

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
Persons Profile	Additional Skill Identifiers		Enlisted	Enlisted	G-1 (Officer)
	Army 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)		X	X	X
	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	Evaluation Entry System (EES) direct data feed			
	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				G-1 HRS
	Deceased				G-1 IAW SOP
	Department of Defense Identification (DoD ID/EDIPI)				G-1 HRS

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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 HRS
Assignment Coordination and Tracking (ACT)	Temporary Assignment (Attachment)		X	X	
	Conditional Releases				G-1 IAW SOP
	Position Change (POS)		X	X*	X
	Enter Active Duty (EAD)	MOBCOP direct data feed			
	Mobilization (MOB)	MOBCOP direct data feed			
	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	X	CPT(P) above, 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	Retention Management System (RMS) direct data feed			
	Processing Waivers for Enlistment Extensions				G-1 IAW SOP
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	X
	Civilian Acquired Skills	X	X	X	X
	Request for Name Change		X	X	X
	Qualifications and Skills		X	X	X
	Religious Accommodation	X	X	X	X
	Update Gender				G-1 HRS**
	Special Promotions				G-1 Actions
	Record Disciplinary Action		X	X	X

Notes:

***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.**

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

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

Section II Subcategory Authority within IPPS-A

Commanders and CSM/1SG		
Category	Subcategory	Remarks
Commander	Commander	For Commanders
Commander	Manager	For CSM/1SG
HR Professional	HR Data User	

Unit Level or Non-42A Personnel		
Commander	Manager	For FTM Leave Approval
HR Professional	HR Professional	
HR Professional	HR Data User	
HR Professional	Promo Decentralized	
Payroll Professional	Payroll Data User	

Battalion S-1		
Commander	Manager	For FTM Leave Approval
HR Professional	HR Professional	
HR Professional	HR Supervisor	
HR Professional	HR System Admin	
HR Professional	HR Data User	
HR Professional	Promo Decentralized	
Payroll Professional	Payroll Data User	
Payroll Professional	Compliance Manager	
Functional Sys Admin	Career Management	

MSC S-1		
Commander	Manager	For FTM Leave Approval
HR Professional	HR Professional	
HR Professional	HR Supervisor	
HR Professional	HR System Admin	
HR Professional	HR Data User	
HR Professional	Promo Decentralized	
HR Professional	Validator	HR Tech Only
Payroll Professional	Payroll Data User	
Payroll Professional	Compliance Manager	
Functional Sys Admin	Career Management	
Functional Sys Admin	Provider Group Admin	HR Tech Only

Notes:****Any deviation from this Appendix must be approved by G-1 HR Systems Branch Chief.***