

# G1 Handouts



FY26

## Enlisted Personnel Branch



<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/SitePages/Enlisted-Branch.aspx>

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OKLAHOMA ARMY NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3501 MILITARY CIRCLE  
OKLAHOMA CITY, OK 73111

NGOK-MPD

8 January 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enlisted Promotion Cycle for Fiscal Year 2026

1. During Training Year 2026 (TY26) the following promotion cycle is announced:

| Grade Considered | TIS/TIG/CES Eligibility Date                     | Pre Board Elections Open Date                    | Pre Board Elections/PME Close Date               | Estimated Board Date | Estimated Final List Date                                        |
|------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|----------------------|------------------------------------------------------------------|
| SGM              | 30 SEP 25                                        | 15 JAN 25                                        | 22 AUG 25                                        | 9-11 SEP 25          | 1 OCT 25                                                         |
| MSG              | 30 SEP 25                                        | 15 JAN 25                                        | 22 AUG 25                                        | 9-11 SEP 25          | 1 OCT 25                                                         |
| SFC              | 30 SEP 25                                        | 15 JAN 25                                        | 22 AUG 25                                        | 16-18 SEP 25         | 1 OCT 25                                                         |
| SSG/SGT          | 31 DEC 25<br>31 MAR 26<br>30 JUN 26<br>30 SEP 26 | 01 OCT 25<br>01 JAN 26<br>01 APR 26<br>01 JUL 26 | 31 DEC 25<br>31 MAR 26<br>30 JUN 26<br>30 SEP 26 | N/A                  | Q#1 09 JAN 26<br>Q#2 20 APR 26<br>Q#3 10 JUL 26<br>Q#4 09 OCT 26 |

2. The eligibility date establishes a date from which time-in-service (TIS), time-in-grade (TIG), cumulative-enlisted-service (CES), and Professional Military Education (PME) requirements are calculated in order to determine consideration eligibility for a promotion board IAW AR 600-8-19, Table 6-1, dated 21 June 2024 and NGB PPOM 24-014, dated 07 June 2024. Soldiers that do not meet the TIS/TIG/CES requirements by the eligibility criteria date listed in paragraph 1 but will meet the requirements during the life of the promotion list will be considered on this promotion cycle. These Soldiers will be in the Expanded Zone of Consideration (EZC) and will not be eligible for selection from the promotion list until they meet the TIG/TIS/CES requirements.

3. Promotion consideration points for the ranks of Sergeant First Class, Master Sergeant and Sergeant Major will be board appraisal and administrative points. Promotion consideration for the rank of Sergeant and Staff Sergeant will be Administrative Points only. Administrative points will not be added in the Integrated Personnel and Pay System Army (IPPSA) for any event or action that occurs after the Pre-Board Elections Close Date, referenced in paragraph 1. It is a unit and Commander responsibility to ensure any event or action that would result in additional promotion points is processed in all applicable Human Resource Systems (IPPSA, iPERMS, ERB, DTMS) prior to the Pre-Board Elections Close Date.



NGOK-MPD

SUBJECT: Enlisted Promotion Cycle for Training Year 2026

4. A Memorandum of Instruction (MOI) will be published for each grade considered and Leadership Boards. The MOI will define all eligibility criteria, specific processes, procedures, and document submission instructions.

5. Point of contact is 1SG Heather Riggins at (405) 228-5328 or heather.d.riggins.mil@army.mil.

FOR THE G1:



DISTRIBUTION:

A

CHRISTOPHER D. CREEKMORE  
SGM, OKARNG  
G1 Sergeant Major



## Promotion Eligibility



AR 600-8-19

Table 6-1 Promotion Eligibility Criteria

| Rank | TIG       | TIS      | CES      | PME  |
|------|-----------|----------|----------|------|
| SGT  | 12 Months | NA       | NA       | NA   |
| SSG  | 18 Months | NA       | NA       | BLC  |
| SFC  | 36 Months | 8 Years  | 6 years  | ALC  |
| MSG  | 36 Months | 12 Years | 8 Years  | SLC  |
| SGM  | 36 Months | 16 Years | 10 Years | MLC* |

- \*(1) For those promoted to MSG prior to 1 January 2019, MLC and DLC 5 is not required. (2) For those promoted to MSG after 1 January 2019, with completion of SSD 4 prior to 30 August 2020 will not be required to complete DLC 5. (3) For those promoted to MSG after 1 January 2019 without SSD 4 completion will require MLC and DLC 5.



## SGT/SSG Admin Points



| ARNG Semi-Centralized Promotion (SGT / SSG) Administrative Points                                                                                                                                                                                                     |            |            |                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------------------------------------------|
|                                                                                                                                                                                                                                                                       | SGT Board  | SSG Board  | Reference                                      |
| <b>Military Training (Max SGT- 280pts / SSG- 230pts)</b>                                                                                                                                                                                                              |            |            |                                                |
| ▪ Weapon Qualification                                                                                                                                                                                                                                                | 160        | 110        | AR 600-8-19, Tables 3-7, and 3-10/ PPOM 22-023 |
| ▪ Army Combat Fitness Test (ACFT)                                                                                                                                                                                                                                     | 120        | 120        |                                                |
| <b>Awards, decorations, and achievements (Permanent awards) (Max SGT- 145pts / SSG- 165pts)</b>                                                                                                                                                                       |            |            | AR 600-8-19, Tables 3-11, 3-12, 3-13, and 3-17 |
| <b>Military Education (Max SGT- 240pts / SSG- 245pts)</b>                                                                                                                                                                                                             |            |            |                                                |
| ▪ Primary Military Education (PME)                                                                                                                                                                                                                                    | *40        | *40        | AR 600-8-19, 3-18                              |
| ▪ Resident Training                                                                                                                                                                                                                                                   | 110        | 115        |                                                |
| ▪ Computer Training                                                                                                                                                                                                                                                   | 90         | 90         |                                                |
| <b>Civilian Education (Max SGT- 135pts / SSG- 160pts)</b>                                                                                                                                                                                                             |            |            | AR 600-8-19, 3-19                              |
| <b>Total</b>                                                                                                                                                                                                                                                          | <b>800</b> | <b>800</b> |                                                |
| <b>Note:</b> Administrative points between SGT and SSG boards differ to account for the differences in performance and achievements between the grades.<br>* 20 promotion points for achieving Commandant's list/40 promotion points for Distinguished Honor Graduate |            |            |                                                |



## E4 to E5 Weapons Qual Points



Table 3-2

Weapons qualification for promotion to sergeant (weapons qualification (hits) = promotion points)

| DA Form 7801/DA Form 7822<br>M16/M4/M249 | DA Form 7814<br>M9/M17/M18 | DA Form 7821<br>M9/M17/M18 | Practical Pistol<br>M9/M11/M17/M18/M19 | DA Form 7811<br>M107/M110/M2010 | DA Form 7820-1 |
|------------------------------------------|----------------------------|----------------------------|----------------------------------------|---------------------------------|----------------|
| Hits/Points                              | Hits/Points                | Hits/Points                | Hits/Points                            | Hits/Points                     | Hits/Points    |
| 40/160                                   | 30/160                     | 40/160                     | 60/160                                 | 200/160                         | 50/160         |
| 39/153                                   | 29/146                     | 39/152                     | 59/153                                 | 198-199/153                     | 49/152         |
| 38/145                                   | 28/132                     | 38/144                     | 58/146                                 | 196-197/146                     | 48/144         |
| 37/138                                   | 27/118                     | 37/136                     | 57/139                                 | 193-195/139                     | 47/135         |
| 36/130                                   | 26/104                     | 36/128                     | 56/132                                 | 190-192/132                     | 46/127         |
| 35/123                                   | 25/90                      | 35/120                     | 55/125                                 | 187-189/125                     | 45/119         |
| 34/115                                   | 24/76                      | 34/112                     | 54/118                                 | 184-186/119                     | 44/110         |
| 33/108                                   | 23/62                      | 33/104                     | 53/111                                 | 181-183/112                     | 43/102         |
| 32/100                                   | 22/48                      | 32/96                      | 52/104                                 | 178-180/105                     | 42/94          |
| 31/93                                    | 21/33                      | 31/88                      | 51/97                                  | 175-177/98                      | 41/85          |
| 30/85                                    | x                          | 30/80                      | 50/90                                  | 172-174/91                      | 40/77          |
| 29/78                                    | X                          | 29/72                      | 49/83                                  | 169-171/85                      | 39/69          |
| 28/70                                    | x                          | 28/64                      | 48/76                                  | 165-168/78                      | 38/60          |
| 27/63                                    | X                          | 27/56                      | 47/69                                  | 161-164/71                      | 37/52          |
| 26/55                                    | x                          | 26/48                      | 46/62                                  | 157-160/64                      | 36/43          |
| 25/48                                    | X                          | 25/40                      | 45/55                                  | 153-156/57                      | 35/33          |
| 24/40                                    | x                          | 24/33                      | 44/48                                  | 149-152/50                      | x              |
| 23/33                                    | X                          | x                          | 43/41                                  | 145-148/44                      | x              |
| x                                        | x                          | x                          | 42/33                                  | 141-144/38                      | x              |
| x                                        | x                          | x                          | x                                      | 139-140/33                      | x              |



## E5 to E6 Weapons Qual Points



Table 3-3

Weapons qualification for promotion to staff sergeant (weapons qualification (hits) = promotion points)

| DA Form 7801/DA Form 7822<br>M16/M4/M249 | DA Form 7814<br>M9/M17/M18 | DA Form 7821<br>M9/M17/M18 | Practical Pistol<br>M9/M11/M17/M18/M19 | DA Form 7811<br>M107/M110/M2010 | DA Form 7820-1 |
|------------------------------------------|----------------------------|----------------------------|----------------------------------------|---------------------------------|----------------|
| Hits/Points                              | Hits/Points                | Hits/Points                | Hits/Points                            | Hits/Points                     | Hits/Points    |
| 40/110                                   | 30/110                     | 40/110                     | 60/110                                 | 200/110                         | 50/110         |
| 39/107                                   | 29/101                     | 39/104                     | 59/105                                 | 198-199/107                     | 49/105         |
| 38/104                                   | 28/92                      | 38/99                      | 58/100                                 | 196-197/102                     | 48/100         |
| 37/101                                   | 27/83                      | 37/93                      | 57/95                                  | 193-195/97                      | 47/95          |
| 36/98                                    | 26/74                      | 36/88                      | 56/90                                  | 190-192/92                      | 46/88          |
| 35/91                                    | 25/65                      | 35/82                      | 55/85                                  | 187-189/87                      | 45/83          |
| 34/84                                    | 24/56                      | 34/77                      | 54/80                                  | 184-186/82                      | 44/76          |
| 33/77                                    | 23/47                      | 33/71                      | 53/75                                  | 181-183/77                      | 43/71          |
| 32/70                                    | 22/38                      | 32/65                      | 52/70                                  | 178-180/72                      | 42/64          |
| 31/63                                    | 21/28                      | 31/60                      | 51/65                                  | 175-177/67                      | 41/59          |
| 30/56                                    | x                          | 30/55                      | 50/60                                  | 172-174/62                      | 40/52          |
| 29/52                                    | X                          | 29/50                      | 49/56                                  | 169-171/58                      | 39/48          |
| 28/48                                    | x                          | 28/46                      | 48/52                                  | 165-168/54                      | 38/42          |
| 27/44                                    | X                          | 27/41                      | 47/48                                  | 161-164/50                      | 37/38          |
| 26/40                                    | x                          | 26/37                      | 46/44                                  | 157-160/46                      | 36/32          |
| 25/36                                    | X                          | 25/32                      | 45/40                                  | 153-156/42                      | 35/28          |
| 24/32                                    | x                          | 24/28                      | 44/36                                  | 149-152/38                      | x              |
| 23/28                                    | X                          | x                          | 43/32                                  | 145-148/34                      | x              |
| x                                        | x                          | X                          | 42/28                                  | 141-144/30                      | x              |
| x                                        | x                          | X                          | x                                      | 139-140/28                      | x              |



## Updated Requirements for Promotion



### **NO MORE DLC REQUIREMENTS!!!!**

**Effective 1 June 2024 PME not needed for Promotion**

**150 Promotion Points for E4 that have BLC Complete  
and SGT that have ALC Complete**

| Rank | TIG       | TIS      | CES      | PME  |
|------|-----------|----------|----------|------|
| SGT  | 12 Months | NA       | NA       | NA   |
| SSG  | 18 Months | NA       | NA       | BLC  |
| SFC  | 36 Months | 8 Years  | 6 years  | ALC  |
| MSG  | 36 Months | 12 Years | 8 Years  | SLC  |
| SGM  | 36 Months | 16 Years | 10 Years | MLC* |



## Requirements for Promotion



- Record ACFT (within 14 months MDAY/8 months AGR/FTNGD-OS)
- Ht/Wt (Within 8 months all Soldiers)
- Must not have Suspension of Favorable Personnel Action (SFPA) i.e. FLAGS
- ACFT and Ht/Wt must be in DTMS and reflected in IPPS-A



## Validating Promotion Points (For Eligible Soldiers)



## Login to IPPS-A



<https://my.ippsa.army.mil> for Soldiers

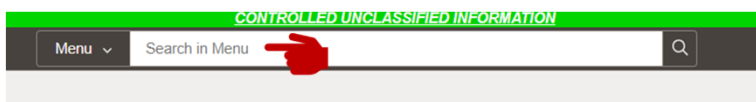
<https://hr.ippsa.army.mil> as an alternative for elevated access

- If this tile is not readily available on the Member's homepage:

1. Use the Navigation Bar in the top right

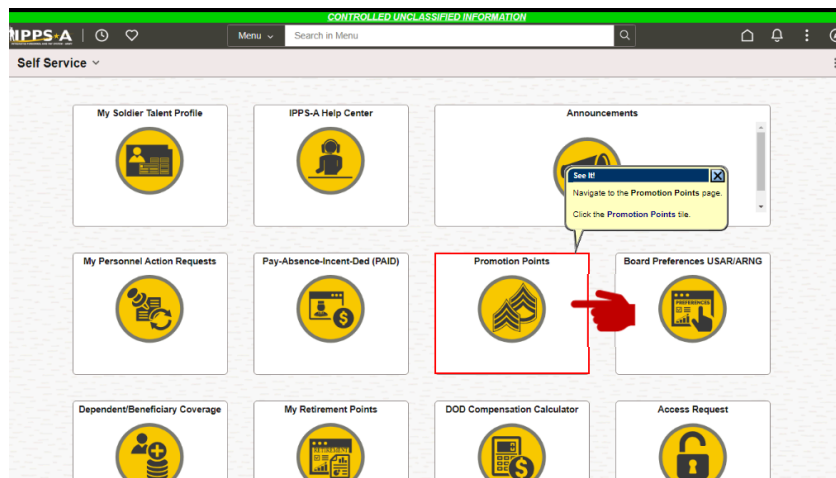
2. The NavPath is: NavBar > Navigator > Self Service > Promotion Points

3. If you can't find the Promotion Points there, do a search using the menu at the top. Input "Promotion Points" and enter.

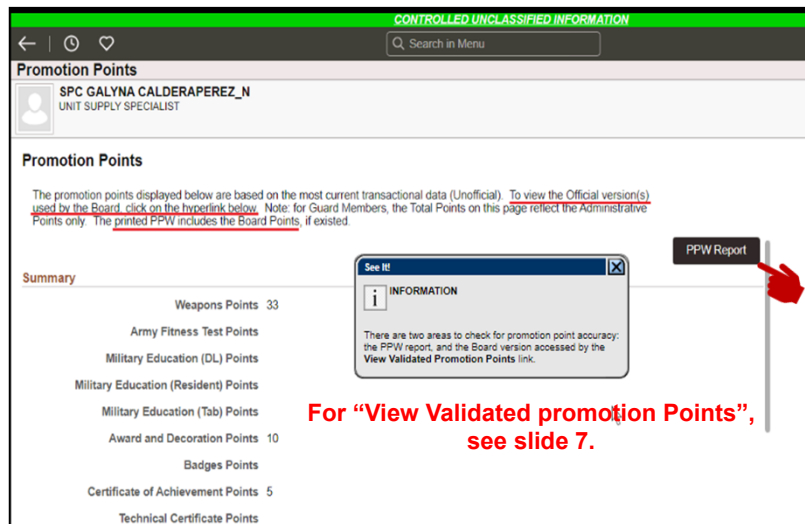




## Navigation to Promotion Points



## Promotion Points





## Promotion Point Worksheet (PPW)



| OFFICIAL RECORD                                                                                                                                                                                                                                                                                            |                 |                      |                            |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|----------------------------|----------------------------------------|
| PROMOTION POINT WORKSHEET (PPW)                                                                                                                                                                                                                                                                            |                 |                      |                            |                                        |
| DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO SERGEANT (SGT/E5)                                                                                                                                                                                                                                          |                 |                      |                            |                                        |
| Reference AR 600-8-19<br>All data used to generate this PPW comes from IPPS-A. Any updates in IPPS-A prior to the generation of this PPW are reflected immediately.<br>It is the Soldier's responsibility to ensure this data is correct and report errors to the S1 for correction or update immediately. |                 |                      |                            |                                        |
| 1. Name                                                                                                                                                                                                                                                                                                    | 2. Last 4       | 3. DOR<br>2018-06-14 | 4. BASD/PEBD<br>2017-08-09 | 5. Points Effective Date<br>2023-07-13 |
| 6. Organization<br>NSM3AA                                                                                                                                                                                                                                                                                  | 7. PMOS<br>E92Y | 8. Status (Reason)   |                            |                                        |
| SECTION A - MILITARY TRAINING (280 Maximum Points)                                                                                                                                                                                                                                                         |                 |                      |                            |                                        |
| Army Fitness Test (AFT), Weapons Qualification                                                                                                                                                                                                                                                             |                 |                      |                            |                                        |
| 1. Army Fitness Test (AFT) (must be within 12 months) 120 Maximum Points                                                                                                                                                                                                                                   |                 |                      |                            |                                        |
| Latest Date:                                                                                                                                                                                                                                                                                               |                 | Total Score:         |                            | Points Awarded:                        |
| 2. Weapons Qualification (must be within 24 months) 160 Maximum Points                                                                                                                                                                                                                                     |                 |                      |                            |                                        |
| DA Form Used: DA FORM 7801                                                                                                                                                                                                                                                                                 |                 | Points Awarded:      |                            |                                        |
| Latest Date: 2022-08-27                                                                                                                                                                                                                                                                                    |                 | Total Hits: 23       |                            | 33                                     |
| Section A - Total Military Training Points:   33                                                                                                                                                                                                                                                           |                 |                      |                            |                                        |
| SECTION B - AWARDS AND DECORATIONS (145 Maximum Points including Airborne Advantage)                                                                                                                                                                                                                       |                 |                      |                            |                                        |
| Awards, Decorations, Badges, Certificate of Achievement (COA) And Airborne Advantage                                                                                                                                                                                                                       |                 |                      |                            |                                        |
| 1. Awards, Decorations, Badges and COA's (limit 4 COA) 145 Maximum Points                                                                                                                                                                                                                                  |                 |                      |                            |                                        |
| AR CAM AR COMP ACHVMT MDL                                                                                                                                                                                                                                                                                  |                 | 10                   |                            |                                        |
| COA                                                                                                                                                                                                                                                                                                        |                 | 5                    |                            |                                        |
|                                                                                                                                                                                                                                                                                                            |                 | Points Awarded:   15 |                            |                                        |
| 2. Airborne Advantage - Soldiers possessing airborne qualifications and assigned to an authorized airborne position 0 Maximum Points                                                                                                                                                                       |                 |                      |                            |                                        |
|                                                                                                                                                                                                                                                                                                            |                 | Points Awarded:      |                            |                                        |
| Section B - Total Awards and Decorations Points:   15                                                                                                                                                                                                                                                      |                 |                      |                            |                                        |



## View Validated promotion points



### Promotion Points

The promotion points displayed below are based on the most current transactional data (Unofficial). To view the Official version(s) used by the Board, click on the hyperlink below. Note: for Guard Members, the Total Points on this page reflect the Administrative Points only. The printed PPW includes the Board Points, if existed.

#### Summary

Weapons Points 33

Army Fitness Test Points

Military Education (DL) Points

Military Education (Resident) Points

Military Education (Tab) Points

Award and Decoration Points 10

Badges Points

Certificate of Achievement Points 5

Technical Certificate Points

College Credit Points

Degree Points

DLPT Points

PPW Report

See !!!

Scroll down to access the Validate button.

Click the Vertical scrollbar.



## View Validated promotion Points

### Promotion Points

The promotion points displayed below are based on the most current transactional data (Unofficial). To view the Official version(s) used by the Board, click on the hyperlink below. Note: for Guard Members, the Total Points on this page reflect the Administrative Points only. The printed PPW includes the Board Points, if existed.

CLEP/DANTES/ACT Points

Total Points 48

### Awards

|                          |    |
|--------------------------|----|
| ARCAM AR COMP ACHVMT MDL | 10 |
| COA                      | 5  |

**See It!**  
View the official version used by the promotion board.  
Click the [View Validated Promotion Points](#) link.

Validate Promotion Points

[View Validated Promotion Points](#)



## Promotion Board View

### Promotion Points Validation

\* Source: SLF = Member, PPC = Promotion Points Cutoff Date, XFR = Transfer, BCD = Board Convened Date

1 row

#### Points by Category

Civilian Education Points Detail Award Points Detail Show All

| PPW Report | Board ID | Source | Validated Date       | Validated By  | Award | Army Fitness Test | Civilian Education | Military Education (DL) | Military Education (Tab) | Military Education (Resident) | Weapons Qualification |
|------------|----------|--------|----------------------|---------------|-------|-------------------|--------------------|-------------------------|--------------------------|-------------------------------|-----------------------|
|            | 1992     | SLF    | 07/13/2023 2:35:37PM | N003344794.01 | 15    |                   |                    |                         |                          |                               | 33                    |

#### See It!

##### INFORMATION

Official version of the PPW is displayed in a tabular format.





## Validate Promotion Points



**Promotion Points**

The promotion points displayed below are based on the most current transactional data (Unofficial). To view the Official version(s) used by the Board, click on the hyperlink below. Note: for Guard Members, the Total Points on this page reflect the Administrative Points only. The printed PPW includes the Board Points, if existed.

