



# iPERMS How-To Guide for Personnel Record Review (PRR)

1

## **iPERMS Records Manager - Initiate a Review (Reviewer Action)**

The iPERMS Records Manager must initiate a review before proceeding with the next steps. Please refer to the following slides labeled "iPERMS Records Manager" for detailed instructions on how to complete this process.

2

## **Financial Documents (Soldier or Reviewer Action)**

The Soldier's most recent end-of-month Leave and Earnings Statement (LES), Unit Commander's financial report, unit commander's pay management report, or a pay memo must be available and reviewed. It is essential to ensure that the Soldier's leave, debts, and pay amounts are current. Please refer to the slides labeled "Soldier" for detailed instructions.

3

## **Conduct the Review (Soldier and Reviewer Action Required)**

The Soldier and the Records Manager will conduct a Record Review, either together or separately, to ensure the accuracy of the Soldier's Army Military Human Resource Record (AMHRR). This review will confirm that all authorized documents are properly filed in iPERMS and that Soldiers have the necessary Key Supporting Documents (KSDs) for each pay entitlement they are receiving. Please refer to the slides labeled "Conduct the Review" for further instructions.



# iPERMS Records Manager - Initiate a Review



Log into iPERMS

- a) Link: <https://iperms.hrc.army.mil/>
- b) Google “iPERMS” select iPERMS RMA
- c) Select the Record Review Role

The **General Announcements** page provides important notices, updates, and changes to the system. It is important to read the announcements for the most current information pertaining to iPERMS and Soldier’s records.

**Record Review Error 406**

To correct this error:

1. Clear Browser Cache (Instructions for MS Edge)  
-(Go into Settings, select Privacy, Search and Services)  
Go to Delete browsing data then Click "Choose What to Clear" and select "Clear Now. Next, go to Clear browsing data for Internet Explorer, select "Choose What to clear, then select delete.
2. Exit the browser (this will remove old information)
3. Re-enter the browser, access iPERMS and complete the Record Review

**RRT Error Msg: A Document Result was Returned Without Document Content**

This is a known issue. To correct this issue please follow the below steps:

1. Cancel the review
2. Clear your cache
3. Initiate a new review

How to Cancel a review:

1. Log into iPERMS
2. Under the review tab select "List Reviews"
3. Input the Soldier identifier (DoDID, SSN, Name) or You can search by (Reviewer, DoD ID#s, Review Status, or name)



*Note: Record’s Review error 406 message is explained here*



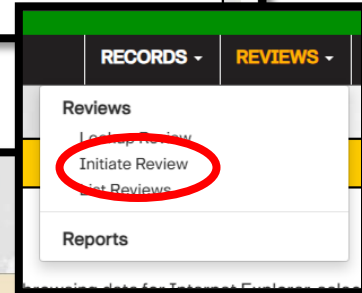
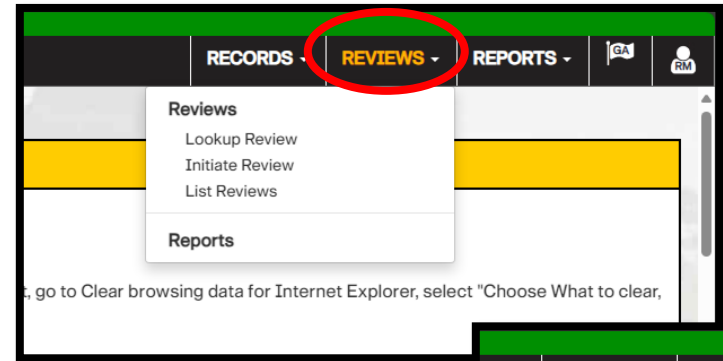


# iPERMS Records Manager - Initiate a Review



Select **REVIEWS** at the top

- a) Lookup Review: Used to lookup previously opened Reviews
- b) Initiate Review: Used to initiate Reviews
- c) List Reviews: Used to pull status of reviews



Select **Initiate Review** input the Soldier's DODID or SSN and select Initiate Review

Note: If already started "Review already exists for 123456789" will appear

Initiate/Cancel Record Review

Fields marked with an asterisk (\*) are required.

