

HR Systems Branch
(NGGA-PES)

Suspension of Favorable Personnel Actions (Flag) Management

Joint Force Headquarters
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Glossary

Chapter 1

Introduction

1-1. Purpose

This SOP provides a ready reference on the responsibilities, standards, and procedures for initiating, maintaining, transferring, and removing suspension of favorable personnel actions (SFPAs), or Flags, for Soldiers assigned to the Georgia Army National Guard (GAARNG) using the Integrated Personnel and Pay System – Army (IPPS-A). This SOP ensures compliance with AR 600-8-2, applicable Army Directives, the IPPS-A User Manual, and other regulations listed in Appendix A.

1-2. Scope

This SOP applies to all GAARNG Soldiers and commanders, and to HR professionals responsible for personnel actions and readiness reporting within IPPS-A.

1-3. References, forms, and explanation of abbreviations

Required, referenced, and related publications and forms are listed in the appendices. All abbreviations, brevity codes, and acronyms (ABCAs) for the Army, the Army National Guard, and related agencies are listed in the ABCA Directory: <https://armypubs.army.mil/abca/SearchABCA.aspx>. Exceptions are listed in the glossary.

1-4. Privacy Act

a. Personnel managing Army Military Human Resource Records (AMHRR) must comply with the Army Privacy Program to protect the privacy of current and former Soldiers. Access to AMHRR information is based on need-to-know, not solely on position.

b. Before releasing any Soldier's information or documents to individuals or organizations outside the GAARNG or partner agencies, users must obtain signed consent for the release of information from the Soldier. The user must verify the Soldier's signature against another signed document to ensure authentication.

c. All AMHRRs are considered Controlled Unclassified Information (CUI) unless classified higher per AR 380-5. Classified AMHRRs require protection against unauthorized access or disclosure.

1-5. Fraud and forgery

a. Fraud and forgery are intentional acts to deceive, falsify, or alter official records, signatures, or data for personal gain or to influence official actions. This includes manipulating system data, creating false documents, or misrepresenting information.

b. Fraud and forgery can occur at any level and involve Soldiers of all ranks. These actions compromise the integrity of Army systems and violate Army Values. All HR system users, leaders, and Soldiers must take these offenses seriously. Report suspected fraud or forgery immediately to the HR Systems Branch at ng.ga.gaarng.list.g1-human-resource-systems@army.mil.

c. Confirmed instances of fraud or forgery will result in immediate suspension of system access and appropriate disciplinary action, as determined by the commander or supervisor. The HR Systems Branch will correct affected systems with accurate data.

1-6. Roles and Responsibilities

a. Deputy Chief of Staff, Personnel will—

- (1) Advise the Commanding General, GAARNG, on the status of SFPAs (Flags) management down to the battalion/squadron level.
- (2) Develop and maintain SFPAs management policy.
- (3) Ensure that MSC commanders are aware of tracking and Power BI products.

b. Deputy G1 will—

- (1) Direct the G-1 staff in coordination and publication of G-1 SOPs.

- (2) Approve all changes prior to publication.
- (3) Ensure all programs and policies are adhered to.
- (4) Respond to official inquiries from members of Congress, the Inspector General, and the Army Board for Correction of Military Records (ABCMR).

c. G-1 HR Systems Branch Chief will—

- (1) Approve all updates to the contents of this SOP.
- (2) Provide research in response to official inquiries from members of Congress, the Inspector General, and the Army Board for Correction of Military Records (ABCMR).
- (3) Manage user access accounts within IPPS-A.
- (4) Provide IPPS-A support (see HR Systems SOP).
- (5) Provide HR professionals with IPPS-A training.
- (6) Provide Power BI analysis with SFPA-related data quality.

d. Commanders of major subordinate commands will— ensure that when circumstances require imposition of a Flag, Soldiers in their command are flagged, and will provide oversight of subordinate units to ensure compliance with the provisions of this SOP.

e. MSC S1 is the primary staff officer responsible for assisting the MSC commander with managing flagging actions. The S1 will—

- (1) Advise the commander on SFPA management, down to battalion/squadron level.
- (2) Review subordinate battalion/squadron reconciliation reports monthly.
- (3) Validate compliance from battalion/squadron monthly.
- (4) Review Power BI data quality analysis.

