

Appendix D

Managing User Access and Batch Workflow within iPERMS

Section I

Assigning User Role(s) and Rule(s)

Each MSC and state staff directorate has designated Domain Administrators (DAs) who will manage their iPERMS users within their MSC or directorate. The DAs will follow this guidance when approving and managing user access. See Figure E-1 for available iPERMS user roles and explanations.

D-1. MSC level users will be assigned roles and rules IAW this paragraph, and as shown in Figure E-2.

a. Domain Administrator (DA): Each MSC is authorized to have two DAs. The HR Tech will typically serve as a primary DA for his/her MSC in order to manage and grant other users iPERMS access within the MSC.

b. Problem Resolver (PR): MSC users will have PR role in order to resolve Possible Duplicate Document cases (Type 990) created by users within the MSC.

c. Record Manager (RM): MSC users will have RM role, and perform annual iPERMS Personnel Records Review for Soldiers within the MSC in assistance to the BN users.

d. Authorized Official (AO): AO role will be created by assigning access rules. MSC level users will have the below listed access rules:

(1) State/BDE/BN (w/ BDE rollup UPC)

(a) BDE AO, S1, HR Tech, and S1N may be assigned Statewide access.

(b) If additional users require statewide access, approval from G-1 HR Systems Branch is required.

(2) Inactive Records, only for MSC S1, HR Tech, and S1N.

(3) General Officer Support, only for the 78th TC S1 and HR Tech.

e. Index/Validation (IV), with BDE Rollup Workflow UPC, if MSC is to verify and process all batches into records. IV role will not be assigned to MSC level users if all batches are to be verified and processed into records at the BN level.

f. Verifier (VR), with BDE Rollup Workflow UPC, only if MSC's decision on Batch Workflow is for the batches to be verified by MSC prior to release to Soldiers' records. MSC level users will not be assigned VR role if all batches are to be verified and processed into records at the BN level.

g. Quality Control (QC), with BDE Rollup Workflow UPC.

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D-2. Battalion level users will be assigned roles and rules IAW this paragraph, and as shown in Figure E-3.

a. Problem Resolver (PR): MSC will determine whether or not BN level users will assume PR role and resolve Possible Duplicate Document cases (Type 990) created by users within the BN.

b. Record Manager (RM): BN users will have RM role, and perform annual iPERMS Personnel Records Review for Soldiers within the BN.

c. Authorized Official (AO): AO role will be created by assigning access rules. BN level users will have the below listed access rules:

(1) State/BDE/BN (w/ BN rollup UPC)

(a) BN AO, S1, and S1N may be assigned MSC wide access if approved by MSC.

(b) BN users may not have statewide access unless approved by G-1 HR Systems Branch.

(2) Inactive Records, only for BN S1 and S1N, upon approval from MSC.

d. Index/Validation (IV), with BN Rollup Workflow UPC.

(1) Verify Percent value is to be set at 100%, if BN is to verify and process all batches into records.

(2) Verify Percent value may be set at less than 100%, if MSC is to verify and process all batches into records.

e. Verifier (VR), with BN Rollup Workflow UPC.

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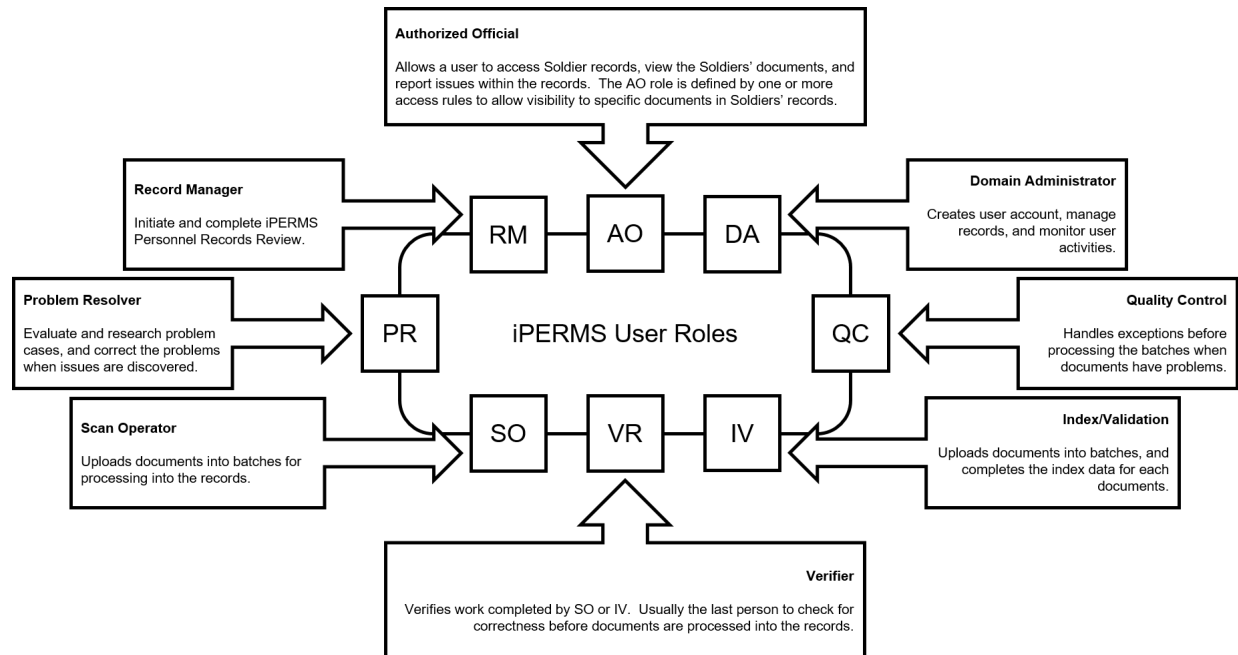


