

Appendix B

Authority within Integrated Personnel and Pay System – Army (IPPS-A)

Section I

Approval Authority within IPPS-A

Category	Action/Task	Unit Level	Battalion S1	Brigade S1	State	
Profile Management	Active Status Program				G-1 / HRO	
	Additional Skill Identifiers		Enlisted	Enlisted	G-1 (Officer)	
	Army Physical Fitness Test / Body Fat	Army Training Management System (ATMS/DTMS) direct data feed				
	ASVAB Tests/Examinations and AFQT				Education Office	
	Aviation Data			X	X	
	Awards	X	X	X	X	
	Basic Allowance for Housing (BAH)		Non-AGR	Non-AGR	HRO (AGR)	
	Basic/Detail Branch				G-1 IAW SOP	
	Benefit Tab		X	X	X	
	Citizenship		X	X	X	
	Civilian Education		Non-degree	Non-degree	Education Office (Degree)	
	Civilian Employment	X	X	X	X	
	Color Vision Test	Medical Operation Data System (MODS) direct data feed				
	Command Status		X	X	X	
	Language Skills				Language Lab	
	Last Evaluation Date		X	X	X	
	Last Verified Emergency Data	X	X	X	X	
	Military Education		X	X	X	
	Military Employment (Technician)				HRO	
	MOS/Branch Changes (Jobcode)		Enlisted	Enlisted	G-1 (Officer)	
	Physical Category Code / PULHES	Medical Operation Data System (MODS) direct data feed				
	Professional Certifications		X	X	X	
	Reserve Officer Training Corps (ROTC)				R&R BN	
	Security Data	Defense Information System for Security (DISS) direct data feed or G-2 manual entry				
	Service Data (20 Years, Discharge Character of Service, etc.)				G-1 IAW SOP	
	Training Status				R&R BN / G-1	
Troop Command			X			
Weapons Qualification	Army Training Management System (ATMS/DTMS) direct data feed					
Personnel Restrictions	Assignment Consideration Code (ASCO)		X (not U5 or W4)	X (not U5 or W4)	G-1 (U5, W4)	
	Personnel Restrictions (FLAGS)		X	X	X	
Modify a Person	Address Updates	X	X	X	X	
	Date of Birth		X	X	X	
	Deceased				G-1 IAW SOP	
	Department of Defense Identification (DoD ID/EDIPI)	X	X	X	X	

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Category	Action/Task	Unit Level	Battalion S1	Brigade S1	State
Modify a Person	Ethnicity	X	X	X	X
	Marital Status		X	X	X
	Phone and Email Addresses	X	X	X	X
	Race/Religion	X	X	X	X
	Social Security Number (SSN) Update				G-1 Systems
Assignment Coordination and Tracking (ACT)	Temporary Assignment (Attachment)		X	X	
	Conditional Releases				G-1 IAW SOP
	Position Change (POS)	X (If MSC Allows)	X*	X*	X
	Enter Active Duty (EAD)				G-1 Systems
	Mobilization (MOB)				G-1 Plans
	Inactive National Guard (ING)				G-1 Actions
	Termination (TER)-A type of discharge				G-1 IAW SOP
	Transfer (XFR)-A type of discharge				G-1 IAW SOP
	**Permanent Change of Assignment (PCA)		**Only within BN (Pro + allowed if MSC approves)	**Only within MSC	CPT(P) above, MSC to MSC, Excess NCOs
	Retirements				G-1 IAW SOP
Job Data	Basic Date of Appointment				G-1 IAW SOP
	Grade and Rank Entry				G-1 IAW SOP
	Mandatory Removal Date (MRD)				G-1 IAW SOP
	Pay Entry Basic Date (PEBD)				G-1 IAW SOP
	Previous Record Status and Date				G-1 IAW SOP
	Processing Enlistment Extensions		X	X	X
	Processing Waivers for Enlistment Extensions			X	X
Personnel Action Request (PAR)	Request for Demotion				G-1 Actions
	Lateral Appointment				G-1 Actions
	Admin Records Corrections	X	X	X	X
	Request for SFPA Flag		X	X	X
	Civilian Acquired Skills		X	X	X
	Request for Name Change		Enlisted	Enlisted	G-1 (Officer)
	Qualifications and Skills		X	X	X
	Religious Accommodation	X	X	X	X
	Update Gender				G-1 Systems***
	Special Promotions				G-1 Actions
	Record Disciplinary Action		X	X	X

Notes:

* Units, Battalions and Brigade are not to move CPT(P) and above or NCOs into excess. Send request for these actions to G-1 IAW G-1 Action Branch's SOP.

** Units, Battalions and Brigade are not to reassign Soldiers outside their Brigades. Send these actions to G-1 IAW G-1 Action branch's, Enlisted Personnel Management SOP

*** Email or send Admin Correction PAR to G-1 HR Systems Branch; this process requires several steps and NGB involvement.