f. Battalion/Squadron S1 is the primary staff officer responsible for assisting the BN/SQDN commander with managing flagging actions. The S1 will—

- (1) Advise the commander on SFPA management, down to unit level.
- (2) Review subordinate unit reconciliation reports monthly.
- (3) Validate compliance from unit monthly.
- (4) Review Power BI data quality analysis.
- (5) Validate accuracy and commander authority for each Flag initiated.
- (6) Review and validate monthly all Flags that are over six months old.
- (7) Certify compliance to MSC S1 monthly.
- (8) Reconcile Flag tracker with IPPS-A reports before certifying to MSC S1.

g. Unit commander will—

- (1) Counsel Soldiers prior to initiating Flags and document appropriately IAW AR 600-8-2.
- (2) Initiate or remove Flags in IPPS-A within three duty days of a triggering event.
- (3) Review all Flags monthly.
- (4) Ensure records of all documents relevant to flagging actions are maintained for three years after removal of Flags.
- (5) Not delegate these duties.

h. Soldiers will—

- (1) Notify chain of command of any event that may trigger initiation or removal of a Flag.
- (2) Monitor IPPS-A self-service for Flag status changes.
- (3) Acknowledge counseling and comply with corrective actions.
- (4) Notifies unit chain of command of data discrepancies.

Chapter 2 Training and initiatives

2-1. Definitions

Flag. An administrative action initiated to prevent favorable actions to a Soldier who may be in an unfavorable status as defined in AR 600-8-2. Flags are an administrative safeguard, not a punitive measure. Flags are created, maintained, and removed in IPPS-A.

2-2. SFPA codes.

Flags are categorized as non-transferable or transferable IAW AR 600-8-2. The lists below are also referenced in AR 600-8-2, Table 2-1, and the IPPS-A User Manual, Table 20-1.

a. Non-Transferable: These Flags prevent a Soldier from being reassigned or transferred to another unit while the condition exists. Gaining units will not accept a Soldier with an open non-transferable Flag unless approval is granted by a Special Courts-Martial Convening Authority (SPCMCA) through a limited waiver, as outlined in ALARACT 096/2025.

- (1) A - Adverse action
- (2) B - Involuntary separation or discharge (field-initiated)
- (3) D - Referred OER, AER, or Relief for Cause NCOER
- (4) E - Security violation or loss of security clearance (field or HQDA-initiated)
- (5) F - Delay of promotion or removal from a selection list (HQDA-initiated)
- (6) I - AMEDD only: Failure to attain/maintain professional licensing, certification, and competency
- (7) *K – Army Body Composition Program (ABCP)
- (8) L - Commander's investigation
- (9) M - Law enforcement investigation
- (10) N - USAR only: Noncompliance with 10 USC § 10206
- (11) O - Judge Advocates or Legal Administrators: lack of professional licensing/certification
- (12) P - Not recommended for automatic promotion to PV2, PFC, or SPC
- (13) Q - Lautenberg Amendment
- (14) R - Admin Non-Deployable Retention Policy for Administrative Non-Deployable Soldiers
- (15) S - No approved Family care plan
- (16) T - Not recommended for automatic promotion to 1LT or CW2
- (17) U - Drug abuse adverse action
- (18) V - Alcohol abuse adverse action
- (19) W - Involuntary separation or discharge (HQDA-initiated)

b. Transferable: If transfer or reassignment is approved, Flag will transfer with the Soldier to the gaining unit or component. The losing unit will forward the supporting documentation to the Soldier's gaining S1, who will verify the Flag's presence and accuracy in IPPS-A within five working days of arrival, then forward to the unit for digital retention (see para 4-3).

- (1) H - Punishment phase
- (2) J - AFT Failure

* Footnote: The ABCP flag is no longer transferrable IAW Army Directive 2025-18 and ALARACT 096/2025.

Chapter 3

Training and compliance

All Soldiers have access to the IPPS-A self-service function. All Soldiers and HR professionals are responsible for understanding applicable regulations and procedures for flagging actions within IPPS-A.