Figure D-1: iPERMS User Roles

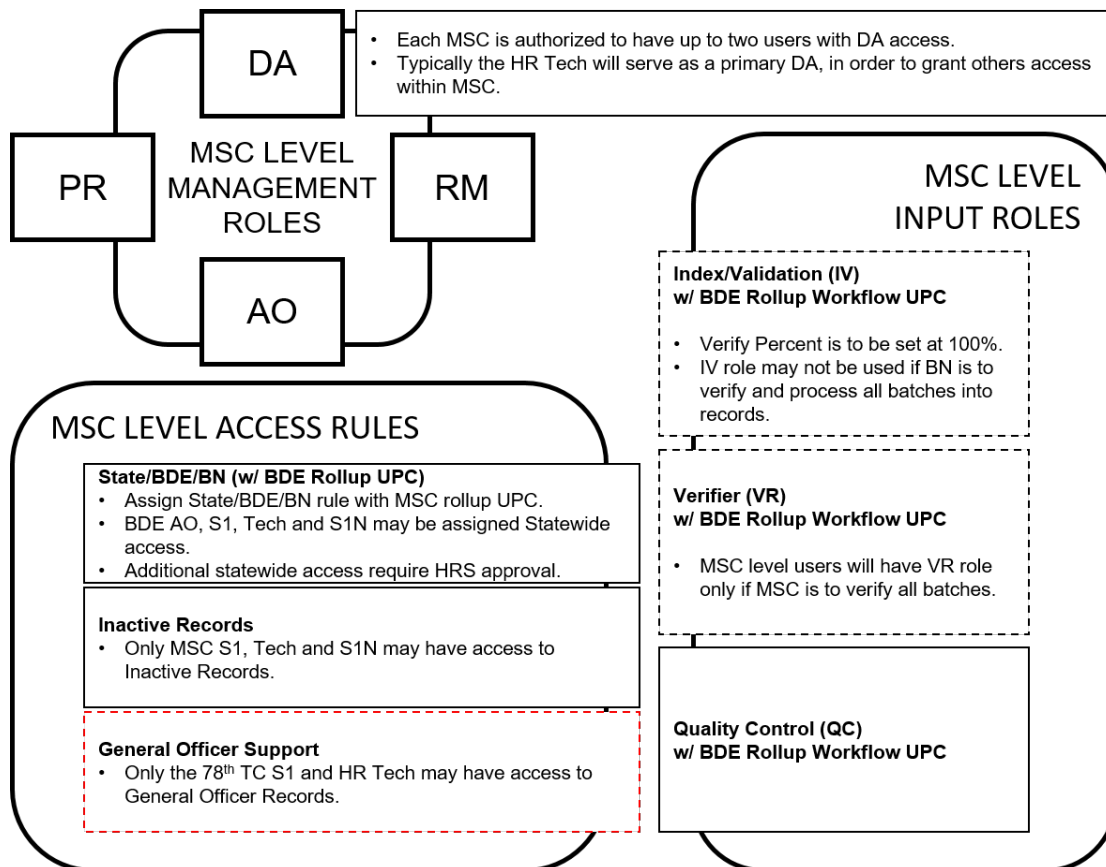


Figure D-2: MSC Level User Roles and Rules Configuration

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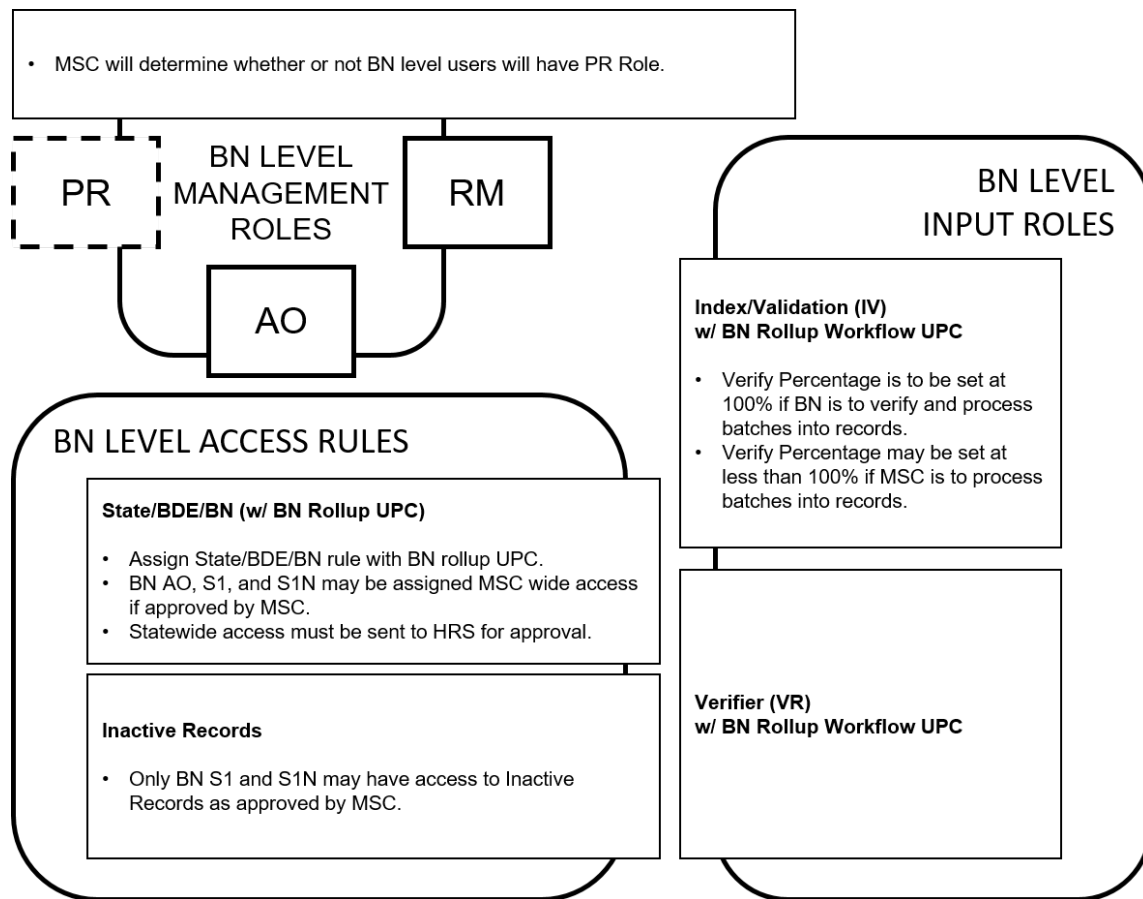


Figure D-3: BN Level User Roles and Rules Configuration

D-3. Company level users will be assigned roles and rules IAW this paragraph, and as shown in Figure E-4.

a. Records Manager (RM): CO users may have RM role, if MSC determines that iPERMS Personnel Records Review is to be performed at the CO level units.

b. Authorized Official (AO): AO role will be created by assigning access rule(s). CO level users are only to be assigned with State/BDE/BN rule with a single UPC for the CO level unit for which they are responsible.

c. Index/Validation (IV), with CO Workflow UPC.

(1) Verify Percentage value for CO level users is to be set at 0% as no CO level users will be assigned VR role.

(2) Ensure to use a UPC that directly reports to the BN Rollup UPC so that batches are properly routed to the BN level. (ex: use PDBA0, not PDBAD)

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Section II

Batch Workflow

D-4. There are two different batch workflow scenarios with the main difference between the two being at which level are all batches verified and processed into Soldiers' records. Each MSC is free to determine which one of the two batch workflow options will be used but will ensure that the same scenario is used across the MSC.

a. One of the two scenarios forces all batches to be verified before they are processed into Soldiers' records. Using this scenario, all batches will flow from IVs at the various levels and VR at the BN level, to VR at the MSC level. DA will ensure that MSC level users' IV role has its Verify Percent value set at 100%, so that the batches created by the MSC level IV users are sent to VR users at the same level. See Figure E-5 for a diagram.

b. Another scenarios allow BN to verify and process batches into records without having to send them to the MSC, unless there are issues discovered within the documents that need QC users' intervention. See Figure E-6 for a diagram for this scenario.