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Section II Subcategory Authority within IPPS-A

CATEGORY	SUBCATEGORY	CDR 1SG/CSM	RNCO	BN S-1	MSC S-1	USPFO
MEMBER	MEMBER** <i>for uniformed personnel</i>	X	X	X	X	X
	PERSON OF INTEREST** <i>for civilian employees (T-5/CTR)</i>					X
HR PROFESSIONAL	ARNG PROMO CREATE					
	ASSIGNMENT ACTIONS					
	CAREER SERVICES					
	CASUALTY MANAGEMENT					
	HR DATA USER	X	X	X	X	X
	HR PROFESSIONAL		X	X	X	X
	HR SUPERVISOR		X	X	X	
	HR SYSTEM ADMIN			X	X	
	OFFBOARDING					
	ONBOARDING					
	PROMO DECENTRALIZED		X	X	X	
	RESTRICTIONS					
	SPECIAL POPULATION					
	VALIDATOR				HR Tech	
	VALIDATOR ADMIN					
COMMANDER	COMMANDER	X				
	MANGER	X				
Payroll Professional	COMPLIANCE MANAGER		X	X	X	X
	PAYROLL DATA USER		X	X	X	X
	PAYROLL DATA USER +					X
FUNCTIONAL SYS ADMIN	CAREER MANAGEMENT		X	X	X	
	PROVIDER GROUP ADMIN				HR Tech	
	SFARS REPORTING					
	ARMY TRAVEL ASST MGR					
	TRAINING INSTRUCTOR					
	TRAINING RESOURCE ADMIN					
	ARMY BUDGET OFFICE					
	SENIORITY DATES					
	KEEB VALIDATOR					
	ONBOARDING/OFFBOARDING CONFIG					
	PROMOTIONS CONFIG					
	READINESS AND MANNING					
	RESTRICTIONS AND MASS UPDATE					
	RETIRMENTS POINTS AND ADMIN					
	ELIGIBILITY CONFIG					
TALENT MGMT CONFIG						

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Section III

GAARNG G1 Systems Support Channel via Microsoft Teams

IPPS-A user support is provided by the G-1 via Microsoft Teams, and is made available to all IPPS-A users of the GAARNG.

- IPPS-A Support Channel is created to help walk users through various IPPS-A actions.
- IPPS-A Support Channel is not created for users to request PARs completion or check status of submitted packets.
- The team code to join IPPS-A Support Channel is: **p2ep1wv**

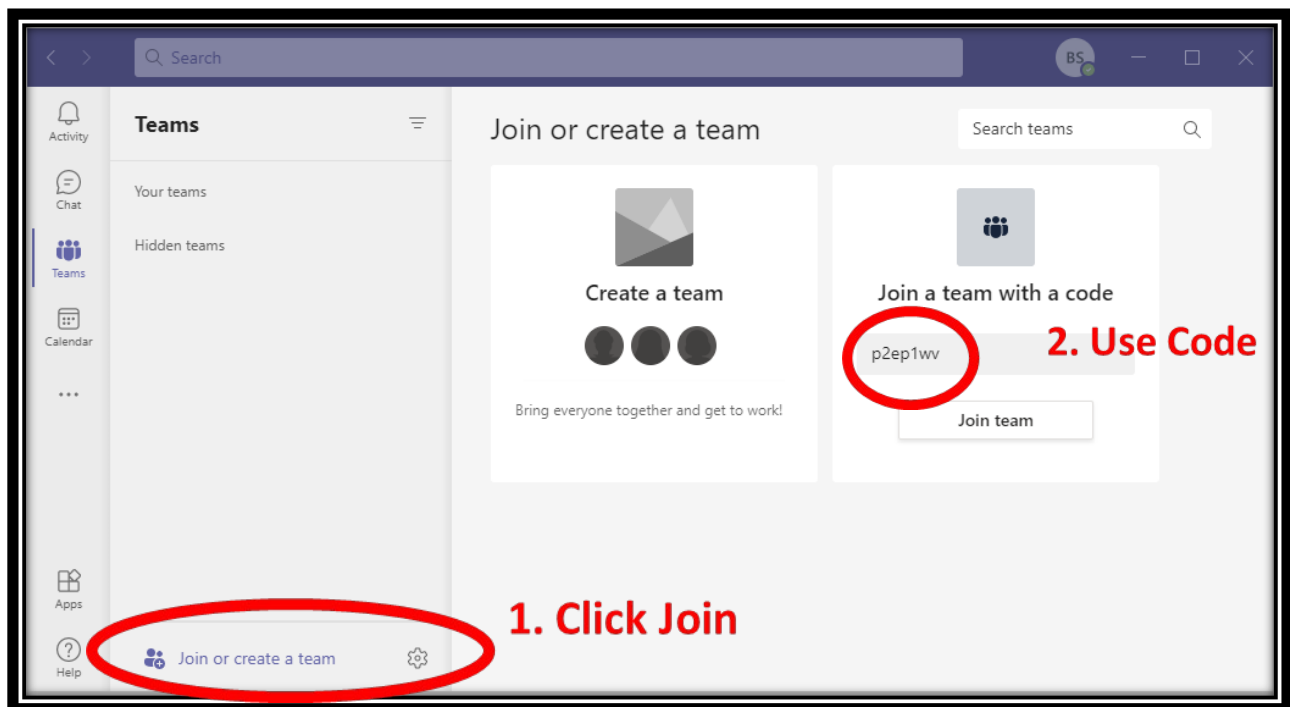


Figure B-1: GAARNG G1 Systems Support Channel via Microsoft Teams