3-1. Training

To ensure compliance and proficiency, training and information will be provided through the following meetings and events:

a. Pre-Command Course. This course, designed for 1SGs and commanders, is facilitated by G-3. During the course, G-1 will emphasize the procedures outlined in this SOP, pointing to regulatory guidance on Flag management.

b. IPPS-A instructor-facilitated training. This quarterly course, facilitated by the HR Systems Branch, is tailored for HR professionals to teach the IPPS-A user manual and basic functionality of IPPS-A. Completion of this course is mandatory for all new users to gain access to this HR automation system. Additionally, the course outlines procedures for actions completed at various levels, as detailed in Appendix B of the relevant HR Systems Branch SOP.

c. G-1/S-1 sync. This monthly synchronization meeting allows the G-1 to communicate policy updates, address data quality concerns, and review MSC-level issues with S-1 representatives.

d. IPPS-A how-to guidance. Embedded within IPPS-A, these instructional videos provide step-by-step guidance for users requiring assistance with specific actions. Users can access these resources by clicking the help button within any PAR.

e. ARNG G-1 publications: ARNG policies are hosted here: [ARNG G1 Publication Library](#).

f. Other online resources. The Army maintains an IPPS-A YouTube channel, which contains helpful videos outlining what flagging actions would look like as it was fielded.

(1) [Part 1](#)

(2) [Part 2](#)

(3) [Part 3](#)

(4) [Part 4](#)

(5) [Part 5](#)

3-2. Compliance

a. DA Form 268 no longer required. IAW the IPPS-A User Manual, Chapter 20, Restrictions and Suspension of Favorable Personnel Actions (SFPA), paragraph 20-3, the DA Form 268 (SFPA Flag) no longer required for initiating or removing a Flag. This change is part of the Business Process Reengineering (BPR) initiative, as IPPS-A now captures these transactions digitally. The IPPS-A User Manual serves as the source document for guidance on initiating personnel actions until all applicable regulations and policies are updated, as outlined in the SECARMY Memorandum, "IPPS-A Implementation Guidance," 15 March 2022.

b. Contingency for IPPS-A Unavailability: If IPPS-A is unavailable, DA Form 268 will be used to initiate or remove the Flag. Once the system is restored, the Flag must be processed in IPPS-A to ensure proper documentation and compliance.

Chapter 4 Procedures

4-1. Documentation

All initiation/removal actions require documentary evidence, which will be maintained for a minimum of three years. These documents include but are not limited to:

- a. DA Form 4856, Developmental Counseling Form.
- b. DA Form 705, Army Fitness Test Scorecard.
- c. ABCP-related documents.
- d. IPPS-A workflow/PAR.
- e. Serious Incident Report (SIR).
- f. Sworn Statements.

4-2. Quality control and oversight

The G-1 maintains automated tools to assist commanders and S1s with monitoring Flag management compliance using Power BI reports.

- a. Initiation of a Flag: Within 3 duty days of the triggering event.
- b. Removal of a Flag: Within 3 duty days of resolution.
- c. Monthly Reconciliation: Battalion/squadron and MSC S1s review all open Flags using IPPS-A or the Director's Personnel Readiness Overview (DPRO).
 - (1) IPPS-A: Within query viewer, report *IP_SFPA_ALL*.
 - (2) DPRO: Products → Reports → Soldier Management → Suspension of Favorable Personnel Action (SFPA) Flags.
- d. G-1 will monitor Flag compliance through automated reports. Findings will be shared with MSC S1s for correction and will be ranked in the quarterly Personnel Ranking Report.
 - (1) *Data quality SFPA (known errors)* on [SIB Viewer Power BI](#).
 - (2) Ranking on Flag management of known errors on [G-1 Patriot Readiness Report](#).
- e. All discrepancies must be corrected in IPPS-A.

4-3. Records management

All documentation related to flagging actions, including counseling statements and removal justifications, will be uploaded within IPPS-A PARs. Units will maintain these documents electronically within a secure Microsoft Teams channel or Army 365 drive for a minimum of three years after the Flag is closed. The losing unit will transmit the documents to the gaining unit upon a flagged Soldier's transfer. Full-time personnel or commanders are responsible for ensuring the proper handoff of flagging documentation to new full-time personnel or incoming commanders during transitions. This ensures continuity and compliance with record-keeping standards.

4-4. IPPS-A processing steps

IPPS-A users and commanders will complete the following actions within IPPS-A. All Flags must be initiated and removed through the PAR workflow function in IPPS-A. Direct edits to the *Restrictions* page are prohibited, except by HR Systems Branch personnel for corrections or audits.

