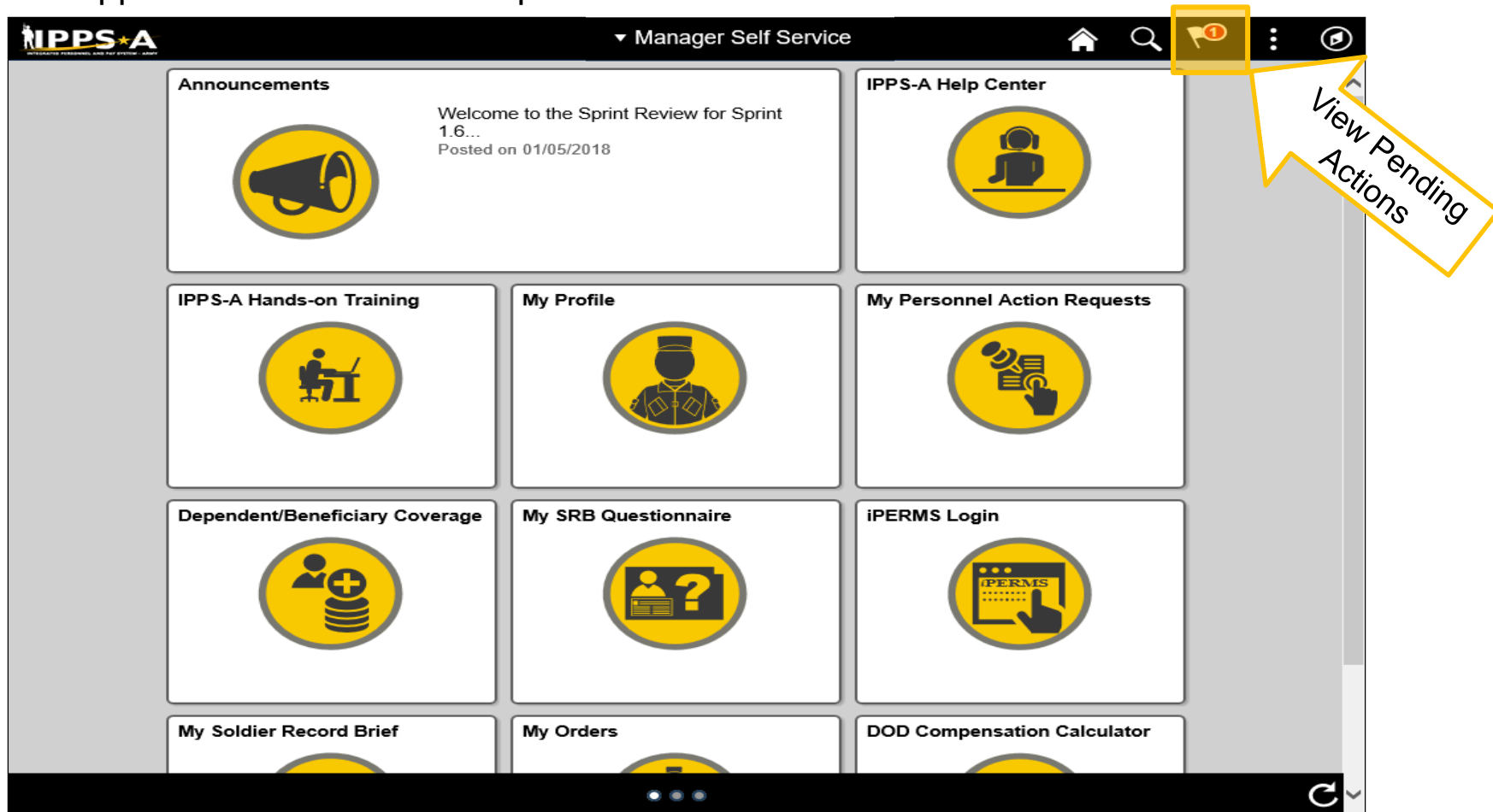


The screenshot displays the IPPS-A Manager Self Service interface. The 'My Team' section is highlighted, showing a list of personnel under the Commander's management. A dropdown menu is open, listing various personnel action requests such as 'Request Reporting Change', 'Transfer Employee', 'Promote Employee', 'Request Location Change', 'Change Full / Part Time Status', 'Retire Employee', 'Terminate Employee', 'Demote Employee', 'Request Paid Leave of Absence', and 'Request Leave of Absence'. A yellow callout box points to this menu, stating: 'Commanders (Leaders) are able to view personnel information on their Soldiers and initiate Personnel Action Requests on each individual Soldier from their My Team page.'

Rel 2. View of Commander (Manager) Landing Page to "My Team" Section

Receive alerts of pending actions

- Leaders/Commanders receives pending action notifications for actions routed to them by a member of the S1 Pool.
- Leaders/Commanders will receive notifications of all pending actions routed through them for approval until action is completed.

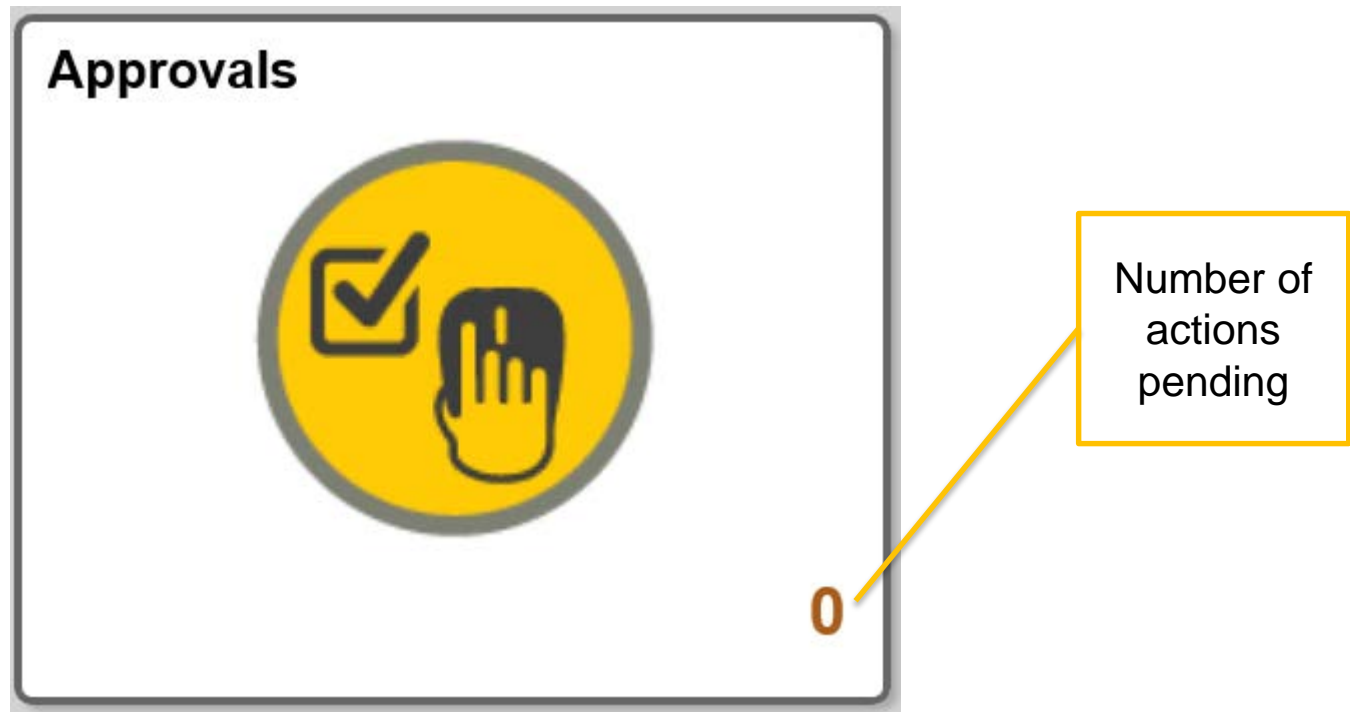


The screenshot displays the IPPS-A Manager Self Service interface. The top navigation bar includes the IPPS-A logo, the text "Manager Self Service", and icons for home, search, notifications, and user profile. A notification bell icon in the top right corner is highlighted with a yellow box, and a callout box points to it with the text "View Pending Actions". The main content area is a grid of tiles:

- Announcements:** Welcome to the Sprint Review for Sprint 1.6... Posted on 01/05/2018
- IPPS-A Help Center:** Icon of a person with a headset.
- IPPS-A Hands-on Training:** Icon of a person at a desk.
- My Profile:** Icon of a soldier in uniform.
- My Personnel Action Requests:** Icon of a hand pointing to a document.
- Dependent/Beneficiary Coverage:** Icon of a person with a plus sign and a stack of coins.
- My SRB Questionnaire:** Icon of a person with a question mark.
- iPERMS Login:** Icon of a hand pointing to a document labeled "PERMS".
- My Soldier Record Brief:** Icon of a document.
- My Orders:** Icon of a document.
- DOD Compensation Calculator:** Icon of a calculator.

PAR: Commanders/Leaders – View Number of Actions and Approve

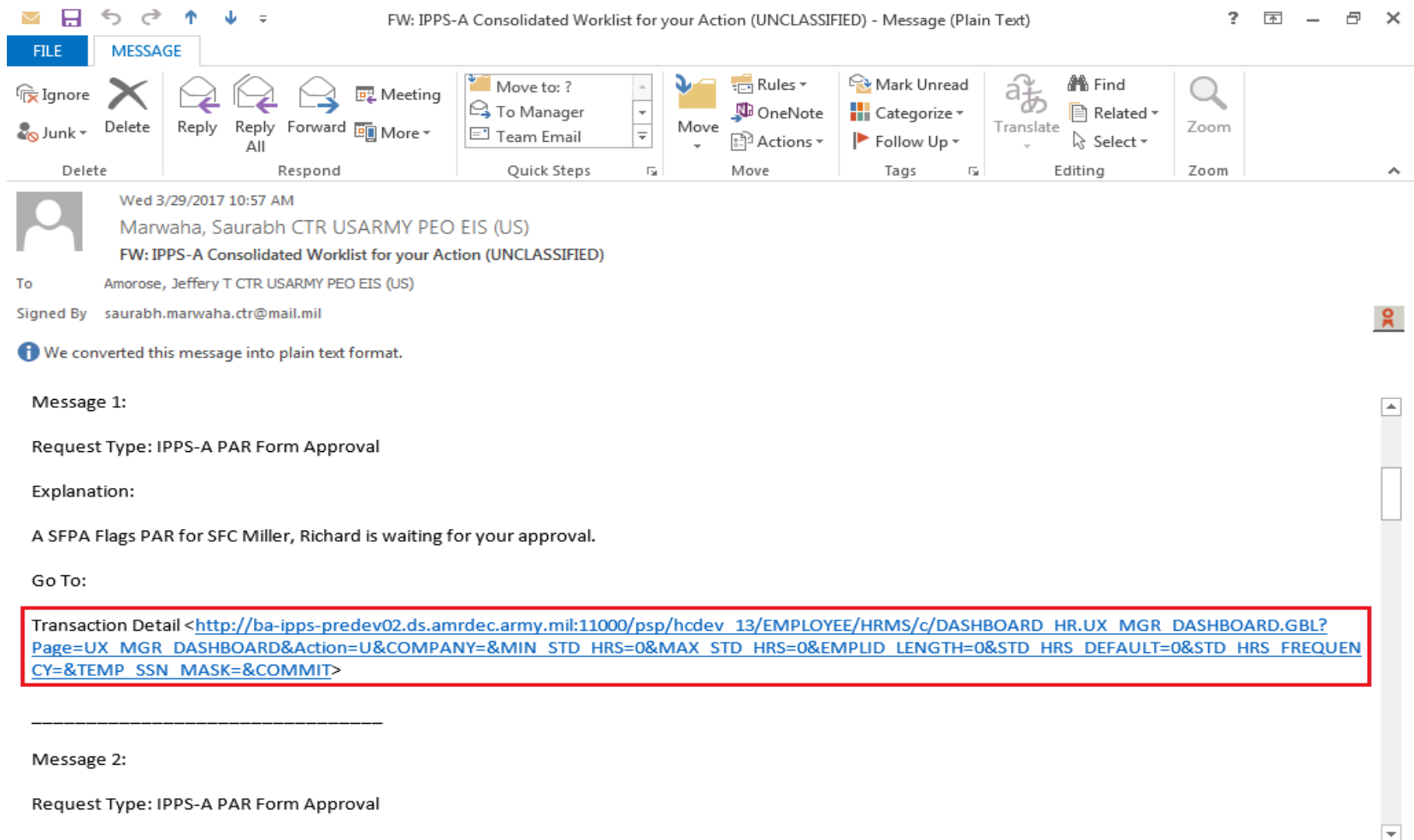
- Leaders/Commanders will have the ability to approve all actions through the approval tile on their dashboard.
- The number of actions that need to be approved will be located in the lower right hand corner of the approval tile



PAR: Commanders/Leaders – Pending Action Notifications

Receive email notification of pending actions

- For Commanders, a special email notification has been configured. IPPS-A will send the Commander one email per day with a consolidated list of all pending actions.



FW: IPPS-A Consolidated Worklist for your Action (UNCLASSIFIED) - Message (Plain Text)

FILE MESSAGE

Ignore Delete Reply Reply All Forward More Meeting

Move to: ? To Manager Team Email

Rules OneNote Actions

Mark Unread Categorize Follow Up

Find Related Select

Translate

Zoom

Wed 3/29/2017 10:57 AM

Marwaha, Saurabh CTR USARMY PEO EIS (US)

FW: IPPS-A Consolidated Worklist for your Action (UNCLASSIFIED)

To Amorose, Jeffery T CTR USARMY PEO EIS (US)

Signed By saurabh.marwaha.ctr@mail.mil

i We converted this message into plain text format.

Message 1:

Request Type: IPPS-A PAR Form Approval

Explanation:

A SFPA Flags PAR for SFC Miller, Richard is waiting for your approval.

Go To:

Transaction Detail <http://ba-ippes-predev02.ds.amrdec.army.mil:11000/psp/hcdev_13/EMPLOYEE/HRMS/c/DASHBOARD_HR.UX_MGR_DASHBOARD.GBL?Page=UX_MGR_DASHBOARD&Action=U&COMPANY=&MIN_STD_HRS=0&MAX_STD_HRS=0&EMPLID_LENGTH=0&STD_HRS_DEFAULT=0&STD_HRS_FREQUEN CY=&TEMP_SSN_MASK=&COMMIT>

Message 2:

Request Type: IPPS-A PAR Form Approval

PAR: Commanders/Leaders – Recommend or Approve/Disapprove



Recommend approval/disapproval or approve/disapprove

- Commanders/Leaders can recommend approval for actions where they are listed as an Intermediate Approver, and Approve/Deny actions for which they are Final Approvers.

Ravi Roberts - Request for Name Change Home More Refresh

Description Request for Name Change due to Marriage
Approval Status Pending **Created On** [Date]

Approve **Deny**

Approve PAR *Deny PAR*

Member Data

DOD ID	3215664563	Military Rank	SSG
Department	00139617 MEDICAL COMPANY, BCT (SBCT)	Jobcode	00D0
Component	Guard	Salary Grade	E6
Category	SA		

PAR Data

*Member ID: 0000000080 Ravi Roberts

*New First Name: Ravi **New Middle Name**: []

*New Last Name: Williams **Suffix**: []

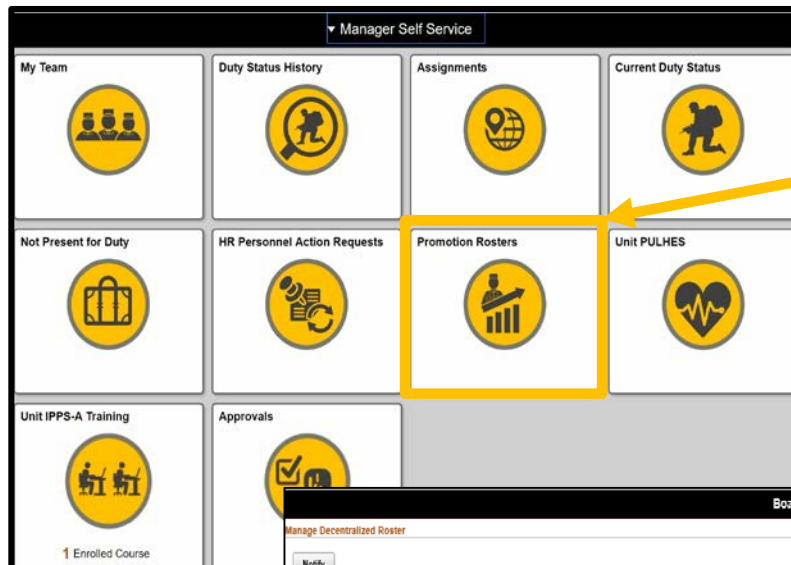
More Information: See Attached Marriage Certificate

Attachments

Add Attachment ↕

Description	Marriage_Certificate_Ravi_Will	Marriage_Certificate_Ravi_Williams.pdf
--------------------	--------------------------------	--

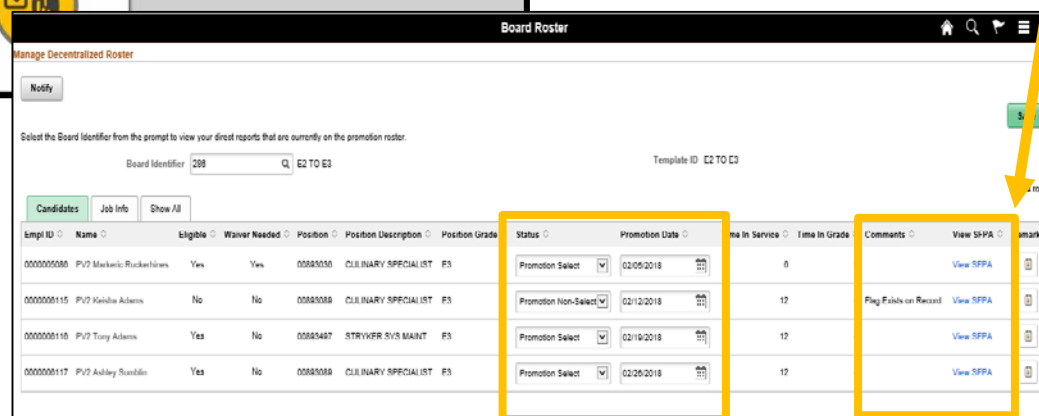
Decentralized Promotions – What can Leaders/Commanders do?