CLEP/DANTES/ACT Points

Total Points: 10

**Awards**

ARCAM AR COMP ACHVMT M

COA

**Confirm Promotion Points Validation**

Click OK to validate your promotion points and Save data and Promotion Point Worksheet or Cancel to disregard.

OK Cancel

**See It!**

**INFORMATION**

A message displays asking to confirm the promotion points validation.

If Members fail to validate their PPW, the system defaults to current points on file.

Click OK to validate your promotion points and save the data and the Promotion Point Worksheet.

Click Cancel to disregard any changes.

[Validate Promotion Points](#) [View Validated Promotion Points](#)



## Promotion Elections

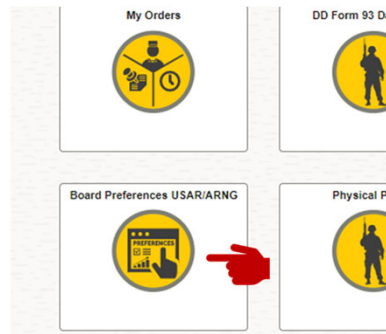




## Making Elections in IPPS-A



- Login to <https://my.ippsa.army.mil> or <https://hr.ippsa.army.mil>
- Locate and click the tile “Board Preferences USAR/ARNG”.



## Making Elections in IPPS-A



**Board Details**

Board ID: 3016  
Board Name: FY21 E7-E8 BOARD  
Board Year: 2021  
Convene Date: 10/1/2024

**Board Preferences**

Validate Preferences: ☐ No  
Date Preferences Validated:

**Preference 1**

Airborne (Select 'Yes/No') I want to be considered for positions that require Airborne training.  
☐

**Preference 2**

Leadership (Select 'Yes/No') I want to be considered for First Sergeant assignment.  
☐

**Preference 3**

Fight (Select 'Yes/No') I want to be considered for positions that require Fight training.  
☐

**Preference 4**

Geographical Location 1: Select 'Yes/No'  
☐

**Preference 5**

Geographical Location 2: Select 'Yes/No'  
☐

**Preference 6**

Geographical Location 3: Select 'Yes/No'  
☐

- The top will have the details of the board you are electing on. Ensure you are on the correct year and board name.
- Make elections for ALL preferences. If you want to be considered, the answer must be yes. Refer to the Memorandum of Instruction Enlisted Promotion Board (EPB) for additional instructions.
- Notification of assignment and promotion will be emailed to the first available and eligible Soldier based on their **board preference elections**.

## FAMILY CARE PLAN CHECKLIST

Name: \_\_\_\_\_ SSN: XXX-XX-\_\_\_\_\_  
Rank: \_\_\_\_\_ Unit: \_\_\_\_\_  
Date: \_\_\_\_\_

Initial Below

\_\_\_\_\_ DA Form 5305 (JUN 2010), Family Care Plan

\_\_\_\_\_ DA Form 5304 (JUN 2010), Family Care Plan Counseling Checklist  
(Signed by Commander and Soldier)

\_\_\_\_\_ DD Form 1172 (SEP 2005), Application for Uniformed Services Identification Card  
**(Needs to be generated from DEERS CLERK)**

\_\_\_\_\_ DA Form 5840 (DEC 2005), Certificate of Acceptance as Guardian or Escort

\_\_\_\_\_ DA Form 5841 (DEC 2009), Power of Attorney  
(Unsigned until Deployment)

\_\_\_\_\_ DD Form 2558 (SEP 2002), Authorization to Start or Change an Allotment  
(Proof of Financial Support Arrangements) **(Unsigned until deployment-AGR/AC ONLY)**

**\*\*\*\***IAW AR 600-20 - Recertified at least annually by initialing and dating the DA Form 5305. This must be done during the anniversary of the Soldier's birth month, after any change of circumstance requiring a change in the Family Care Plan, or whenever the Soldier is mobilized, deployed, or processed for pre-deployment. Commanders should ensure that all information is current and all documents are still up-to-date and legally valid.

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Reference: AR 600-20, Chapter 5-5, AR 135-178, AR 135-91

## Awards Approval Table

| Award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Army<br>O3-O4<br>Commanders | (See Note 1)<br><u>Army</u><br><u>O-5</u><br><u>Commanders</u> | (See Note 2)<br><u>Army</u><br><u>O-6</u><br><u>Commanders</u> | (See Note 3)<br>The Adjutant General<br>of Oklahoma |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------|
| <b><u>OKLAHOMA AWARDS:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                                                                |                                                                |                                                     |
| OK Distinguished Service Cross                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | -                           | -                                                              | -                                                              | Yes                                                 |
| OK Star of Valor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -                           | -                                                              | -                                                              | Yes                                                 |
| OK Distinguished Service Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | -                           | -                                                              | -                                                              | Yes                                                 |
| OK Meritorious Service Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | -                           | -                                                              | Yes                                                            | Yes                                                 |
| Oklahoma Commendation Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                           | Yes                                                            | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Oklahoma Exceptional Service Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -                           | -                                                              | Yes                                                            | Yes                                                 |
| Oklahoma Guardsman Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | -                           | -                                                              | Yes                                                            | Yes                                                 |
| OK Senior Enlisted Leadership Ribbon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Selective Reserve Medal*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | -                           | -                                                              | -                                                              | Yes                                                 |
| Governor's Distinguished Unit Award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NA                          | <u>NA</u>                                                      | <u>NA</u>                                                      | <u>NA</u>                                           |
| Commander's Trophy Ribbon **                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NA                          | <u>NA</u>                                                      | <u>NA</u>                                                      | <u>NA</u>                                           |
| Oklahoma Recruiting Ribbon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                         | Yes                                                            | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Oklahoma <u>Active Duty</u> Service Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                         | <u>Yes</u>                                                     | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Oklahoma Military Funeral Honors Ribbon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Long Service Medal/Ribbons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                         | <u>Yes</u>                                                     | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Oklahoma Good Conduct Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                         | <u>Yes</u>                                                     | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Oklahoma Honor Guard Badge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NA                          | <u>NA</u>                                                      | <u>NA</u>                                                      | <u>Yes</u>                                          |
| * Army Guard Only    ** Air Guard Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |                                                                |                                                                |                                                     |
| <b><u>OKLAHOMA DECORATIONS/COMMENDATIONS:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                |                                                                |                                                     |
| Oklahoma Certificate of Commendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Certificate of Appreciation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Honorary Colonel Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Adjutant General's Staff Badge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Medal of Freedom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | -                           | -                                                              | -                                                              | Yes                                                 |
| Oklahoma Thunderbird Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | -                           | -                                                              | -                                                              | Yes (See Note 4)                                    |
| Governor's Twenty Tab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -                           | -                                                              | -                                                              | Yes                                                 |
| <b><u>FEDERAL AWARDS ISSUED ON A PERMANENT ORDER:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                                                |                                                                |                                                     |
| Meritorious Service Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | -                           | -                                                              | -                                                              | Yes                                                 |
| Army Commendation Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -                           | -                                                              | Yes                                                            | Yes                                                 |
| Army Achievement Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | -                           | Yes                                                            | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| Army Good Conduct Medal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -                           | Yes                                                            | <u>Yes</u>                                                     | <u>Yes</u>                                          |
| <p><i>Note 1: All battalion and O-5 (Lieutenant Colonel) Commanders (including OKARNG Recruiting and Retention Command and the 63<sup>rd</sup> Civil Support Team).</i></p> <p><i>Note 2: All Major Commands (MACOMs), O-6 (Colonel) Commanders (including OKARNG Training Site <u>Command-O-6</u> State Aviation Officer and 189<sup>th</sup> Regiment).</i></p> <p><i>Note 3: The Adjutant General of Oklahoma has approval and award authority for all Federal and State awards listed above for the Joint Force Headquarters and all personnel assigned or attached to the command. The Adjutant General may delegate this authority to issue orders to the Chief, Joint Staff or to the Director of Military Personnel(G-1).</i></p> <p><i>Note 4: Exceptions are made for Commanders of OCONUS deployments if The Adjutant General designates transfer of/ authority in writing. See Chapter 5 for additional information.</i></p> |                             |                                                                |                                                                |                                                     |

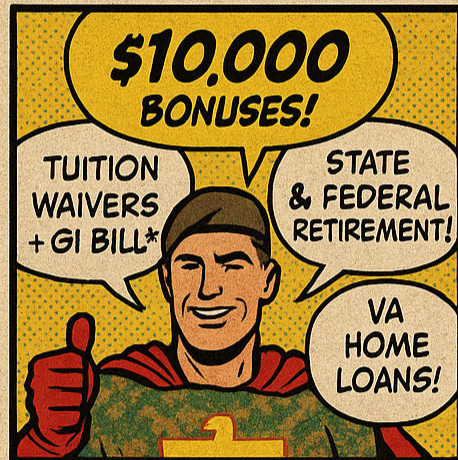
## Award Processing Tips

- Awards boost morale and motivation which fosters a culture of excellence and camaraderie. Simultaneously, they enhance unit cohesion and esprit de corps by acknowledging individual and team achievements.
- Award ceremonies provide opportunities to publicly honor and celebrate outstanding service members which inspires others to excel.
- Awards contribute to the retention of skilled and motivated Soldiers, fostering a strong and resilient force.
- Commanders are the only individuals authorized to be the intermediate authority/ approval authority on the DA 638.
- The rank of the individual being recommended for an award is not to be a deciding factor on the award they should receive.
- Ceremonial events and Permanent Change of Station events are not required to have an award accompanying them. Rather, the actions of the individual are to be the deciding factor on whether they receive an award or not.
- Timing is everything. Account for processing time when calculating a proposed presentation date. Submitting an award a week out from presentation date will likely result in delay.
- The period of award and the achievement comments must pertain to the period that the award is being recommended for. The exception to this is for retirement awards. Retirement awards can go back for 10 years.

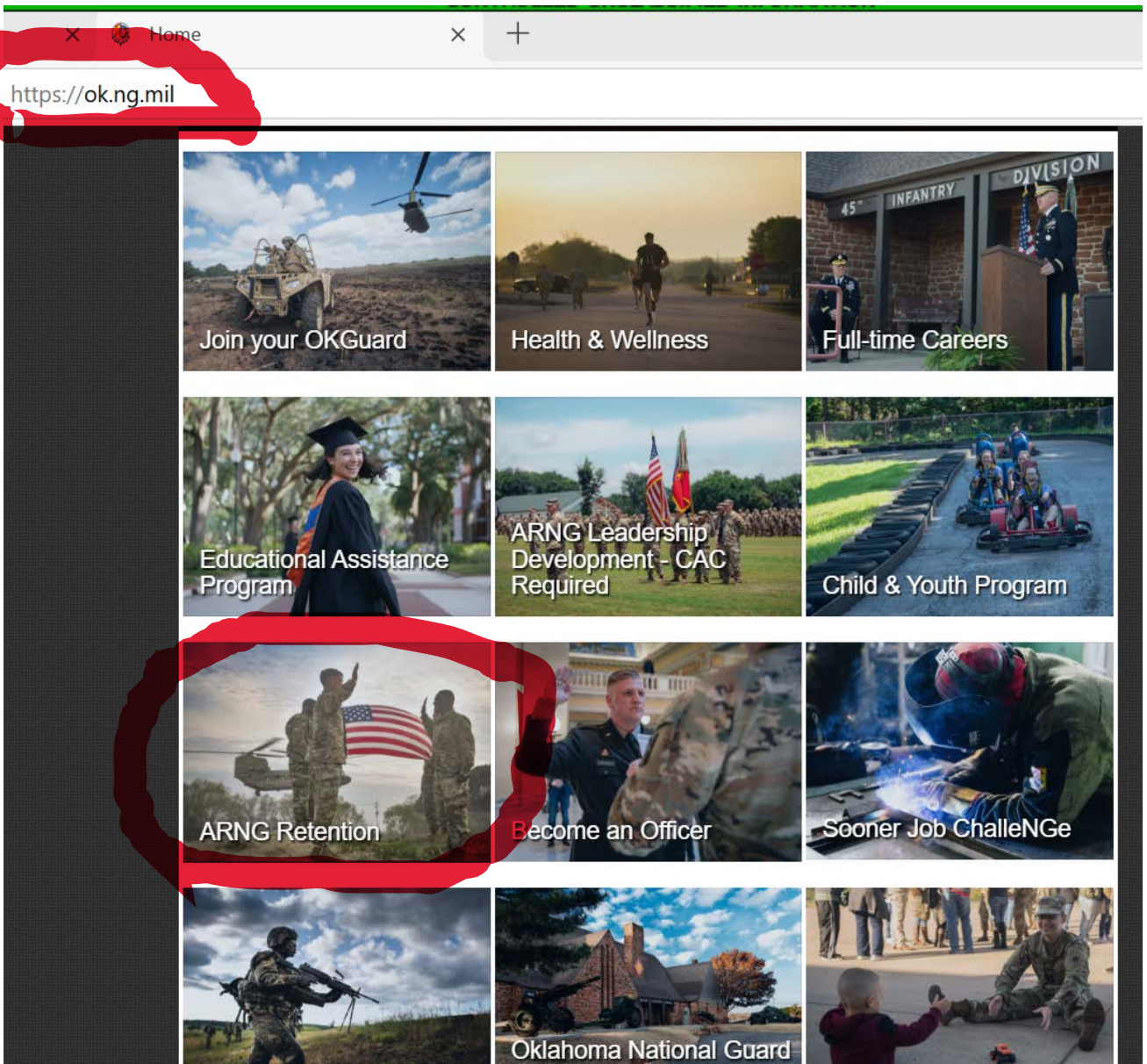


# Strength Management Branch

## CAPTAIN RETAIN GUARD STRONG







Please use the public website as a reference!

https://ok.ng.mil/ARNG-Retention/

An official website of the United States government [Here's how you know](#)



# OKLAHOMA NATIONAL GUARD

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## Oklahoma Army National Guard State Career Counselor

### Our Vision

Career Counselor Team, which builds trust with families and Soldiers with relevant, accurate information tailored to their specific careers.

### Our Mission

Force multiplier for the Oklahoma Army National Guard with Unit Career Counselors at every level with the latest information and training. Retain quality Soldiers and provide commanders with a healthy, sustainable force that can respond to state and federal missions.

#### OKARNG Retention Bulletin - Updated March 12, 2025

Retention SOP published:  
 OKARNG Retention SOP Version 1 (PDF)  
 OKARNG Retention SOP Version 2 (PDF)

Re-enlistment Bonus:

- 3 Year DMOSQ (BRS): \$10,000 lump sum, due on start of contract. Eligible between 5 years TIS to 6 years 1 month TIS
- 3 Year DMOSQ: \$10,000 lump sum, due on the start date of the new contract
- Must have no more than 13 years 1 month time in service at current ETS
- 3 Year MOS Conversion: \$10,000 lump sum, due upon completion of MOS training completion, must be in MOS with less than 60% strength
- Must not be flagged

#### Eligibility For Retention

- Must be 365 days from current Expiration Term of Service (ETS) to be eligible for extension (unless extending for a promotion, Active Guard Reserve (AGR) tour, school attendance, transfer of benefits to family).
- Must meet Height/Weight and Army Combat Fitness Test (ACFT) standards unless waiver is submitted and approved.
- Height/Weight
  - Within six months up to eight months for Traditional/AGR
- ACFT
  - Within eight months for AGR
  - Within 14 months for Traditional
- Medical Readiness Code of 1 or 2;
  - If pending medical board (PEB/MEB), Soldiers can extend with a medical waiver. Length of extension is determined by G1 Personnel Medical

#### OKARNG SCC Team

Maj. Stephen Roberts  
 SCC Chief  
 Email: [stephen.p.roberts16.mil@army.mil](mailto:stephen.p.roberts16.mil@army.mil)  
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Mr. George (Tommy) Caves  
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Sgt. 1st Class Christopher Luinaquintero  
 Career Counselor  
 Email: [christopher.a.luinaquintero.mil@army.mil](mailto:christopher.a.luinaquintero.mil@army.mil)  
 Work Phone: 572-247-4618  
 Cell Phone: 405-650-6317

All updates and policy changes are uploaded to the public website. The current retention SOP is here as well!





## **Retention Management Software (RMS)**



- All extensions are initiated and processed through RMS.
- 14-days to complete extension and upload into the Guard Incentive Management System (GIMS).
- Counseling's and intent worked 465 days out.
- Unit administrators, Readiness NCOs, Unit Career Counselors should have access.
- Training available with your State Career Counselors.



## **Guard Incentive Management Software**



- System where all bonus payments are initiated to include continuation pay
- Payments are automated by the system (GIMS 2.0)
- Anything that states Monitor Rule Failure with payment on hold can be sent to Ms. Hudgins and Mr. McMillian to resolve the hold or violation.
- All OVERRIDES must go through STATE IMs
- Commanders, Unit Administrators and Readiness NCOs need access



## RRB / G1 Incentives Update



### **Re-enlistment Bonus (REB):**

The Re-enlistment Bonus (REB) is an enlisted incentive for extending a term of service, applicable to Soldier's currently serving in *good standing* in the OKARNG.

### **Options**

- Three Year DMOSQ: **\$10K** lump sum, due on the start date of the new contract



Education and Incentives  
MS TEAMS Page



GIMS 2.0



Email



## RRB / G1 Incentives Update



### **Student Loan Repayment Program (SLRP) for Re-enlisting SMs:**

The REB SLRP is an incentive to repay incurred *federal student loans* who agree to re-enlist for six years.

### **Conditions/Eligibility Criteria**

- Eligible for up to **\$50,000** in repayment



## RRB / G1 Incentives Update



*GI Bill Programs*



*College Scholarships*



*Credentialing Assistance*



*FTA*



*Financial Aid & Grants*



*Education Support  
Programs*



*EAP*



*OKGUARD*



## RRB / G1 Incentives Update



### Educational Assistance Program (EAP)

#### Conditions/Eligibility Criteria

- House Bill 2257 currently in effect 2025
- One semester on us then the SM must be DMOSQ
- Cannot be FLAGGED/SFPA (HT/WT, AFT...)
- 100% Tuition, Mandatory and MOST Academic Fees (undergrad and graduate)
  - **AVIATION FEES NOT AUTHORIZED**
- NEW DEADLINES: 1 April – 30 June for Fall/1 Oct – 31 December for Spring (Does not cover Summer)
- Up to 18 semester hours per semester (Fall and Spring terms only)
- GPA 2.0/3.0 Undergrad/Grad
- Lifetime limit of 120 undergrad hours and 40 Grad
- Program only available at Public 2 or 4 year State universities/colleges



# RRB / G1 Incentives Update



## Blended Retirement System

BRS combines elements of the legacy retirement system with benefits like those offered in many private-sector 401(K) plans. This section provides more in-depth information on BRS and some of its Key features.



# RRB / G1 Incentives Update



## Contributions

- Automatic enrollment after 1 JAN 2018
- TSP Creation automatic after 60 days of service
- 1% automatic contribution after 60 days of service
- Matching up to 4% (if you contribute 4% your investment equals 8% contribution)



## RRB / G1 Incentives Update



### Service Contributions to Your Account

| You put in:  | Your Service puts in:       |                               | And the total contribution is: |
|--------------|-----------------------------|-------------------------------|--------------------------------|
|              | Automatic (1%) Contribution | Service Matching Contribution |                                |
| 0%           | 1%                          | 0%                            | 1%                             |
| 1%           | 1%                          | 1%                            | 3%                             |
| 2%           | 1%                          | 2%                            | 5%                             |
| 3%           | 1%                          | 3%                            | 7%                             |
| 4%           | 1%                          | 3.5%                          | 8.5%                           |
| 5%           | 1%                          | 4%                            | 10%                            |
| More than 5% | 1%                          | 4%                            | Your contribution +5%          |



## RRB / G1 Incentives Update



### Continuation Pay (CP)

CP is a one-time, midcareer bonus in exchange for an agreement to perform additional obligated service.

- Obligation: 4 additional years
- Available: Enlisted, Officers, AGRs, Techs
- Eligibility: BRS enrollees when completed between 8-12 years of service obligation (calculated from PEBD)
- Current amount is 2.5X(multiplier) one months base pay (as if on active duty).
- Expected to change 01January2026 to .5 multiplier (5 times less).

## Officer Personnel Branch



<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/SitePages/Officer-Branch.aspx>





## Leader Professional Development *Discussion*

### ***Military Evaluations Considerations***

*"The most important thing leaders do for our Army & subordinates."*



## Elements of Senior Rater Comments



### DA PAM 623-3, Chapter 2, Section 2-8, table 2-6

The senior rater enters narrative comments in this block. Potential comments should primarily focus on the **rated officer's potential for promotion, command, schooling** (military and civilian), **broadening assignments, successive duty assignments** and **level of assignments**, or retention, when applicable.

- **Enumeration** (peer to peer comparison): Leadsentence in narrative
  - In the top 5 of 28 CPT/MAJs I senior rate
  - #1 Field Grade Officer in the Brigade/ **in the State**
  - Top 3% of all CPT/MAJ/LTCs in my BN/BDE... *but do your math ...*
- **Schooling:**
  - Amust select for Resident CCC, CGSC, or SSC
  - Officer will excel in distance learning
- **Promotion:**
  - Select to LTC ahead of peers
  - Promote with peers
  - Clearly ahead of peers
  - Do not promote
- **Next Level** (Potential for key positions/command):
  - Ready now for Battalion Command
  - Future Brigade Commander (appropriate for a LTC, NOT a MAJ or CPT)
  - Must select for Battalion/Squadron Command

Write up should consist of 3- 4 sentences and be clear and concise.



## Rater Roles and Responsibilities

- 1) Raters must read, understand, and assess performance based on ADP 6-22 *Army Leadership and the Profession*
- 2) Ensure rating schemes are published and understood; written requirement
- 3) Provide Support Form and Counsel those you rate (mandatory)
- 4) Develop a "Rating Philosophy" and communicate it to rated officers
- 5) Advocate Officer to the Senior Rater
- 6) Clearly and concisely communicate rated officer's most significant achievements
- 7) **Quantify** as much as possible (95% OR rate, 100 Services conducted, qualified 14/14 crews on CSW Tables)
- 8) Focus on narrative comments; selection board members use the Rater's assessment in their file deliberations
- 9) **Anticipate and project future evaluations**



## Rater Narrative (1 of 3) – Exclusive (Excels)

Rater overall assessment of rated officer's performance compared to officers in same grade; limited to Company and Field Grade forms

e. This Officer's Overall Performance is Rated as: (Select one box representing Rated Officer's overall performance compared to others of the same grade whom you have rated in your career. Managed at less than 50% in EXCELS.) I currently rate 9 Army Officers in this grade.