- a. Create a Flag in IPPS-A when a Soldier's status triggers a suspension under AR 600-8-2.
 - (1) Navigate to: HR Professional → HR Personnel Action Request → Create Personnel Action
 - (2) Search Soldier receiving the Flag.
 - (3) Select *SFPA Flag* as the action with *Initiate a Flag* as the reason.

- (4) Select Flag reason from drop-down per AR 600-8-2, table 2-1.
 - (5) Select *Continue*.
 - (6) Complete the PAR details fields:
 - (a) Effective Date = Date of event or trigger.
 - (b) Comments = Summarize trigger event.
 - (c) Attach required supporting documents.
 - (7) Validate PAR and choose *Submit* to initiate the workflow.
 - (8) PAR should be routed to the commander for approval.
- b. Remove a Flag in IPPS-A when a Soldier's status triggers a removal under AR 600-8-2.
- (1) Navigate to: HR Professional → HR Personnel Action Request → Create Personnel Action
 - (2) Search Soldier with the Flag.
 - (3) Select *SFPA Flag* as the action with *Remove a Flag* as the reason.
 - (4) Select which Flag to remove.
 - (5) Select *Continue*.
 - (6) Complete the PAR details fields:
 - (a) Effective Date = Date of event or trigger.
 - (b) Select the appropriate disposition IAW AR 600-8-2.
 - (c) Comments = Summarize trigger event.
 - (d) Attach required supporting documents.
 - (7) Validate PAR and choose *Submit* to initiate the workflow.
 - (8) PAR should be routed to the commander for approval.

Appendix A

Section I References

Army Directive 2025-18

Appearance, Grooming, and Army Body Composition Standards

ALARACT Message 096/2025

Army Updates to Suspension of Favorable Personnel Actions (Flags)

AR 25-22

The Army Privacy and Civil Liberties Program

AR 25-400-2

Army Records Management

AR 380-5

Army Information Security Program

AR 600-8-2

Suspension of Favorable Personnel Actions (Flag)

AR 600-8-104

Army Military Human Resource Records Management

DA Pam 25-403

Army Guide to Recordkeeping

DA Pam 600-8-104

Army Military Human Resource Records Management

IPPS-A User Manual

Secretary of the Army Memorandum

IPPS-A Implementation Guidance, dated 15 March 2022

Section II Forms

DA Form 268

Report to Suspend Favorable Personnel Actions (Flag)

DA Form 4856

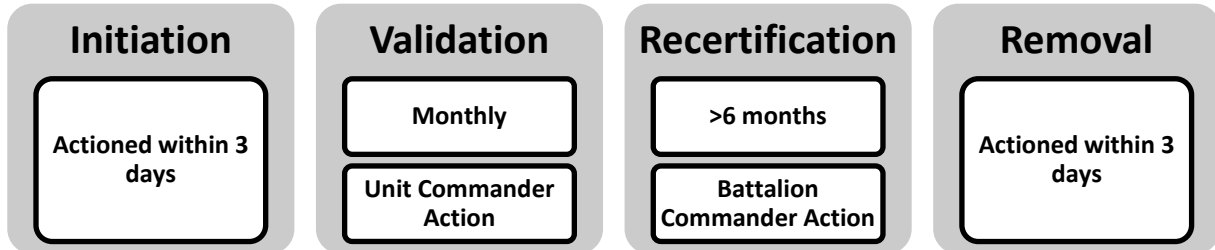
Developmental Counseling Form

Appendix B

Flag management workflow

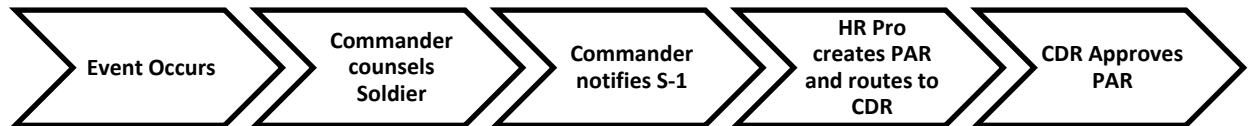
Section I

Suspension of favorable personnel actions process overview



Section II

Initiation flow



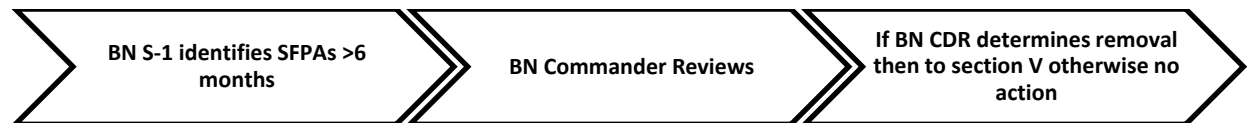
Section III

Monthly validation flow



Section IV

Recertification (greater than six months)