Commander's will be notified in IPPS-A by their servicing HR when their Decentralized Promotion roster(s) are ready for review.

Decentralized Officer Promotions:

- Auto select if fully eligible.
- Promotion orders produced automatically on date of promotion, placed in the Soldier's "My Orders" tile, automatically sent to iPERMS/AMHRR (Commanders will have view access).
- Will automatically check for FLAGS and meeting education requirements.



Empl ID	Name	Eligible	Waiver Needed	Position	Position Description	Position Grade	Status	Promotion Date	Time In Service	Time In Grade	Comments	View SFPA	Remarks
0000000080	P/2 Markiee Buckner	Yes	Yes	00883030	CLERK/SPECIALIST	E3	Promotion Select	02/05/2018	8			View SFPA	
0000000115	P/2 Keisha Adams	No	No	00883038	CLERK/SPECIALIST	E3	Promotion Non-Select	02/12/2018	12		Play Fields on Record	View SFPA	
0000000110	P/2 Tony Adams	Yes	No	00883497	STRYKER SYS MAINT	E3	Promotion Select	02/19/2018	12			View SFPA	
0000000117	P/2 Ashley Swindle	Yes	No	00883038	CLERK/SPECIALIST	E3	Promotion Select	02/26/2018	12			View SFPA	

No more printed reports!

All Soldiers will receive an email notification when they are promoted!

Decentralized Enlisted Promotions:

- "Promotion Select" will automatically be promoted on their promotion date with no action required or the Commander can update to "non-select" to deny a promotion.
- Will automatically check for FLAGS the day prior to the promotion effective date.
- Promotion orders produced automatically on date of promotion, placed in the Soldier's "My Orders" tile, automatically sent to iPERMS/AMHRR (Commanders will have view access).
- Ability to override the promotion date.

Promotion Point Worksheet (PPW) - What can Leaders/Commanders do?



Commanders will now have the capability to view their Soldiers PPW

Self Service **Board Roster**

Board

Board ID: 494	RETEST AGAIN	Board Process: Semi-Centralized	Year: 2018
Template ID: E4 TO E5	SPC to SGT Promotion (E4 - E5)	Convene Date: 06/02/2018	
Business Unit: NGDPA	Pennsylvania Army Natl Guard	Adjourn Date: 06/08/2018	
Grade To: E5	Board Status: Pre Board	Points Cut Off Date: 06/01/2018	

Run PPW Report Run Eligibility

Process Monitor

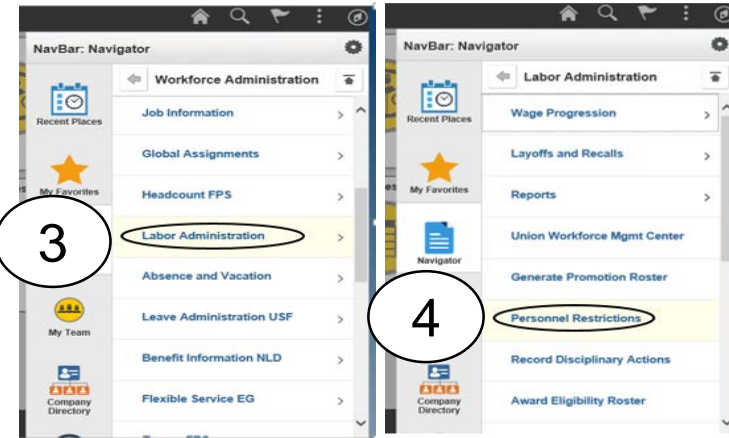
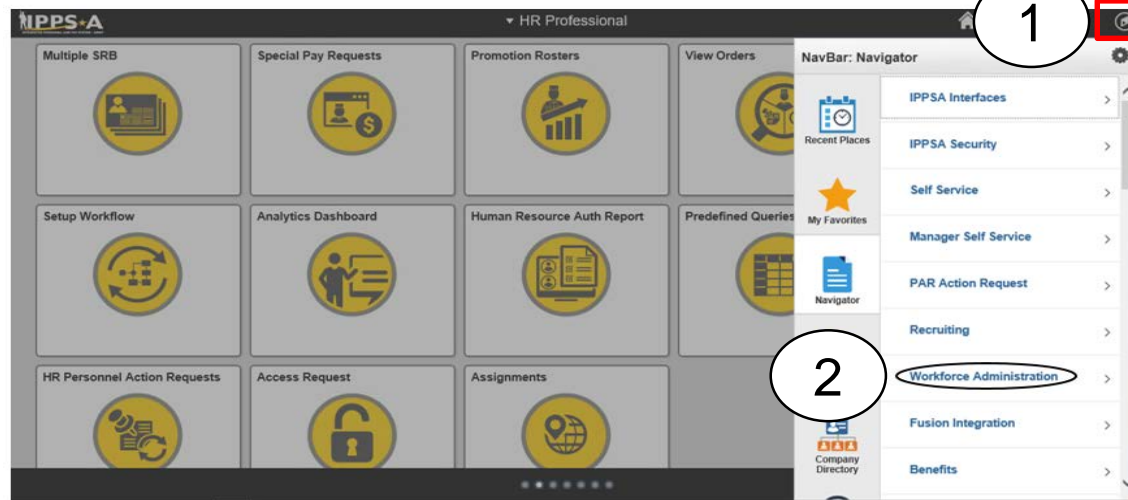
Board Roster Personalize | Find | View All | First 1-50 of 97 Last

Emp#	Name	Award Points Total	Weapon Points	APFT Points	Other Resident Courses	Self Dev Courses	Post-Secondary Courses	Admin Points	Promotion Board Score	Total Points	PPW Report
0000000107	CPL John McKenzie										
0000000458	SPC DREGAN MATZEK		10		75			85		85	
0000000527	SPC NITIN PIWOPRADO										
0000000596	SPC JOSEPHROMALDO JABLENSKI		45			20	5	30	100	100	
0000001575	SPC OLAWOLE CANDELARIACRUZ		45					45		45	
0000001868	SPC DEJAMONIE AHUNA										
0000001890	SPC ARTEMUS BUFFORD										
0000002245	SPC BREAHHNA URESTE										
0000002745	SPC TIMAEUS CAGLAYAN										
0000003271	SPC ANANI MHA		35					35		35	
0000003420	SPC KRUSHON SHELLMAN										
0000003500	SPC TUNG BELMONTE										
0000003522	SPC UNIQUE LEMONS		10					10		10	
0000003575	SPC MAQLIN PETKOFF										
0000003594	SPC JAMESA OUAFI		10					10		10	

ENLISTED PROMOTION POINT WORKSHEET		
SECTION I - MEMBER INFORMATION		
1. NAME (Last, First, Middle Initial) KEENER, ANDREA	2. EMPLOYEE ID 000000079	3. RANK SPC
4. UNIT	5. CPMOS 005	6. PMOS 00B0
7. DATE OF BIRTH (YYYYMMDD) 1992/03/01	8. DOR 2016/08/07	9. PEBD
12. ACTIVE STATUS PROGRAM		10. BESD
		11. ETS
		13. TECHNICIAN/SELECTIVE SERVICE CODE
SECTION II - AWARDS		
14. AWARD:	15. AWARD:	
16. AWARD:	17. AWARD:	
18. AWARD:	18. AWARD:	
20. AWARD:	21. AWARD:	
22. AWARD:	23. AWARD:	
SECTION III - TRAINING AND EDUCATION DATA		
24. WEAPONS QUALIFICATIONS:	25. APFT SCORE: 0	
26. OTHER RESIDENT TRAINING WEEKS:	27. SELF-DEVELOPMENT COURSE HOURS:	
28. POST-SECONDARY SEMESTER HOURS:		
SECTION IV - VERIFICATION		
29. PROMOTION ASSIGNMENT PREFERENCES IN MY UNIT: N IN MY CITY, TOWN OR LOCAL AREA: N IN MY BN OR MSC: N LESS THAN 50 MILES FROM MY RESIDENCE: N GREATER THAN 50 MILES FROM MY RESIDENCE: N	30. REGION PREFERENCES PREFERENCE 1: PREFERENCE 2: PREFERENCE 3: PREFERENCE 4: PREFERENCE 5:	
31. POINTS VERIFICATION MEMBER HAS VERIFIED POINTS: YES * NO: 0	32. I DO OR DO NOT WANT TO BE CONSIDERED FOR MILITARY EDUCATION AND PROMOTION: I DO: * I DO NOT: 0	
SECTION V - APPRAISAL		
33. BOARD MEMBER 1:	34. BOARD MEMBER 2:	
35. BOARD MEMBER 3:	36. BOARD MEMBER 4:	
37. BOARD MEMBER 5:		
SECTION VI - TOTAL SCORE AND VERIFICATION		
A. FIELDS 14-23: AWARDS	0	50 POINTS MAXIMUM
B. FIELD 24: WEAPONS QUALIFICATIONS	0	75 POINTS MAXIMUM
C. FIELD 25: APFT	0	75 POINTS MAXIMUM
D. FIELD 26: OTHER RESIDENT COURSES	0	50 POINTS MAXIMUM
E. FIELD 27: SELF-DEVELOPMENT COURSES	0	75 POINTS MAXIMUM
F. FIELD 28: POST-SECONDARY COURSES	0	75 POINTS MAXIMUM
G. FIELDS 33-37: PROMOTION BOARD SCORE	0	600 POINTS MAXIMUM
TOTAL	0	1000 POINTS MAXIMUM
38. RECORDER SIGNATURE	39. DATE SIGNED (YYYYMMDD)	
40. VERIFIER SIGNATURE	41. DATE SIGNED (YYYYMMDD)	

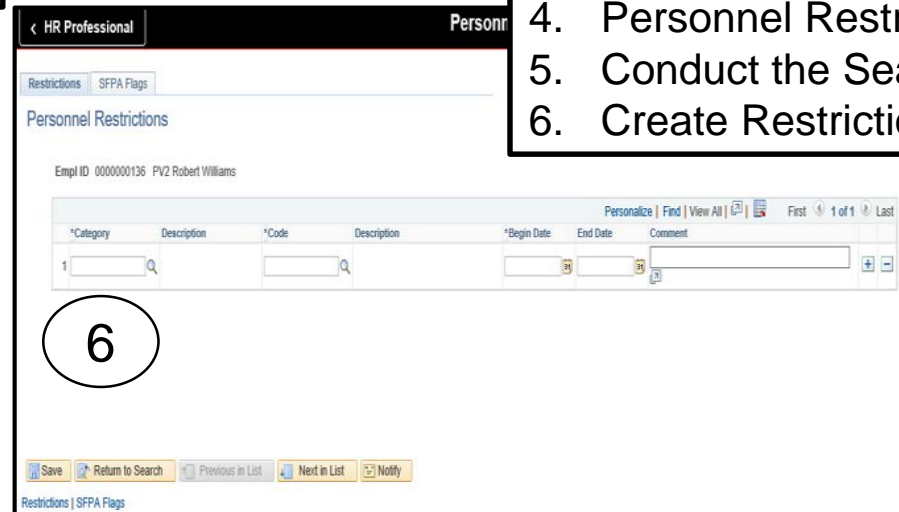
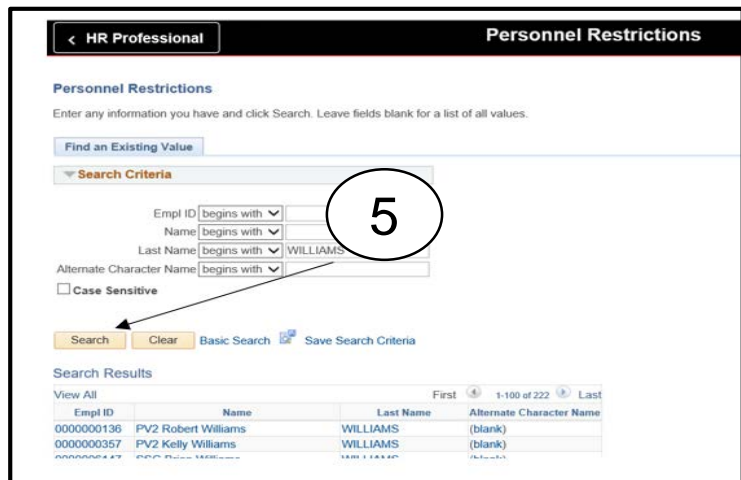
Restrictions – What Can Commanders/Leaders Do?

Navigating to Personnel Restrictions

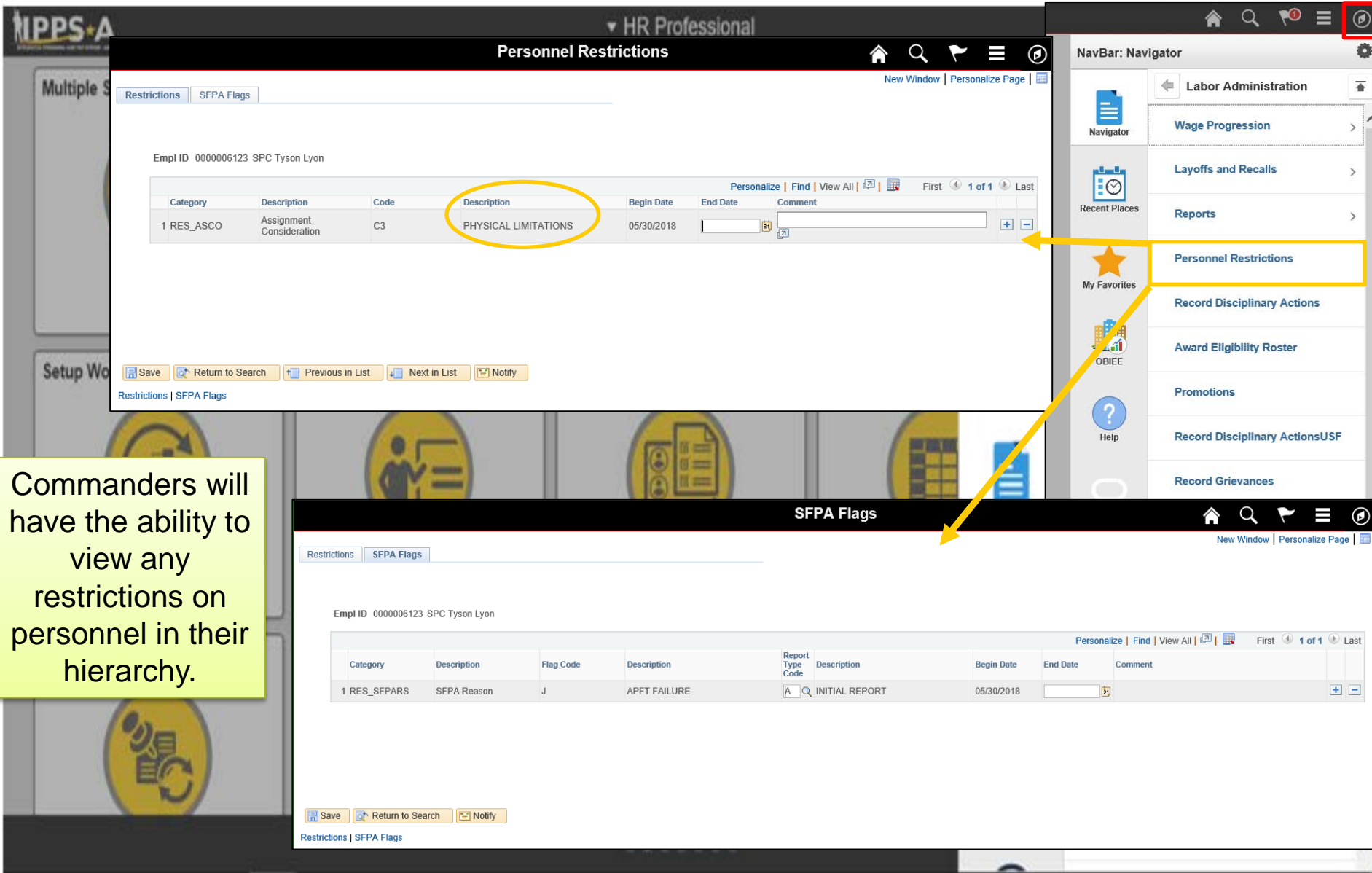


1. Click on the Navigator Icon
2. Workforce Administration
3. Labor Administration
4. Personnel Restrictions
5. Conduct the Search
6. Create Restriction

Personnel Restrictions search page. HR Professional enters preferred search criteria to find Soldier.