EXCELS  
☒

OR

PROFICIENT  
☐

CAPABLE  
☐

UNSATISFACTORY  
☐

Comments: MAJ Smith's performance is **clearly #1 of 9** majors I currently rate, and his performance ranks within the top 1% of majors with whom I've worked or encountered over 20 years of service.

**EXCLUSIVE** narratives should be used:

- (1) used to amplify box checks
- (2) in instances where small or immature profiles exist
- (3) on a proficient indication following an excels (if warranted)

### Excels defined:

**Results far surpass expectations.** The officer readily (fluently/naturally/effortlessly) demonstrated a **high level of the all attributes and competencies**. Recognizes and exploits new resources; **creates opportunities**. Demonstrated initiative and adaptability even in highly unusual or difficult situations. Emulated; **sought after as expert with influence** beyond unit. Actions had a significant, enduring, and positive impact on mission, the unit and beyond. **Innovative** approaches to problems produced significant gains in quality and efficiency.



## Rater Narrative (2 of 3) - Proficient

Rater overall assessment of rated officer's performance compared to officers in same grade; limited to Company and Field Grade forms

e. This Officer's Overall Performance is Rated as: (Select one box representing Rated Officer's overall performance compared to others of the same grade whom you have rated in your career. Managed at less than 50% in EXCELS.) I currently rate 9 Army Officers in this grade.

EXCELS

☐

OR

PROFICIENT

☒

CAPABLE

☐

UNSATISFACTORY

☐

Comments: MAJ Smith performs in the **top third** of the majors I currently rate, and his performance ranks within the top 10% of majors with whom I've worked or encountered over 20 years of service.

### Proficient defined:

Consistently **produces quality results** with measurable and lasting improvement in unit performance. **Consistent high level of performance** for each attribute and competency. **Proactive** in challenging situations. Habitually makes effective use of time and resources; improves position procedures and products. Positive impact extends beyond position expectations.



## Rater Narrative (3 of 3) - Capable

Rater overall assessment of rated officer's performance compared to officers in same grade; limited to Company and Field Grade forms

e. This Officer's Overall Performance is Rated as: (Select one box representing Rated Officer's overall performance compared to others of the same grade whom you have rated in your career. Managed at less than 50% in EXCELS.) I currently rate 9 Army Officers in this grade.

EXCELS

☐

OR

PROFICIENT

☐

CAPABLE

☒

UNSATISFACTORY

☐

Comments: MAJ Smith's performance over this rating period has been **commensurate with his grade** and time in service. He has completed all assigned tasks to standard in a timely manner, and he is able to manage complex assignments. A critical thinker who works well with others.

### Capable defined:

**Meets requirements** of position and additional duties. **Capable** of demonstrating Soldier attributes and competencies and frequently applies them; **actively learning** to apply them at a higher level or in more situations. Aptitude, commitment, competence meets expectations. Actions have a **positive impact** on unit or mission **but may be limited in scope** of impact or duration.

***"The Capable Trap" \*see attached .docx***



## Senior Rater Roles and Responsibilities

- 1) **Have a mechanism to manage your Profile across Time & Space to anticipate current & future Evaluation blocking**
- 2) Senior Rater is the “owner” of the evaluation and is responsible for timely completion
- 3) Understand how Evaluation Systems works:
  - a) Fairly and accurately assess subordinates - participate in counseling
  - b) Senior Rater Narrative is key: Exclusive vs. Strong narrative to describe the subordinate**
  - c) Quantify potential...identify your best
  - d) Be Careful... What you don't say is just as important as what you do say**

Anticipate and project “next” evaluation



## Senior Rater Narrative (1 of 3) – Exclusive (MQ)

Senior rater overall assessment of rated officer's potential compared to officers in same grade

| PART VI - SENIOR RATER                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)                                                                                                               | b. I currently senior rate <u>27</u> Army Officers in this grade.                                                                                                                                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> MOST QUALIFIED (limited to 49%)<br><input type="checkbox"/> HIGHLY QUALIFIED<br><input type="checkbox"/> QUALIFIED<br><input type="checkbox"/> NOT QUALIFIED | c. COMMENTS ON POTENTIAL:<br>MAJ Smith is #1 of 27 majors I currently senior rate and one of the best officers that I've seen in over 25 years of service, top 1% officer. Already demonstrates Battalion Command potential, a must-promote BZ to LTC and Battalion Command. Send to SSC at the earliest opportunity - a future senior leader in the Corps and the Army. |
|                                                                                                                                                                                                  | d. List 3 future <u>SUCCESSIVE</u> assignments for which this Officer is best suited:<br>BN Commander, CMTC OC, TSC G4                                                                                                                                                                                                                                                   |

**EXCLUSIVE** narratives should be used: (1) to amplify box checks (2) in instances where small or immature profiles exist (3) on a proficient indication following an excels (if warranted)

### Most Qualified (MQ) Defined:

**Results far surpass expectations.** The officer readily (fluently/naturally/effortlessly) demonstrated a **high level of the all attributes and competencies**. Recognizes and exploits new resources; **creates opportunities**. Demonstrated initiative and adaptability even in highly unusual or difficult situations. Emulated; **sought after as expert with influence** beyond unit. Actions had a significant, enduring, and positive impact on mission, the unit and beyond. **Innovative** approaches to problems produced significant gains in quality and efficiency.



## Senior Rater Narrative (2 of 3) – Proficient (HQ)

Senior rater overall assessment of rated officer's potential compared to officers in same grade

| PART VI - SENIOR RATER                                                                                                                                                                           |                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)                                                                                                               | b. I currently senior rate: <u>27</u> Army Officers in this grade.                                                                                                                                                                                                                           |
| <input type="checkbox"/> MOST QUALIFIED (limited to 49%)<br><input checked="" type="checkbox"/> HIGHLY QUALIFIED<br><input type="checkbox"/> QUALIFIED<br><input type="checkbox"/> NOT QUALIFIED | c. COMMENTS ON POTENTIAL:<br>MAJ Smith is #4 of the 27 majors I currently senior rate, and one of the best officers that I've seen in over 25 years of service - easily top 10%. Already shows Battalion Command potential; promote to LTC and select for Battalion Command followed by SSC. |
|                                                                                                                                                                                                  | d. List 3 future <u>SUCCESSIVE</u> assignments for which this Officer is best suited:<br>BN Commander, CMTC OC, TSC G4                                                                                                                                                                       |

### Highly Qualified (HQ) defined:

Consistently **produces quality results** with measurable and lasting improvement in unit performance. **Consistent high level of performance** for each attribute and competency. **Proactive** in challenging situations. Habitually makes effective use of time and resources; improves position procedures and products. Positive impact extends beyond position expectations.



## Senior Rater Narrative (3 of 3) - Qualified

Senior rater overall assessment of rated officer's potential compared to officers in same grade

| PART VI - SENIOR RATER                                                                                                                                                                           |                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)                                                                                                               | b. I currently senior rate: <u>27</u> Army Officers in this grade.                                                                                                                                                                      |
| <input type="checkbox"/> MOST QUALIFIED (limited to 49%)<br><input type="checkbox"/> HIGHLY QUALIFIED<br><input checked="" type="checkbox"/> QUALIFIED<br><input type="checkbox"/> NOT QUALIFIED | c. COMMENTS ON POTENTIAL:<br>MAJ Smith has clearly demonstrated the potential to continue to serve at this grade. Bob possesses outstanding writing skills that would support developing instructional manuals. Consider for promotion. |
|                                                                                                                                                                                                  | d. List 3 future <u>SUCCESSIVE</u> assignments for which this Officer is best suited:<br>BN Commander, CMTC OC, TSC G4                                                                                                                  |

### Qualified defined:

**Meets requirements** of position and additional duties. **Capable** of demonstrating Soldier attributes and competencies and frequently applies them; **actively learning** to apply them at a higher level or in more situations. Aptitude, commitment, competence meets expectations. Actions have a **positive impact** on unit or mission **but may be limited in scope** of impact or duration.

***"The Qualified Trap" \*See next page***

## Avoid the Capable and Qualified Trap

Addition to OER LPD slides to ensure there is clarity on the “Qualified” and “Capable” blocks. They are there to be used, and they should be used if warranted. This document amplifies how they are perceived if used. Some Raters and Senior Raters use the “capable” and “qualified” blocks without understanding how those OERs will be viewed by a DA-Level Board. This document should help clarify to a certain extent.

BL: we must ensure we adhere to the verbiage in AR 623-3, especially when considering a “capable” rating for an officer.

623-3 Definition is: “The rated officer's performance is below the majority of officers in the rater's population for that rank, and the rater believes the rated officer should be further developed.” (AR 623-3, p. 39). In this case, “further developed” meaning not ready for promotion at this time. Some believe that the “capable” block can be used without a detrimental effect on the officer's career. This is normally not the case. The capable IS below center of mass (below the majority) and any officer will be challenged at a DA-level promotion or selection board unless that OER is > 5 OERs in the past.

Similarly, the Senior Rater verbiage should utilize these definitions to ensure “qualified” is only used if necessary:

- MQ = “rated officer's potential exceeds that of the majority of officers in the senior rater's population” AR 623-3, p. 42
- HQ = “if the potential assessment is consistent with the majority of officers in that rank” AR 623-3, p. 42
- Q = “if the rated officer's potential is adequate, but beneath the majority of officers in the senior rater's population for that rank, and the senior rater believes the rated officer should be retained for further development” AR 623-3, p. 43 \*Note, retained means do not promote, but keep on drilling/active status because they have value or can be developed.

Senior Raters need to know that a Qualified block check means they are not recommended for promotion. They are recommended to be “retained for further development” (i.e. not currently ready for promotion).





## Small Population and Immature Profiles

| PART V - SENIOR RATER OVERALL POTENTIAL                                                                                                                                                 |                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate <u>3</u> Army NCOs in this grade. | b. COMMENTS:<br>SGM Smith's potential is among the best and easily in the top 15%. He is one of the finest NCOs with whom I have had the privilege to work with in my 25 years of service. Already demonstrates leadership and potential to serve at the nominative level. Select for CSM. |
| HQDA COMPARISON OF THE SENIOR RATER'S PROFILE AT THE TIME THIS REPORT PROCESSED                                                                                                         |                                                                                                                                                                                                                                                                                            |
| <b>HIGHLY QUALIFIED</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                            |
| RNCO: SMITH, BOB<br>SR: DODD, JANE<br>DATE: 2017-05-01<br>TOTAL RATINGS: 3<br>RATINGS THIS NCO: 1                                                                                       | Small Population<br>(3 or less)                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                         | Immature Profile<br>(5 or less - OER)<br>(8 or less - NCOER)                                                                                                                                                                                                                               |

\*\*\*\*Applies to both OERs / NCOERs

- ☐ The **"First" single top box** at a given grade will generate an MOST QUALIFIED (MQ) label at DA, regardless of profile. **Of the first four OERs in any grade, only one can be MQ.**
- ☐ Cannot mention box check in the narrative.
- ☐ **"Total Ratings" on DA Label (5 or less = immature profile OER; 8 or less for NCOER)**
- ☐ **Part V(a) – same grade in population (3 or less = small population)**
- ☐ **"HIGHLY QUALIFIED" assessment is typical for immature profiles and/or small populations; promotion board members are advised to focus on Senior Rater's narrative to determine Senior Rater intent**



# Writing OERs – Words Matter

| Narrative Overall                      | Extremely Strong/Exclusive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Very Strong                                                                                                                                                                                                                                                          | Strong/Above Average                                                                                                                                                                                                                                                                                                                         | Average ("COM" level comments)                                                                                                                                                                                                                                                                                | Lackluster/Weak                                                                                                     | Very Weak                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enumeration (in priority)              | <ul style="list-style-type: none"><li>#1 or my Best of S/R Profile (i.e. # 1 of 48)</li><li>Number (2 or 3) of (total like or total population) e.g. " 2 or 3 out of 50," in the top 5%</li><li>Top 5% of my S/R Population (i.e. top 5% of the 48 Majors 1S/R)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"><li>Enumeration of 10% or better (i.e. # 5 of 50)</li><li>Other percentages i.e. (top 5% or 10% officer (but not enumerated or against S/R Population;</li><li>The best of a population Subset (i.e. Best S3 in the BDE)</li></ul> | <ul style="list-style-type: none"><li>Between a 10%- 30% or equivalent numerical calculation</li><li>Enumeration equivalent to percentage between 10 and 30% of S/R profile (i.e. my number 9 of 37 officers 1 senior rate)</li><li>Top 15% officer</li><li>One of my best officers (but not enumerated / compared to S/R profile)</li></ul> | <ul style="list-style-type: none"><li>Between 30 and 50% enumeration equivalent or percentage (i.e. Top 50% officer)</li><li>No enumeration or %</li><li>Superior / Outstanding performance without enumeration or comparison to S/R Profile</li><li>S/R only focuses on performance, not potential</li></ul> |                                                                                                                     | <ul style="list-style-type: none"><li>Performed duties as assigned</li><li>Referred OERs for performance</li><li>Negative Comments on performance / potential</li></ul> |
| Enumeration (Non-Quantifiable)         | S/R has immature or cannot verify with S/R profile<br>"The best officer I have served with; (i.e. #1 Major of 25 I have ever "served with" (vice S/Rated) in my XX years."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               |                                                                                                                     |                                                                                                                                                                         |
| Promotion Potential                    | <ul style="list-style-type: none"><li>"BZ Promotion"</li><li>Must promote Below the Zone</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>"Promote...now", "...Immediately", "...ahead of peers"</li></ul>                                                                                                                                                                                                                                       | <ul style="list-style-type: none"><li>"Promote w/ peers"</li><li>"Promote as soon as possible"</li></ul>                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>Weak wording such as "consider for..."</li><li>"Promote with peers"</li></ul> |                                                                                                                                                                         |
| Schooling Potential                    | <ul style="list-style-type: none"><li>"Must select for Resident CGSC (CPTs) / SAMs / SSC (Fellowship) (MAJ / LTCs)"</li><li>Must Select for Army / Joint Fellowship"</li><li>(LTC) Must Select for SSC Fellowship / SSC</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>"Select for CGSC / SAMs / SSC"</li><li>"Consider for..."</li></ul>                                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>Not mentioned</li></ul>                                                                                                                                                                                                                                                 |                                                                                                                     |                                                                                                                                                                         |
| Command Potential                      | <ul style="list-style-type: none"><li><i>If already selected for a school "Already selected for (school), ...)</i></li><li>"Will/Must Command a (the next level)"</li><li>"Will be a distinguished / #1 choice for tactical CMD</li><li>1LT/Jr CPT – "Must command a CO now"</li><li>SrCPT – "Clearly a future BN CDR"</li><li>MAJ – "Must select for a CSL command (tactical..."</li><li>LTC – "Must select for a CSL command (tactical..."</li><li>While in command: "Future (2 levels up) commander"</li><li>LTC CDR: "GO Potential or multi star potential"</li><li>MAJ – "BN / BDE Command Potential"</li><li>CPT CDR: "Bn Command Potential"</li><li>CW3-4: "CW5 Potential"</li><li>"Assign as now" (nominative position or similar)</li><li>Recommending Fellowships / Shotgun / Blackbook / Joint opportunities</li><li><b>Must stay be within the population (see below)</b></li></ul> |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>"Select for BN Command"</li></ul>                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>"Ready/Groom for (next level of command)"</li><li>Not mentioned</li></ul>                                                                                                                                                                                               | <ul style="list-style-type: none"><li>Weak wording such as "consider for..."</li><li>Continue to develop</li></ul>  |                                                                                                                                                                         |
| Other                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>Unlimited potential"</li><li>"Outstanding performance"</li><li>"One of my best"</li><li>"Definitely promote"</li></ul>                                                                                                                                                                                 | <ul style="list-style-type: none"><li>Box check and narrative inconsistency (unless an immature profile)</li></ul>                                                                                                                                                                                            |                                                                                                                     | <ul style="list-style-type: none"><li>Referred Report</li></ul>                                                                                                         |
| Not to Write (These are real comments) | <ul style="list-style-type: none"><li>Best CPT on Fort Hood, TX (from the BDE Commander)</li><li>GO Potential (for a CPT / MAJ) from the S/R (not a GO)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"><li>"Superstar"; "Rock Star"; "Eye Watering," historic," delivered a dazzling performance" and other superlatives</li></ul>                                                                                                                                                                                | <ul style="list-style-type: none"><li>If I could have given an MQ, but "Profile" prevents</li></ul>                                                                                                                                                                                                           |                                                                                                                     |                                                                                                                                                                         |

3

## Notes

• Succinct is better – shoot for no more than two to four lines(SR)

- Rater focus on Performance
- SR focus on Potential



OKLAHOMA ARMY NATIONAL GUARD

# **CASUALTY SUPPORT & OPERATIONS**

CASUALTY OPERATIONS • MILITARY FUNERAL HONORS • SURVIVOR OUTREACH SERVICES

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## **Commander's Resource Guide**

**Casualty Support & Operations**

**572.247.5242**

## **References**

Army Regulation 638-8, Army Casualty Program.

Department of the Army Pamphlet 638-8, Procedures for the Army Casualty Program.

Oklahoma Army National Guard Casualty Operations Standard Operating Procedure.

## **Key Terms**

**Casualty**. Person lost to an organization by reason of having been declared beleaguered, besieged, captured, deceased, diseased, detained, Duty Status Whereabouts Unknown (DUSTWUN), injured, ill, interned, missing, missing in action, or wounded.

**Casualty Assistance Center (CAC)**. The CAC is responsible for an area in which the casualty occurs or the area in which the NOK resides and who has casualty reporting responsibilities to the United States Army Human Resources Command (USAHRC).

**Casualty Assistance Officer (CAO)**. The person appointed by the Army to provide assistance to the families of casualties. Rank requirements for the CAO are E6 and above, W2 and above, or O3 and above; the CAO must of equal or greater rank to the deceased and to next of kin. The Soldier must be trained, certified, and current on Casualty Officer training.

**Casualty and Mortuary Affairs Operations Division (CMAOD)**. The CMAOD falls under the US Army Human Resources Command and has overall supervision for CACs worldwide. Major functions are casualty reporting, notification, casualty assistance, mortuary affairs, and line of duty determinations.

**Casualty Notification Officer (CNO)**. The title of the Soldier appointed to render notification to the NOK and offer condolences on behalf of the Secretary of the Army. When partnered with a Chaplain or designated representative, the two individuals make up the casualty notification team.

**Casualty Operations Officer (COO)**. The Soldier appointed by the G1 to manage the state Casualty Operations (CasOps) program.

**Next-of-Kin (NOK)**. Family members of immediate relation to the decedent. This includes spouses, children, parents, and siblings. This may also include grandparents or other relatives when no other immediate family members are identified.

**Non-Duty Status (NDS)**. Status wherein the Soldier is not under a military pay or duty status.

**Not Seriously Injured (NSI)**. Not Seriously Ill or Injured. The casualty status of a person whose injury or illness requires medical attention may or may not require hospitalization, and medical authority classifies as less severe than Seriously Injured (reference below).

**Seriously Injured/ILL (SI)**. Casualty status of a person whose illness or injury requires medical attention and medical authority declares that death is possible, but not likely, within 72 hours and /or the severity of the injury is such that it is permanent and life altering.

**Very Seriously Injured/ILL (VSI)**. The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur within 72 hours.

## **Commander's Casualty Resource: Death of a Soldier**

"What do I need to do?"

Every Commander that has lost a Soldier has asked this question the first time it happens. Understand that the Oklahoma Army National Guard has a systematic process for supporting families of a Soldier that dies as well as guiding units that lose a Soldier to death. Here is what you need to know:

There is a difference in support and benefits depending on whether a Soldier dies in a duty status.

**Because of this and a few other factors, it is important that you DO NOT discuss benefits with Survivors!** In short, a duty status includes IDT, AT, ADOS, AGR, or any other military duty status. A non-duty status is anything outside of that, for example a Soldier that dies from a car accident on a Tuesday morning while driving to their civilian job. Note: Non-duty status also includes federal technicians, and Soldiers mobilized under State Active Duty.

If you lose a Soldier in your formation, you should make direct contact with Casualty Operations before doing anything to avoid any unintended interference. You will receive guidance on what you and your unit can do. Pertinent steps are as follows:

### **0-24 hours:**

- Notify your chain of command in line with Commander's Critical Information Requirements.
- Notify Casualty Operations at 572.247.5242. This number is available 24/7.
- Complete and submit a Serious Incident Report (as applicable).
- Complete a DA 1156 Casualty Feeder Card (Duty status only, must be signed by a field grade).
- Restrict physical access to the Soldier's workspace, gear locker, cage, etc.
  - o A Summary Court Martial Officer will be appointed for this and should not be handled by you, your Supply NCO, or any of your full-time personnel.

### **24-48 hours:**

- Render condolences to NOK. Talk to the CAO or CasOps to find out if any of these are welcome.
  - o Meeting with NOK to offer condolences.
  - o Placing a condolence call to NOK.
  - o Writing a letter of condolence or sympathy.
- As necessary, coordinate with Behavioral Health and your Unit Ministry Team for unit support.
- Ensure the deceased Soldier's awards are current and up to date.
- Consider posthumous awards and/or promotions if the Soldier was eligible.

### **>48 hours:**

- Begin planning a Unit Memorial Ceremony for an upcoming training assembly.

### **Things you DO NOT need to do:**

- Discuss benefits, entitlements, or beneficiaries with anyone but CasOps or your command chain.
- Liaise or advocate on behalf of the family.

**Casualty Operations**  
572.247.5242

**Health & Wellness**  
572.247.5362

**State Chaplain Office**  
572.247.5167

## **Commander's Casualty Resource: Notification of Illness or Injury**

**STOP if the Soldier dies prior to conducting telephonic notification to the NOK.  
Death notification will only be rendered in person by a Casualty Notification Team.**

**IMPORTANT!** Prior to making the call, notify CasOps to discuss the possibility of government-funded travel for NOK to be at bedside based on severity of injury or illness if NOK is more than 50 miles away.

This applies to CONUS incidents where a Soldier is categorized SI/VSI, **rendered telephonically** by a BN CDR. Notifications for CONUS on a military facility or OCONUS are rendered by the MTF CDR.

Identify yourself and your unit, and confirm whom you are speaking to by their name and their relationship to the injured/ill Soldier.