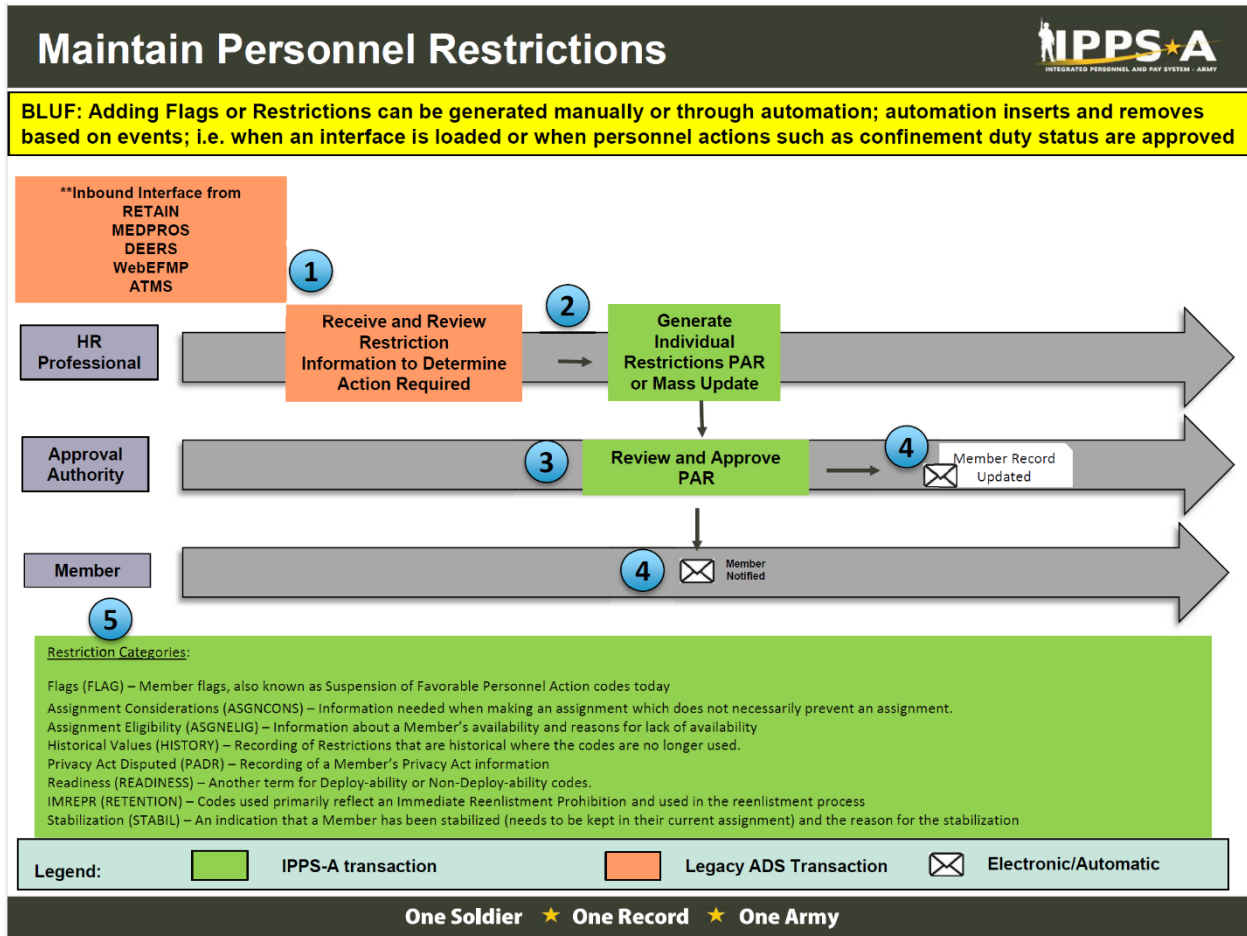
Section V

Removal flow



Appendix C

IPPS-A business process reengineering (BPR) concept for flagging actions



Appendix D

SFPA Counseling Verbiage

PART I – ADMINISTRATIVE DATA

Complete IAW form instructions.