* Soldier SSN/DoD ID:	Soldier ID or Name <input type="text"/> <input type="radio"/> SINGLE
	Example: 123456789
Email Addresses:	<input type="text"/>
Email Text:	<input type="text"/>



# Soldier - Conduct the Review



Log into iPERMS

- a) Link: <https://iperms.hrc.army.mil/>
- b) Google “iPERMS” select iPERMS RMA

The **Announcements** tab/page provides important notices, updates, and changes to the system. It is important to read the announcements for the most current information pertaining to iPERMS and Soldier’s records.

**Example, the error 406 message is explained here**

The screenshot shows the iPERMS website interface. The 'Announcements (13)' tab is highlighted with a red circle. Below the navigation bar, there are several sections: 'iPERMS Support:' with contact information for Army National Guard Soldiers and iPERMS Support; 'Updating your Army Military Human Resource Record (AMHRR) notification events.'; 'AMHRR Required Documents List'; and 'General Announcements' which contains a yellow banner for 'Record Review Error 406'. A red arrow points from the text 'Example, the error 406 message is explained here' to this error section. The error message provides instructions to clear browser cache and delete browsing data. The page footer includes 'CUJ'.



# Soldier - Conduct the Review



The screenshot shows the iPERMS system interface. At the top, there is a green header with 'CUJ'. Below it, the 'iPERMS' logo is visible. A navigation bar contains several tabs: 'Announcements (13)', 'Documents', 'Reviews' (circled in red), 'Audit Snapshot', 'Help/FAQ', 'Preferences', and 'Domain Contact Information'. Below the navigation bar is a table with the following data:

Type	Status	Due Date	Action
PERSONNEL RECORDS REVIEW	IN-PROGRESS	2024-11-27	<a href="#">Open</a>

Below the table, there is a yellow background area with the following text:

- Completed Record Reviews are visible in your record
- Please contact your Record Manager with any questions regarding scheduling and initiation of Reviews

At the bottom of this area, there is a link: [View the Soldier Record Review Tool\(RRT\) Tutorial](#)

Select the **Reviews** tab

Select the open action

- Note: If you do not have an initiated review, contact your S-1 for initiation.





# Soldier - Conduct the Review



Under the **Review Details** tab, upload a recent LES. The iPERMS Record Manager (RM) will receive and email and must validate the LES before the you can move on. You can proceed once you see the verified checked.