- *"This is Lt. Colonel Robert Smith of the 45<sup>th</sup> Infantry Brigade Combat Team. Am I speaking with Anastasia Doe, wife of Specialist John Doe?"*

Summarize incident and where Soldier is being transported. Feel free to use the Soldier's first name.

- *"Ma'am, the reason for this call is to let you know that Specialist Doe (or John) was injured in a motor vehicle incident during training at the Norman Armed Forces Reserve Center. He is in critical but stable condition, and is being transported by air to OU Medical Center in Oklahoma City."*

Avoid answering any questions about the incident or subsequent investigation, and **only provide confirmed information** on status and whereabouts. *Bear in mind that the status you may have to give may be more dire than the example presented above. Stay honest, don't speculate, and don't offer false hope.*

**Do not bring up travel at government expense unless it has first been discussed with the CAC and authorized by CMAOD.** The CAC will confirm eligibility, eligible number of travelers, duration, etc., and a representative from Casualty Operations or the CAC will contact the NOK to collect necessary information and assist them in travel arrangements.

If the family chooses to travel immediately before any coordination of government-funded travel takes place, that is fine. We can work with the CAC and CMAOD to authorize reimbursement on the back end to the extent allowable by regulation.

Ask if they have any questions and forward those questions to the CAC. If a liaison is appointed to assist with travel arrangements, advise the NOK and confirm the NOK's contact information. Ensure you leave your contact information as well or a POC for someone you delegate to as a unit liaison to the family.

**Final note: In the event death is likely or imminent, CMAOD may bypass the command and establish direct contact with the NOK to expedite their travel to be at bedside.**

## **Commander's Casualty Resource: Visiting Survivors**

Meeting with Survivors can be difficult, especially within the first few days of a loss. Survivors may display a range of emotions, from sadness to anger to shock or denial. Their disposition can range from pride in their loved one's military service to blame and disdain for the military. Take nothing personal, and exercise the upmost care and compassion. Here are a few things to consider when meeting a family.

### **DO:**

- Offer sincerest condolences.
- Refer to the deceased by their first name, particularly when meeting with spouses or parents.
- Exercise the upmost patience. Sometimes details of a conversation are missed by those that are grieving, and it is not uncommon to have to say something more than once. Treat each time you must repeat yourself as if you are saying it for the first time.
- If you did not personally know the Soldier, ask the family to share a personal story about their loved one.
- Refer any questions you can't answer to their Casualty Assistance Officer or Casualty Operations.

### **DO NOT...:**

- Use any of the following:
  - o Salutations ("good morning", "good afternoon", etc.)
  - o Acronyms ("IBCT", "CAC")
  - o Military time (1600 vs 4 p.m.)
- Discuss benefits or entitlements with Survivors under any circumstances or at any point, even if you know they are the beneficiary. This includes SGLI, SSLI, TSP, SBP, Death Gratuity, unpaid pay, VA benefits, burial benefits, etc. There may be a number of things that are not applicable to the Survivor you meet, and these are best handled by their CAO. Refer the Survivor to their CAO for questions on benefits and entitlements.
- Discuss details of an ongoing investigation. Even if you are the appointing authority, it would be best for the facts to be presented to the family once the investigation has been closed out. Casualty Operations will guide you on what that family brief involves.



## **Commander's Casualty Resource: Death of a Soldier's Spouse or Child**

"What do I need to do?"

Again, Commander's ask this question when a Soldier in their formation loses a spouse or child. The immediate focal points for a Soldier who endures such a loss are three-fold: grief support, stabilization, and any benefits or entitlements. Such a Soldier is referred to as a Uniformed Survivor. Here is what you need to know:

**Grief support:** The Soldier should be briefed on access to grief support resources to include the Chaplain, Military One Source, and the OKARNG Health & Wellness team.

**Stabilization:** The loss of a spouse results in automatic stabilization of a Soldier for at least 12 months, and may be extended upon written request for an additional 12 months. This prevents the Soldier from being transferred, deployed, moved, etc. CasOps will apply the appropriate stabilization code to the Soldier's IPPS-A profile. Note: Stabilization for the loss of a child is only directed for AGR Soldiers. However, non-AGR Soldiers who suffer such a loss may still request stabilization through their chain of command. Any request aside from what is prescribed as automatic, or any extension of existing authorized stabilizations, is routed through CasOps and approved by the G1.

- Enlisted Soldiers: IAW AR 614-200, 5-16. Automatic stabilization for the loss of a spouse is applied for one year. The Soldier may request extension of up to 12 months through the chain of command, and may request termination of stabilization at any time. Contact CasOps for information on extension and termination.
- Officers: IAW AR 614-100, 6-5. Automatic stabilization for the loss of a spouse is applied for one year. The Officer may request extension of up to 12 months through the chain of command, and may request termination of stabilization at any time. Contact CasOps for information on extension and termination.
- AGR: IAW AR 135-18, 3-6. Automatic stabilization for the loss of a spouse or child is applied for one year. The Soldier may request extension of up to 12 months through the chain of command, and may request termination of stabilization at any time. Contact CasOps for information on extension and termination.

**Benefits/entitlements:** CasOps will meet with, brief and assist the Uniformed Survivor in filing for any benefits or entitlements, specifically when it comes to claims for benefits through Family Coverage under SGLI (FSGLI). The unit may provide direct support to the Uniformed Survivor with guidance from CasOps. Note: Some claims documents ask for the signature of the "Certifying Command"; be aware, this does not include the Commander at any level. Only select individuals at the state level are authorized to certify these claims, specifically the COO, the Deputy G1, or the Military Funeral Honors NCOIC. Any claims signed by anyone other than those individuals will be rejected by the claims examiner at the Office of SGLI and hinder getting that benefit to the Uniformed Survivor.

# Medical Branch



<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/SitePages/Medical-Branch.aspx>

| MRC         | Description/ Most Serious IMR Deficiencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | USR                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>MRC1</b> | Fully Medically Ready. Includes Temporary Profiles ≤ 7 days in length.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Deployable</b>                                                   |
| <b>MRC2</b> | Partially Medically Ready. Soldier is deficient in one of the following: <ul style="list-style-type: none"> <li>Hearing Readiness Class 4 (current within 13 months).</li> <li>Vision Readiness Class 4 (current within 15 months).</li> <li>DNA (drawn/on file with DoD Repository).</li> <li>HIV (drawn/validated with DoD Repository).</li> <li>Immunizations current/ valid exception (HepA, HepB, TDA, TdAP, MMR, Polio, Varicella, and Influenza IAW 40-502).</li> <li>Individual Medical Equipment (1 protective mask insert, 2 pairs eye glasses, 1 MCEP insert, medical warning tag, hearing aid w/batteries).</li> <li>Temporary profiles between 8 to 30 days (Commander determines if non-deployable in Commander Portal)*.</li> </ul>                                                                                                                                                                                                                                                                                                                                      | <b>Deployable*</b>                                                  |
| <b>MRC3</b> | Not Medically Ready and defaults to non-deployable. Soldier has one of the following deployment-limiting (DL) conditions: <p>DL1: Temp Profile &gt; 30 days (requires Commander’s assessment if deployable)*.</p> <p>DL2: Dental Readiness Class 3 (deployable unless Commander determines the condition would stop the individual from deploying) See AR 40-502, AR 600-8-2 and AR 40-35 for non-compliance.</p> <p>DL3: Pregnancy and post-partum. Soldier is non-deployable; Commander cannot deem Soldier deployable until authorized by policy.</p> <p>DL4: Perm profile indicating MAR2 action needed. See AR 635-40 and AR 600-8-2.</p> <p>DL5: Perm profile indicating MEB action needed. See AR 635-40, AR 600-8-2, and AR 40-400.</p> <p>DL6: Perm profile indicating a non-duty related action needed (ND-PEB). Soldier is not medically ready or deployable.</p> <p>DL7: Perm profile – includes P3 with deployment /assignment restriction code (F,V, X) or P2 with (F, V) code. Soldiers in this category may be eligible for a CCMD waiver IAW published CCMD policy</p> | <b>DL1 &amp; DL2 Deployable*</b><br><br><b>DL3-7 Non-Deployable</b> |
| <b>MRC4</b> | Medical Readiness Indeterminate. Soldiers Medical Readiness status is unknown or Soldier is deficient in one of the following: <p>Periodic Health Assessment (current within 15 months, <b>ARNG focus is 9-12 months</b>). Dental Readiness Class 4 (current within 15 months, <b>ARNG focus is 9-12 months</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Deployable IMR Deficit</b>                                       |

|                                       |                                                                                                                                                                                                                         |                                  |          |          |          |          |          |          |          |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------|----------|----------|----------|----------|----------|----------|
| <b>Medical Improvement Priorities</b> | 1. PHA / dental exams coming due (9-12 months since last exam) 2. DRC 3 3. PHA / dental exams due (12-15 months since last exam) 4. MRC4 < 90 days 5. Review UMR monthly for new personnel, and assess IMR services due | <b>Non-Deployable Management</b> | 1<br>DL1 | 2<br>DL2 | 3<br>DL4 | 4<br>DL6 | 5<br>DL5 | 6<br>DL3 | 7<br>DL7 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------|----------|----------|----------|----------|----------|----------|



Medical Readiness Portal  
<https://www.mods.army.mil/>

**Medical Readiness Portal**

COMMANDER PORTAL → IAW DA PAM 40-502, Commander will make medical deployability determination in Commander Portal

Manage Readiness → Select your UIC, click roll up UICs (YES); Select MRC status and deficiency code, and export to excel

| PULHES Level | Description<br>*MEB / PEB Required |
|--------------|------------------------------------|
| <b>1</b>     | No limitations                     |
| <b>2</b>     | Some limits on activity            |
| <b>*3</b>    | Significant limitations            |
| <b>*4</b>    | Military duty severely limited     |

| TEMP Profile CDR Review Timeline |                                                   |
|----------------------------------|---------------------------------------------------|
| <b>Company CDR</b>               | Reviews physical profiles within 30 days          |
| <b>Senior CDR</b>                | >120 days BN / SQD CDR                            |
|                                  | >180 days BDE CDR                                 |
|                                  | >240 days Commanding General                      |
| <b>State Surgeon Office</b>      | >240; medical evaluations performed every 90 days |

| Code     | Permanent Profile Codes Description / Assignment Limitation ( Codes are assigned ONLY by the Board)                                                                                                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F</b> | No deployment to OCONUS areas where definitive medical care for the SM's condition is not available (DL7). Requires MODS approval authority second signature for P2 and P3.                                                                                                                                 |
| <b>V</b> | Deployment. This code identifies a Soldier with restrictions on deployment to certain areas (DL7). Requires MODS approval authority second signature for P2 and P3.                                                                                                                                         |
| <b>S</b> | SM meets medical retention by a MEB.                                                                                                                                                                                                                                                                        |
| <b>W</b> | SM with a P3 or 4 profile; evaluated by a MAR2 or MMRB with a recommendation to retain or reclassify and RTD.                                                                                                                                                                                               |
| <b>Y</b> | SM has been determined to be fit for duty through DES after complete processing under AR 635-40.                                                                                                                                                                                                            |
| <b>T</b> | Waiver granted for a disqualifying medical condition/standard for initial enlistment or appointment.                                                                                                                                                                                                        |
| <b>X</b> | COAD / COAR. SM allowed to continue military service with a disease, injury, or medical defect that is below medical retention standards, pursuant to a waiver of retention standards or waiver of unfit finding and continued on active duty or in active Reserve status under AR 635-40. Assigned by HRC. |

NOTE: Profile Codes do not correspond to a specific numerical designator of the profile but are based on general physical / assignment limitations. All codes (except for S) denotes DL7.

#### Company Medical Readiness Best Practices

- Have full-time staff generate and send out medical reports to company leadership:
  - Ensure reports are saved as favorite in MEDPROS, reports can be as detailed as needed (ex: by name rosters, break down by AGR, MRC status, days red in PHA/Dental, etc.)
  - Review status of profiles (MRC3/DRC3 population) and Line-of-duty (LOD) investigations.
  - Review MRC4/DRC4 Soldiers >1year for possible MNVAR coding issues.
  - Encourage AGRs to stay on top of their MR and have them use their TRICARE benefits.
- Schedule monthly medical readiness meetings with company leadership to review MRC4/DRC3 population:
- Have a counseling template & medical non-compliant separation documents as part of your leader's book. Schedule time every drill weekend to counsel Service Members that are medically non-compliant.
- Utilize BN Provider and 68Ws to conduct PHA outside MREs.
- Track status of dental vouchers for DRC3/4 population
- Ensure all Service Members attend scheduled MRE, if a Service Member is excused, ensure a plan is in-place for the Service Member to attend a Make-Up MRE.
- Ensure Commanders assign appropriate staff to roles in the Commander's Readiness Portal
  - Commander's Portal has 3 roles:
    - Unit Commander – Only one allowed per UIC. Ability to view profiles, make deployability determinations, communicate with the medical provider, view Individual Medical Readiness Data and generate IMR reports.
    - Commander Designee – Only one allowed per UIC. Same as Commander, but unable to communicate with the medical provider. Viewed profiles will be not be marked as viewed by the commander
    - Unit Commander Support Staff –Unlimited amount of people can have access as determined by the commander. Able to view profiles without the condition, the Individual Medical Readiness Data and generate IMR reports

## Deployment Health Assessment Program (DHAP)

DHAP provides early identification of emerging deployment related health conditions and serves as a gateway to care and treatment. There are three deployment health assessments (DHAs) taken during a deployment cycle: 1) the Pre-Deployment Health Assessment DD FORM 2795 (Pre-DHA taken 120 days before deployment; 2) the Post-Deployment Health Assessment DD FORM 2796 (PDHA) taken 30 days before or after redeployment; 3) and the Post-Deployment Health Reassessment DD FORM 2900 (PDHRA) taken 90 - 180 days after redeployment. To participate in a 1-on-1 confidential appointment with a healthcare provider (HCP) call 1-888-PDHRA-99 (1-888-734-7299)

### Medical Readiness Systems Training and Request for Access

|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MODS User Manager</b>                                                  | Update your user information and request access to MODS systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <a href="https://authentication.mods.army.mil/MCP/">https://authentication.mods.army.mil/MCP/</a>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                    |
| <b>System</b>                                                             | <b>Required Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Access and Help</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                    |
| <b>Medical Readiness Portal</b><br>Healthcare Portal includes PHA and MHA | Log into JKO <a href="https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf">https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf</a><br>Commander Portal - course # DHA-US062<br>Healthcare Portal - course # DHA-US298<br>Administrative Portal - course # DHA-US299                                                                                                                                                                                                                                                                                     | Complete training, then register in the MODS User Manager at <a href="https://authentication.mods.army.mil/mcp">https://authentication.mods.army.mil/mcp</a> Select the Request Program Access link to request access.<br><b>Contact unit level approval authority for access.</b><br>For questions concerning Medical Readiness Training please send email to: <a href="mailto:usarmy.ncr.hqda-otsq.list.otsq-medcom-g37-med-readiness@mail.mil">usarmy.ncr.hqda-otsq.list.otsq-medcom-g37-med-readiness@mail.mil</a> |                                                                                                                                                                                                                                                                                    |
| <b>DoD PHA</b>                                                            | JKO course # DHA-US066                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Submit access request through the MEDPROS webpage: <a href="https://medpros.mods.army.mil/MEDPROSNew/">https://medpros.mods.army.mil/MEDPROSNew/</a><br>MODS Help Desk: <a href="mailto:usarmy.ncr.hqda-otsq.mbx.meds-helpdesk@mail.mil">usarmy.ncr.hqda-otsq.mbx.meds-helpdesk@mail.mil</a><br>Complete DD FORM 2875<br><b>Contact unit level approval authority for access.</b>                                                                                                                                      |                                                                                                                                                                                                                                                                                    |
| <b>DoD MHA (providers only)</b>                                           | JKO course # DHA-US332                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                    |
| <b>MEDPROS</b>                                                            | HIPAA and Privacy Act training<br>JKO course # DHA-US001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                    |
| <b>MWDE</b>                                                               | HIPAA and Privacy Act training and MEDPROS access                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                    |
| <b>MEDCHART</b>                                                           | Log onto MEDCHART to complete/upload HIPAA training and to request modules. <a href="https://medchart.ngb.army.mil/MED-CHART/Default.aspx?ReturnUrl=%2fMED-CHART%2f">https://medchart.ngb.army.mil/MED-CHART/Default.aspx?ReturnUrl=%2fMED-CHART%2f</a><br><br>Click on the module name to complete a request for access.<br><b>Follow up with unit level approval authority.</b><br>On-site Training Requests: <a href="mailto:RCTraining@asmr.com">RCTraining@asmr.com</a> | Update user information / upload HIPAA:<br>Log onto MEDCHART, hover over your name, and click on "My Account":<br><br><a href="https://medchart.ngb.army.mil/MED-CHART/Default.aspx?ReturnUrl=%2fMED-CHART%2f">https://medchart.ngb.army.mil/MED-CHART/Default.aspx?ReturnUrl=%2fMED-CHART%2f</a>                                                                                                                                                                                                                      | MEDCHART Help:<br><a href="mailto:medchart@asmr.com">medchart@asmr.com</a><br><a href="mailto:AVS@asmr.com">AVS@asmr.com</a><br><a href="mailto:lod@asmr.com">lod@asmr.com</a><br><a href="mailto:HRR@asmr.com">HRR@asmr.com</a><br><a href="mailto:MRR@asmr.com">MRR@asmr.com</a> |

### Medical Readiness Portal, MEDCHART, MEDPROS, MWDE Access Requests

The State Surgeon Cell will validate user requests and grant access once requester has met their training requirements. The Deputy State Surgeon will perform quality assurance checks to ensure that the right users have access to the system and that individuals that no longer need access are deactivated.

### MEDPROS (Assigned vs Adjusted) (Deficiencies vs All)

|                             |                                                                                                                                                                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assigned vs Adjusted</b> | Defaults to assigned strength. Adjusted strength: modify filters (center of page)  → select "exclude" <b>IMR Exclusion:</b> <input type="radio"/> Include <input checked="" type="radio"/> Exclude |
| <b>Deficiencies vs All</b>  | Defaults to deficiencies (only those SMs who are MRC2, MRC3, MRC4). All assigned: modify filters → <b>Deficiencies:</b>                                                                          |

### MEDPROS Reports <https://medpros.mods.army.mil/MEDPROSNew/>

|                        | Report                                    | Description                                                                                       | Steps to View Report                                                                        | Modify Filters                                                                                      |
|------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| UNIT (BY NAME ROSTERS) | <b>Unit Medical Readiness</b>             | Provides an overview of unit's readiness                                                          | Medical Readiness > Aggregate and Special Rpts (Unit/TF) > Unit/TF Medical Readiness Report | UIC: 6 Digit AA<br>MR Profile: Readiness/Deployment                                                 |
|                        | <b>PHA Report</b>                         | A drill down by name of PHA status                                                                | MHA > PHA Report                                                                            | UIC: <b>4 Digit and %</b> or Task Force<br>Report Type: Periodic Health Assessment <b>12 Month</b>  |
|                        | <b>Dental Report</b>                      | By name dental status, sort by DRC                                                                | Medical Readiness > Single Medical Readiness Rpts > Dental Readiness                        | UIC: <b>4 Digit and %</b> or Task Force<br>Dental Readiness Class: all, or All Non-deployable (3&4) |
|                        | <b>Vision Report</b>                      | By name vision status                                                                             | Medical Readiness > Single Medical Readiness Rpts > Vision Readiness                        | UIC: <b>4 Digit and %</b> or Task Force                                                             |
|                        | <b>Hearing Report</b>                     | By name hearing status                                                                            | Medical Readiness > Single Medical Readiness Rpts > Hearing Readiness                       | UIC: <b>4 Digit and %</b> or Task Force                                                             |
| SOLDIER                | <b>Individual Medical Readiness (IMR)</b> | IMR for a Single Soldier, also available to the SM through AKO                                    | Medical Readiness > Individual Medical Readiness                                            | SSN or EDI:<br>IMM Profile: Routine Adult or MACOM / Country                                        |
|                        | <b>Immunization Profile Report</b>        | Immunization report or a Soldier related to a specific "immunization profile" for a MACOM/Country | Immunizations > Individual Immunization Reports > IMM Profile                               | SSN or EDI:<br>Profile: Select the AOR that the SM will enter                                       |

### MEDPROS Exclusion Logic – MVNAR

IMR Exclusion: IAW DoD Instruction 6025.19 a sub-set of the SM population is excluded from required Individual Medical Readiness reporting. This field indicates if a Soldier is part of the exclusion population who will be removed from the MRC compliance ratings of this Unit/TF if the "Exclude" option is selected from the report menu. The following codes are received from ITAPDB on a daily basis and identify reason for the IMR Exclusion:

#### Movement Non-Availability Reason (MVNAR) Codes:

AN  
DP  
EC  
ET  
LD  
LR  
RT  
SM  
TN  
UP

#### MVNAR Code Definition:

ASSIGNED NOT JOINED  
DEPLOYED  
EDUCATION CAREER STABILIZATION  
ETS/SEPARATION  
PENDING ADMINISTRATIVE/LEGAL DISCHARGE or SEPARATION  
ARREST AND CONFINEMENT  
DA APPROVED RETIREMENT  
SIMULTANEOUS MEMBERSHIP PROGRAM  
MINIMUM TNG FOR DEPLOY NOT COMP  
UNSATISFACTORY PARTICIPATION

## Active Duty Recovery Programs

Reserve Component Managed Care (RCMC T/M) - Care at Home Station

- RCMC-T for training (CONUS AT or IADT illness/injury)
- RCMC-M for mobilized (OCONUS/T10 illness/injury)
- NOT For complex cases that require Soldier Recovery Units (SRU) admission, Intensive Care, or issues found Not in Line of Duty (NLD)
- Order set granted by the state for up to 179 days or less.