Restrictions – What Can Commanders/Leaders Do? (Cont'd)



The screenshot shows two overlapping windows from the HR Professional system. The top window is titled "Personnel Restrictions" and displays a table for Empl ID 000006123 SPC Tyson Lyon. The table has columns for Category, Description, Code, Description, Begin Date, End Date, and Comment. A yellow circle highlights the "Description" column, which contains the text "PHYSICAL LIMITATIONS". The bottom window is titled "SFPA Flags" and displays a table for the same employee. The table has columns for Category, Description, Flag Code, Description, Report Type Code, Description, Begin Date, End Date, and Comment. A yellow arrow points from the "Personnel Restrictions" window to the "SFPA Flags" window. A yellow callout box on the left contains the text: "Commanders will have the ability to view any restrictions on personnel in their hierarchy." The right side of the screenshot shows a "NavBar: Navigator" with a list of menu items, including "Personnel Restrictions", which is highlighted with a yellow box. A yellow arrow points from this menu item to the "SFPA Flags" window.

Personnel Restrictions

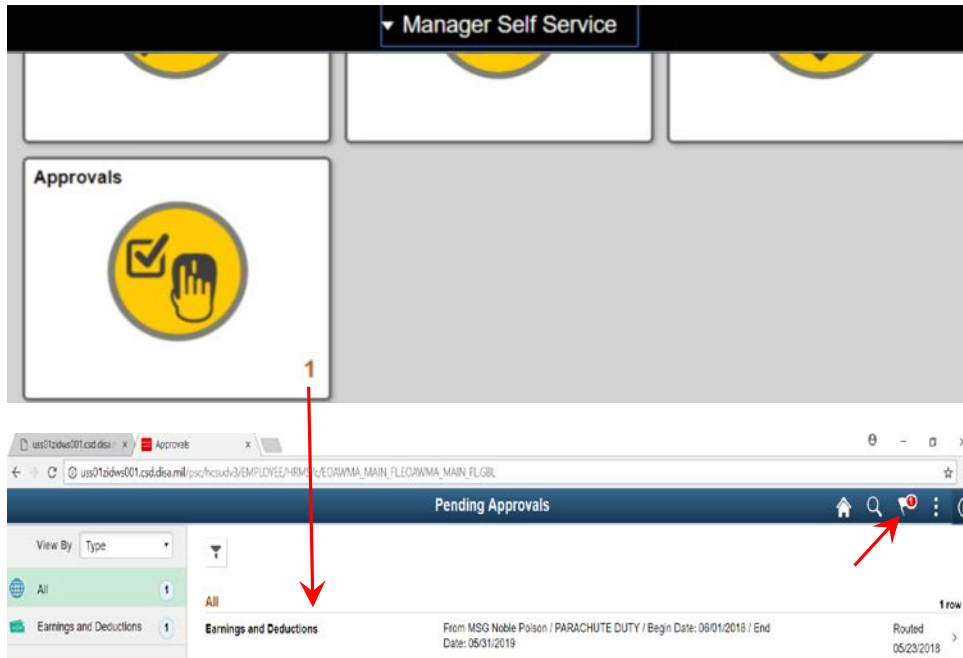
Category	Description	Code	Description	Begin Date	End Date	Comment
1 RES_ASCO	Assignment Consideration	C3	PHYSICAL LIMITATIONS	05/30/2018		

SFPA Flags

Category	Description	Flag Code	Description	Report Type Code	Description	Begin Date	End Date	Comment
1 RES_SFPARS	SFPA Reason	J	APFT FAILURE	A	INITIAL REPORT	05/30/2018		

Commanders will have the ability to view any restrictions on personnel in their hierarchy.

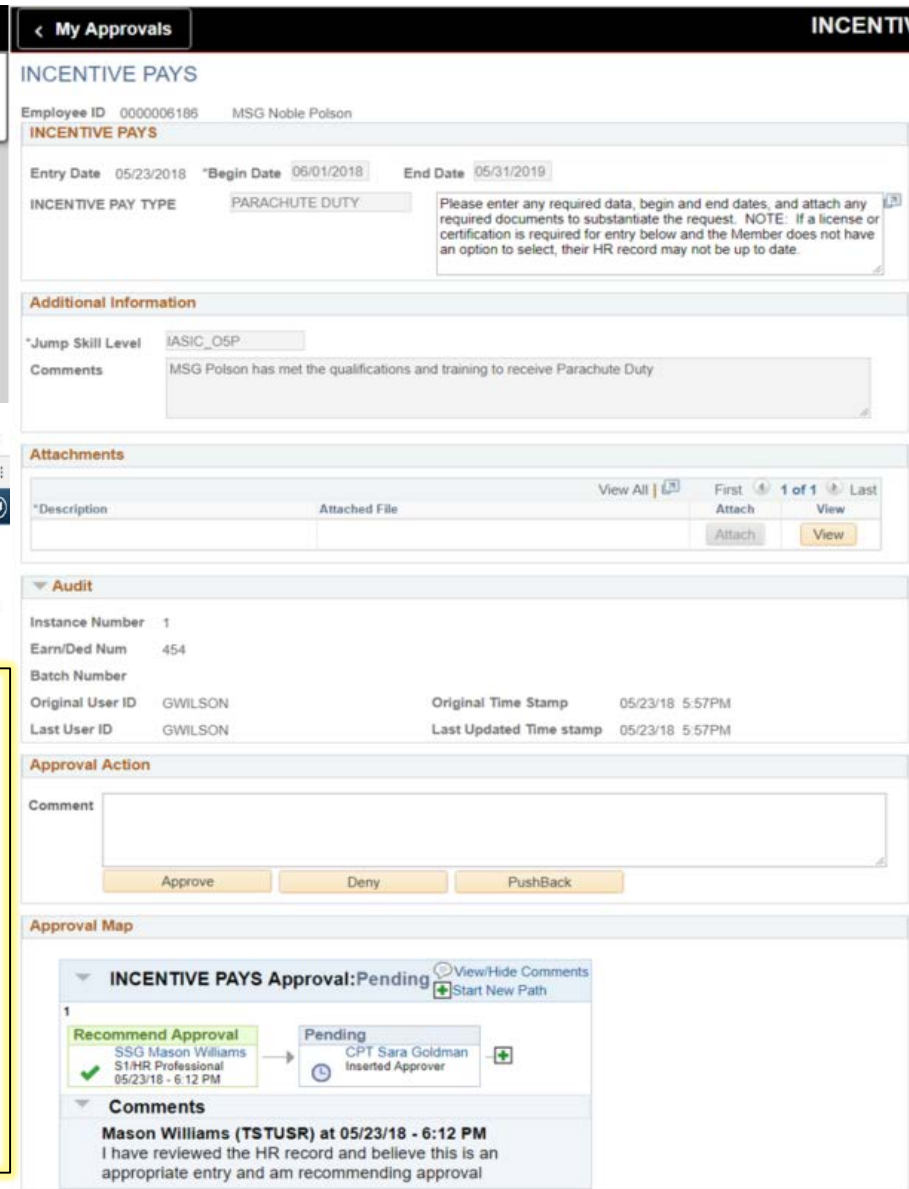
Special Pay Requests: Commander/Leader



Manager Self Service

Approvals

1



< My Approvals INCENTIV

INCENTIVE PAYS

Employee ID 000006186 MSG Noble Polson

INCENTIVE PAYS

Entry Date 05/23/2018 *Begin Date 06/01/2018 End Date 05/31/2019

INCENTIVE PAY TYPE PARACHUTE DUTY

Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license or certification is required for entry below and the Member does not have an option to select, their HR record may not be up to date.

Additional Information

*Jump Skill Level IASIC_OSP

Comments MSG Polson has met the qualifications and training to receive Parachute Duty

Attachments

*Description	Attached File	View All	First Attach	1 of 1	Last View
			Attach		View

Audit

Instance Number 1

Earn/Ded Num 454

Batch Number

Original User ID GWILSON Original Time Stamp 05/23/18 5:57PM

Last User ID GWILSON Last Updated Time stamp 05/23/18 5:57PM

Approval Action

Comment

Approve Deny PushBack

Approval Map

INCENTIVE PAYS Approval: Pending View/Hide Comments Start New Path

1

Recommend Approval SSG Mason Williams S1/HR Professional 05/23/18 - 6:12 PM

Pending CPT Sara Goldman Inserted Approver

Comments

Mason Williams (TSTUSR) at 05/23/18 - 6:12 PM
I have reviewed the HR record and believe this is an appropriate entry and am recommending approval

The Commander will receive the pending approval notification. They can either select the notification flag to take action or go to their approval dashboard. and can select the entry to “Approve”, “Deny”, or “Push Back” the entry.

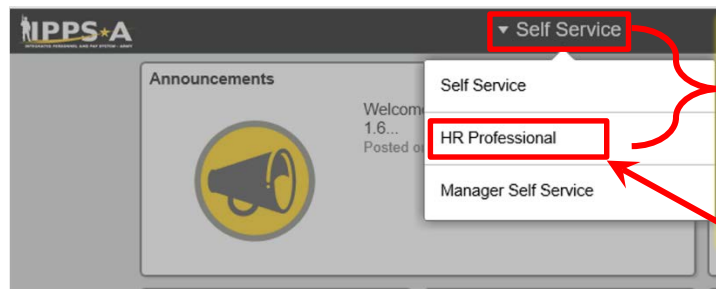
- Notice that the audit details show who made the entry and when.
- Additionally, the workflow comments from SSG Williams are in the approval map with what date/time the action and recommendation.



What Can HR Professionals Do?

One Soldier ★ One Record ★ One Army





When logging in to IPPS-A, a Soldier will automatically be directed to their Self Service landing page. Click the drop down arrow next to Self Service to navigate to HR Professional.

HR Professionals will be able to move the tiles in any order they choose, they can also remove tiles and add additional tiles to their liking. Tiles are sent to a tile repository and can be retrieved if you choose to re-add the tile. **Tiles can be moved from landing page to landing page if the Soldier chooses (Self Service to HR Professional)**



Special Pay Requests:

- Submit special pay requests such as Airborne pay

Case Management:

- Manage help desk inquiries submitted by Soldiers

Promotion Rosters:

- Pull decentralized promotion rosters and take action on

View Orders:

- View/query any/all IPPS-A orders on Soldiers (i.e., promotions, assignments, etc.

Not Present for Duty:

- Displays a report of Soldiers Not Present for Duty

Personnel Action Requests (PAR):

- PARs submitted for action
- HR Professional can create and submit PARs on behalf of the Soldier
- Review and start work flow on PARs

Assignments:

- Pull reports (gains, losses, vacancies, etc.)
- Put a Soldier on assignment or to put multiple Soldiers on assignment

Profile Management:

- Used to update Soldier's information on behalf of the Soldier

Setup Workflow:

- Set up S1 pool and the workflow save as template



What does Talent Management look like in Release 2?

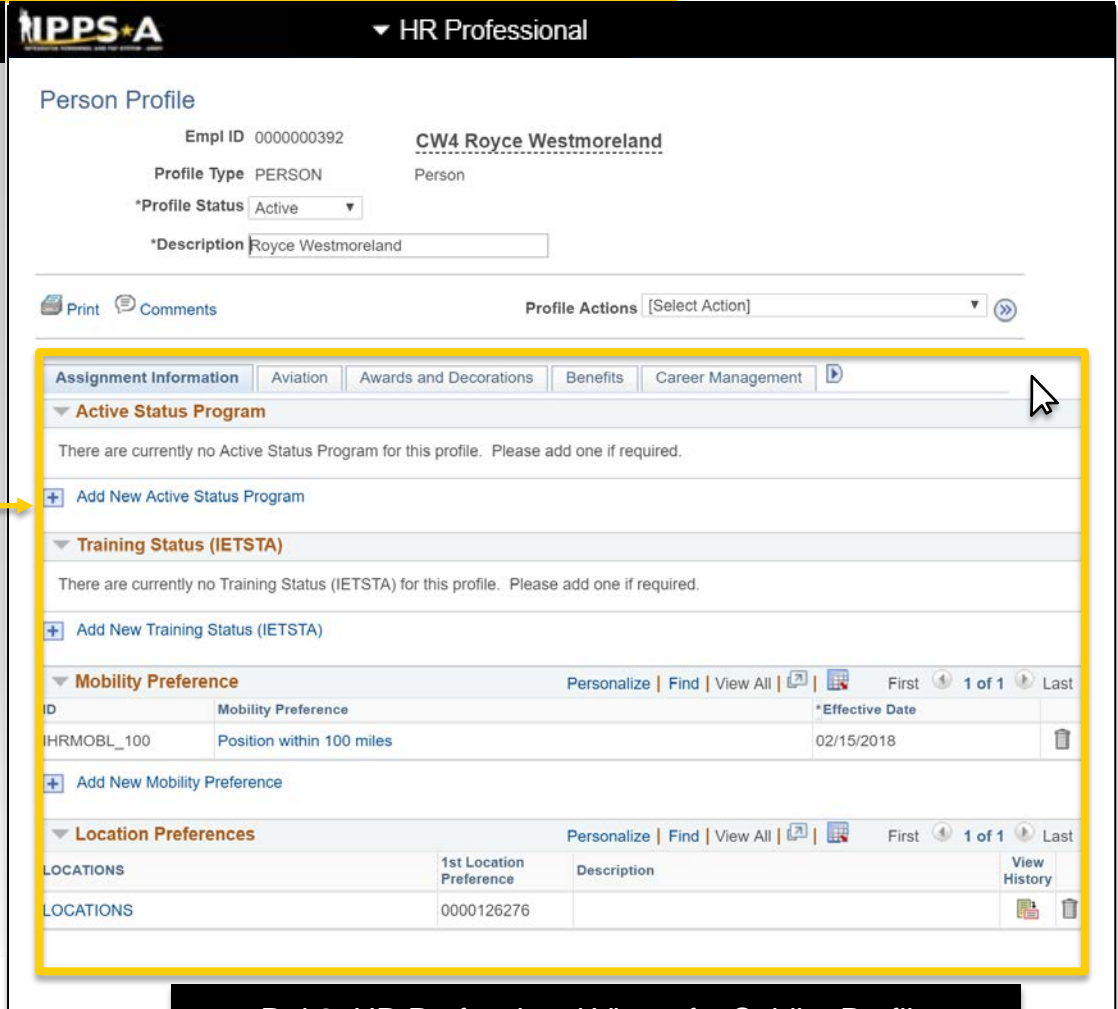
For the HR Professional

Detailed Soldier Profile View

- Shows limited items from the **25 POINT PROFILE** of the Soldier:
 - ASSIGNMENT PREFERENCES
 - BENEFITS
 - QUALIFICATIONS
- CAREER MANAGEMENT
 - Civilian Employment
 - Education (Including Military)
 - Service Dates
 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions ("Troop Command")
- Search Match Capability:**
 - Any of the items viewable in the Profile Management view can be searched and compared (including the limited items from the Soldier's **25 POINT PROFILE**).



25 Point Profile



The screenshot displays the 'Person Profile' for CW4 Royce Westmoreland. Key details include: Empl ID 000000392, Profile Type PERSON, Profile Status Active, and Description Royce Westmoreland. The interface includes a 'Profile Actions' dropdown and a 'Print' button. The main content area is divided into several sections: 'Active Status Program' (no programs listed), 'Training Status (IETSTA)' (no status listed), 'Mobility Preference' (one preference: Position within 100 miles, effective 02/15/2018), and 'Location Preferences' (one location: 0000126276). Navigation tabs at the top include Assignment Information, Aviation, Awards and Decorations, Benefits, and Career Management.