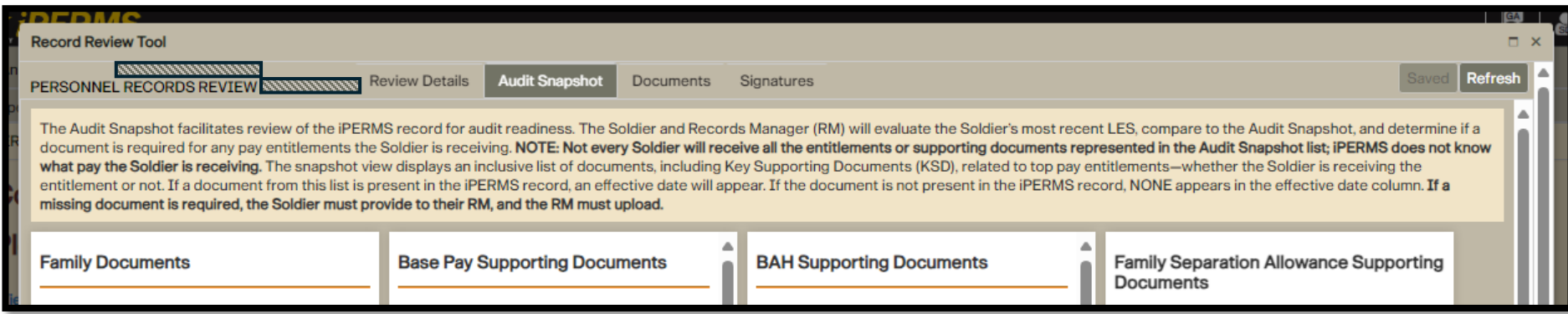
The screenshot displays the 'Record Review Tool' interface. At the top, the 'Review Details' tab is selected and circled in red. Below the navigation tabs, the 'RECORDS REVIEW GUIDANCE' section provides instructions for conducting a review. The 'LES/Memo' section shows two document upload slots. The first slot is highlighted with a green box and contains a 'Select' button, a 'Done' checkbox, and a 'View' link. Below it is a yellow box with the text 'An RM must view all supporting documents before verifying them' and a 'Verified' checkbox. The second slot is highlighted with a yellow box and contains a 'Select' button, a 'Needs Validation' label, and 'View' and 'Delete' links. Below it is a yellow box with the text 'An RM must view all supporting documents before verifying them' and a 'Verified' checkbox. A red arrow points from the 'Review Details' tab to the 'Select' button in the second slot. A green arrow points from the 'View' link in the first slot to the 'View' link in the second slot. A yellow arrow points from the 'View' link in the second slot to the 'Select' button in the third slot. The right sidebar contains fields for 'Soldier Name', 'Soldier DoD ID', 'Review Type: PERSONNEL RECORDS REVIEW', 'Due: 2025-10-22', 'Review Status: IN-PROGRESS', and 'Last Completed: 2024-10-22'. There is also a yellow box with the text 'If the Soldier is physically present, click here to enable Soldier editing' and a 'Soldier is Present' button. At the bottom, there is a dropdown menu for 'Is soldier required to have a DA 5960?' and another 'LES/Memo' slot with a 'Select' button and a 'Drop LES Here' label.







# Soldier - Conduct the Review



The Audit Snapshot facilitates review of the iPERMS record for audit readiness. The Soldier and Records Manager (RM) will evaluate the Soldier’s most recent LES, compare to the Audit Snapshot, and determine if a document is required for any pay entitlements the Soldier is receiving. **NOTE: Not every Soldier will receive all the entitlements or supporting documents represented in the Audit Snapshot list; iPERMS does not know what pay the Soldier is receiving.**

The snapshot view displays an inclusive list of documents, including Key Supporting Documents, related to top pay entitlements—whether the Soldier is receiving the entitlement or not. If a document from this list is present in the iPERMS record, an effective date will appear. If the document is not present in the iPERMS record, NONE appears in the effective date column. **If a missing document is required, the Soldier must provide to their RM, and the RM must upload.**





# Soldier - Conduct the Review



Select the **Documents** tab

Review each document by clicking the document title, document name, or effective date hyperlinks (award, AWARD DOC, 2019-11-25, etc.)

You are also able to leave comments on any missing documentation.

Answer any **Required Documents Reviewed** dropdowns

Note: Ensure all docs are YOURS.

The screenshot shows the 'Record Review Tool' interface. At the top, there are tabs for 'PERSONNEL RECORDS REVIEW', 'Review Details', 'Audit Snapshot', 'Documents', and 'Signatures'. The 'Documents' tab is circled in red. Below the tabs is a table with the following columns: Document Name, Document Title, Date, Soldier Reviewed, Soldier Comments, and Required Documents Reviewed. The table contains several rows of document information. A red arrow points to the 'Required Documents Reviewed' dropdown menu for the 'DD 93' document, which is currently set to 'DD 93 Accurate'.

Document Name	Document Title	Date	Soldier Reviewed	Soldier Comments	Required Documents Reviewed
SGLV 8286	SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI) ELECTION	2023-03-01	2024-10-19		SGLV 8286 Acc...
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	2024-03-22	2024-10-19		
PROMOT... TO CW3	PROMOTION TO CHIEF WARRANT OFFICER 3	2024-10-03	2024-10-19		
PERS REC REV	PERSONNEL RECORDS REVIEW	2023-11-28	2024-10-19		
DA 5960	AUTH TO START, STOP, CHANGE BAQ AND OR VHA	2023-10-01	2024-10-19		
CERT BIRTH	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER)	1989-04-25	2024-10-19		
CRS CMPL 40	COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	2023-12-01	2024-10-19		
DD 93	RECORD OF EMERGENCY DATA	2023-05-12	2024-10-19		DD 93 Accurate

Once all documents are reviewed (annotated by a checkmark/date) then you must wait for the records reviewer to look through the required documents before moving to next step





# Soldier - Conduct the Review



Once both the Soldier and RM verified all documents, you are ready to complete the review.