Remote Manage Care (RM2) – Care at Home Station

Soldier Recovery Unit (SRU) -Care at a designated Military Medical Treatment Facility

## Other Options for Care

Incapacitation Pay (INCAP) – Covers gaps between orders or for Soldiers receiving medical care that cannot perform civilian job duties. For additional information or packet requirements, visit Medical Branch SharePoint Page:

<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/SitePages/Medical-Branch.aspx>

## Medical Readiness Regulations

| Regulation        | Summary of Document                                                                                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 U.S.C 10206    | Must have a comprehensive medical readiness health and dental assessment on an annual basis                                                                                                           |
| HQDA EXORD 162-15 | SHPE Implementation                                                                                                                                                                                   |
| HQDA EXORD 080-12 | Army Disability Evaluation System (DES) Standardization                                                                                                                                               |
| ARMY DIR 2016-07  | MEDPROS determination of deployable personnel; Medical Readiness Classes and Deployment-Limiting Codes; Physical Category Codes; IMR                                                                  |
| ARMY DIR 2018-11  | MRC 4 Soldiers are now deployable                                                                                                                                                                     |
| ARMY DIR 2018-22  | Retention policy for non-deployable Soldiers                                                                                                                                                          |
| ARMY DIR 2019-07  | Army Dental Readiness and Deployability                                                                                                                                                               |
| AR 40-35          | Defines level of treatment for each COMPO                                                                                                                                                             |
| AR 40-58          | Central reference for policies on Comprehensive Transition Plan and care for wounded, ill, or injured Soldiers back to the force and/or Veteran services                                              |
| AR 40-66          | HIPAA, Service Treatment Records (STR)                                                                                                                                                                |
| AR 40-68          | Current definition of what health professionals can and cannot do - RC providers restriction for working outside of MTF                                                                               |
| AR 40-400         | States that Soldiers are not eligible for care/treatment unless they are on an Order of 30 days or greater (Does NOT reference evaluation)                                                            |
| AR 40-501         | Added/amended Readiness requirements as outlined in Army Directive 2016-07                                                                                                                            |
| AR 40-502         | CDR deployment status decisions for specific MRC and DL codes; Unit CDRs review profiles on SMs under their CMD and make a deployability determination for all DL conditions not identified by policy |
| AR 40-562         | Responsibilities of privileged physician/privileged HCP providing immunizations; military indications for required and recommended vaccines; documenting immunizations                                |
| AR 351-3          | Policies and procedures for internships, residencies, and fellowships                                                                                                                                 |
| AR 600-8-2        | Flagging (para 2-2p: physical examinations)                                                                                                                                                           |
| AR 600-8-4        | Policies procedures, and mandated tasks regarding LOD determinations of Soldiers who die or sustain certain injuries, illnesses, or diseases                                                          |
| AR 600-60         | Physical Performance Evaluation System                                                                                                                                                                |
| AR 600-63         | Healthy behavior; physical health, spiritual fitness, environmental health                                                                                                                            |
| AR 600-77         | The management and support of wounded, ill, or injured Soldiers; DA Form 7692 (Active Duty for Medical Care Application), DA Form 7696 (Commander's Performance and Capability Checklist)             |
| AR 600-85         | Assigned responsibilities for implementing the Army Substance Abuse Program; Army policy on alcohol and other drug abuse                                                                              |
| AR 600-110        | Identification, surveillance, and administration of personnel infected with Human Immunodeficiency Virus                                                                                              |
| AR 614-30         | Overseas service                                                                                                                                                                                      |
| AR 635-40         | Disability evaluation and disposition of Soldiers who may be unfit to perform military duties due to physical disability                                                                              |
| AR 40-3           | Section 6-4: Dental examination and screening defined.<br>Section 6-5: Dental readiness classifications defined                                                                                       |
| PAM 40-502        | Assessing, documenting, reporting, and administering medical readiness; individual medical readiness and physical profile information                                                                 |
| PAM 40-506        | Guidance on establishing, maintaining, and enhancing a vision conservation and readiness program; readiness preparation, personal protective equipment                                                |
| PAM 40-501        | Requirements for implementing the Army Hearing Program; operational and occupational noise hazards, deployment and training exercise hearing surveillance                                             |
| ALARACT 019/2019  | Tools, resources and authorities to reduce the number of non-deployable Soldiers; individual Soldier personal responsibility to maintain individual readiness                                         |
| TB MED 250        | Dental Record Administration Recording                                                                                                                                                                |

# Medical programs and required training for UA's, Commanders, and MRNCOs

There are two major locations you will need to be familiar with to successfully manage medical readiness and process medical actions. All require users to complete the HIPAA certification process.

Training Requirements: Specific training is required based on your role. All training can be found in JKO:

## Training Requirements

|                     | US001* | US062 | US066 | US298 | US299 | US1150 |
|---------------------|--------|-------|-------|-------|-------|--------|
| Unit Admins         | X      |       |       |       | X     | X      |
| Med Admins          | X      |       |       | X     | X     | X      |
| PHA Reviewers/Nurse | X      |       |       | X     |       | X      |
| Cdrs/Sr Leaders     | X      | X     |       |       |       | X      |
| MRNCOs              | X      | X     |       | X     | X     | X      |
| Providers/BHOs      | X      |       | X     | X     |       | X      |
| Dental Officers     | X      |       |       | X     |       | X      |

\*Annual Requirement

- **HIPAA and Privacy Act Training:** Course number US001

The certificate from this course will work for MODS and Med-Chart

- **Personnel Readiness Transformation:** Course number US062

Required for access to Commander's Portal

- **DOD PHA Healthcare Training:** Course number US066

Required for PHA Administration

- **Medical Readiness Healthcare Portal:** Course number US298

Required for access to MHA/PHA

- **Medical Readiness Administrative Portal Training:** Course number US299

Required for access to MAR2, Admin Portal

- **Writing a quality Profile:** Course number US1150

Required for all Users

**\*Dental Officers only need US298**

You can upload your JKO HIPAA certification in Med-Chart, and it will validate for all Med-Chart systems.

Med-Chart (<https://medchart.ngb.army.mil/> ).

- The critical component for Commanders is eMMPS where LODs are processed. During registration for eMMPS access, you will be able to upload the JKO HIPAA certificate. Once you have registered, you will need to request access to your UICs by clicking the UIC button on the Med-Chart splash screen.
- MRNCOs and Unit Administrators may need access to additional programs in Med-Chart. These are usually DenClass, eCase and HRR. Access to these can be approved by CPT Douglas (DSS) and CPT Osterloh (G1 Provider).
- The last program umbrella is the Medical Operational Data System (MODS). MODS contains the medical readiness components. The Commander's PRIMARY program in this is the Commander's Portal.

Steps for MODS Access: ([www.mods.army.mil](http://www.mods.army.mil) )

The following table will assist in determining who needs access to specific programs:

| <b>Med-Chart Programs</b> | Commander       | Unit Admin         | Bn MRNCO        | Providers       | Bde MRNCO       |
|---------------------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| Denclass                  |                 |                    | <i>Required</i> |                 |                 |
| eCase                     |                 | <i>Recommended</i> | <i>Required</i> | <i>Required</i> | <i>Required</i> |
| eMMPS(LOD)                | <i>Required</i> | <i>Required</i>    | <i>Required</i> | <i>Required</i> | <i>Required</i> |
| HRR                       |                 | <i>Required</i>    | <i>Required</i> | <i>Required</i> | <i>Required</i> |

| <b>MODS Programs*</b> | Commander       | Unit Admin         | Bn MRNCO        | Providers       | Bde MRNCO       |
|-----------------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| 68W*                  |                 | <i>Recommended</i> | <i>Required</i> |                 |                 |
| Commander's Portal    | <i>Required</i> | <i>Required</i>    | <i>Required</i> |                 | <i>Required</i> |
| Med Readiness Portal  |                 |                    | <i>Required</i> | <i>Required</i> | <i>Required</i> |
| Admin Portal          |                 | <i>Required</i>    | <i>Required</i> |                 | <i>Required</i> |
| Health Care Portal    |                 | <i>Recommended</i> | <i>Required</i> | <i>Required</i> | <i>Required</i> |
| MWDE                  |                 | <i>Required</i>    | <i>Required</i> | <i>Required</i> | <i>Required</i> |
| MEDPROS               |                 | <i>Required</i>    | <i>Required</i> | <i>Required</i> | <i>Required</i> |

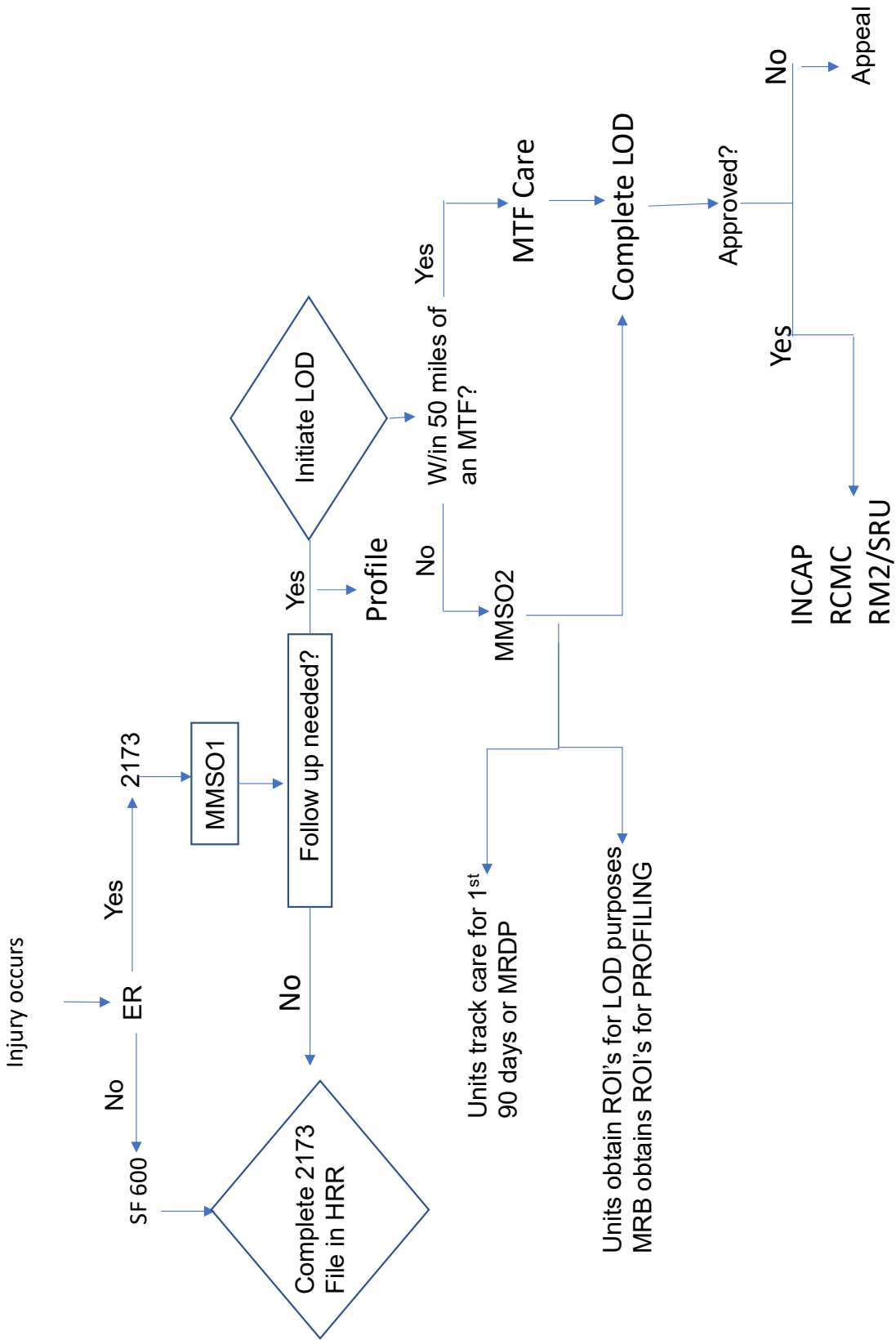
*\*Note:*

*MEDPROS is the only program we do not directly control. Please notify MRB if needing to access any other programs in the tables.*

*Unit admins with 68W personnel in their formations may need access to the 68W portal.*



# Injury Flow Chart





- **Pregnancy Counseling will be conducted by me with the goal to empower the Soldier with support & resources; an understanding of responsibilities & options; and should address:**
  - EO Policy protecting pregnancy for non-discrimination (DoD Instruction 1350.02)
  - Options for retention & separation
  - Maternity uniforms
  - Assignments & duty limitations
  - Parental Leave Policy
  - Family Care Plans
  - Lactation support needs
  - Who needs to know?
  - Discussion of Soldier wishes & comfort level with disclosing news within unit



- Receive documentation from healthcare provider that states the Soldier has a positive pregnancy
- Submit documentation to MRNCO for State to initiate temp profile
- Ensure Soldier gets with supply for maternity uniforms





- Refer Soldier to H2F Team or MFT for guidance on physical fitness preparedness.
- Convalescent leave has been fulfilled
- Family Care Plan – if necessary, Soldier should have started per counseling.
- Provide Lactation room and accommodation for Soldier who is breast feeding. Explained further in AD 2025-22



- Exempt from regular unit physical readiness training until cleared from medical provider to resume
- Soldiers are exempt from taking a record physical fitness test while pregnant and for 365 days after the conclusion of pregnancy
- The body composition exemption for pregnant and postpartum Soldiers is increased from 180 days to 365 days (12 months) after the conclusion of pregnancy.

NOTE: if, as determined by a physician, the Soldier was pregnant at the time of ABCP or APFT/ACFT failure, the commander will immediately remove the Flag using code Z (erroneous report) IAW AR 600-8-2.



| Pregnancy Duration (confirmed gestational weeks) | Convalescent Leave*                                                                                     | 2nd Medical Clearance                           | Return to Regular Unit PT** | Diagnostic and Record Physical Fitness Testing | Comments                                                                                                                                                                                                                                             |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Up to 11 weeks, 6 days                           | 7 days<br>(3 for spouse)<br>RC: Command Discretion                                                      | Not required unless medically indicated         | 30 days                     | Per FM 7-22                                    | With or without surgical intervention                                                                                                                                                                                                                |
| 12 weeks, 0 days, to 15 weeks, 6 days            | 14 days<br>(7 for spouse)<br>RC: Command Discretion                                                     | Not required unless medically indicated         | 60 days                     | Per FM 7-22                                    | With or without surgical intervention                                                                                                                                                                                                                |
| 16 weeks, 0 days, to 19 weeks, 6 days            | 21 days<br>(10 for spouse)<br>RC: 4 unpaid and excused UTAs<br>RC: Command discretion for spouse        | Required 60 days after conclusion of pregnancy  | 90 days                     | Per FM 7-22                                    | If fetus weighs 350 grams or more, 42 days of convalescent leave will be granted. In cases of multiple pregnancies (twins, triplets, etc.), if one fetus meets the fetal weight of 350 grams or more, 42 days of convalescent leave will be granted. |
| 20 weeks, 0 days, or greater                     | 42 days<br>(21 for spouse)<br>RC: 6 unpaid and excused UTAs<br>RC: 4 unpaid and excused UTAs for spouse | Required 150 days after conclusion of pregnancy | 180 days                    | Per FM 7-22                                    | This row includes neonatal death up to 28 days of life.                                                                                                                                                                                              |
| Baby born alive at any gestation                 | 42 days<br>RC: 6 unpaid and excused UTAs*                                                               | Required 150 days after conclusion of pregnancy | 180 days                    | Per FM 7-22                                    | Convalescent leave is in addition to any authorized parental leave.                                                                                                                                                                                  |



To ensure that at least one parent is home with their child, all birthparents (Soldiers who physically give birth) are deferred or excused for 365 days after the birth of their child from all continuous duty events that are in excess of 1 normal duty day/shift. These include, but are not limited to:

- deployment
- mobilization
- field training
- Combat Training Center (CTC) Program rotations
- Collective Training Events away from home station (unit of assignment)
- pre-mobilization training
- unit training assembly (UTA) away from home station (unit of assignment)
- temporary duty (TDY)

This 365-day deferment also applies to single Soldiers and one Army member of a dual-military couple in cases of adoption and long-term child placements (such as long-term foster care placement) when the child is a minor at the time of adoption or placement. This deferment does not apply in cases of stepparent or sibling adoption. In cases where a Soldier uses a surrogate, and the Soldier becomes the legal parent or guardian of the child, the event will be treated as an adoption, and the operational and training deferment applies.



Profile. Soldiers who physically experience perinatal loss will receive an interim profile for the duration of their convalescent leave. The profile will delineate the amount of time a Soldier has to recover at home and the gradual progression of physical training at the Soldier's individual pace. The temporary profile will remain in effect, in its entirety, even if a Soldier elects to return to duty earlier than prescribed. It is the Soldier's responsibility to keep the command informed about the profile, leave, and any changes.





- Army Directive 2025-02(Parenthood, Pregnancy, and Postpartum)
- FM 7-22 Holistic Health and Fitness
- H2F P3T Program Guide
- CIMT Purple Book (Get with State H2F Team)
- State H2F Team for additional resources

**DEVELOPMENTAL COUNSELING FORM**

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.  
**PRINCIPAL PURPOSE:** To assist leaders in conducting and recording counseling data pertaining to subordinates.  
**ROUTINE USES:** The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.  
**DISCLOSURE:** Disclosure is voluntary.

**PART I - ADMINISTRATIVE DATA**

|                        |                             |                    |
|------------------------|-----------------------------|--------------------|
| Name (Last, First, MI) | Rank/Grade                  | Date of Counseling |
| Organization           | Name and Title of Counselor |                    |

**PART II - BACKGROUND INFORMATION**

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

Informational Counseling: Commander's Pregnancy Program IAW AD 2022-06 (Pregnancy, Postpartum, Parenthood) and DTM-22-004 (Reserve Military Leave Program).

**Additional References:**

AR 140-10 (Assignments, Attachments, Details, and Transfers)  
AR 135-178 (ARNG and Reserve Enlisted Administrative Separations)  
AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions)  
AR 600-20 (Army Command Policy)  
AR 350-1 (Army Training and Leadership Development)

**PART III - SUMMARY OF COUNSELING****Complete this section during or immediately subsequent to counseling.****Key Points of Discussion:**

On \_\_\_\_\_, I was informed that you are pregnant. As your commander, it is required that you are provided a counseling regarding your rights, options pertaining to pregnancy, and requirements. (Any blanks require SM initial of understanding)

\_\_\_\_ You will be placed on profile once you provide unit with documentation. Your profile indicates work restrictions at specific time intervals throughout the pregnancy. You must keep the CDR and appropriate FTUS informed of any changes to your profile with documentation.

\_\_\_\_ You are exempt from taking a record physical fitness test while pregnant and for 365 days after the conclusion of pregnancy.

\_\_\_\_ You have 365 days after the conclusion of pregnancy to fall within the standard of AR 600-9, Army Body Composition Program.

\_\_\_\_ You are obligated to attend all MUTA leading up to the birth of the child unless exempted by your physician or command IAW AR 135-91, paragraph 4-25.

\_\_\_\_ Military maternity uniforms are available through CIF with Commander's approval memorandum and you will coordinate with unit supply. You may wear the maternity ACU trousers with the non-maternity ACU or IHWCU coat. This uniform may be worn up to 365 days after birth event, you may voluntarily choose to end this exemption early and wear non-maternity uniforms prior to 365 days postpartum.

\_\_\_\_ You are deferred or excused for 365 days after the birth event that are in excess of 1 normal duty day/shift that includes the following: deployment, mobilization, field training, CTC program rotations, CTE away from home station, pre-mob training, UTAs away from home station, TDY. If the unit is scheduled to be away from home station, you will coordinate with your unit to conduct drill in the appropriate location.

\_\_\_\_ Other than any rescheduled or excused absences due to approved parental leave, this deferment does not exempt reserve component (RC) Soldiers from attending UTAs at their normal duty station, medical readiness appointments, or annual training within commuting distance of their home of record.

\_\_\_\_ Temporary profiles for fertility/pregnancy/postpartum will not restrict the eligibility for officers and warrant officers to attend and/or graduate from PME. Nor will such temporary profiles restrict the eligibility for noncommissioned officers (NCOs) to attend the Sergeants Major Course (or equivalent course). The most recent record physical fitness test will be used to satisfy PME eligibility and graduation requirements. You must provide written documentation from a health care provider clearing you to attend PME while pregnant.

\_\_\_\_ I (enlisted Soldiers) will not be required to attend mandatory PME courses during the first 365 days postpartum. Soldiers who volunteer to attend PME within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing. To volunteer to attend PME once off their temporary profile, postpartum NCOs need only accept their PME slot.

\_\_\_\_ If SM is a not married or Dual Military, you will need a Family Care Plan on file effective 60 days prior to the date of the birth of the child. Failure to develop an approved care plan will result in a Bar to Reenlistment.

\*\*\*\*\*See the attached continuation of counseling (page 3) for more guidance on your pregnancy\*\*\*\*\*

**OTHER INSTRUCTIONS**

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

## CONTINUATION OF COUNSELING

### ADDITIONAL NOTATION:

Pregnancy Counseling Continuation:

\_\_\_\_ All Soldiers who attend PME are exempt from body composition requirements, up to 365 days after a pregnancy ends.

\_\_\_\_ You can participate in unit PT if it does not fall within the limitations provided by your doctor. You will not conduct OML generating physical fitness (aka timed runs, timed ruck marches). You may choose to walk without the ruck or pack on a non timed ruck march if it is deemed safe by your doctor. If you would like to conduct PT, but the workout plan is outside of the profile or comfort you will coordinate with unit fitness coordinator or master fitness trainer for modifications.

\_\_\_\_ After 365 days you will go back to regular PT unless otherwise stated by your doctor.

\_\_\_\_ If your performance or conduct warrant separation or reassignment to the IRR for Unsatisfactory Participation/Performance, or if your parenthood interferes with your duty performance you may be separated or reassigned involuntarily.

\_\_\_\_ You will have the following restrictions at the times specified during your pregnancy. At 20 weeks you will be exempt from standing at parade rest or attention for longer than 15 Minutes, participating in swimming qualifications, drown proofing, field duty, and weapons training. At 28 weeks, you will be provided a 15 minute break every two hours, your work week should not be longer than 40 hours, and work no more than eight hours a day.

\_\_\_\_ You can still work shift work during your pregnancy as long as the eight hour restriction after 28 weeks is no more than eight hours in a 24 hour period.

\_\_\_\_ You may be moved to a different job if your primary job duties are restricted due to your pregnancy.

\_\_\_\_ PPE Restrictions include IOTV or vest, MOPP Gear, anything additional that may cause undue stress and anything additional that is annotated by your doctor.

\_\_\_\_ You will notify the commander and appropriate unit FTUS of pregnancy loss and documentation. If necessary, we will conduct an additional informative counseling (virtually or in person) to review the parameters of the event.

\_\_\_\_ You are exempt from wearing the ASU/AGSU while pregnant or postpartum will not be prohibited from participating in any personnel action.