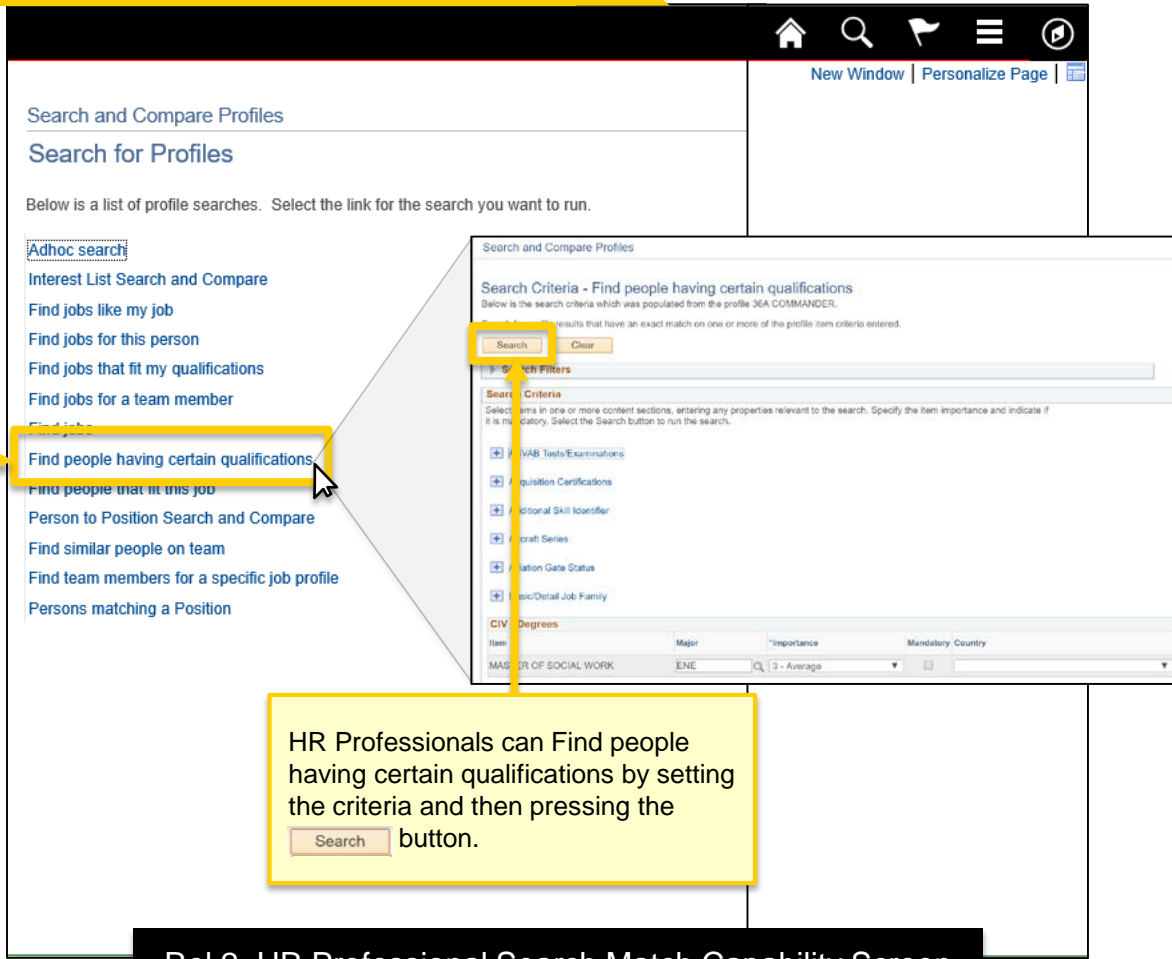
Rel 2. HR Professional View of a Soldier Profile



What does Talent Management look like in Release 2?

For the HR Professional

- **Detailed Soldier Profile View**
 - Shows limited items from the **25 POINT PROFILE** of the Soldier:
 - **ASSIGNMENT PREFERENCES**
 - **BENEFITS**
 - **QUALIFICATIONS**
 - **CAREER MANAGEMENT**
 - Civilian Employment
 - Education (Including Military)
 - Service Dates
 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions ("Troop Command")
- **Search Match Capability**
 - Any of the items viewable in the Profile Management view can be searched and compared (including the limited items from the Soldier's **25 POINT PROFILE**).



Search and Compare Profiles

Search for Profiles

Below is a list of profile searches. Select the link for the search you want to run.

- [Adhoc search](#)
- [Interest List Search and Compare](#)
- [Find jobs like my job](#)
- [Find jobs for this person](#)
- [Find jobs that fit my qualifications](#)
- [Find jobs for a team member](#)
- [Find jobs for a specific job profile](#)
- [Find people having certain qualifications](#)**
- [Find people that fit this job](#)
- [Person to Position Search and Compare](#)
- [Find similar people on team](#)
- [Find team members for a specific job profile](#)
- [Persons matching a Position](#)

Search and Compare Profiles

Search Criteria - Find people having certain qualifications

Below is the search criteria which was populated from the profile 3EA COMMANDER.

Below is a list of search results that have an exact match on one or more of the profile item criteria entered.

Search [Clear]

Search Filters

Search Criteria

Select criteria in one or more content sections, entering any properties relevant to the search. Specify the item importance and indicate if it is mandatory. Select the Search button to run the search.

- VAB Tests/Examinations
- Qualification Certifications
- Personal Skill Identifier
- Craft Series
- Station Gate Status
- Specific/Detail Job Family

CIV Degrees

Item	Major	Importance	Mandatory	Country
MAS	OF SOCIAL WORK	ENE	Q	3 - Average

HR Professionals can Find people having certain qualifications by setting the criteria and then pressing the Search button.

Rel 2. HR Professional Search Match Capability Screen



Talent Management

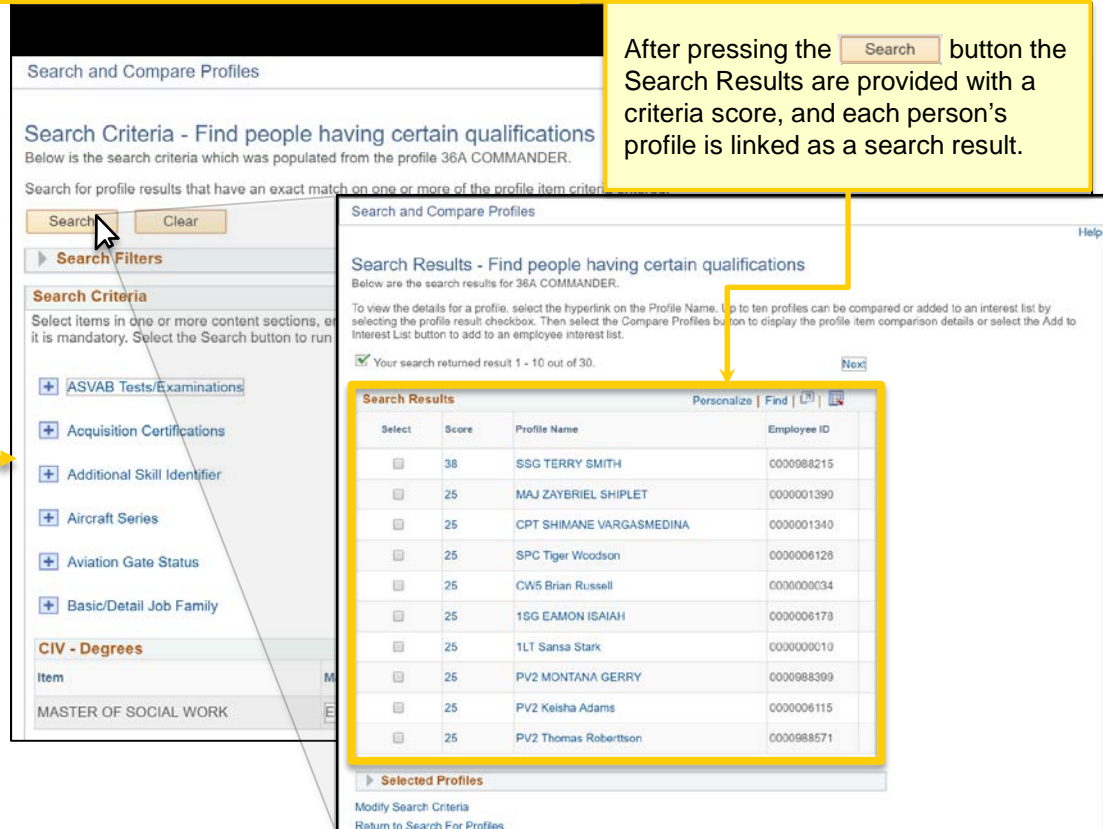
What does Talent Management look like in Release 2?

For the HR Professional

- **Detailed Soldier Profile View**
 - Shows limited items from the **25 POINT PROFILE** of the Soldier:
 - **ASSIGNMENT PREFERENCES**
 - **BENEFITS**
 - **QUALIFICATIONS**
 - **CAREER MANAGEMENT**
 - Civilian Employment
 - Education (Including Military)
 - Service Dates
 - Personal Readiness (HT/WT/APFT)
 - Security Clearance
 - Command Position Descriptions ("Troop Command")
- **Search Match Capability**
 - Any of the items viewable in the Profile Management view can be searched and compared (including the limited items from the Soldier's **25 POINT PROFILE**).



25 Point Profile



Search and Compare Profiles

Search Criteria - Find people having certain qualifications
Below is the search criteria which was populated from the profile 36A COMMANDER.

Search for profile results that have an exact match on one or more of the profile item criteria

Search Filters

Search Criteria

Select items in one or more content sections, or it is mandatory. Select the Search button to run

ASVAB Tests/Examinations

Acquisition Certifications

Additional Skill Identifier

Aircraft Series

Aviation Gate Status

Basic/Detail Job Family

CIV - Degrees

Item M

MASTER OF SOCIAL WORK E

Search and Compare Profiles

Search Results - Find people having certain qualifications
Below are the search results for 36A COMMANDER.

To view the details for a profile, select the hyperlink on the Profile Name. Up to ten profiles can be compared or added to an interest list by selecting the profile result checkbox. Then select the Compare Profiles button to display the profile item comparison details or select the Add to Interest List button to add to an employee interest list.

Your search returned result 1 - 10 out of 30.

Select	Score	Profile Name	Employee ID
<input type="checkbox"/>	38	SSG TERRY SMITH	000098215
<input type="checkbox"/>	25	MAJ ZAYBRIEL SHIPLET	0000001390
<input type="checkbox"/>	25	CPT SHIMANE VARGASMEDINA	0000001340
<input type="checkbox"/>	25	SPC Tiger Woodson	0000006126
<input type="checkbox"/>	25	CWS Brian Russell	0000000034
<input type="checkbox"/>	25	1SG EAMON ISAAH	0000006178
<input type="checkbox"/>	25	1LT Sansa Stark	0000000010
<input type="checkbox"/>	25	PV2 MONTANA GERRY	000098309
<input type="checkbox"/>	25	PV2 Keisha Adams	0000006115
<input type="checkbox"/>	25	PV2 Thomas Robertson	000098571

Selected Profiles

Modify Search Criteria

Return to Search For Profiles

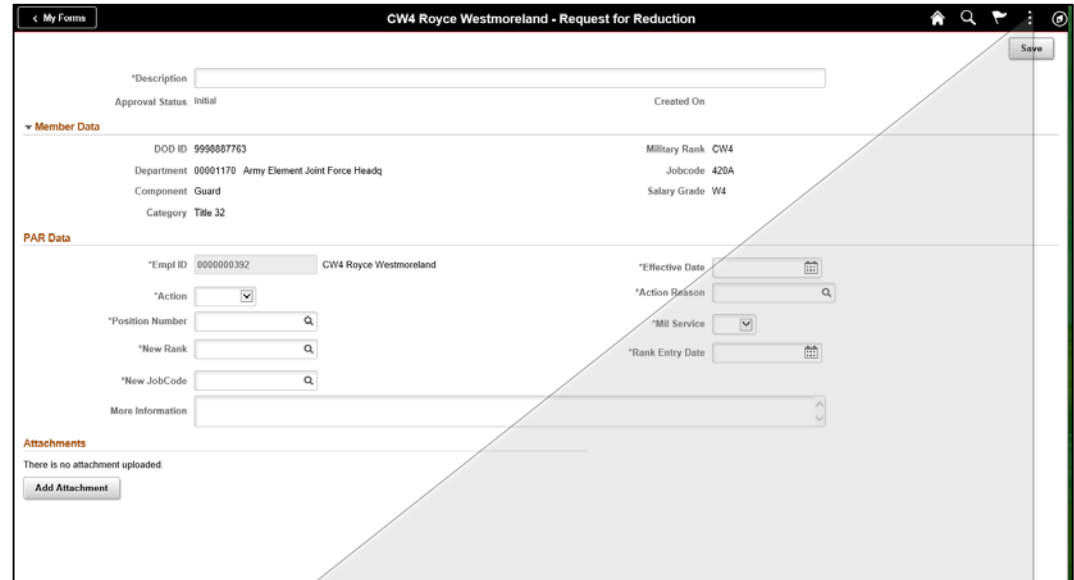
After pressing the **Search** button the Search Results are provided with a criteria score, and each person's profile is linked as a search result.

Rel 2. HR Professional Search Match Capability Screen

PAR: Request for Reduction

HR Professionals will have the ability to initiate a Personal Action Request for a Request for Reduction for a Soldier.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Reduction information will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



CW4 Royce Westmoreland - Request for Reduction

*Description: [Text Field]
Approval Status: Initial
Created On: [Text Field]

Member Data

DOD ID: 999087763
Department: 00001170 Army Element Joint Force Headq
Component: Guard
Category: Title 32
Military Rank: CW4
Jobcode: 426A
Salary Grade: W4

PAR Data

*Empl ID: 0000000392 CW4 Royce Westmoreland
*Action: [Dropdown]
*Position Number: [Text Field]
*New Rank: [Text Field]
*New JobCode: [Text Field]
*Effective Date: [Calendar]
*Action Reason: [Text Field]
*MIL Service: [Dropdown]
*Rank Entry Date: [Calendar]

Attachments

There is no attachment uploaded.
Add Attachment

Instructions

Authority for Reduction of an Enlisted Member (other than disciplinary) is Chapter 10 AR600-8-19.

Reduction Reasons:

10-15. Approved for discharge from the service under other than honorable conditions
a. When the separation authority determines that a Soldier is to be discharged from the Service under other than honorable conditions, the Soldier will be reduced to the lowest enlisted rank. Further board action is not required for this reduction.
b. If discharge is approved under other than honorable conditions, but is suspended (AR 635-200) (AR 135-178 for USAR), the Soldier will not be reduced under this paragraph.

10-16. Reductions for failure to complete training
Soldiers appointed to higher grades on entering or while attending a service or civilian school and fail to complete the course successfully may be reduced.

10-17. Reduction for unsatisfactory participation
a. Reductions under this paragraph are discretionary and wholly apart from discharge proceedings under AR 135-178 or reassignment under AR 140-10.
b. A Soldier may be reduced one grade for unsatisfactory participation.
c. The CDR reducing the Soldier will inform the Soldier in person or by certified mail of the action contemplated and reasons.
1. CPLs or SP5s and below may be reduced without action by a board.
2. SGT through SGM may appear before a reduction board. If Soldier declines appearance, it will be in writing and will be considered as acceptance of the reduction action.
3. A reduction board, when required, will be convened within 30 days after the Soldier is notified, in writing.

10-18. Voluntary reduction
a. U.S. Army Reserve.
1. A Soldier on AGR status may request a voluntary reduction to one grade below that currently held to qualify for a new tour position being offered by CG, HRC.
2. A Soldier who submitted a late declaration of a promotion that was not approved by the promotion authority (para 5-34d). The Soldier will be reduced to previous rank without prejudice upon his or her request for voluntary reduction.
3. A Soldier may volunteer for reduction to one or more lower grades. The reduction requested by the Soldier will be accomplished by the promotion authority without prejudice. Such reductions will normally be limited to Soldiers desiring reduction for—
a. Voluntary entry on active duty in the RA (AR 135-210) or on AGR status (AR 135-18).
b. Assignment in a lower rank to an existing vacancy in a TPU. This reduction is authorized provided the Soldier has not attained the maximum years of service in the rank to which reduced (AR 140-10).
c. Entry into a formal training program or course requiring a lower rank to qualify.
d. A reduction board will not be conducted for voluntary reductions. The voluntary request for reduction of an AGR Soldier may be approved by CG, HRC. Reduction orders will be issued by CG, HRC.
e. The DOR will be the date of the rank to which reduced as if the Soldier had never attained a rank higher than that to which reduced.
f. Army National Guard. If approved by the unit CDR, a Soldier may volunteer, in writing, on PAR for Demotion to any lower rank for reassignment to another position, to another program, or to continue in service. The promotion authority may then administratively reduce the Soldier; no reduction board will be conducted.

10-19. Reduction upon return from active duty (mobilization)
a. ARNG Soldiers returning to their units after being released from active duty as a result of mobilization in a higher grade than held at the time of entry into such service may be retained in their higher grade for 1 year.