The screenshot shows the 'Record Review Tool' interface with the 'Documents' tab selected. A table lists various documents with columns for Document Name, Document Title, Effective Date, Soldier Reviewed, Soldier Comments, Required Documents Reviewed, RM Verified, and Reviewer Document Comments. Red arrows point from the 'Soldier Reviewed' column to the 'Soldier' column header and from the 'RM Verified' column to the 'RM Verified' column header.

Document Name	Document Title	Effective Date	Soldier Reviewed	Soldier Comments	Required Documents Reviewed	RM Verified	Reviewer Document Comments
8286	LIFE INSURANCE (SGLI) ELECTION	2023-01-01	2024-10-22		SGLV 8286 Acc...	2024-10-22	
PERS REC REV	PERSONNEL RECORDS REVIEW	2024-10-22	22			2024-10-22	
DD 93	RECORD OF EMERGENCY DATA	2023-05-12	2024-10-22		DD 93 Accurate	2024-10-22	

Below the table, there are sections for 'Missing Documents', 'Permanently Missing', and 'Temporarily Missing' with their respective definitions.

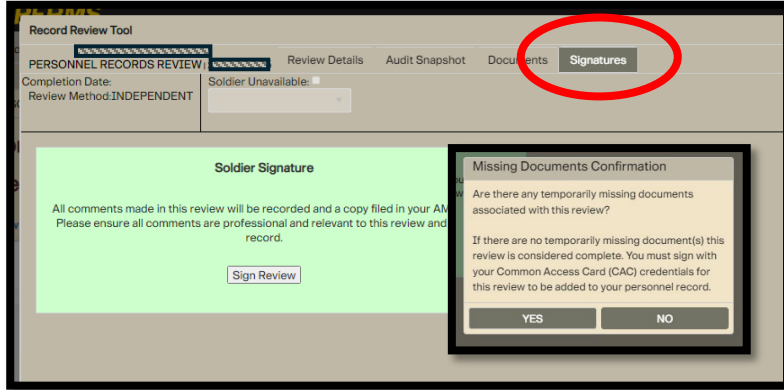
The screenshot shows the 'Review Details' tab of the 'Record Review Tool'. It contains instructions for conducting a record review, including steps for obtaining documents, verifying KSDs, and handling missing documents. A yellow box at the bottom right contains the text: 'If the Soldier is physically present, click here to enable Soldier editing' with a 'Soldier is Present' button below it. A red arrow points from this button towards the right side of the image.