\_\_\_\_ You are authorized 12 paid IDT periods (UTAs) and 4 unpaid IDT periods following a qualifying birth event in accordance with AR 140-1 . You are not authorized to utilize this benefit 365 days after the birth event. Unit will place eligible Soldiers in a parental leave status, excusing them from attending UTAs in accordance with this directive. You will receive compensation and retirement points only for regularly scheduled unit training assemblies that fall within the authorized parental leave period.

\_\_\_\_ You will be eligible to apply and compete for ADOS tours despite their medical readiness classification status.

\_\_\_\_ Your performance and conduct must still be in accordance with all Army regulations.

\_\_\_\_ If you choose to breastfeed, I will provide lactation breaks and a designated lactation area for you, regardless of time after the child's birth. Lactation breaks must be accommodated at least every 2-3 hours and for not less than 30 minutes each break. I will designate a private space, other than a restroom, with locking capabilities for you to breastfeed or express milk.

\_\_\_\_ While breastfeeding or expressing milk, you remain eligible for field training and mobility exercises after completing postpartum deployment deferment period, but will remain exempt from CTC rotations, deployments, or any training events where lactation accommodations cannot be provided for up to 730 days (24 months). I may verify lactation through the Soldier's profiling provider.

\_\_\_\_ You will be provided with convalescent leave for physical and emotional recovery after a birth event or in cases of miscarriage or stillbirth. Soldiers (including when the spouse is a Soldier, civilian, or a member of another military service) whose spouse experiences miscarriage or stillbirth will also be provided convalescent leave for emotional recovery.

\_\_\_\_ Convalescent leave is non-chargeable and will begin after the confirmed conclusion of pregnancy

\*\*\*\*\*At the conclusion of this counseling session you will be given up to 30 days in which to make your decision regarding your status with the ARNG. You have the following options:

\_\_\_\_ You may choose to remain in the ARNG, transfer to the IRR, or separate from the military. If you elect to be reassigned to the IRR or separate, the effective date will not be later than 30 days before the expected date of delivery. More information can be found in AR 135-178.

|                              |            |       |
|------------------------------|------------|-------|
| NAME AND GRADE OF COUNSELEE: | SIGNATURE: | DATE: |
| NAME AND GRADE OF COUNSELOR: | SIGNATURE: | DATE: |

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

-Provide your plan to stay in or separate from the Army after having the child to \_\_\_\_\_ NLT than \_\_\_\_/\_\_\_\_/\_\_\_\_.

-Check with your doctor to get an understanding of the restrictions that medications/pregnancy may have (driving restrictions, lifting, etc.) and provide unit documentation for profile.

-Go through supply to acquire Maternity Uniforms

-Keep your supervisor informed of the changes in the work hours allowed by profile.

-Start preparing a Family Care Plan (Non married Soldiers and Dual military) packet around the seventh month of pregnancy (if applicable).

-Start preparing for postpartum issues of childcare, breastfeeding, meeting fitness and HT/WT standards.

-Coordinate with Master Fitness Trainer (MFT/H2F-I) for at home/with unit PT plans.

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Provided Soldier with Family Care Plan Checklist and sample Letter of Instruction for Family Care Plan (if needed)

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

Coordinate the workload around \_\_\_\_\_ (Rank, L. Name) restricted work hours and other limitations.

Schedule \_\_\_\_\_ (Rank, L. Name) for an appointment for her initial counseling for her family care packet (if needed).

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

#### PART IV - ASSESSMENT OF THE PLAN OF ACTION

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

30 DAYS AFTER INITIAL COUNSELING (insert date) :

SMs decision regarding status with ARNG is as follows:

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

## HR Systems Branch



<https://armyeitaas.sharepoint-mil.us/sites/NGOK-G1/SitePages/HR-Systems-Branch.aspx>



# Commander & 1SG IPPSA Roles

## SFC Colby Gibson



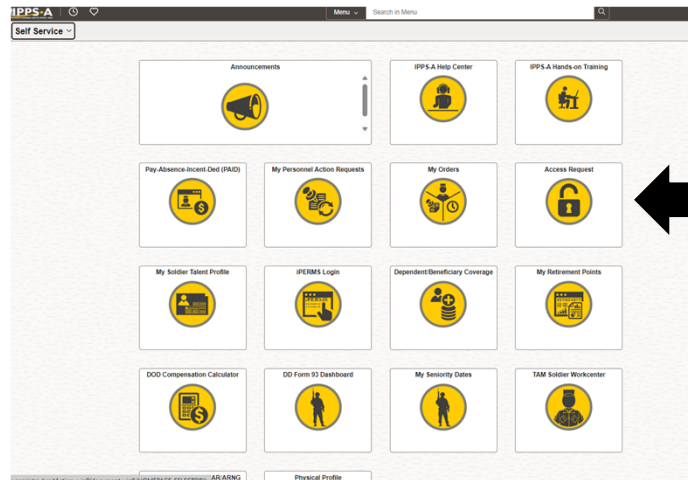
Login to IPPSA

<https://hr.ippsa.army.mil/>





Select the tile labeled  
“Access Request”



Click “New Access Request”

## Access Request

### Access Requests

#### IPPS-A Access Request Dashboard

##### Instructions

Enter your search criteria in the Search Parameters fields. Then click the Retrieve button to view Access Requests. After searching by user, you may start a new Access Request by clicking the New Access Request link. Use the magnifying glass to expand search parameters if User ID/Oprid is unknown.

##### Search Parameters

User ID/Oprid:  SFC COLBY GIBSON

UIC:

UIC Search Option  
☒ One UIC ☐ UIC and Hierarchy

Request Status:

From Date:

Thru Date:

Submitted By:

Approver's ID:

| Request # | User Id       | User Name               | Dept ID  | UIC    | Requested ROWSECLASS        | ROI |
|-----------|---------------|-------------------------|----------|--------|-----------------------------|-----|
| 6046247   | 0002830926.01 | COLBY SAMUEL RAY GIBSON | 00001142 | WSA8AA | IP_HCMODP_INCONGOK_00000570 | WS  |
| 5815587   | 0000000000.01 | COLBY SAMUEL RAY        | 00001142 | WSA8AA |                             |     |



To add new Role's you will  
Click the + box

|                      |                    |
|----------------------|--------------------|
| PAYROLL PROFESSIONAL | COMPLIANCE MONITOR |
| PAYROLL PROFESSIONAL | PAY DATA USER PLUS |
| PAYROLL PROFESSIONAL | PAYROLL DATA USER  |

[Show Current Roles](#)

**New Requested Security Settings**

|           |              |
|-----------|--------------|
| *Category | *Subcategory |
| MEMBER    | MEMBER       |

[Disable New Roles](#)

|                                     |                       |                         |                   |
|-------------------------------------|-----------------------|-------------------------|-------------------|
| <input checked="" type="checkbox"/> | IP_CRMRC_BASE_ACCESS  | IPPS-A CRM base Access  | <a href="#">i</a> |
| <input checked="" type="checkbox"/> | IP_CRMSS_MEMBER       | CRM - Member            | <a href="#">i</a> |
| <input checked="" type="checkbox"/> | IP_ELMMLM_BASE_ACCESS | IPPS-A ELM Base Access  | <a href="#">i</a> |
| <input checked="" type="checkbox"/> | IP_ELMSS_MEMBER       | ELM Member Self Service | <a href="#">i</a> |



1. Click the magnifying glass  
under category- add the desired  
category
2. Click the magnifying glass  
under subcategory- add the desired  
subcategory

|                      |                    |
|----------------------|--------------------|
| HR PROFESSIONAL      | VALIDATOR ADMIN    |
| MEMBER               | MEMBER             |
| PAYROLL PROFESSIONAL | COMPLIANCE MONITOR |
| PAYROLL PROFESSIONAL | PAY DATA USER PLUS |
| PAYROLL PROFESSIONAL | PAYROLL DATA USER  |

[Show Current Roles](#)

**New Requested Security Settings**

|           |              |
|-----------|--------------|
| *Category | *Subcategory |
| MEMBER    | MEMBER       |

[Show New Roles](#)

|                                     |                      |                        |                   |
|-------------------------------------|----------------------|------------------------|-------------------|
| <input checked="" type="checkbox"/> | IP_CRMRC_BASE_ACCESS | IPPS-A CRM base Access | <a href="#">i</a> |
| <input checked="" type="checkbox"/> | IP_CRMSS_MEMBER      | CRM - Member           | <a href="#">i</a> |







## \*Commander Roles



Commanders will select the  
Category and add \*Commander

Add the Subcategory \*Commander

| *Category | * Subcategory |
|-----------|---------------|
| MEMBER    | MEMBER        |
| COMMANDER | COMMANDER     |

Disable New Roles

| IP_COMPT_REPORT_MANAGER             | Report Manager |
|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> |                |



## \*1SG Roles



1SG's will select the  
Category and add \*Commander

Add the Subcategory \*Manager

| *Category | * Subcategory |
|-----------|---------------|
| MEMBER    | MEMBER        |
| COMMANDER | MANAGER       |

Disable New Roles

| IP_COMPT_REPORT_MANAGER             | Report Manager |
|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> |                |



Select "Verify" under the ELM Verification  
(This verifies that your training is complete  
for the requested roles above)

|                                                                    |                          |  |
|--------------------------------------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> IP_HCMWF_INTERMEDIATE_APPROVER | WF Intermediate Approver |  |
| <input checked="" type="checkbox"/> IP_HCMWF_REVIEWER              | Workflow Reviewer        |  |

**ELM Verification**  
☐ Yes ☐ No (Justification required) Verify

**SOD Verification**  
☐ Yes ☐ No Verify

Supervisor or Supervisor Representative:

Notes/Comments:

Submit



After hitting verify this box will pop-up

Anything with the letter "N" next to it  
means the training will need to be completed

Ex: "R3 HR Data User" is the training that will  
need to be completed

|                                                                    |                           |  |
|--------------------------------------------------------------------|---------------------------|--|
| <input checked="" type="checkbox"/> IP_HCMFY_IPPSA_ED              | E & D Item Level          |  |
| <input checked="" type="checkbox"/> IP_HCMFY_PAYROLL_DJMS          | DJMS Payroll Specialist   |  |
| <input type="checkbox"/> IP_HCMFY_SS_IPPSA_ED                      | SS - E & D Item Level     |  |
| <input checked="" type="checkbox"/> IP_HCMSS_MANAGER               | SS: Manager Self Service  |  |
| <input type="checkbox"/> IP_HCMSS_MEMBER                           | [WF] IPPS-A Member        |  |
| <input type="checkbox"/> IP_HCMTM_MEMBER_WC                        | TAM Member WC Access      |  |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVAL_MONITOR      | Workflow Approval Monitor |  |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVER              | Workflow Approver         |  |
| <input checked="" type="checkbox"/> IP_HCMWF_INTERMEDIATE_APPROVER | WF Intermediate Approver  |  |
| <input checked="" type="checkbox"/> IP_HCMWF_REVIEWER              | Workflow Reviewer         |  |

**ELM Verification**  
☐ Yes ☐ No (Justification required) Verify

**SOD Verification**

**Message**  
Bundle-MANAGER Complete-Y  
R3 Leaders Complete-Y  
Bundle-HR DATA USER Complete-N  
R3 HR Data User Complete-N  
OK Cancel





Click “OK” and add a supervisor to approve the request

IP\_HCMWF\_APPROVAL\_MONITOR

|                                                                    |                           |
|--------------------------------------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> IP_HCMSS_MANAGER               | SS: Manager Self Service  |
| <input checked="" type="checkbox"/> IP_HCMSS_MEMBER                | [WF] IPPS-A Member        |
| <input checked="" type="checkbox"/> IP_HCMTM_MEMBER_WC             | TAM Member WC Access      |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVAL_MONITOR      | Workflow Approval Monitor |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVER              | Workflow Approver         |
| <input checked="" type="checkbox"/> IP_HCMWF_INTERMEDIATE_APPROVER | WF Intermediate Approver  |
| <input checked="" type="checkbox"/> IP_HCMWF_REVIEWER              | Workflow Reviewer         |

ELM Verification

☐ Yes ☒ No (Justification required)

Will Complete

SOD Verification

☒ Yes ☐ No

Supervisor or Supervisor Representative:

Notes/Comments:



1. Click on the magnifying glass next to Supervisor
2. Type in your supervisors last name and Click “look up”
3. Click the supervisor.

IP\_HCMWF\_APPROVAL\_MONITOR

Look Up Supervisor or Supervisor

User ID begins with

Empl ID begins with

First Name begins with

Last Name contains

UIC begins with

Search Results

View 100

| User ID       | Empl ID    | First Name | Last Name |
|---------------|------------|------------|-----------|
| 0002829413.01 | 0002829413 | JAMES      | WALDEN    |

Supervisor or Supervisor Representative:

Notes/Comments:



Click Submit!

The access request is now at  
your supervisor's level

| Role                                                               | Description               |
|--------------------------------------------------------------------|---------------------------|
| <input type="checkbox"/> IP_HCMSS_MEMBER                           | [WF] IPPS-A Member        |
| <input type="checkbox"/> IP_HCMTM_MEMBER_WC                        | TAM Member WC Access      |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVAL_MONITOR      | Workflow Approval Monitor |
| <input checked="" type="checkbox"/> IP_HCMWF_APPROVER              | Workflow Approver         |
| <input checked="" type="checkbox"/> IP_HCMWF_INTERMEDIATE_APPROVER | WF Intermediate Approver  |
| <input checked="" type="checkbox"/> IP_HCMWF_REVIEWER              | Workflow Reviewer         |

**ELM Verification**

☐ Yes ☒ No (Justification required)

Will Complete

**SOD Verification**

☐ Yes ☐ No

Supervisor or Supervisor Representative:  CW2 JAMES WALDEN

Notes/Comments:

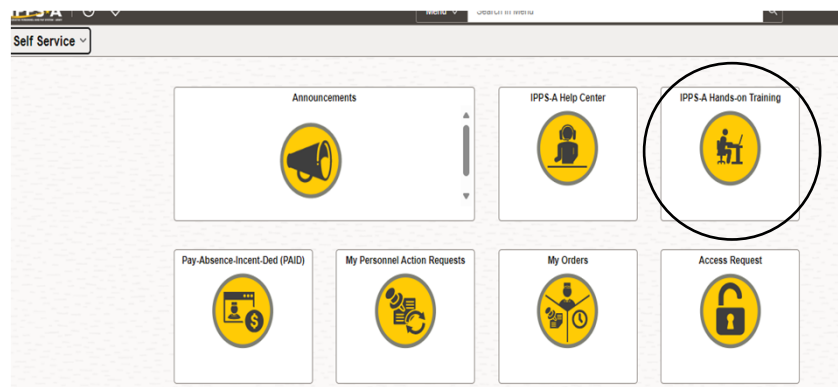
[Return to Access Request Dashboard](#)



## How to find training

Login to IPPSA

Click on the tile labeled  
"IPPS-A Hands on Training"





Search for the training that you are needing to complete in the top box

← | ⌚ | ♥ Search in Learning

IPPS-A Hands-on Training

Courses Programs

Find Learning (Search for Programs, Courses or Classes)

Enter Search Keyword

[Advanced Search](#)

↑

| Title                            | Type |
|----------------------------------|------|
| Promotions Program - DL          | Ce   |
| Special Populations Program - DL | Ce   |



Click on the training

\*ensure you only select the training that is labeled "program"

Find Learning

r3 HR data user → [Advanced Search](#)

1 search results for "r3 HR data user"

[R3 HR Data User](#)

**Program** ★★★★★

This program prepares HR Data Users to view Member transactions and records, access predefined queries available in HRAR, and create and publish ad hoc reports.

Learning Type

☐ Certification

Class Location

☐ No Country

Category

☐ HR DATA USER



Click on Register in the top right corner



Click on Submit



Click on “launch” to  
begin the training

Program Details

Foundation  
Completed

Section Details

R3 Self Service Orientation  
Completed

R3 HR Fundamentals  
Completed

R3 Self Service Case Management  
Completed

R3 IPPS-A Access Requests - Submit  
Completed

R3 Workflow Overview  
Completed

R3 Departments Overview  
Completed

Acquire  
Completed

Section Details

R3 Contracts Overview  
Completed

R3 View Contracts  
Completed

R3 Benefits Overview  
Completed

R3 Payroll Absences - Approve or Deny

Course ★★★★★

Course Description

R3 Payroll Absences - Approve or Deny

Enrollment Options

To complete this course, enroll in one of the following offerings:

Self-paced Offering

Distributed Learning Asynchrono...

10 Minutes Duration

Enrollment is open

Code 1287-006

Enroll | Launch



//CUI//

# GET YOUR TRAINING

AVAILABLE FOR LEADERS,  
HR PROFESSIONALS AND SOLDIERS



## TRAINING REQUIREMENTS

### LEADERS

**MANDATORY** Leader Course (1 hr.) required to access another Soldier's record  
+ Subcategory Training (as req'd)

- ▶ Approvers
- ▶ Deputies
- ▶ Executive Officers
- ▶ Commanders
- ▶ CSM/SGMs/1SGs
- ▶ Directors/Supervisors

### HR PROFESSIONALS

**MANDATORY** HR Pro Course (40 hrs.) + Subcategory Training (as req'd)

- ▶ Field Users
- ▶ Promotions
- ▶ Onboarding
- ▶ Validators
- ▶ Career Management
- ▶ Offboarding

### SOLDIERS

**RECOMMENDED** Self-Service Course (1 hr.)



- ▶ Training is available at <https://hr.ippsa.army.mil> or via the IPPS-A App
- ▶ Review IPPS-A Subcategory Infographics in the system

IPPS-A Resources: IPPS-A Replays

User Manual

IPPS-A S1Net

IPPS-A Podcast

For more #IPPSA: Facebook.com/armyippsa

Instagram.com/usarmy\_ippsa

YouTube.com/c/IPPSA

Twitter.com/IPPSArmy

LinkedIn.com/company/ipps-a/

[ipps-a.army.mil/r3net](https://ipps-a.army.mil/r3net)

One Soldier ★ One Record ★ One Army

★ U.S. ARMY





# LEADERS REFERENCE GUIDE

VERSION 1.2

DECEMBER 2024



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*NOTE: If links are blocked, adjust your Abode settings or copy and paste link into your browser.*

# INTRODUCTION

In IPPS-A, Soldiers are referenced as Members and Commanders are Managers (Leaders). This guide will familiarize you with a Leader's Roles and Responsibilities, as well as commonly performed functions within IPPS-A. Navigation and descriptions of Manager Self-Service homepage tiles and associated personnel actions will be provided. Each chapter details how to access and complete applicable functions as well as additional training resources such as **User Productivity Kits (UPKs)** and the **IPPS-A User Manual**.



*NOTE: This guide is not intended to replace UPK training or the IPPS-A User Manual. The IPPS-A User Manual is the primary reference source.*

Click [here](#) to access the **R3 Demo Server (UPKs)** and the **IPPS-A User Manual**.

## CATEGORIES

A category is the topmost organizational layer for roles and permissions in IPPS-A. IPPS-A is comprised of seven end-user categories: Member, Commander, HR Professional, Payroll Professional, Functional System Admin, Maintenance System Admin, and Data Security. Each category contains several subcategories (**SUBCATs**) that makeup the second organizational layer for roles and permissions. This user guide will reference the Commander category and the subsequent SUBCATs required to complete desired tasks.

## ROLES

Users serving as Leaders will submit an access request for the Commander category and either Commander and/or Manager SUBCATs. These categories are required for the Leader to perform approval transactions, delegation for approval transactions, and strength readiness reporting inside IPPS-A. View the *Role Matrix, Chapter 3*, of the IPPS-A User Manual for more detailed information.

## RESPONSIBILITIES

It is the Leader's responsibility to enhance the capability of their units through analytics, automating workflow, and simplifying personnel and pay actions. This may include creating, accepting, and revoking delegations; approving Personnel Action Requests (PARs) and absences; viewing and approving Promotion Board rosters, and updating Suspension of Favorable Personnel Actions (SFPA) Flags.



*NOTE: Routine functions outlined in this guide apply to all COMPOS (RA, ARNG, USAR) unless otherwise stated.*



# CHAPTER 1

## IPPS-A ACCESS AND NAVIGATION

Focuses on familiarization with the Mobile Application, Desktop Self-Service homepage, and Navigator.

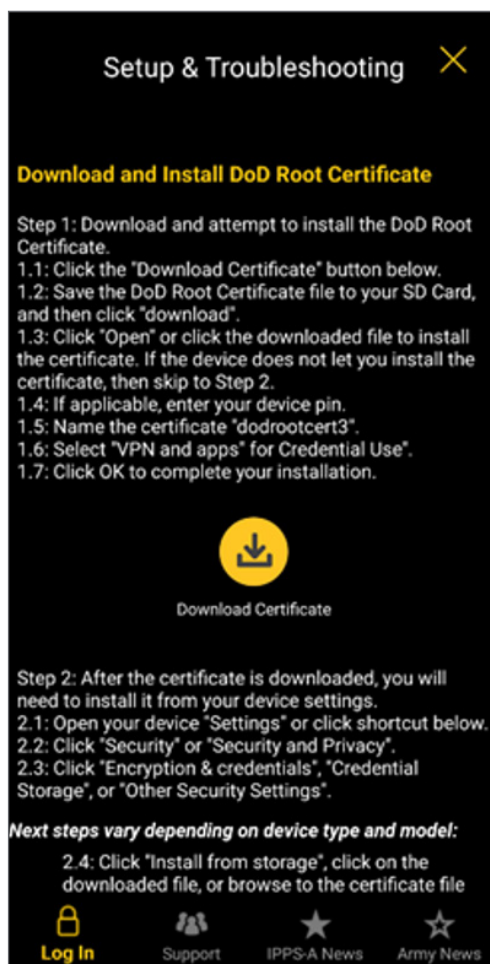
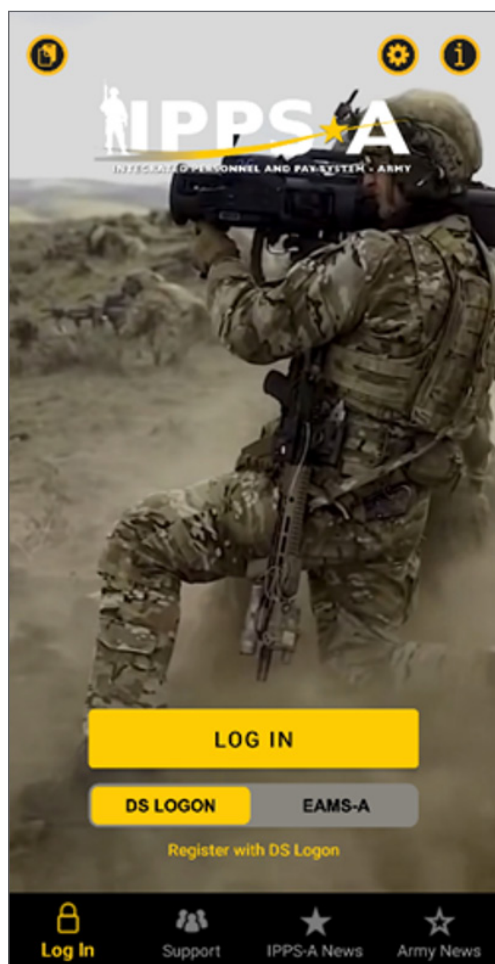
### ACCESSING IPPS-A

Users can log into IPPS-A from a personal or government device at <https://hr.ippsa.army.mil/>. If using a .mil, users are required to use a common access card (CAC) and select the personal identity verification (PIV) authentication. This is the only certificate the system accepts when using a CAC. If using a commercial domain, the user can log in using a DoD Self-Service (DS) Logon or a CAC. Enterprise Access Management Service-Army (EAMS-A) only collects information from the certificate selected. Dual Persona users log into IPPS-A using the appropriate CAC/PIV for the "persona" (Member/Civilian/Contractor). EAMS-A prompts for CAC Certificate selection. Once signed in, you'll be automatically taken to the Self-Service homepage. Navigate to the **Manager Self-Service** homepage, using the drop-down menu.