10-20. Other reasons for reduction
The following are reasons for reduction in rank without board action or appeal. The applicable component is as indicated.

PAR: Request for Lateral Appointment

HR Professionals will have the ability to initiate a Personal Action Request for a Request for a Lateral Appointment for a Soldier.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Lateral Appointment will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



< My Forms
CW4 Royce Westmoreland - Lateral Appointment
⌂ 🔍 🏠

Approval Status: Initial
Created On:

Member Data

DOD ID: 9998887763	Military Rank: CW4
Department: 00001170 Army Element Joint Force Headq	Jobcode: 420A
Component: Guard	Salary Grade: W4
Category: Title 32	

PAR Data

Empl ID: 0000000392 CW4 Royce Westmoreland	
*Type of PAR: Original	*Reason: LAT
Action: RANK CHANGE	
Position: 00972666 #1 MILITARY PERS OFCR	*Appt Effective Date: <input type="text"/>
Position Rank: CW4	Lateral Rank: <input type="text"/>
Current Rank: CW4	
Current Rank Entry Date: 04/11/2017	
Current Grade: W4	
Current Grade Entry Date: 04/11/2017	
Primary Jobcode: 420A	Lateral Jobcode: <input type="text"/>

Instructions

Lateral Appointment PAR

The Lateral Appointment PAR only applies to appointments between SPC/CPL, MSG/1SG, and SGM/CSM.

Important information for completion of the PAR:

Jobcodes: Review current primary, secondary and additional jobcode. If changes are needed, select correct jobcodes from the drop down list. No action will occur if field is left blank with no corresponding current value.

In the example below the Soldiers record will be updated to reflect 19Z5 as Primary, 11Z5 as Secondary and 88Z5 will remain as an Additional.

Jobcodes: SQI and/or ASI

For SQI, enter the new SQI. IPPS-A will designate Primary, Secondary and/or Additional based on current MOS designations in accordance with DA Pam 611-21

For ASI, like Jobcode, if there is a value in the current field and no new value is entered the current code will remain unchanged. No action will occur if a field is left blank with no corresponding current value.

Ensure to review DA Pam 611-21 for any SQI/ASI awards or removals as a result of assignments to/from 1SG and CSM position.

In the example below the Soldiers record will be updated to reflect ASI 1B as primary ASI and ASI 2B will become Secondary ASI.

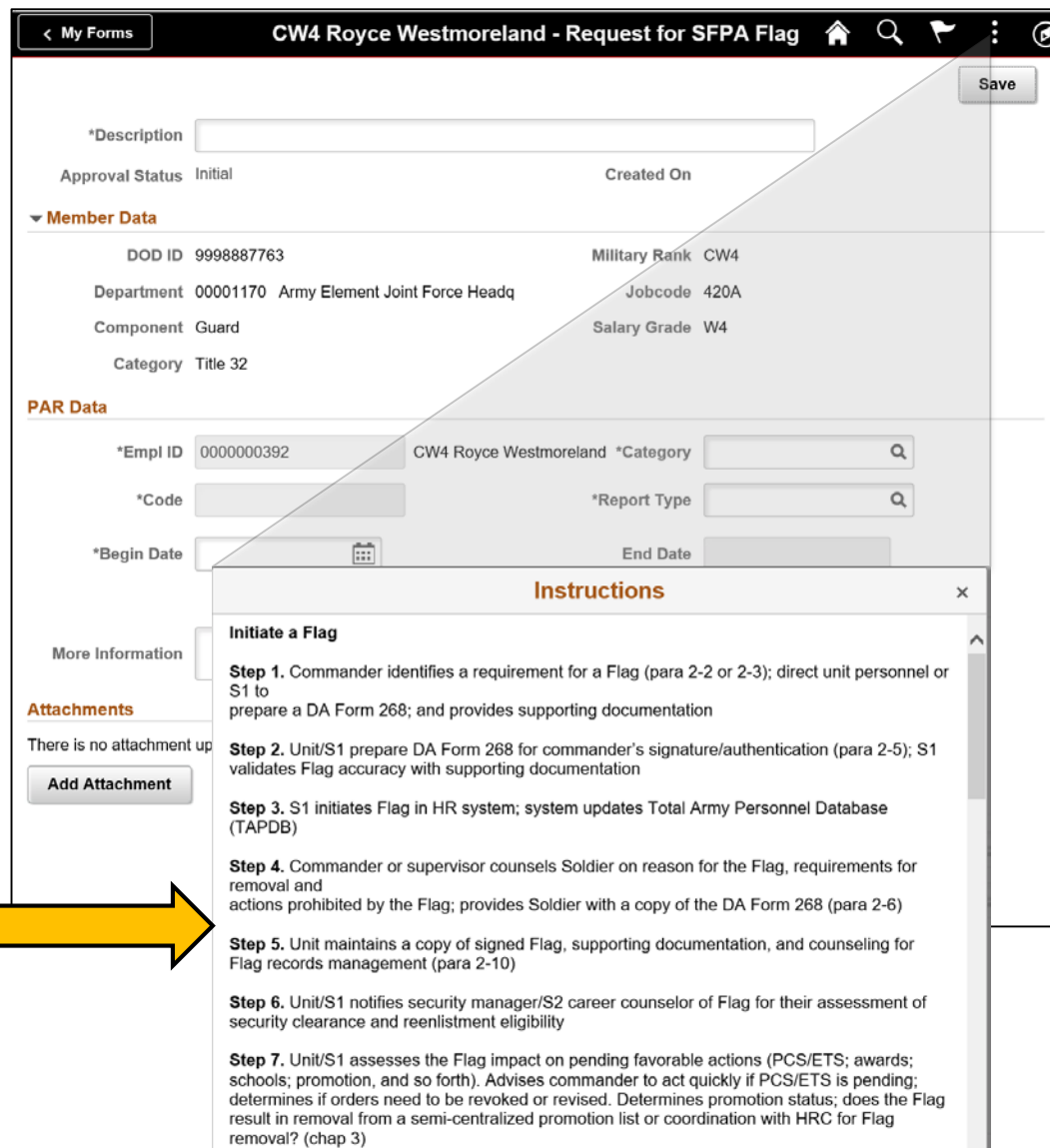
Authority: For lateral appointment is AR 600-8-19 or AR 614-200. You can add specific paragraph information to the field.

One Soldier ★ One Record ★ One Army

7

HR Professionals will have the ability to initiate a Personal Action Request for a SPFA on a Soldier.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the SFPA Flag will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- Manual input can be done.



Instructions

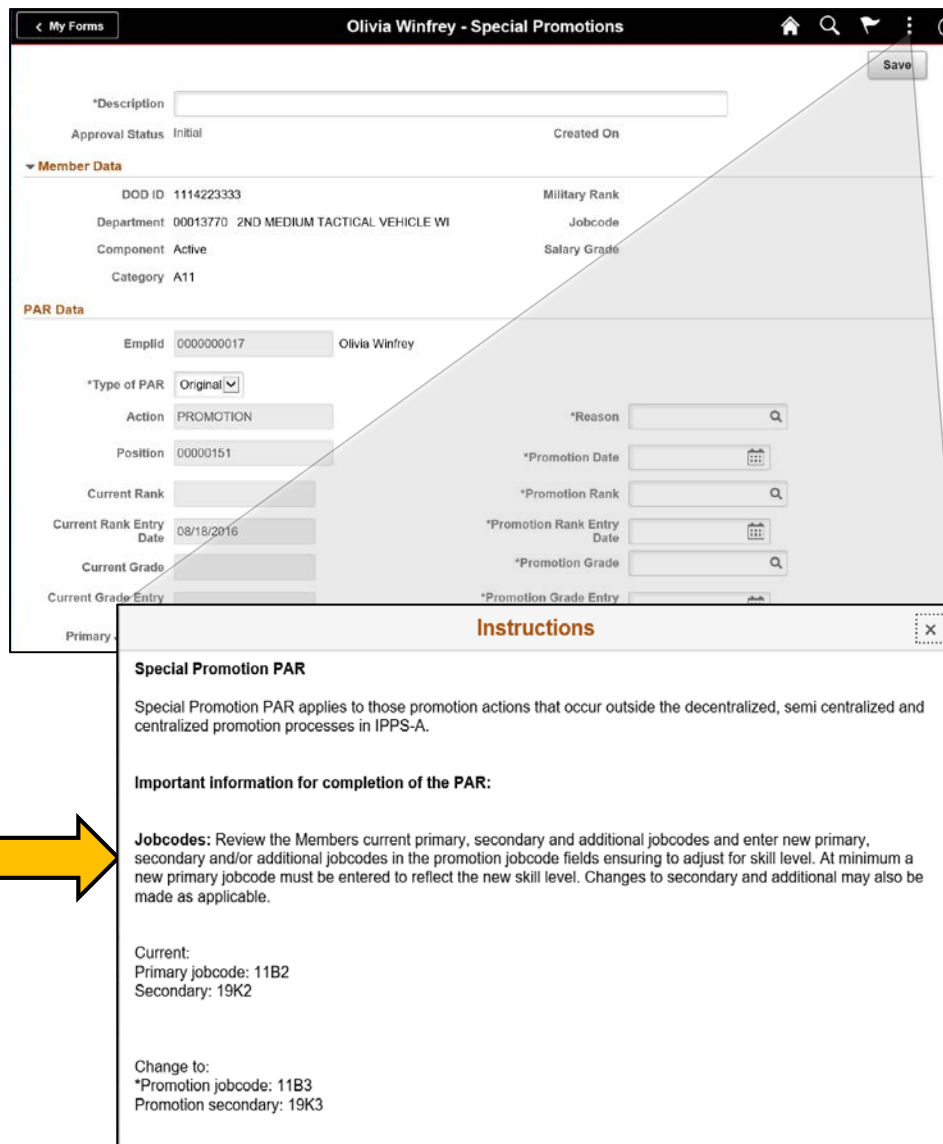
Initiate a Flag

- Step 1.** Commander identifies a requirement for a Flag (para 2-2 or 2-3); direct unit personnel or S1 to prepare a DA Form 268; and provides supporting documentation
- Step 2.** Unit/S1 prepare DA Form 268 for commander's signature/authentication (para 2-5); S1 validates Flag accuracy with supporting documentation
- Step 3.** S1 initiates Flag in HR system; system updates Total Army Personnel Database (TAPDB)
- Step 4.** Commander or supervisor counsels Soldier on reason for the Flag, requirements for removal and actions prohibited by the Flag; provides Soldier with a copy of the DA Form 268 (para 2-6)
- Step 5.** Unit maintains a copy of signed Flag, supporting documentation, and counseling for Flag records management (para 2-10)
- Step 6.** Unit/S1 notifies security manager/S2 career counselor of Flag for their assessment of security clearance and reenlistment eligibility
- Step 7.** Unit/S1 assesses the Flag impact on pending favorable actions (PCS/ETS; awards; schools; promotion, and so forth). Advises commander to act quickly if PCS/ETS is pending; determines if orders need to be revoked or revised. Determines promotion status; does the Flag result in removal from a semi-centralized promotion list or coordination with HRC for Flag removal? (chap 3)

PAR: Special Promotions

HR Professionals will have the ability to submit a Personnel Action Request for a Special Promotion.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Member's promotion information will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



Special Promotion PAR

Special Promotion PAR applies to those promotion actions that occur outside the decentralized, semi centralized and centralized promotion processes in IPPS-A.

Important information for completion of the PAR:

Jobcodes: Review the Members current primary, secondary and additional jobcodes and enter new primary, secondary and/or additional jobcodes in the promotion jobcode fields ensuring to adjust for skill level. At minimum a new primary jobcode must be entered to reflect the new skill level. Changes to secondary and additional may also be made as applicable.

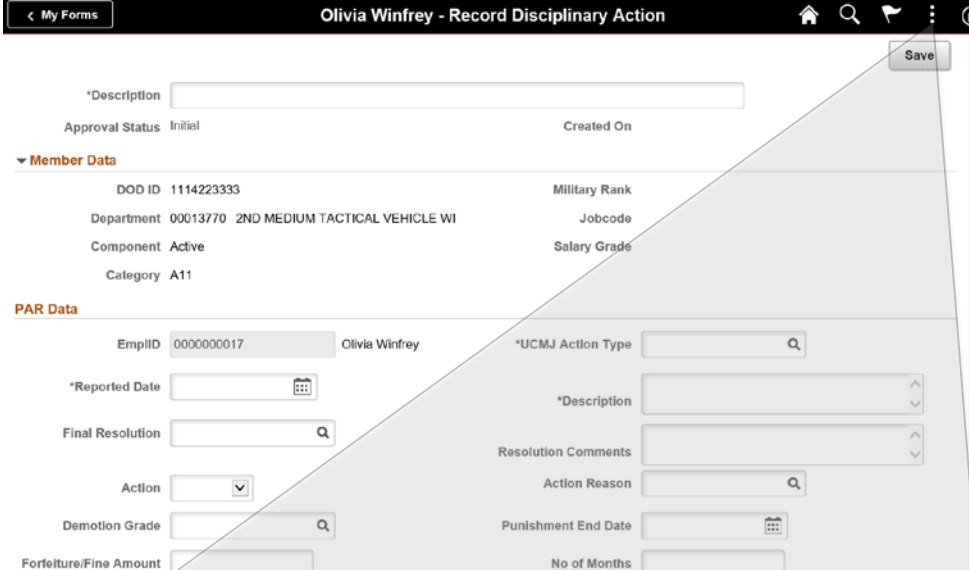
Current:
Primary jobcode: 11B2
Secondary: 19K2

Change to:
*Promotion jobcode: 11B3
Promotion secondary: 19K3

PAR: Record Disciplinary Action

HR Professionals will have the ability to submit a Personnel Action Request for a Disciplinary Action to be placed on a Member's Record after appropriate approvals.

- Automatic workflow through their S1 pool and chain of command.
- Request will be work-flowed in IPPS-A, allowing transparency and tracking.
- Upon approval, the Member's UCMJ information will be updated in IPPS-A.
- Instructions with guidance and checklist of all required documents to ensure approval.
- IPPS-A will notify Soldiers upon approval.



Instructions

This Personnel Action Request (PAR) Form allows an administrator to request a disciplinary action to be placed on Member's record after appropriate approvals.

Below is an explanation of the fields on the form:

Subject: Enter a meaningful subject for the request.

Priority: Select the priority for the request. This is for informational purposes only.

Due Date: Enter the desired due date for the request to be processed. This is for informational purposes only.

Status: The system will display the status of the request.

Member Data Section: This section displays unique information about the Member ID that is selected.

Member ID: This is the unique identifier for a Member

Effective DT: Enter the effective date of the change.

Disciplinary Action Section: This section displays unique information about the Disciplinary Action

UCMJ Action Type: Enter the type of Disciplinary Action

Report Date: Enter date of Disciplinary Action

Description: Enter brief description of Disciplinary Action

Disciplinary Step Section: This section displays unique information about each disciplinary step (Optional)

UCMJ Step 1: Enter Step 1

Resolution: Enter the Step 1 Resolution

Action Date: Enter the Step 1 Action Date

UCMJ Comment: Enter the Step 1 Comment

UCMJ Step 2: Enter Step 2

Resolution: Enter the Step 2 Resolution

Action Date: Enter the Step 2 Action Date

UCMJ Comment: Enter the Step 2 Comment

This PAR will be deployed based on Army Guidance

Workflow: What Can HR Professionals Do?

- HR Professionals can submit PARs on behalf of a Member and Set-up Approval Workflow (S-1 Pool).
- The HR Professional will select the **Setup Workflow** tile to setup workflow.