Select **Review Details** and select the “Soldier is Present” button and sign





# Soldier - Conduct the Review

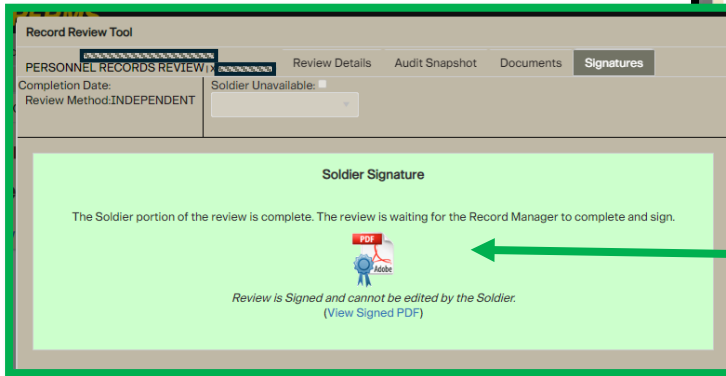
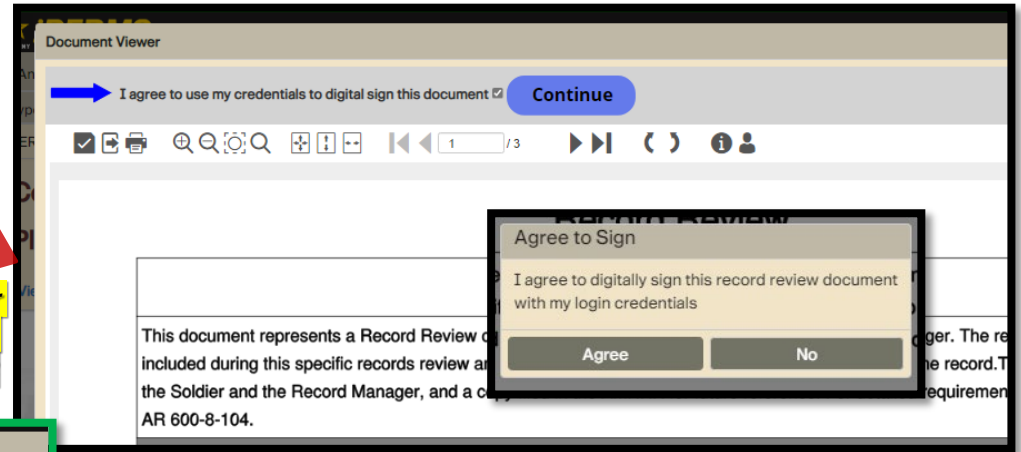


Select **Signatures** tab

Select **Sign Review** and answer the pop-up.

Select **radio button & Continue** and answer the pop-up.

**If you get Error message 406 refer to page 3**



Once you see this screen.  
**Congratulations, you (Soldier) are done!**  
Your iPERMS Reviewer will finish the rest



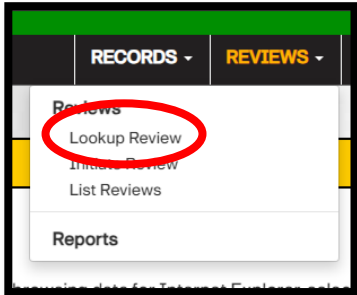


# iPERMS Records Manager – Conduct the Review



Select **Lookup Review** input the Soldier's DODID or SSN and select Open Review

Note: If the Soldier did not upload their LES or you have not obtained Soldier's end of Month LES, Unit Commanders' Finance report, unit commander's pay management report, or a pay memo; you will not be able to move forward.



Either view & verify or upload the documentation

Record Review Tool

PERSONNEL RECORDS REVIEW | Review Details | Audit Snapshot | Documents | Signatures | Problem Cases (0) | Autosaved | Refresh

### RECORDS REVIEW GUIDANCE

- Prior to starting the review:
  - Obtain a copy of the most recent Leave and Earnings Statement (LES)/Memo and other applicable source documents.
  - The LES/Memo is required to be uploaded to this review. Ensure a copy of the LES (and applicable source documents) are saved to the hard drive in .pdf format so it can be attached to the review.
  - Review the Key Supporting Document (KSD) matrix, which can be found on the Army Soldier Records Branch (ASRB) website at [Army Soldier Records Branch - ASRB](https://ipperms.hrc.army.mil/svc/public-download/ASRBDocuments.pdf). KSDs can also be found within the Army Military Human Resources Record (AMHRR) Required Documents List (RDL) and annotated with a "Y" in the KSD column. The RDL can be downloaded at <https://ipperms.hrc.army.mil/svc/public-download/ASRBDocuments.pdf> or can be viewed on the Interactive Personnel Records Management System (iPERMS) website at <https://ipperms.hrc.army.mil/login/>.
- The purpose of conducting a Record Review is to ensure that the Soldier's Army Military Human Resource Record (AMHRR) is accurate, that all authorized documents are filed in iPERMS and to ensure Soldiers have the required Key Supporting Documents (KSDs) in their record for each pay entitlement they are receiving.
  - This review cannot be executed without the most recent Record Brief, LES, and the KSD/Entitlement Matrix, and the 'How To' guide.
  - Soldiers and RMs will use the KSD list to validate that each entitlement listed on the LES documents in iPERMS and the RDL for all other documents in the AMHRR.
  - Soldiers may not have every substantiating document on the KSD matrix for a specific entitlement. For example, contracts for Officers will be a DA Form 71 and contracts for enlisted Soldiers will be a DD Form 4-3. There are also specific contracts for Medical Officers.
  - Soldiers/ RMs will also verify KSDs for specific deductions. Deductions for (Service members) result of Uniform Code of Military Justice (UCMJ) actions (Article 15) must have KSDs in their record. If a KSD is not present in iPERMS and cannot be validated by the RM.
- Any documents found to be temporarily missing as part of this review must be web uploaded to signing the review. Once they have been uploaded, RMs must remove them from the temporarily missing section of the review.
- If a document cannot be found by the Soldier or from the source that produced the document in the permanently missing documents section of the review.