*NOTE: Elevated access for all users requires training, permissions, and validation by your unit Validator prior to being granted elevated access. Requests are placed through the **Access Request** tile, which is covered in depth later in this guide.*

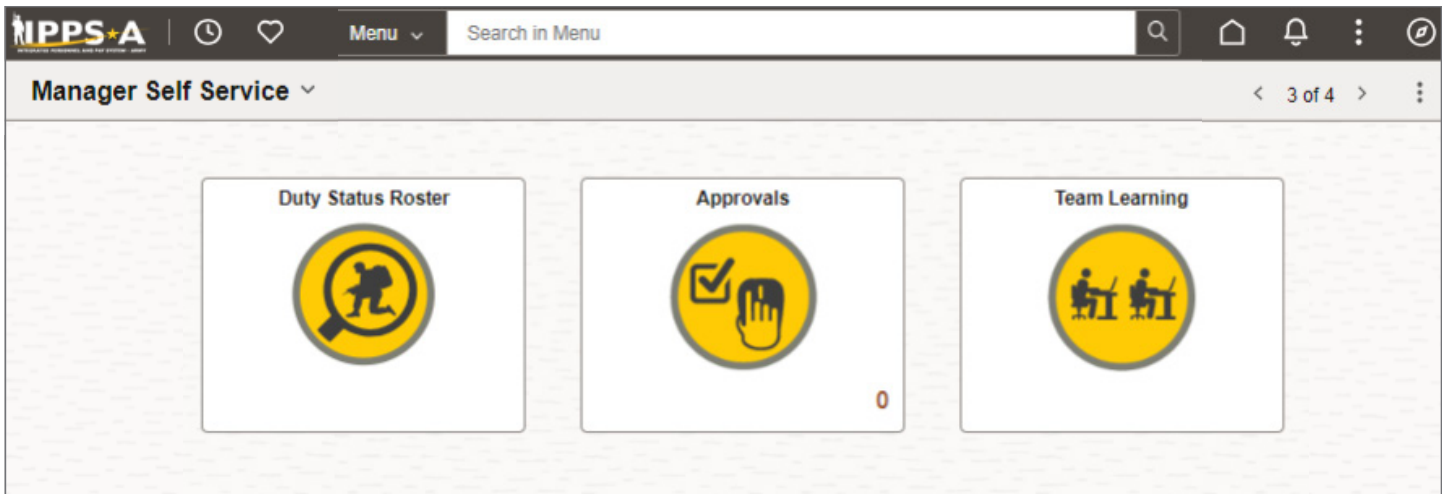
### MOBILE APPLICATION





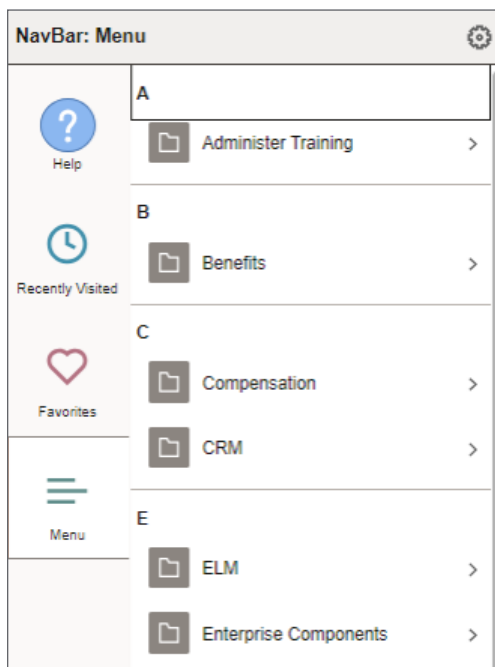
## HOMEPAGE

Once signed in, you'll be automatically taken to the **Self-Service** homepage. Leaders must submit an **Access Request** for Category: Commander, SUBCATs: Commander/Manager. Once approved, Leaders navigate to the **Manager Self-Service** homepage, using the drop-down menu.



## NAVIGATION BAR (NAVBAR)

The NavBar Functions are used to access menu items that do not appear as tiles on the Leader's IPPS-A homepage.



# CHAPTER 2

## LEADER FUNCTIONS

Focuses on homepage tiles and UPKs applicable to Leader functions, including all COMPOs.

### LEADER READINESS

In IPPS-A, Leader Readiness is any action or function supporting the near-constant assessment of unit personnel strength, mission requirements, and individual readiness (deployability). Leaders must ensure they have the proper IPPS-A elevated access to execute these assessments and validate their units' readiness requirements.

### ACCESS REQUEST

The **Access Request** tile allows a Leader to request elevated access to perform duties, namely Category: Commander, SUBCATs: Commander/Manager. Each request routes to a Supervisor for initial approval and then on to the S1 Pool for administrative review prior to inserting the proper Validator for final approval. For Army National Guard personnel, the request flows from the Supervisor to the Validator. A Validator reviews, adds Row Level Security (ROWSECCLASS), and approves/denies the pending request. When one Validator disapproves a path, the entire request is denied. Access is not granted until all approval paths are approved.

Access request requires two verification checks prior to approval: Enterprise Learning Management (ELM) and Segregation of Duties (SOD). Upon approval, access requests are visible in the Access Request dashboard. See *Chapter 3, IPPS-A Access Request Process* in the User Manual for detailed information.

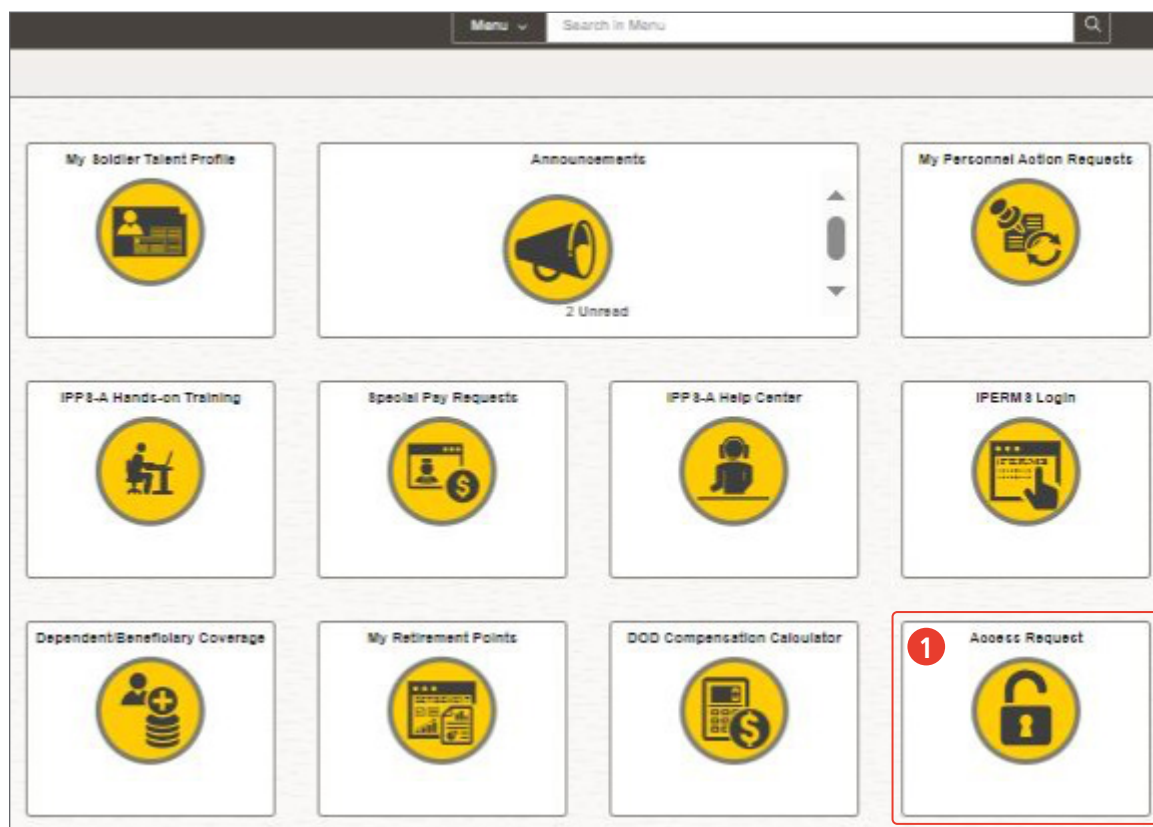
#### Associated UPKs:

- [Submit an Access Request for Elevated Access](#)



*NOTE: If a user does not log in to IPPS-A at least once every 60 days, elevated access is removed after 60 days of inactivity. This is applicable to all components.*

1. Select **Access Request** tile.



2. Select **New Access Request** button.
3. Select "+" icon under the **New Requested Security Settings** header.

## Access Request

Access Requests

### IPPS-A Access Request Dashboard

#### Instructions

Enter your search criteria in the Search Parameters fields. Then click the Retrieve button to view Access Requests. After searching by user, you may start a new Access Request by clicking the New Access Request link. Use the magnifying glass to expand search parameters if User ID/Oprid is unknown.

#### Search Parameters

User ID/Oprid:  SSG MICHELLE GONZALEZ

UIC:

##### UIC Search Option

☒ One UIC ☐ UIC and Hierarchy

Request Status:

From Date:

Thru Date:

Submitted By:

Approver's ID:

**2**

### IPPS-A Access Request

3755883

#### Instructions

Information for the selected user is displayed below. Basic employee information is in the first section. User's current security setting is shown in the second section. In the section below that, user's new security setting will be entered.

#### Employee Information

Employee ID: 0000000000 LISA THOMPSON

User ID: 0000000000.00 Rank: CPT

BU: ARACA

Department: 00000000 000000

Position: 00000000 Directed Military Overstrength

Job Code: 000000 Over Strength

Location: 00000000 PENTAGON

Clearance: F SECRET

#### Transaction Information

Effective Date:  Expiration Date:

Contact Phone:

Request Status: Completed

#### Tracking Information

#### Current Security Settings

| Category | Subcategory |
|----------|-------------|
| MEMBER   | MEMBER      |

Show Current Roles

#### New Requested Security Settings

| *Category | *Subcategory    |
|-----------|-----------------|
| MEMBER    | MEMBER <b>3</b> |

Show New Roles

#### ELM Verification

☐ Yes ☐ No (Justification required)

#### SOD Verification

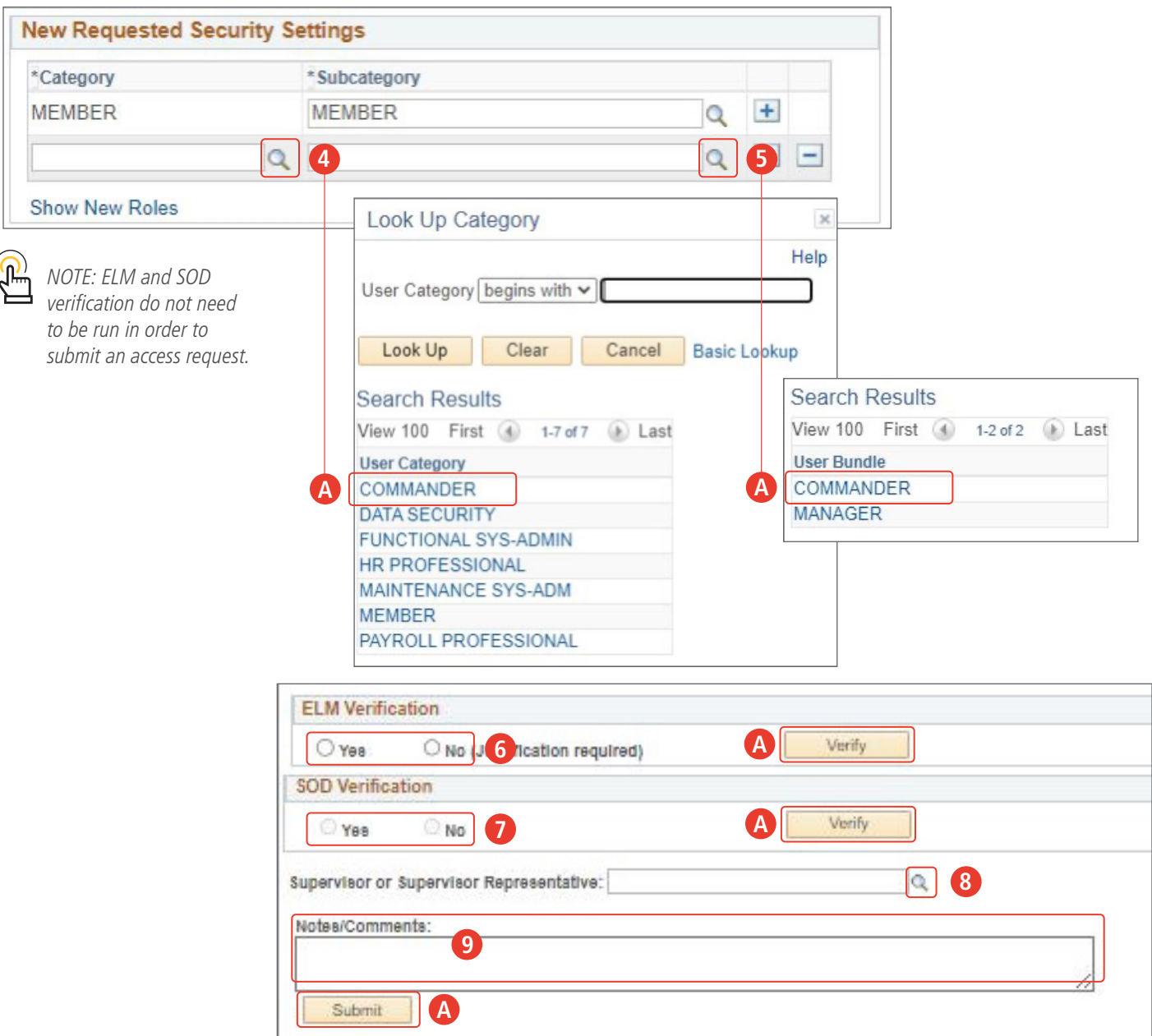
☐ Yes ☐ No

Supervisor or Supervisor Representative:

Notes/Comments:

4. Select **look up tool** icon under **Category** header .
  - 4A. Select **Commander**.
5. Select **look up tool** icon under **Subcategory** header and select **Commander** or **Manager**.
  - 5A. In this example, select **Commander**.
6. Select **Yes** or **No** under **ELM Verification** header.
  - 6A. Select **Verify**.
7. Select **Yes** or **No** under **SOD Verification** header.
  - 7A. Select **Verify**.
8. Select **look up tool** icon and search for **Supervisor** or **Supervisor Representative**.
9. Enter desired **Notes/Comments**.
  - 9A. Select **Submit** to complete the process.

 **NOTE:** ELM and SOD verification do not need to be run in order to submit an access request.



**New Requested Security Settings**

\*Category: MEMBER    \*Subcategory: MEMBER

Look Up Category

User Category: begins with

Look Up    Clear    Cancel    Basic Lookup

Search Results

View 100    First    1-7 of 7    Last

User Category

COMMANDER  
DATA SECURITY  
FUNCTIONAL SYS-ADMIN  
HR PROFESSIONAL  
MAINTENANCE SYS-ADM  
MEMBER  
PAYROLL PROFESSIONAL

Look Up Subcategory

User Bundle

COMMANDER  
MANAGER

**ELM Verification**

☐ Yes    ☐ No    (Verification required)    Verify

**SOD Verification**

☐ Yes    ☐ No    Verify

Supervisor or Supervisor Representative:    Search

Notes/Comments:

Submit



## USER RECERTIFICATION

Recertification is a user-led process. For annual recertification, the user will receive notifications in email and IPPS-A from 60 days to 1 day before the access request expiration date. See *Process 3-3, Submit Access Recertification* in the User Manual for detailed information.

### Associated UPKs:

- [Submit an Access Recertification Request](#)

1. Place cursor in the **Menu** text box, type **Recert**, select **Access Recertification** from the dropdown displaying.
  - 1A. Or select the notification from **Alerts**.

**Access Recertification**

**ANNUAL ACCESS RECERTIFICATION**

**FISCAM Control AS-2.4.2** and **RMF AC-2 (j)** requires annual recertification of system access. In order to retain your access, you must review your current categories and subcategories, identify your immediate Supervisor and submit for recertification. If your access requires modification, you may submit a new access request from the **Access Request** tile on your homepage (a new access request will also satisfy the annual recertification requirement).

**FISCAM Control AS-2.4.2:** Owners periodically review access to ensure continued appropriateness.

**RMF AC-2 (j)** stipulates, "the organization defines the frequency on which it will review information system accounts for compliance with account management requirements. DoD has defined the frequency as at a minimum, annually."

SFC JOHN SMITH      Access Expiration Date 04/05/2023

**User Information**

|               |               |                |
|---------------|---------------|----------------|
| Empl ID:      | 0000000000    | SFC JOHN SMITH |
| User ID:      | 0000000000.00 |                |
| Business Unit | ARACA         |                |

**Current Security Settings**

| Category        | Subcategory         |
|-----------------|---------------------|
| COMMANDER       | MANAGER             |
| HR PROFESSIONAL | HR PROFESSIONAL     |
| HR PROFESSIONAL | PROMO DECENTRALIZED |
| MEMBER          | MEMBER              |

Show Current Roles  
Show Current Roles

Row Security: IP\_HCM DP\_INCAA\_00309139  
WAPSCO-0006 IN BN 01 CO C ARM

**SUBMITTING YOUR RECERTIFICATION**

Select your Supervisor below and then click **SUBMIT** to route this for their approval. After the Supervisor approves, the system will complete your yearly access recertification.

If you are unable to find your Supervisor, please ensure they have the required IPPS-A access (**Commander, Manager, or HR Supervisor**).

Supervisor or Supervisor Representative: 0000000000.00

**Submit**

**Look Up Supervisor or Supervisor Representative**

Search by: User ID begins with

Look Up Cancel Advanced Lookup

Searching this table may take a long time. Enter values above before requesting Lookup.

**SUBMIT YOUR RECERTIFICATION WITH CHANGES**

Click the New Access Request button below to request changes to your current IPPS-A Access.

New Access Request

**Message**

Recertification Request Submitted (24000,155)

Your request has been routed to your Supervisor for approval

**OK**

**Notifications**

Alerts

50 of 5921 Alerts

It is time for Access Recertification. An email has been sent to your email address with details.

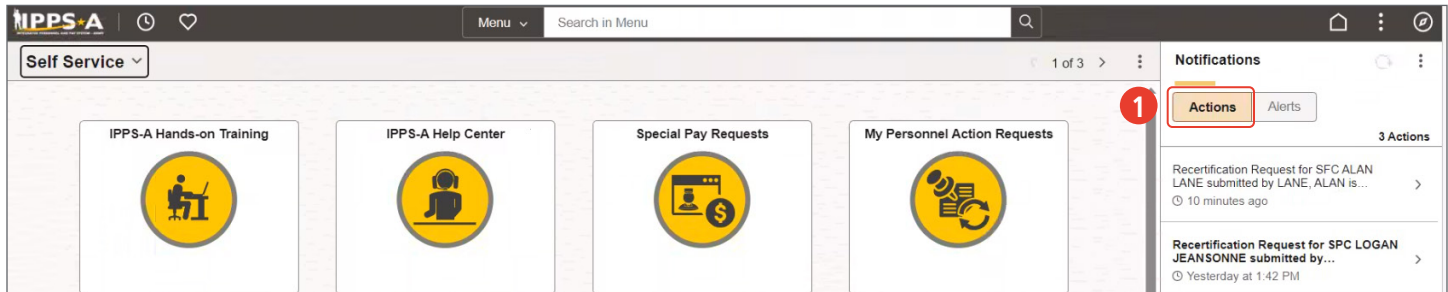
## SUPERVISOR (RECERTIFICATION)

Supervisor (Recertification) assists a Supervisor in understanding how to approve an access recertification for a user. See *Process 3-4, Access Recertification – Supervisor Approval* in the User Manual for detailed information.