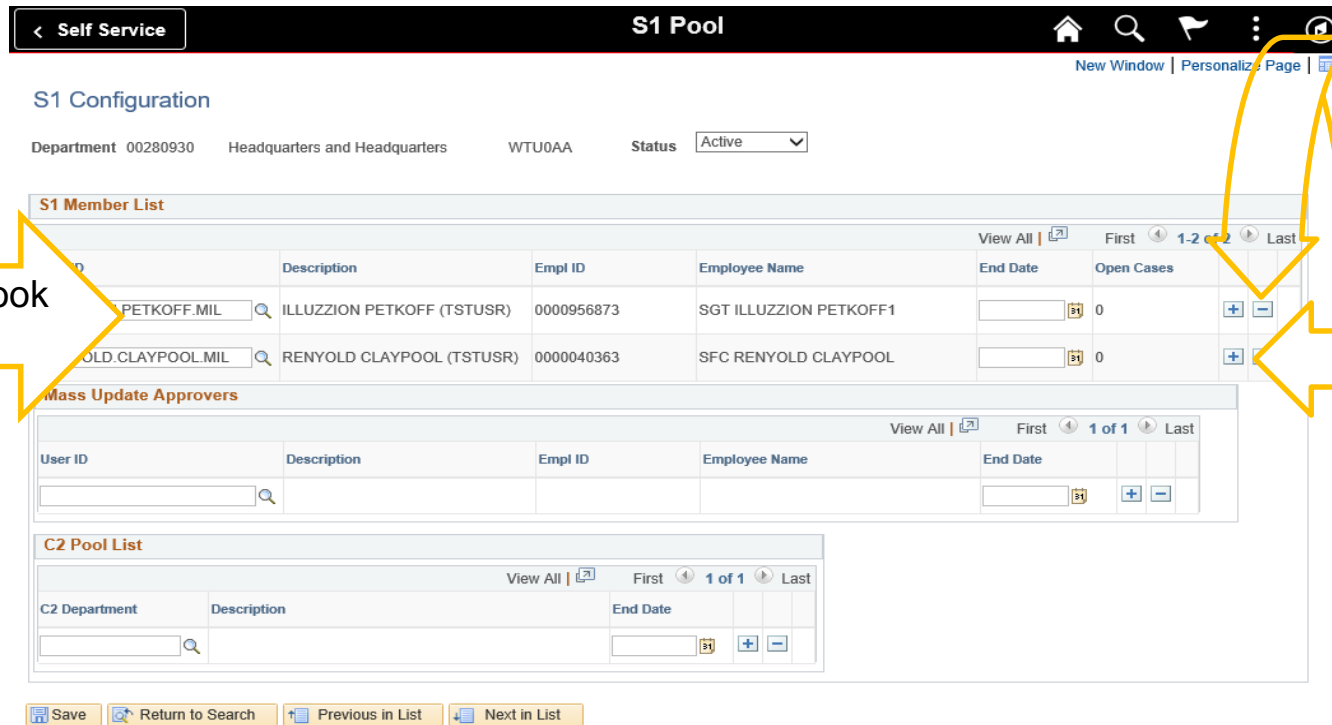
▼ HR Professional

Special Pay Requests 	Case Management 	Promotion Rosters 
View Orders 	Not Present for Duty 	HR Personnel Action Requests 
Assignments 	Profile Management 	Setup Workflow 

Workflow Setup

S1 Pool Set-Up

- HR Professionals can use the search to look up members to add to the S-1 Pool as indicated below with those Roles and Permissions.
- HR Professionals can add/delete members in the S-1 Pool.
 - S1 Pools are set up and maintained manually.



S1 Configuration

Department 00280930 Headquarters and Headquarters WTU0AA Status Active

S1 Member List

User ID	Description	Empl ID	Employee Name	End Date	Open Cases	
PETKOFF.MIL	ILLUZION PETKOFF (TSTUSR)	0000956873	SGT ILLUZION PETKOFF1		0	+ -
CLAYPOOL.MIL	RENYOLD CLAYPOOL (TSTUSR)	0000040363	SFC RENYOLD CLAYPOOL		0	+ -

Mass Update Approvers

User ID	Description	Empl ID	Employee Name	End Date	
					+ -

C2 Pool List

C2 Department	Description	End Date	
			+ -

Save Return to Search Previous in List Next in List

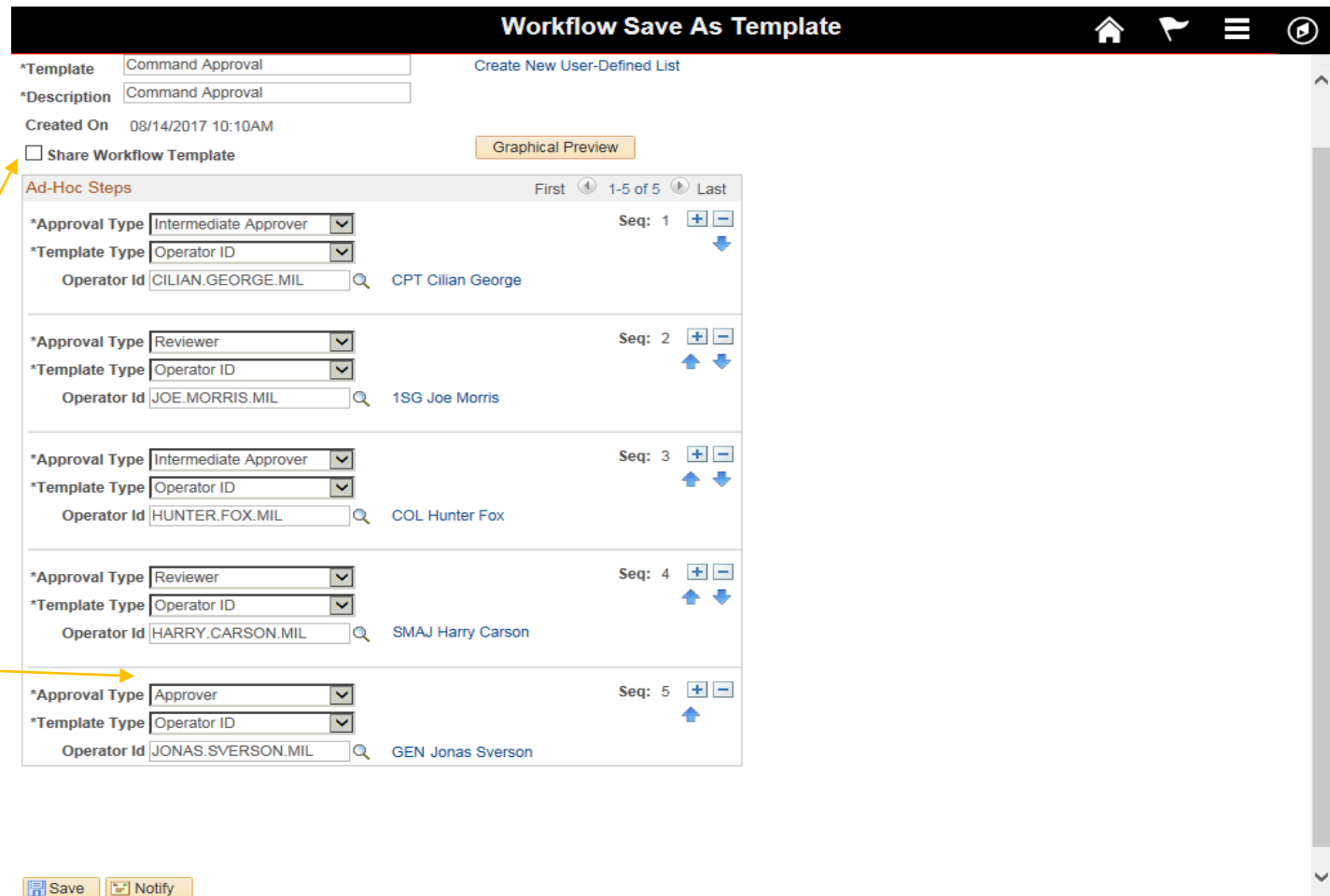
Search to Look Up

Delete Members from S-1 Pool

Add Members to the Pool

Insert Template “Save-As Template”

- Templates are predefined workflow routings that can be attached to any action, and can be stored for future use
- Templates that are shared can be named by the naming convention your Local Unit SOP's dictate.
- HR Professionals will add the approval chain for each action on the screen below and save
- All templates must have a Final Approver



Workflow Save As Template

*Template: Command Approval Create New User-Defined List

*Description: Command Approval

Created On: 08/14/2017 10:10AM

Share Workflow Template Graphical Preview

Ad-Hoc Steps First 1-5 of 5 Last

*Approval Type: Intermediate Approver	Seq: 1	+ -
*Template Type: Operator ID		↓
Operator Id: CILIAN.GEORGE.MIL	CPT Cilian George	
*Approval Type: Reviewer	Seq: 2	+ -
*Template Type: Operator ID		↑ ↓
Operator Id: JOE.MORRIS.MIL	1SG Joe Morris	
*Approval Type: Intermediate Approver	Seq: 3	+ -
*Template Type: Operator ID		↑ ↓
Operator Id: HUNTER.FOX.MIL	COL Hunter Fox	
*Approval Type: Reviewer	Seq: 4	+ -
*Template Type: Operator ID		↑ ↓
Operator Id: HARRY.CARSON.MIL	SMAJ Harry Carson	
*Approval Type: Approver	Seq: 5	+ -
*Template Type: Operator ID		↑
Operator Id: JONAS.SVERSON.MIL	GEN Jonas Sverson	

Save Notify

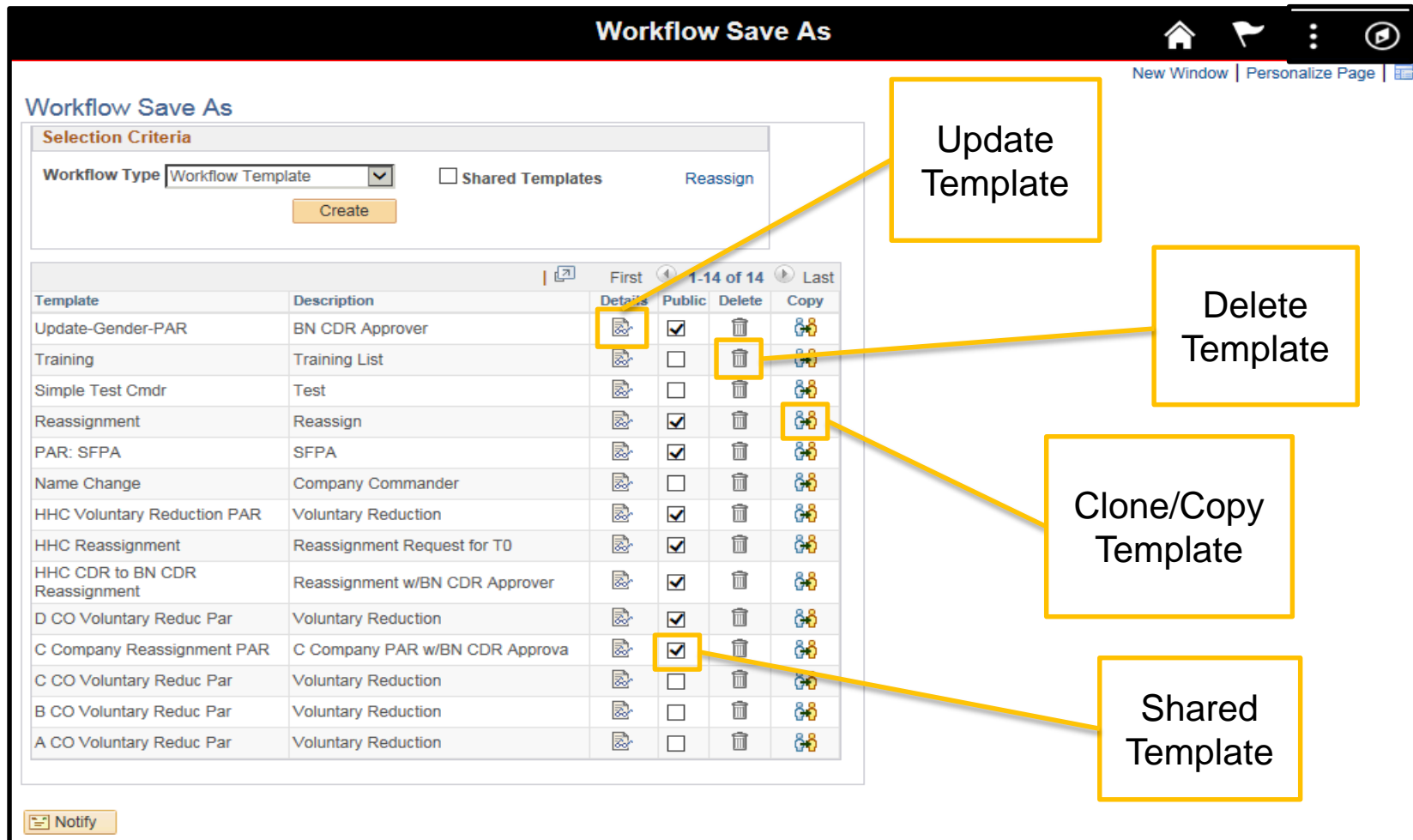
Share
created
Template

Final
Approver

Workflow: HR Professionals – Save/ Share Templates

Save and Share Workflow “Save-As Template”

- Each HR Professional maintains their own Save-As template and User List library. Templates can be updated, deleted, cloned, or shared with other users (check public template box). If the HR Professional moves from a position, they are responsible for deleting any unwanted templates from their library.

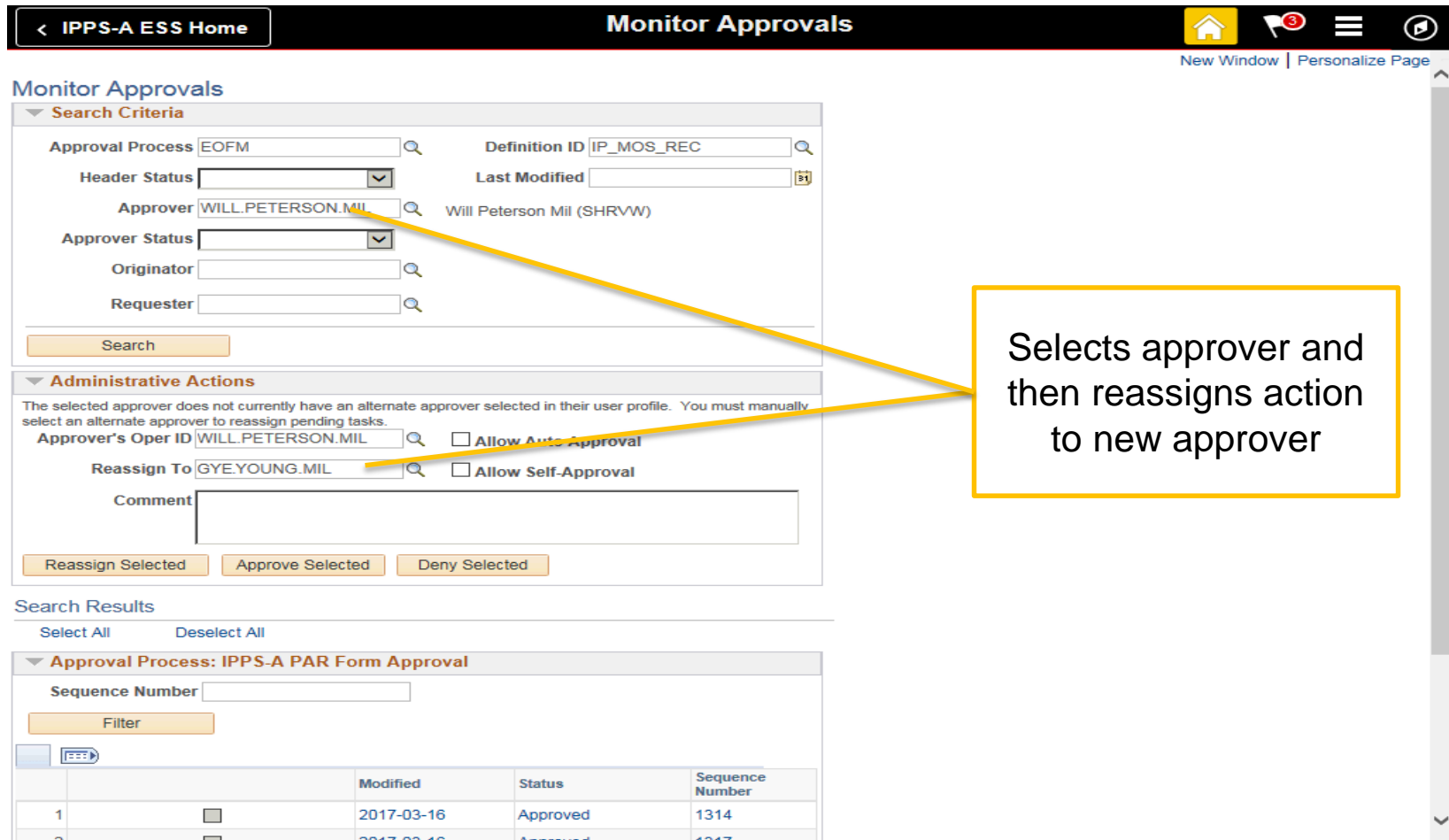


The screenshot shows the 'Workflow Save As' interface. At the top, there is a 'Selection Criteria' section with a 'Workflow Type' dropdown set to 'Workflow Template', a 'Shared Templates' checkbox, and a 'Reassign' button. Below this is a table of templates. The table has columns for 'Template', 'Description', 'Details', 'Public', 'Delete', and 'Copy'. The 'Public' column contains checkboxes, and the 'Delete' column contains trash icons. The 'Copy' column contains icons for cloning and sharing. Callouts point to specific elements: 'Update Template' points to the 'Details' icon, 'Delete Template' points to a trash icon, 'Clone/Copy Template' points to the 'Copy' icons, and 'Shared Template' points to a checked checkbox in the 'Public' column.