(1) Under this scenario, no MSC level users will be assigned IV or VR roles. This will allow VR users at BN level to process verified batches directly into Soldiers' records while preventing any single user at MSC level from processing batches directly into Soldiers' records without verification.

(2) DA will also ensure that BN level users' IV role has its Verify Percent value set at 100%. This will send all batches created by BN level IV users to VR users at the same level prior to being processed into Soldiers' records.

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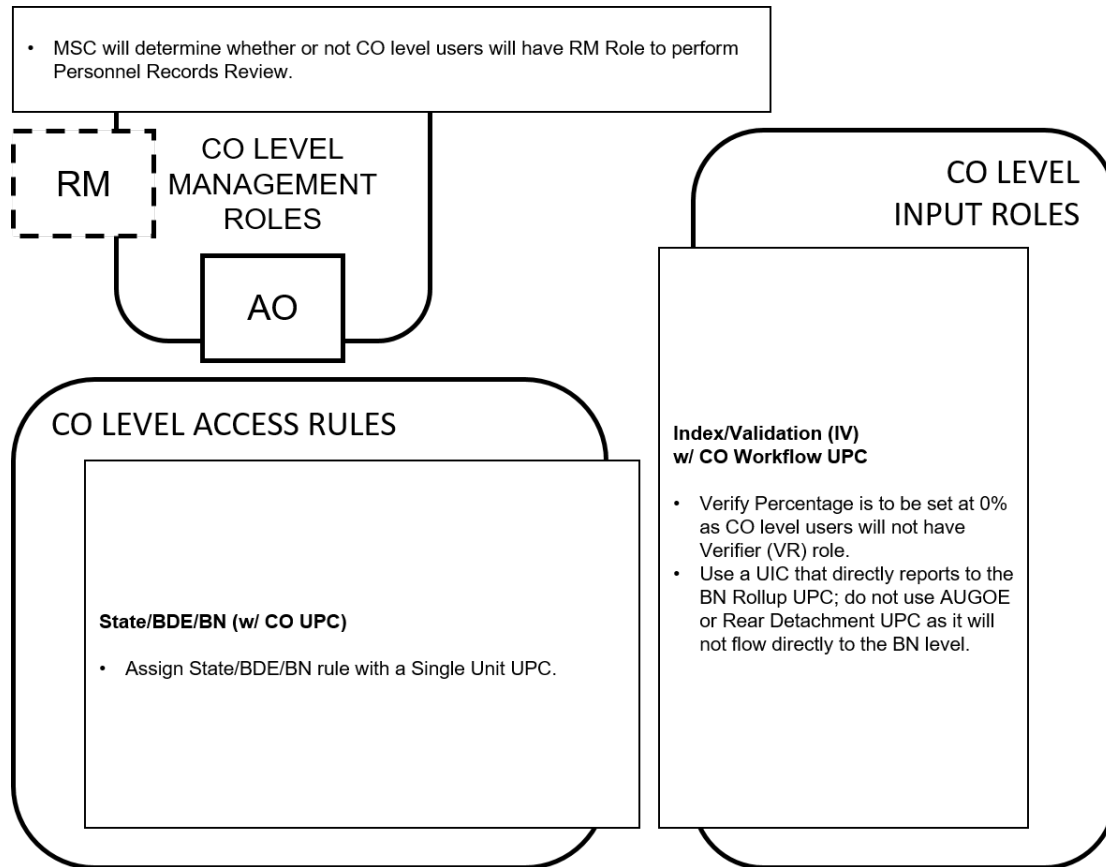