Soldier Name: [Redacted]  
 Soldier DoD ID: [Redacted]  
 Review Type: PERSONNEL RECORDS REVIEW  
 Due: 2017-06-29  
 Review Status: OVERDUE/IN-PROGRESS  
 Last Completed: 2016-06-28  
 Additional Email: [Redacted]

Is soldier required to have a DA 5960?

LES/Memo:  [View](#) | [Delete](#)

Is soldier required to have a DA 5960?

LES/Memo:  [Drop LES Here](#)

**Required**

*An RM must view all supporting documents before verifying them*

Verified

CUI

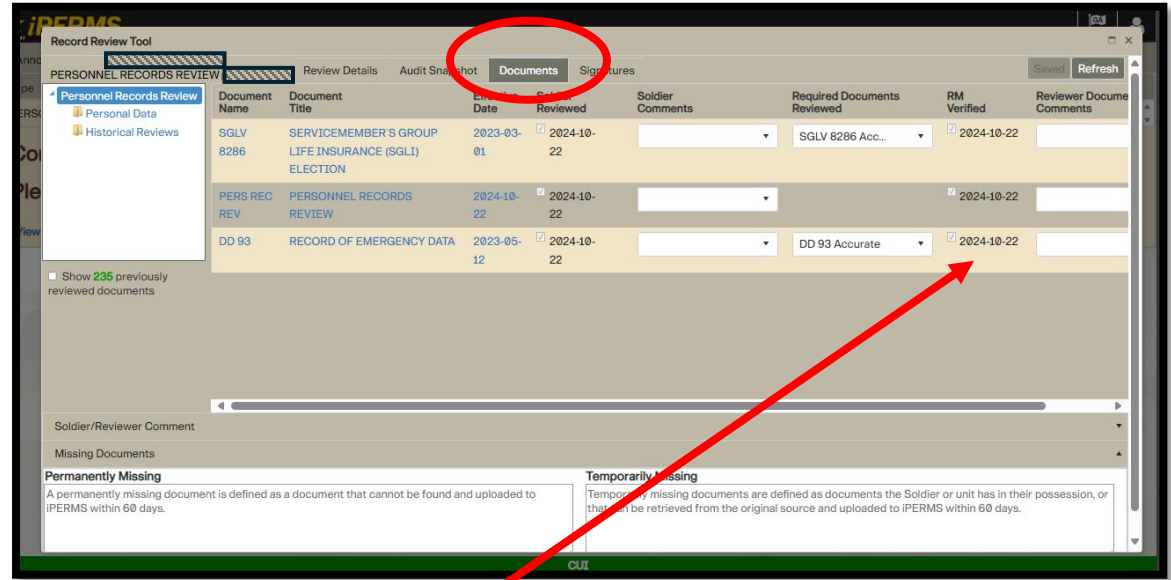


# iPERMS Records Manager – Conduct the Review



Select the **Documents** tab