Template	Description	Details	Public	Delete	Copy
Update-Gender-PAR	BN CDR Approver		<input checked="" type="checkbox"/>		
Training	Training List		<input type="checkbox"/>		
Simple Test Cmdr	Test		<input type="checkbox"/>		
Reassignment	Reassign		<input checked="" type="checkbox"/>		
PAR: SFPA	SFPA		<input checked="" type="checkbox"/>		
Name Change	Company Commander		<input type="checkbox"/>		
HHC Voluntary Reduction PAR	Voluntary Reduction		<input checked="" type="checkbox"/>		
HHC Reassignment	Reassignment Request for T0		<input checked="" type="checkbox"/>		
HHC CDR to BN CDR Reassignment	Reassignment w/BN CDR Approver		<input checked="" type="checkbox"/>		
D CO Voluntary Reduc Par	Voluntary Reduction		<input checked="" type="checkbox"/>		
C Company Reassignment PAR	C Company PAR w/BN CDR Approva		<input checked="" type="checkbox"/>		
C CO Voluntary Reduc Par	Voluntary Reduction		<input type="checkbox"/>		
B CO Voluntary Reduc Par	Voluntary Reduction		<input type="checkbox"/>		
A CO Voluntary Reduc Par	Voluntary Reduction		<input type="checkbox"/>		

Reassign Workflow

- Once HR Professional selects the new approver, as seen below in the (Administrative Actions box) the action can be reassigned.



The screenshot displays the 'Monitor Approvals' interface. The top navigation bar includes '< IPPS-A ESS Home', 'Monitor Approvals', and utility icons for home, notifications, menu, and refresh. Below the navigation bar, the page title 'Monitor Approvals' is followed by 'New Window | Personalize Page'.

The main content area is divided into two sections:

- Search Criteria:** This section contains several search filters: 'Approval Process' (EOFM), 'Definition ID' (IP_MOS_REC), 'Header Status' (dropdown), 'Last Modified' (calendar icon), 'Approver' (WILL.PETERSON.MIL), 'Approver Status' (dropdown), 'Originator', and 'Requester'. A 'Search' button is located below these filters.
- Administrative Actions:** This section provides options for managing the selected approver. It includes a warning: 'The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.' Below this, there are fields for 'Approver's Oper ID' (WILL.PETERSON.MIL) and 'Reassign To' (GYE.YOUNG.MIL). There are also checkboxes for 'Allow Auto-Approval' and 'Allow Self-Approval'. A 'Comment' text area and three buttons ('Reassign Selected', 'Approve Selected', 'Deny Selected') are at the bottom of this section.

A yellow callout box with a border points to the 'Reassign To' field and the 'Reassign Selected' button, containing the text: 'Selects approver and then reassigns action to new approver'.

Below the administrative actions is the 'Search Results' section, which includes 'Select All' and 'Deselect All' links. The results are filtered by 'Approval Process: IPPS-A PAR Form Approval'. A 'Filter' button is present. A table displays the search results:

		Modified	Status	Sequence Number
1	<input type="checkbox"/>	2017-03-16	Approved	1314
2	<input type="checkbox"/>	2017-03-16	Approved	1317

Workflow: HR Professionals – Select New Approver

Select New Approver

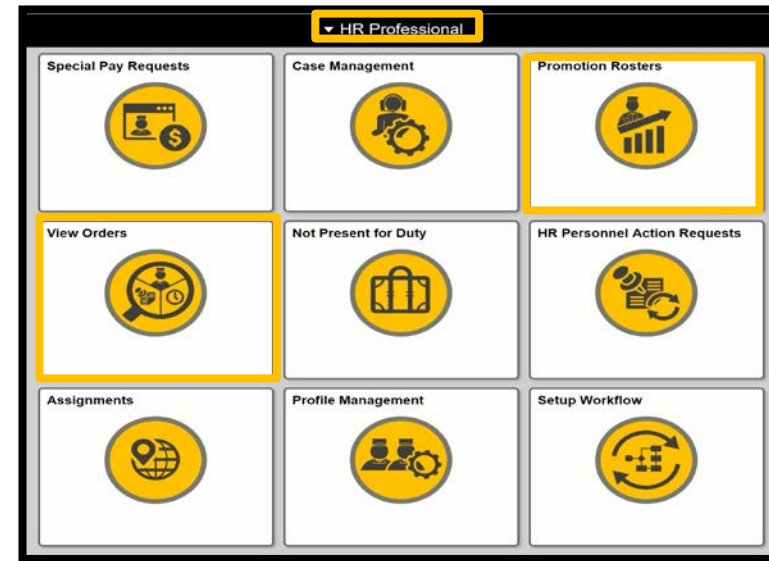
- HR Professionals can select from a list of approvers (as seen below) and reassign an action to a new approver.

Look Up Approver							
Employee Name	Employee Name (SHR/VW)	Employee ID	Employee Name	Employee ID	Employee Name	Employee ID	Employee Name
EAMON.ISAIAH.MIL	Eamon Issaiah (SHRVW)	0000006178	EAMON	(blank)	ISAIAH	NGDPA	SENIOR HUMAN RESOU
GPAS000006	GPAS000006 (SITST)	GPAS000006	Stan	(blank)	Duncan	ARACA	#1 FIRE TEAM LEADER
GPAS000011	GPAS000011 (SITST)	GPAS000011	William	(blank)	Stanton	ARACA	PLATOON LEADER
GPAS000045	GPAS000045 (SITST)	GPAS000045	Adrian	(blank)	Lang	ARACA	General Officer
GPAS000046	GPAS000046 (SITST)	GPAS000046	Albert	(blank)	Thomas	ARACA	General Officer
HUNTER.FOX.MIL	HUNTER FOX(SHRVW)	0000988277	HUNTER	(blank)	FOX	NGDPA	COMMANDER
ILLUZZION.ETCHISON.MIL	Illuzzion Etchison (SHRVW)	0000000413	ILLUZZION	(blank)	ETCHINSON	NGDPA	PLATOON SERGEANT
JASON.BLAINE.MIL	Jason Blaine (SHRVW)	0000006182	Jason	(blank)	Blaine	NGDPA	SQUAD LEADER
JENNIFER.AILEEN.MIL	Jennifer Aileen (SHRVW)	0000006181	Jennifer	(blank)	Aileen	NGDPA	#2 HUMAN RESOURCE M
JSINGH	JSINGH (SIDEV)	0000000413	ILLUZZION	(blank)	ETCHINSON	NGDPA	PLATOON SERGEANT
KDAVIS	KDAVIS (SIDEV)	0000000412	RENYOLD	TYI	CLAYPOOL	NGDPA	MEDICAL PLANS OFFICE
KYLE.KIRK.MIL	Kyle Kirk (TSTUSR)	0000000089	Kyle	(blank)	Kirk	NGDPA	#1 STRYKER SYS MAINT
MARK.BOGART.TEST	MARK BOGART TEST (SITST)	0000000018	Mark	(blank)	Bogart	NGDPA	DETACHMENT SERGEAN
MASON.WILLIAMS.MIL	Mason Williams (TSTUSR)	GPGW000101	Mason	(blank)	Williams	NGDPA	CDR
NITIN.VANDENBRANDEN.MIL	Vandenbranden, Nitin (SHRVW)	0000003101	NITIN	ARIELLA	VANDENBRANDEN	NGDPA	COMMANDER
NOEL.JULIAN.MIL	Noel Julian (SHRVW)	0000006180	Noel	(blank)	Julian	NGDMD	#1 HUMAN RESOURCE M
RAPHAEL.KACHOIAN.MIL	Kachorian,Raphael (SHRVW)	0000001120	RAPHAEL	STANESKASABRI	KACHOIAN	NGDPA	EXECUTIVE OFFICER
RAVI.ROBERTS.MIL	Ravi Roberts (SHRVW)	0000000080	RAVI	(blank)	ROBERTS	NGDPA	#1 SENIOR MECHANIC
RENYOLD.CLAYPOOL.MIL	Renyold Claypool (SHRVW)	0000000412	RENYOLD	TYI	CLAYPOOL	NGDPA	MEDICAL PLANS OFFICE
ROBERT.AKLI.MIL	Akli, Robert (SHRVW)	0000002188	GYEYOUNG	ROBERTWROBLE	AKLI	NGDPA	COMMANDER
SARA.GOLDMAN.MIL	Sara Goldman (TSTUSR)	GPGW000103	Sara	(blank)	Goldman	NGDPA	COMMANDER
SAUNYA.GLENNEY.MIL	Saunya Glenney (SHRVW)	0000000414	SAUNYA	ALADE	GLENNEY	NGDPA	SENIOR INFORMATION S
SEONGJAE.PARADA.MIL	Parada, Seongjae (SHRVW)	0000000544	SEONGJAE	NIMOUL	PARADA	NGDPA	COMMANDER
SGOLDSTEIN	SGOLDSTEIN (SIDEV)	GPGW000103	Sara	(blank)	Goldman	NGDPA	COMMANDER
SHIMANE.VARGA.MIL	Vargasmedina, Shimane (SHRVW)	0000001340	SHIMANE	OLUWAFOLAH	VARGASMEDINA	NGDPA	COMMANDER
STAN.DUNCAN.TEST	STAN DUNCAN TEST (SITST)	GPAS000006	Stan	(blank)	Duncan	ARACA	#1 FIRE TEAM LEADER
TEST2SCRUM5	TEST2SCRUM5 (SITST)	0000000104	Sarah	CRM8	Jenkins	NGDPA	HUMAN RESOURCES SC
TEST5SCRUM3	TEST5SCRUM3 (SITST)	0000000045	Jebediah	(blank)	Whitefeather	NGDPA	SUPPLY SPECIALIST
TEST_SCRUM8_IT_AGENT_T2	TEST_SCRUM8_IT_AGNT_T2 (SITST)	0000000392	Royce	CRM8	Westmoreland	NGDPA	#1 MILITARY PERS OFCF
THI-NHU.K.NGUYEN.CTR	Thi-Nhu K Nguyen (SIFUN)	0000000291	Chris	CRM8	Edwards	NGDPA	HUMAN RESOURCES SF
UMUKKAMALA	UMUKKAMALA (SIDEV)	0000000084	WILL	(blank)	PETERSON	NGDPA	PUBLIC AFFAIRS OPERA
<u>WILL.PETERSON.MIL</u>	Will Peterson Mil (SHRVW)	0000000084	WILL	(blank)	PETERSON	NGDPA	PUBLIC AFFAIRS OPERA
WILLIAM.STANTON.TEST	William Stanton Test (SITST)	GPAS000011	William	(blank)	Stanton	ARACA	PLATOON LEADER
WILLIE.WILSON.MIL	Willie Wilson (SHRVW)	0000000292	Willie	(blank)	Wilson	NGDPA	COMMANDER
XAVIER.HARRISON.MIL	Harrison,Xavier (SHRVW)	0000006153	Xavier	Renee	Harrison	NGDPA	INTELLIGENCE STAFF O
ZAYBRIEL.SHIPLET.MIL	Shiplet, Zaybriel (SHRVW)	0000001390	ZAYBRIEL	ALVINJACOB	SHIPLET	NGDPA	COMMANDER

Semi-Centralized Promotions – What Can HR Professionals do?

HR Professionals:

- Will have the ability to update person profile with any information for PPW calculation.
- Create and manage the roster
- View promotion orders for all Soldiers in his/her hierarchy.



Pennsylvania Army Natl Guard
 Army Element Joint Force Headq
 JFHQ Joint Ops Center Building 14-26 Letterman Rd
 Grantville, PA 17028

000004517.00 18 May 2018
 LOHOUSE MARUF S, 1463230958, PFC C FIELD ARTILLERY BATTERY, FIE

ACTION TYPE: Promotion PURPOSE/REASON: Off/Enl Promo one grade
 EFFECTIVE/REPORT DATE/TIME: 18 May 2018 END/TERMINATION DATE: N/A
 AUTHORITY: AR 600-8-19
 REPORT TO: N/A
 POSITION NUMBER: 00849360
 ADDITIONAL INSTRUCTIONS:
 Duty Position Title: #3 CANNONEER
 Promotion Rank: SPC
 Promotion Rank Entry Date: 18 May 2018
 By the Authority Of The Adjutant General Pennsylvania Army Natl Guard

APPROVED BY: **OFFICIAL** CW4 Royce C Westmoreland, HUMAN RESOURCE OFF

Board Roster

Board ID	382	E4 TO E5	Board Process	Semi-Centralized	Year	2018
Template ID	E4 TO E5	SPC to SGT Promotion (E4 - E5)	Convence Date	02/20/2018		
Business Unit	NGDPA	Pennsylvania Army Natl Guard	Adjourn Date	02/22/2018		
Grade To	E5	Board Status	Post Board	Points Cut Off Date	02/19/2018	

Process Monitor

Board Roster						
Candidates	Job Info	MOS Info	Points			
Empl ID	Name	UIC	UIC Description	Rank		
0000000015	John Powell	WTU2T0	HHC INF BN (SBCT)			
0000000045	CPL Jebediah Whitefeather	WZFXC0	MEDICAL COMPANY, BCT (SBCT)	CPL		
0000000107	CPL John McKenzie		COUNTERDRUG COORD BR	CPL		
0000000456	SPC DREGAN MATZEK		LIGHT TACTICAL TRANSPORT VEHIC	SPC		
0000000527	SPC NITIN PINOPRADO		#1 SECRETARY (OA)	SPC		
0000000596	SPC JOSEPHROMALDO JABLENSKI	WPG0B0	B FIELD ARTILLERY BATTERY, FIE	SPC		
0000001576	SPC OLAWOLE CANDELARIACRUZ	WPG0A0	A FIELD ARTILLERY BATTERY, FIE	SPC		
0000001868	SPC DEJAMONIE AHUNA	WPG0A0	A FIELD ARTILLERY BATTERY, FIE	SPC		

Centralized Promotions – What can HR Professionals do?

HR Professionals (that conduct DA Promotion Boards):

- Will have the ability to create and manage rosters.
- Promotion orders produced by IPPS-A, and placed in the Soldier's "My Orders" tile, automatically sent to iPERMS/AMHRR.
- Many consideration/eligibility business rules are checked automatically by the system.
- Some of these include but not limited to:
 - SFPA
 - FEDREC (Officers/Warrant Officers only)
 - *processed outside the system.
 - Slotted in a position of a higher grade.



Board Roster

Board ID: 258 CW2 to CW3 PROMOTION (W2 - W3) Board Process: Centralized Year: 2017

Template ID: CW2 TO CW3 CW2 to CW3 Promotion (W2 - W3) Convene Date:

Business Unit: NGDPA Pennsylvania Army Nat Guard Adjourne Date:

Grade To: W3 Board Status: Post Board

[Run Eligibility](#)

Empl ID	Name	Eligible	Waiver Needed	Position	Position Description	Position Grade	Board Results	Have Federal Recognition	Grade Entry Date	Rank Entry Date	Projected Promotion Eligibility Date	Time in Service	Time in Grade	Comments	View SFPA	Remarks
000000150	HAMILTON PWIG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00700355	HUMAN RESOURCES TECHNICIAN	W2	Recommend for Consideration(Y)	<input type="checkbox"/>				232	208	Missing Federal Recognition.	View SFPA	
0000000518	DONNETRA GRIMESGRAEME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01117354	TARGETING OFFICER	W3	Withheld from Consideration(N)	<input type="checkbox"/>				290	71	Missing Federal Recognition.	View SFPA	
0000001735	CRIZALDEH RIOPEL	<input type="checkbox"/>	<input type="checkbox"/>	00704311	TACTICAL OPERATIONS OFFICER	W3	Failed Consideration	<input type="checkbox"/>				203	91	Missing Federal Recognition. The member has not completed the professional military education requirement for promotion consideration (W/OAC).	View SFPA	

Vacancy Promotions: will be conducted by "Special Promotions PAR"

Restrictions – HR Professional



HR Professionals will have the ability to initiate and workflow restrictions.

SGT EDGYR FINDER - Request for SFPA Flag

Save

*Description

Approval Status: Initial Created On:

Member Data

DOD ID: 1363033438 Military Rank: SGT
 Department: 00190596 FORWARD SUPPORT COMPANY CAVALR Jobcode: 88M2
 Component: Guard Salary Grade: E5
 Category: SA

PAR Data

*Empl ID: 0000002526 SGT EDGYR FINDER *Category:

*Code: *Report Type:

*Begin Date: End Date:

More Information:

Attachments

There is no attachment uploaded.