Figure D-4: Company Level User Roles and Rules Configuration

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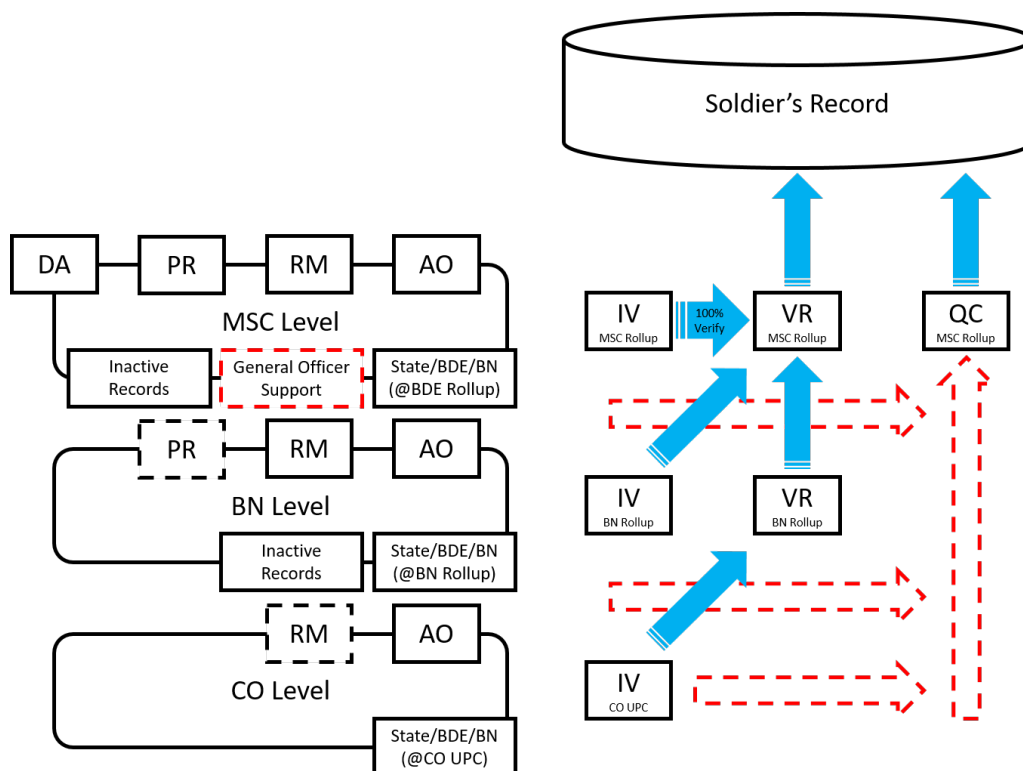


Figure D-5: Batch Workflow Scenario 1 (Batches Process at MSC Level)

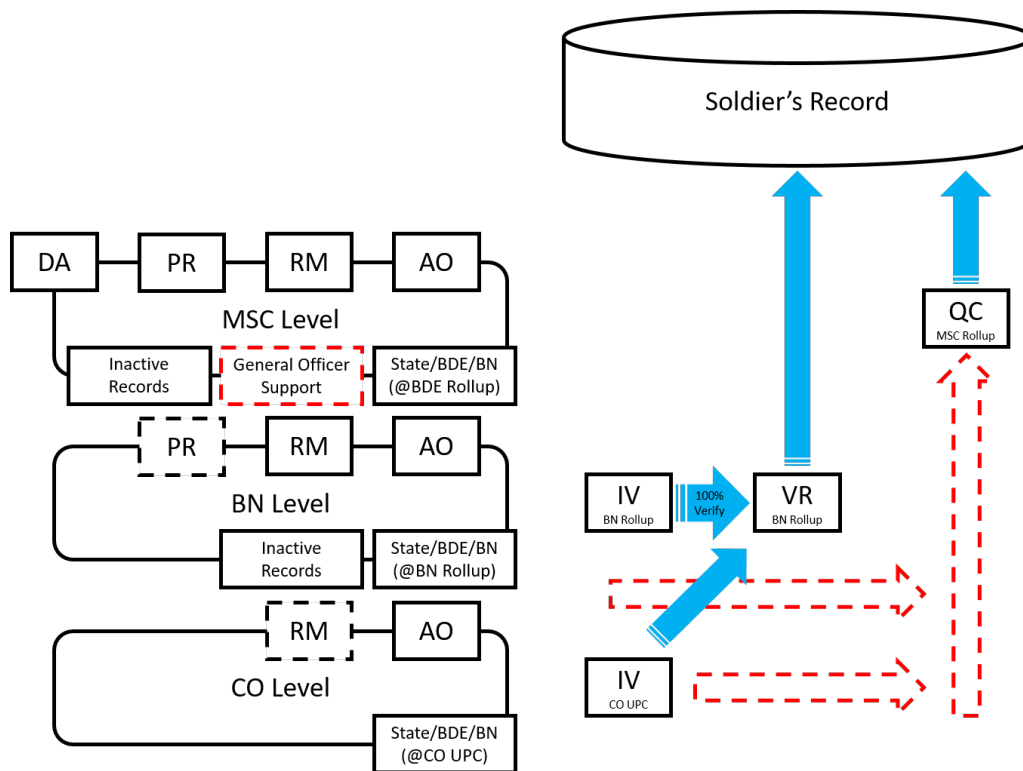


Figure D-6: Batch Workflow Scenario 2 (Batches Processed at BN Level)