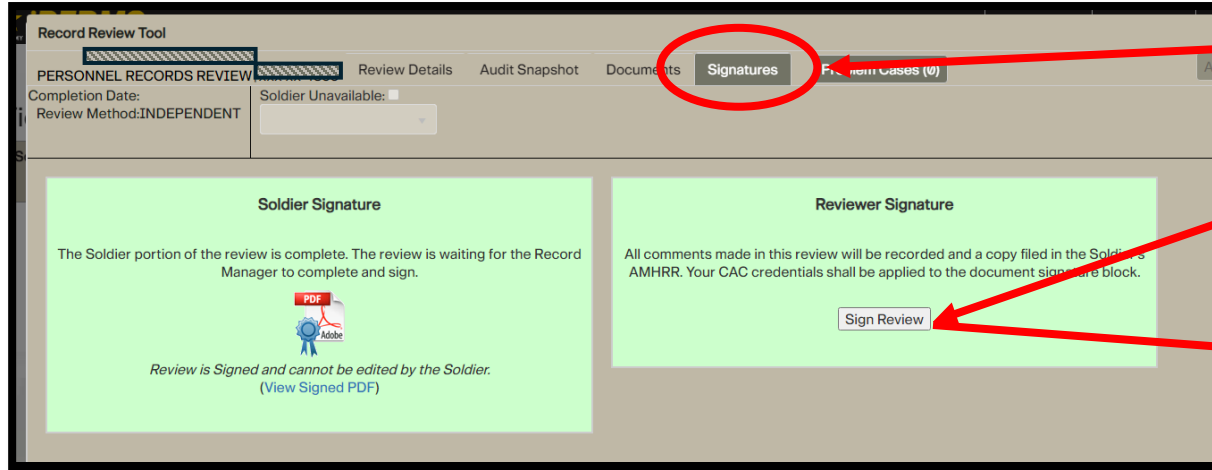
Review each document by clicking the document title, document name, or effective date hyperlinks



Once all documents are reviewed (annotated by a checkmark/date) then move to next page

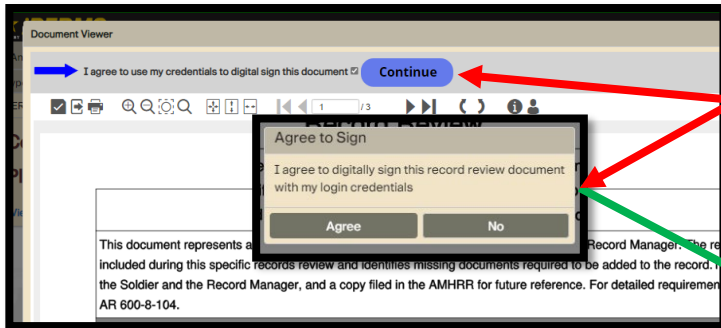
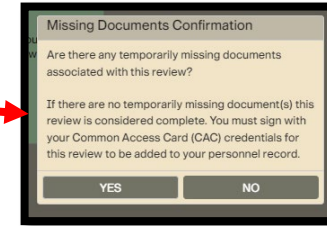




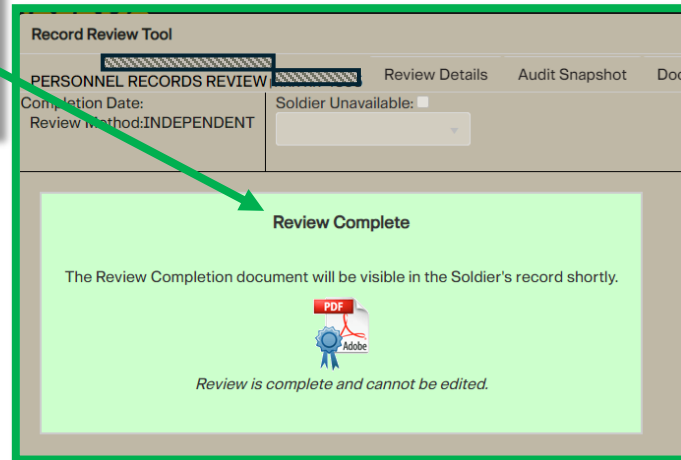


Select **Signatures** tab

Select **Sign Review** and answer the pop-up.



Select **Radio button & Continue** and answer the pop-up.



**Congratulations, the review is complete!**