Add Attachment

Instructions

Initiate a Flag

Step 1. Commander identifies a requirement for a Flag (para 2-2 or 2-3); direct unit personnel or S1 to prepare a DA Form 268; and provides supporting documentation

Step 2. Unit/S1 prepare DA Form 268 for commander's signature/authentication (para 2-5); S1 validates Flag accuracy with supporting documentation

Step 3. S1 initiates Flag in HR system; system updates Total Army Personnel Database (TAPDB)

Step 4. Commander or supervisor counsels Soldier on reason for the Flag, requirements for removal and actions prohibited by the Flag; provides Soldier with a copy of the DA Form 268 (para 2-6)

Step 5. Unit maintains a copy of signed Flag, supporting documentation, and counseling for Flag records management (para 2-10)

Step-by-step instructions on how to: Initiate, Remove, and Unit Flag Management

Lookup

Search for: *Code

Search Criteria

Search Results

Content Item ID	Description
A	ADVERSE ACTION (AA)
B	INVOL SEP OR DISCH (FLD INT)
C	FLD INIT RMVL
D	REF OER/REL-FOR-CSE/NCOER

17 rows

Lookup

Search for: *Report Type

Search Criteria

Search Results

Content Item ID	Description
A	INITIAL REPORT
B	TRANSFERABLE RPT
E	FINAL OTHER REPORT
Z	ERRONEOUS RPT

4 rows

Special Pay Requests: HR Professional



When an HR Professional selects the **Special Pay Requests** tile, they will be taken to a search page that allows them to create and search for various pay request for any Members they can access.

- When “Incentive Pays” is selected and the “Add” button clicked, the HR Specialist will be taken to an entry page where the type of incentive pay can be selected.
- If the incentive pay requires a specific license or level of qualification, that will also be selected
- Once complete, the HR Specialist will click the “Submit” button to begin the workflow process.

IPPS-A Earnings and Deductions

Selection Criteria

Employee ID: 000006186 MSG Noble Polson

Earn/Deduct Type: [Dropdown]

Earn/Deduct ID: [Dropdown]

Status: INCENTIVE PAYS

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Buttons: Add, Search, Clear

INCENTIVE PAYS

Employee ID: 000006186 MSG Noble Polson

INCENTIVE PAYS

Entry Date: 05/23/2018 *Begin Date: End Date: Status: Initial

INCENTIVE PAY TYPE: [Dropdown]

Buttons: Save for Later, Return To Search

Look Up INCENTIVE PAY TYPE

Search by: Key 2 Data - Character begins with

Buttons: Look Up, Cancel, Advanced Lookup

Search Results

Key 2 Data - Character
ACIP CONDITIONAL
ACIP CONTINUOUS
CHEMICAL MUNITIONS
DANGEROUS VIR/BACT
DEMOLITION DUTY
DIVING DUTY
EXP STRESS DUTY
HDIP AIR WPN CNTL
HDIP CREW
HDIP NON-CREW
PARACHUTE DUTY
PARACHUTE HAI O

INCENTIVE PAYS

Employee ID: 000006186 MSG Noble Polson

INCENTIVE PAYS

Entry Date: 05/23/2018 *Begin Date: 06/01/2018 End Date: Status: Initial

INCENTIVE PAY TYPE: PARACHUTE DUTY

Buttons: Submit

Additional Information

*Jump Skill Level: [Dropdown]

Comments: [Text Area]

Attachments

*Description: Attached File

Look Up Jump Skill Level

Search by: Content Item ID begins with

Buttons: Look Up, Cancel, Advanced Lookup

Search Results

Content Item ID	Description
IASIC_O5P	PARACHUTIST

Special Pay Requests: HR Professional (Cont'd)

INCENTIVE PAYS
Employee ID 0000006186 MSG Noble Polson Submit

INCENTIVE PAYS

Entry Date 05/23/2018 *Begin Date 06/01/2018 End Date 05/31/2019 Status Initial

INCENTIVE PAY TYPE PARACHUTE DUTY Please enter any required data, begin and end dates, and attach any required documents to substantiate the request. NOTE: If a license or certification is required for entry below and the Member does not have an option to select, their HR record may not be up to date.

Additional Information

*Jump Skill Level IASIC_O5P

Comments MSG Polson has met the qualifications and training to receive Parachute Duty

Attachments

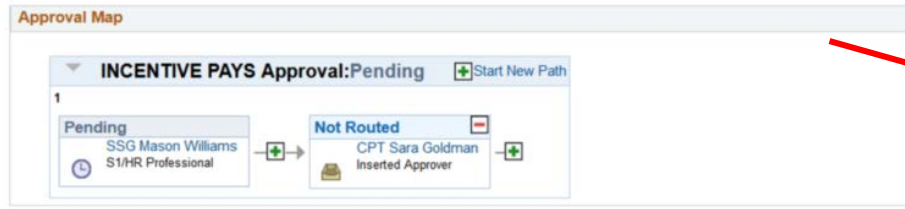
*Description	Attached File	Attach	View
		Attach	View +



Approval Action

Comment I have reviewed the HR record and believe this is an appropriate entry and am recommending approval

Recommend Approve Recommend Deny PushBack



An HR Specialist will receive the request and establish the appropriate workflow. In this example, SSG Williams is adding comments and sending the request to CPT Goldman for final approval.

- Prior to SSG Williams recommending approval, the status is “Pending” SSG Williams.
- After SSG Williams adds comments to the request and clicks “Recommend Approve”, the workflow status shows “Pending” for CPT Goldman and SSG Williams’ comments are visible in the workflow messages.



BLUF: HR Professionals / Agents have access to IPPS-A CRM to manage Soldiers HR and Pay inquiries

- **Primary support is delivered by the Readiness NCO / BN S1** – Self-Service HR/Pay cases are automatically routed to the lowest level provider group (BN S1, includes RNCO)

- **Knowledge base** – IPPS-A has an integrated library of FAQs and Answers accessible to all Soldiers and HR Professionals

- **CRM Analytics:**

- **Agent Dashboard** – One Stop Shop for Case Management

- Access: HR Professional / Helpdesk Agents

- Links to My Cases, 360 degree view, pre-defined queries, My Case pivot

- **Predefined Queries** – Release 2 delivers 14 predefined queries for Case Management

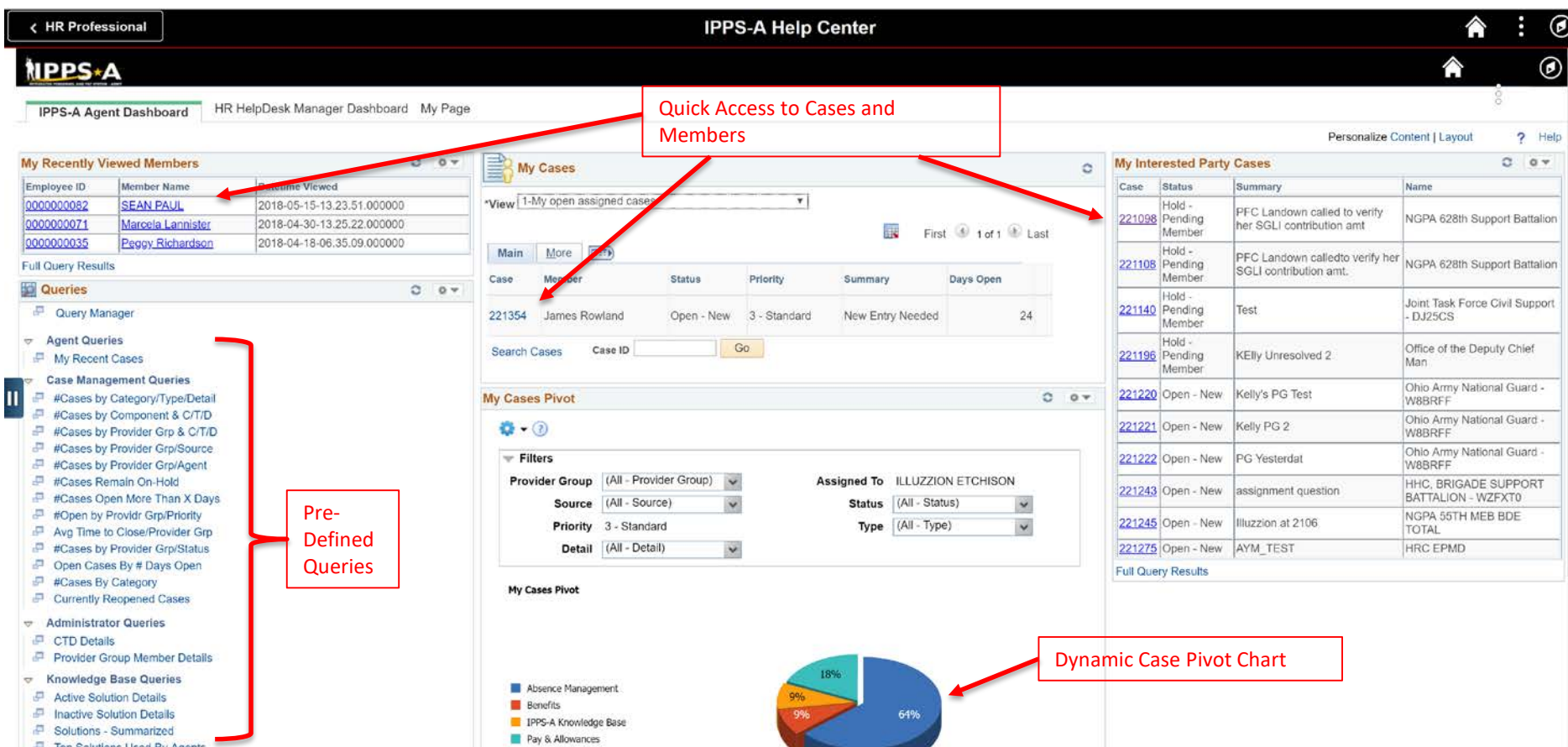
- **Dedicated Call Center support at HRC** – HRC operates the IPPS-A Tier 1 Help Desk, staffed to triage/answer/escalate HR, IT, and Pay inquiries (Release 4)

- **Phone:** 1-844-474-7772 (844-HRIPPSA)

- **Email:** USARMY.IPPS-A.helpdesk@mail.mil

CRM: HR Professionals - Agent Dashboard

- One Stop Shop for Case Management
 - Access: HR Professional / Helpdesk Agents
 - Links to My Cases, 360 degree view, pre-defined queries, My Case pivot
- Self-Service cases are routed to lowest level provider group (BN S1, includes Readiness NCO) for triage, answer, or escalation

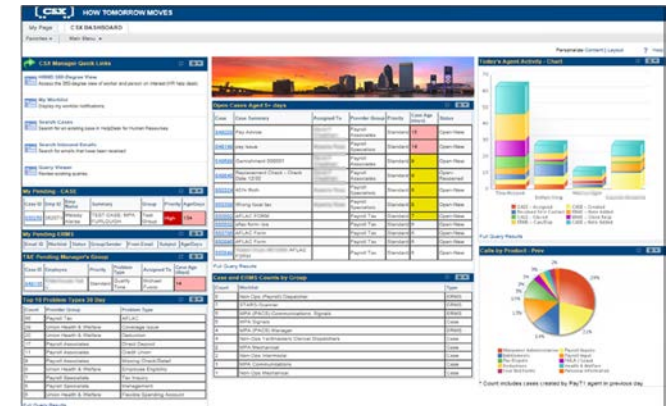
















The screenshot displays the IPPS-A Agent Dashboard interface. At the top, it shows the user's role as 'HR Professional' and the 'IPPS-A Help Center' header. The dashboard is divided into several sections:








- My Recently Viewed Members:** A table listing members with columns for Employee ID, Member Name, and Date/Time Viewed. Red arrows point from a callout box to this section and the 'My Cases' section.
- My Cases:** A section for managing assigned cases, including a search bar and a table with columns for Case, Member, Status, Priority, Summary, and Days Open. A red arrow points from a callout box to this section.
- My Interested Party Cases:** A table listing cases with columns for Case, Status, Summary, and Name. A red arrow points from a callout box to this section.
- Pre-Defined Queries:** A sidebar on the left containing a list of query categories such as 'Agent Queries', 'Case Management Queries', and 'Administrator Queries'. A red bracket and callout box highlight this area.
- Dynamic Case Pivot Chart:** A 3D pie chart at the bottom right showing the distribution of cases across categories: Absence Management (64%), Benefits (9%), IPPS-A Knowledge Base (9%), and Pay & Allowances (18%). A red arrow and callout box point to this chart.

- **BLUF: CRM has limited analytics for Release 2, focused on lower level Case Management**
- Agent Dashboard
 - Links to My Cases, 360 degree view, pre-defined queries, My Case pivot
 - Accessible to HR Professionals and Helpdesk Agents
- Pre-Defined Queries – Export to Excel for analysis
 - Agent/HR Professional: 14 queries for Case Management
 - Top of System (HRC/NGB):
 - 1 query for C/T/D management
 - 5 queries for Knowledge Base management
- External Tier I & II ANVL Dashboards
 - External Dashboards for HRSC and Tier II Helpdesks
 - Working to build State Dashboards
 - Temporary solution for analytics in Release 2
 - Refreshed daily with CRM data
 - External to IPPS-A

- **BLUF: Additional functionality added at each release**
- **Release 3:**
 - **Agent Dashboard**
 - Links to My Cases, 360 degree view, pre-defined queries, My Case pivot
 - Accessible to HR Professionals and Helpdesk Agents
 - **S1/Manager Dashboard**
 - Agent management, drill-down to cases, more advanced analytics than Agent Dashboard
 - **Pre-Defined Queries** – Export to Excel for analysis
 - Agent/HR Professional: 14 queries for Case Management
 - Top of System (HRC/NGB):
 - ✓ 1 query for C/T/D management
 - ✓ 5 queries for Knowledge Base management
 - Additional queries delivered
 - **External Tier I & II ANVL Dashboards**
 - External Dashboards for HRSC and Tier II Helpdesks
 - Working to build State Dashboards
 - Temporary solution for analytics in Release 2
 - Refreshed daily with CRM data
 - External to IPPS-A
- **Release 4:**
 - Link to OBIEE → Advanced Analytics
 - G1, HRC, Knowledge Manager, Leadership Dashboard
 - Analytics in IPPS-A, won't need ANVL Dashboards



Predefined Queries	Description
 My Recent Cases Query	Pre-defined query shows Authorized User's Recent Cases that include days open, last status update, how long in PG together with listed columns
 #Cases by Category/Type/Detail Query	Pre-defined query shows the Authorized User's Cases by C/T/D, restricts to my PG to include AHRD, from date, to date, together with a list
 #Cases by Component & C/T/D Query	Pre-defined query shows the Authorized User's Cases by components only, AHRHD, from date, to date that includes listed columns
 #Cases by Provider Grp & C/T/D Query	Pre-defined query shows the Authorized User's Case by C/T only includes AHRHD, from date, to date, and listed columns without detail
 #Cases by Provider Grp / Source Query	Pre-defined query shows the Authorized User's Cases by Provider Grp/Source filter to my PG to include AHRHD, from date, to listed columns
 #Currently Reopened Cases Query	Pre-defined query shows the Authorized User with currently reopened cases, to include filter to PG, Help Desk status, all cases status, sequence number, and all listed columns
 #Cases by Provider Grp/Agent Query	Pre-defined query shows the Authorized User's Cases by Provider Grp/Agent filter to include AHRHD, status percentage, from date, listed columns
 #Cases Remain On-Hold Query	Pre-defined query shows the Authorized User's Cases remain On-Hold restricts to my PG to include AHRHD, # of days on Hold Greater than and listed columns
 #Cases Open More Than X Days Query	Pre-defined query shows Authorized User's number of cases open more that X days to include filter to my PG, AHRHD, # days greater than and listed columns
 #Open by Provider Grp/Priority Query	Pre-defined query that shows the Authorized User's number of cases more than X Days to includes filter priority to my PG, AHRHD, # Days Open Greater than X, and listed columns
 Avg Time to Close/Provider Grp Query	Pre-defined query shows Authorized User's average time to include filter to my PG, Help Desk Center and all listed columns
 #Cases by Provider Grp / Status Query	Pre-defined query shows the Authorized User's number of cases to my PG, to include filter to my PG, Help Desk, status, from date, to date, and all listed columns
 Open Cases by # Days Open Query	Pre-defined query shows the Authorized User's number of cases open by days, to include filter to PG, Help Desk status, and all listed columns
 #Cases By Category Query	Pre-defined query shows the Authorized User's number of cases by Category, to include filter to PG, Help Desk status, and all listed columns

Predefined Queries	Description
 CTD Details	Pre-defined query that provides the HR Professional how many cases were opened for each Category/Type/Detail. (Downloads to an excel spreadsheet, CSV File, and XML File)
 #Provider Group Member Details	Pre-defined query shows the Authorized User that list all inactive cases, Type, Library Name, FAQs, Summary, keywords, and description
 #Active Solutions Details	Pre-defined query shows the Authorized User that list by Solutions, Type, Library Name, FAQs, Summary, keywords, and last usage
 #Inactive Solutions Detail	Pre-defined query shows the Authorized User that list all inactive solutions, Type, Library Name, FAQs, Summary, keywords, and description
 #Solutions - Summarized	Pre-defined query shows the Agent that list all Solution status, Agent Use, visibility SS Summary, Usage count and solve status
 #Top Solutions Used by Agent	Pre-defined query shows the Authorized User that list all solution by how much an agent uses, by Solution, Agent Use, and Agent Solve
 #Top Solutions Viewed in ESS	Pre-defined query shows the Authorized User that list of solutions by ESS, Solution number, Summary, ESS View and ESS Solve