PART II - BACKGROUND INFORMATION

Complete IAW form instructions.

PART III – SUMMARY OF COUNSELING

Key Points Should Include:

- Effective Date: Effective [date], an SFPA has been initiated for [reason code / description from AR 600-8-2 Table 2-1].
- Impact of SFPA: This flag prevents favorable actions such as promotions, awards, favorable personnel transfers, incentives, or separations with benefits.
- Duration of SFPA: The flag will remain in effect until the underlying issue is resolved or the commander directs its removal.
- Documentation: Supporting documentation includes [specific examples, if applicable].
- Follow-Up Counseling: You will be counseled again upon removal of this SFPA.
- Processing in IPPS-A: Initiation and removal are processed through IPPS-A.
- Review and Validation: Commanders review flags monthly; Battalion Commanders validate any flag over 6 months.

Plan of Action Should Include:

For Initiation:

- Commander initiates SFPA PAR in IPPS-A within 3 working days of awareness of the event.
- Soldier acknowledges counseling and understanding of the action.
- Soldier completes corrective requirements as applicable (e.g., ABCP enrollment, ACFT retraining, compliance with investigation).

For Removal:

- Commander initiates SFPA-Removal PAR in IPPS-A within 3 working days of resolution.
- Soldier signs this counseling acknowledging flag removal and return to favorable status.

Leader Responsibilities:

- Ensure the SFPA PAR is initiated or removed in IPPS-A within 3 working days.
- Provide the Soldier with this counseling form (PAR is available via IPPS-A self-service).
- Conduct monthly reviews and recertification actions as required.
- Conduct follow-up counseling to assess the resolution of the SFPA and ensure compliance with corrective actions.

Glossary

Section I Abbreviations

All abbreviations, brevity codes, and acronyms (ABCAs) for the Army, the Army National Guard, and related agencies are listed in the ABCA Directory: <https://armypubs.army.mil/abca/SearchABCA.aspx>. Exceptions are listed below.

DoW

US Department of War

Formerly the US Department of Defense (DoD).

G1

The senior military personnel officer (MILPO) at echelons state/installation/division and above.

The Deputy Chief of Staff, Personnel (DCSPER).

G-1

The office and staff of the G1.

GA DOD

Georgia Department of Defense

GA NG

Georgia National Guard

GAANG

Georgia Air National Guard

GAARNG

Georgia Army National Guard

GADODR

Georgia Department of Defense Regulation

GASDF

Georgia State Defense Force

IST

interstate transfer

R&R

Recruiting and Retention

RRB

recruiting and retention battalion

S1

The military personnel officer at echelons below state/installation/division.

S-1

The office and staff of the S1.

Section II Terms

fiscal year (FY)

A continuous, twelve-month period tied to budget timelines, such as that of the DoW, organized from October thru September. As opposed to calendar year (CY), organized from January thru December.

HR automation systems

Computer programs and websites utilized by HR professionals to manage or update personnel records, including IPPS-A, iPERMS, and GIMS.

mobilization day (M-day)

That date in the future when a traditional drilling Guardsman is expected to mobilize.

Title 32 dual-status military technician (MilTech)

Refers to permanent or indefinite, but not temporary, employment status. Sometimes MILTECH.

major subordinate command (MSC)

Commands headquartered under and reporting to echelons corps level and below. As opposed to major Army command (MACOM), those commands headquartered at echelons above corps level, such as US Army Forces Command (FORSCOM), or US Army Transformation & Training Command (T2COM) (formerly US Army Training & Doctrine Command (TRADOC)), or US Army Recruiting Command (USAREC).

unit

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.

unit identification code (UIC)

The 6-character code representing a unit. Composed of a 1-character Service designator, such as W for Army; a 3-character parent organization designator (POD) corresponding to the battalion- or squadron-level unit of organization; a 1-character designator of the subordinate company, battery, or troop; and a 1-character designator of any further subordinate detachment. When combined, the final 5 characters form a unit processing code (UPC).