### Associated UPKs:

- [Approve/Deny an Access Recertification Request - Supervisor](#)

1. Select the **Recertification Request** notification from **Actions**.



### Access Request 2

RECERTIFICATION

☐ Instructions

**Employee Information**

Employee ID: 0000000000 SFC JOHN SMITH  
 User ID: 0000000000.00 Rank: SFC  
 BU: ARACA  
 Department: 00000000 WAPSAA  
 Position: 00000000 Standard Excess  
 Job Code: E19K M1 ARMOR CREWMAN  
 Location: 00025038 EL PASO  
 Clearance: F SECRET

**Transaction Information**

Effective Date: 02/09/2023 Expiration Date: 09/14/2024  
 Contact Phone:   
 Request Status: Submitted

**Tracking Information**

**Current Security Settings**

| Category        | Subcategory         |
|-----------------|---------------------|
| COMMANDER       | MANAGER             |
| HR PROFESSIONAL | HR PROFESSIONAL     |
| HR PROFESSIONAL | PROMO DECENTRALIZED |
| MEMBER          | MEMBER              |

Show Current Roles  
Show Current Departments

Supervisor Comments:

Notes/Comments: 3

**Recertification Options**

Recertify As-Is Reset to Self-Service Expire on Scheduled Date 4

2. The **Access Request** screen displays.
3. Enter desired comments in the **Supervisor** and **Notes/Comments** text boxes.
4. Select one of the **Recertification Options** listed:
  - **Recertify As-Is:** No change to ROWSECLASS, Categories, Subcategories, or roles (Supervisor Approval).
  - **Reset to Self-Service:** Resets access to Member, Member immediately.
  - **Expire on Scheduled Date:** Resets access to Member, Member on scheduled expiration date.
5. Select **OK** on the **Message** screen to approve the recertification and extend access for one year.

Message

This will approve the recertification and extend the expiration date one year. (24000,150)

Click OK to approve or Cancel to abort and return to the page.

OK 5 Cancel

## READINESS AND MANNING

Leaders may use the various reports and dashboards in IPPS-A to maintain unit readiness and assess combat power, including: Duty Status report, Personnel Tempo (PERSTEMPO) report, Predefined queries, Wounded Member query, and Absence Analytics. Analyzing these reports help Leaders to determine current combat capabilities, project future requirements, and assess conditions of individual readiness.

Leaders have the capability to view, update, and approve duty status and field duty; generate duty status reports; view PERSTEMPO requests; and generate PERSTEMPO reports. Leaders can also approve Soldier Status PARs which affect Soldier Duty Status. See *Chapter 22, Readiness and Manning Accountability* in the User Manual for detailed information.

### Associated UPKs:

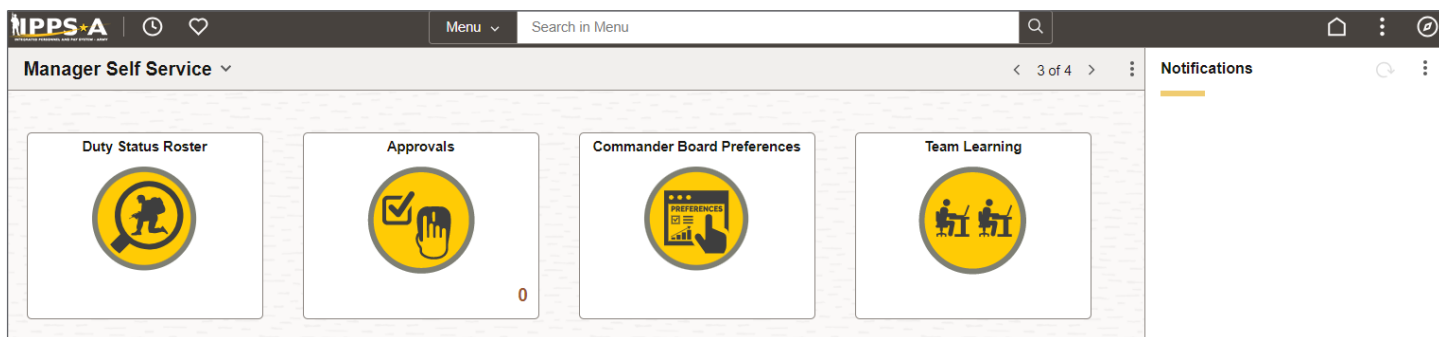
- [Generate Predefined Queries](#)
- [Generate a Duty Status Report](#)
- [Run A Wounded Member Query](#)
- [Run a Readiness Roster Report](#)
- [Generate a PERSTEMPO Report](#)
- [Generate an Absence Analytics Dashboard](#)

## LEADER SERVICES

Leader Services are functions that directly assist a Leader in performing their duties. Using IPPS-A, Leaders may: assign delegations, monitor and approve/deny PARs, Absences, and Special Pays; approve/deny Promotions and Suspension of Favorable Personnel Action Flags; and view talent. These functions allow Leaders to assist their formations in managing actions that directly impact morale and quality of life.

### MANAGER SELF-SERVICE

The **Manager Self-Service** drop-down displays a homepage for different applications available to Leaders. Below are some examples of tiles that may display under the Manager Self-Service homepage:



## APPROVALS

The **Approvals** tile displays PARs (all types), Absences, or Pay Requests that require Leader approval. **Pending Approvals** displays all workflow actions that require Commander's input as a Reviewer, Intermediate Approver, or Approver. Approval notifications for actions include the notification bell at the top right of the Self-Service homepage. On the Manager Self-Service homepage, the number displayed in the lower right corner of the Approvals tile indicates how many requests require action. While reviewing a PAR, Leaders may check the Approval Chain or Approve, Deny, or Pushback. By selecting the **Approval Chain**, Leaders may view the submitted PARs workflow and comments. Selecting **Approve** allows Leaders to enter comments before submitting, pending final approval. If a Leader **Denies** an action, it cancels the transaction, and the initiator is notified of the Leader's decision — justification comments are required. A **Pushback** button pushes the PAR back to the previous person in the workflow allowing for modification; comments are recommended. Leaders must be mindful when writing comments as they are visible to HR Professionals and Members.

1. Select **Manager Self-Service**.
2. Select **Approvals** tile.
3. **Notifications** and **Actions** screen display to do item(s).
4. Select the **View by** drop down box and select the appropriate types: **Date Routed, From, Requester and Type**.
5. Select the **Amended Award** in this example.

The screenshot displays the Manager Self-Service interface. At the top, the 'Manager Self Service' header is marked with a red circle 1. Below it, three tiles are visible: 'Duty Status Roster', 'Approvals' (marked with a red circle 2 and a '1' in the bottom right), and 'Team Learning' (marked with '15 Need Attention'). To the right, a 'Notifications' panel (marked with a red circle 3) shows '1 Actions' and a notification for 'Award Recommendation for 1LT MICHAEL JONES submitted by...' dated '14 Nov at 3:07 PM' with an 'Instance ID' link.

Below the main tiles, the 'Pending Approvals' section is shown. It includes a 'View By' dropdown menu (marked with a red circle 4) with options: 'Type', 'Date Routed', 'From', 'Requester', and 'Type'. To the right, the 'Personnel Action Requests' section (marked with a red circle 5) displays a list of requests. The first request is 'Amended Award Achievement ARCOM USA COMMENDTN MEDAL'. The second request is 'Award Recommendation for 1LT MICHAEL JONES submitted by GARCIA, EMMA' with a status of 'Pushed Back by SSG JANE SMITH' and a note 'has been pushed back'.

6. Select **Recommend Approval, Recommend Denial** or **Pushback**. In this example, select **Recommend Approval**.
7. Enter comments.
  - 7A. Select **Submit**.
8. Select **OK**.

**Amended Award**

Soldier 1LT MICHAEL JONES  
Employee ID 000000000  
PAR ID/Sequence 817330/1

Pushed Back by SSG ELIZABETH MOORE

**PAR Details**

Effective Date 06/22/2023  
Action Award Recommendation  
Award Type Military Decorations  
Eligibility Status Not Required

PAR Status Amendment - Submitted  
Action Reason Achievement  
Recommended Award ARCOM USA COMMENDTN MEDAL

**Soldier Data**

UIC WJTNT0 - 0077 FA BN 01 HHB FIELD ARTIL  
Component Active  
Rank 1LT

**Summary of Changes**

| Details         | Proposed Information | Current    |
|-----------------|----------------------|------------|
| Period of Award | 03/13/2023           | 03/13/2023 |

**Approve**

You are about to approve this request.

Approver Comments

Upgrade/Downgrade Action

None Upgrade Downgrade

You no longer have permissions to this employee. This step should be reassigned.

## RESTRICTIONS AND FLAGS

A restriction (Flags, Deployed, etc.) limits or enables Member actions and may be disciplinary in nature. Placing a restriction on a Member's record may affect: assignments, deployment, promotions, awards, and the ability to attend Military or Civilian schools.

Restrictions can include: positive personnel or educational attributes, such as assignment considerations; limiting personnel attributes, such as religious accommodations; or family circumstances requiring accommodations, such as Exceptional Family Member Program (EFMP), Married Army Couples Program (MACP), or a Flag or Denial of automatic promotion. In IPPS-A, these are accomplished with the SFPA PAR.

**Commanders are required to approve or deny PARs in the Approvals tile.** See *Chapter 20, Restrictions and Suspension of Favorable Personnel Actions (SFPA)* in the User Manual for detailed information.

### Associated UPKs:

- [Approve/Deny an Assignment](#)
- [Approve and Complete a Soldier Status PAR-AWOL](#)
- [Generate a Duty Roster Report](#)
- [Access Awards Eligibility Roster](#)



**NOTE:** Commanders should refrain from initiating PARs — the initiator of a PAR cannot be the Approver. Mandatory fields are marked with an asterisk '\*'; from this screen a Leader may make corrections, view the workflow, and submit the PAR for approval.

## DUTY STATUS

The **Duty Status Roster** tile displays a roster of Members' current duty status. See *Chapter 22, View Duty Status Roster* in the User Manual for detailed information.

1. Select **Manager Self-Service**.
2. Select **Duty Status Roster**.
3. Enter the desired **UIC** (up to five UICs), **Empl ID**, **Military Rank**, **Duty Status**, and **Duty Status Attribute**.
4. Select **Search**.
5. Select the **Icon** box to download **Duty Status Roster**.

The screenshot shows the NPPS-A Manager Self-Service interface. The top navigation bar includes the NPPS-A logo, a clock icon, a heart icon, a 'Menu' dropdown, and a search bar. The main content area is titled 'Manager Self-Service' and contains four tiles: 'Duty Status Roster' (highlighted with a red box and a red circle with the number 2), 'Approvals', 'Commander Board Preferences', and 'Team Learning'. Below the tiles, the 'Duty Status Roster' section is visible, showing a table with columns: UIC, Empl ID, Rank, Name, Duty Status, Attribute, Location, Begin Date, End Date, and I Want To. A 'Filters' dialog box is open, showing input fields for UIC, Empl ID, Military Rank, Duty Status, and Duty Status Attribute, each with a search icon. The 'Search' button is highlighted with a red box and a red circle with the number 4. The 'Clear' button is also visible. At the bottom right of the table, there is a download icon (a square with a downward arrow) highlighted with a red box and a red circle with the number 5.

| UIC    | Empl ID    | Rank | Name              | Duty Status      | Attribute                   | Location            | Begin Date | End Date   | I Want To |
|--------|------------|------|-------------------|------------------|-----------------------------|---------------------|------------|------------|-----------|
| WAQJT0 | 0000000000 | SGM  | LOPEZ, GABRIEL    | Present for Duty | Temporary Change of Station | BOLESLAWIEC, POLAND | 11/13/2023 | 06/23/2024 | >         |
| WAQJT0 | 0000000000 | 1LT  | ROBERTS, SARAH    | Present for Duty |                             | FT STEWART, GA      | 10/23/2023 | 06/30/2023 | >         |
| WAQJT0 | 0000000000 | CSM  | HERNANDEZ, DANIEL | Present for Duty | Temporary Change of Station | BOLESLAWIEC, POLAND | 08/27/2023 | 05/22/2024 | >         |



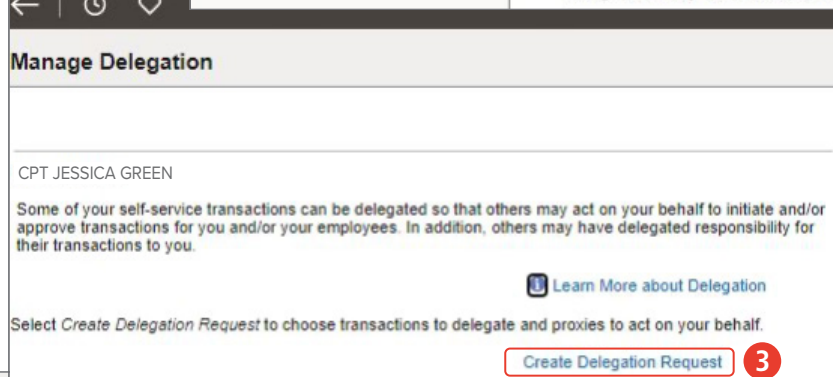
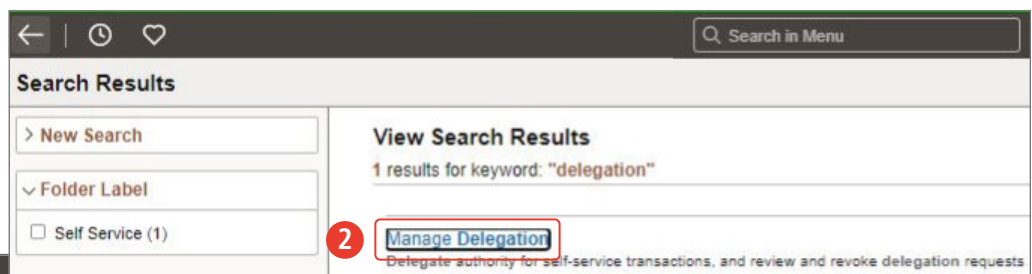
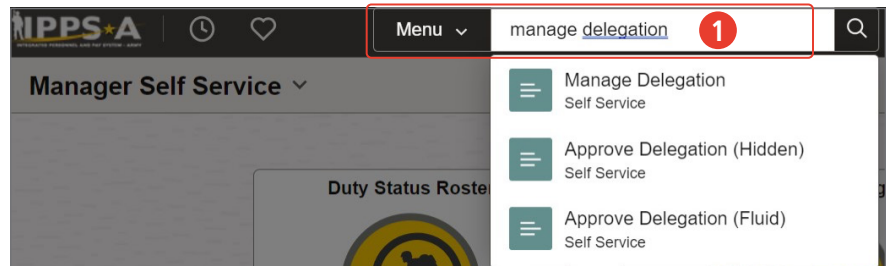
## DELEGATIONS

Leaders may delegate authority to a Proxy or Delegate to approve transactions on their behalf. Delegations are initiated for some or all responsibilities, but the Proxy or Delegate must accept the delegation to take effect. Proxies or Delegates must complete the IPPS-A R3 Leader Course to assume responsibilities. Leaders may manage or update delegations through the NavBar, under the Self-Service drop-down. **Upon Proxy/Delegate acceptance, Leaders are unable to monitor delegate actions.** See *Chapter 6, Manage Delegates* in the User Manual for detailed information.

### Associated UPKs:

- [Create a Delegation](#)
- [Revoke a Delegation](#)

1. Type **Manage Delegation** in the search menu bar.
2. Select **Manage Delegation** link.
3. Select **Create Delegation Request** link.
4. Select the appropriate **From Date** and **To Date**.
  - 4A. Select the **Next** button.



### Create Delegation Request

#### Enter Dates

CPT JESSICA GREEN

Over Strength

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

#### Delegation Dates

From Date

12/13/2023

To Date

Next

Cancel

5. Select the checkbox(es) for the type of transaction that requires delegation or **Select All**.
- 5A. Select the **Next** button.
6. Enter **Last Name**, **First Name** or **UIC** of the Member being delegated.
7. Select the **Search** button.
8. Select the **Radio** button for the Member being delegated.
- 8A. Select the **Next** button.

### Create Delegation Request

**Select Proxy by Hierarchy**

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Over Strength

Last Name

First Name

\*\*UIC

**6**

\*\* UIC only applies to employee delegates. POI delegates may be included in search results.

**7** Search

Clear

**Choose Delegate**

| <b>8</b>              | Name               | Empl ID   | Organizational Relationship | Job Title             | UIC    | Department               |
|-----------------------|--------------------|-----------|-----------------------------|-----------------------|--------|--------------------------|
| <input type="radio"/> | 1LT MATTHEW MILLER | 000000000 | Employee                    | CYBER WARFARE OFFICER | W6ZSC1 | W6ZS CYBER SCH BN CMD GP |

Previous

**Next**

Cancel

### Create Delegation Request

**Select Transactions**

CPT JESSICA GREEN

Over Strength

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

**Delegate Transactions**

| <b>5</b>                 | Transaction                   |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | AWOL/Confinement PAR Approval |
| <input type="checkbox"/> | Absence_Approval              |
| <input type="checkbox"/> | Absence_Cancel_Approval       |
| <input type="checkbox"/> | Admin Rec Corr PAR Approval   |
| <input type="checkbox"/> | Approve Job Update for Group  |
| <input type="checkbox"/> | Approve Position Clone        |
| <input type="checkbox"/> | Award Amendment Approval      |
| <input type="checkbox"/> | Award Approval                |
| <input type="checkbox"/> | Award Revocation Approval     |
| <input type="checkbox"/> | Civilian Skills PAR Approval  |
| <input type="checkbox"/> | Delegate Manage Report Time   |
| <input type="checkbox"/> | Earnings and Deductions       |
| <input type="checkbox"/> | Gender Change PAR Approval    |
| <input type="checkbox"/> | Initiate Job Update for Group |
| <input type="checkbox"/> | Initiate Location Change      |

Select All      Deselect All      **A**

Previous

**Next**

Cancel



9. Select the **Submit** button.

9A. Select **OK** button to complete the process.

Create Delegation Request

Delegation Detail

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Over Strength

Proxy

1LT MATTHEW MILLER

From Date

12/13/2023

To Date

12/31/2024

Transactions

AWOL/Confinement PAR Approval

Absence\_Approval

Absence\_Cancel\_Approval

Admin Rec Corr PAR Approval

Approve Job Update for Group

Approve Position Clone

Award Amendment Approval

Award Approval

Award Revocation Approval

Civilian Skills PAR Approval

Delegate Manage Report Time

Earnings and Deductions

Gender Change PAR Approval

Initiate Job Update for Group

Initiate Location Change

9

Submit

Previous

Cancel

Create Delegation Request

CPT JESSICA GREEN

Over Strength

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

A

OK

## PROMOTIONS

Leaders must view and approve board rosters to promote eligible Members — and may delegate management of the roster, if desired. Follow regulatory and local unit policy for approval authority guidance. See *Chapter 18, Promotions* in the User Manual for detailed information.

### Associated UPKs:

- [Review/Approve Semi-Centralized Roster - Commander](#)

### Semi-Centralized Roster:

1. Enter "Board Roster" into the **Menu** search bar.
  - 1A. Select **Board Roster Workforce Administration**.
2. Enter **Board Identifier**, if unknown, leave blank.
  - 2A. Select applicable **Business Unit**.
  - 2B. Select **Search**.
3. Select the desired promotion roster.

**Board Roster**

**Find an Existing Value**

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Board Identifier: [dropdown] [input] **2**

Board Name: [dropdown] [input]

Board Status: [dropdown] [input]

Year: [dropdown] [input]

Business Unit: [dropdown] [input] **A**

Board Process: [dropdown] [input]

Board Type: [dropdown] [input]

^ Show fewer options

**B** **Search** Clear Save Search

**Search Results**

3 rows - Business Unit "ARACA"

| Board Identifier | Board Name                   | Board Status | Template ID | Year | Business Unit | Board Process | Board Type |   |
|------------------|------------------------------|--------------|-------------|------|---------------|---------------|------------|---|
| 1537             | RA E5                        | Board        | RA E5       | 2023 | ARACA         | Semi          | Promotion  | > |
| 1539             | RA E6                        | Board        | RA E6       | 2023 | ARACA         | Semi          | Promotion  | > |
| 2472             | SPC TO SGT PROMOTION (E4-E5) | Complete     | ARNG E5 T32 | 2022 | ARACA         | Semi          | Promotion  | > |

4. Under **Filter Criteria**, uncheck **All Service Members** box.
5. The Eligible dropdown listing defaults to **All**.
  - 5A. Select a **Board Action** from the dropdown listing, if unknown, leave blank.
  - 5B. In UIC field, Enter company level **UIC**.
6. Select **Filter**.
7. Board Roster result displays, in **Board Results** column — select desired result for each Member.

**Board Roster**

**Board**

Board ID: 1537    RA: E5    Board Process: Semi-Centralized    Year: 2023  
 Template ID: RA E5    SPC to SGT Promotion (E4 - E5)    Convene Date: 01/12/2024  
 Business Unit: ARACA    US Army Active Component    Adjourn Date: 01/01/2024  
 Grade To: E5    Board Status: Board    Points Cut Off Date: 01/01/2024  
 Minimum Admin Points Score:

**TIG Zones**

|                  | From Date  | To Date    |
|------------------|------------|------------|
| Primary          | 01/01/2022 | 02/28/2023 |
| Secondary        | 03/01/2023 | 08/31/2023 |
| Zone of Cons/MLI |            |            |

**BA SD TIG Zones**

|                  | From Date  | To Date    |
|------------------|------------|------------|
| Primary          | 01/01/2022 | 02/28/2023 |
| Secondary        | 03/01/2023 | 08/31/2023 |
| Zone of Cons/MLI |            |            |

Run PPW Report    Reviewed and Approved    Add Member to Roster

**4 Monitor**

**Filter Criteria**

☐ All Service Members    ☐ Promotion #

Eligible: All    **5**    **6**

Board Action: **A**

UIC: **B**    **5B**

PMOS:    CPMOS:

Job Code:    Seq From:    To:    Pref Action:    Pref Reason:

**Roster Instructions**

**Board Roster**

**7**

| Empl ID    | Empl Record | Rank | Display Name   | Board Zone | Eligible                            | Board Results               | Board Approval Date                 | Promotion Date | Grade Entry Date | Rank Entry Date | TIS | TIG | Comments | View SFPA                           | Remarks                             |
|------------|-------------|------|----------------|------------|-------------------------------------|-----------------------------|-------------------------------------|----------------|------------------|-----------------|-----|-----|----------|-------------------------------------|-------------------------------------|
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 52  | 28       | <input type="button" value="View"/> | <input type="button" value="View"/> |
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 42  | 23       | <input type="button" value="View"/> | <input type="button" value="View"/> |
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 44  | 25       | <input type="button" value="View"/> | <input type="button" value="View"/> |
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 44  | 24       | <input type="button" value="View"/> | <input type="button" value="View"/> |
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 44  | 24       | <input type="button" value="View"/> | <input type="button" value="View"/> |
| 0000000000 | 0           | SPC  | SPC JOHN SMITH | Primary    | <input checked="" type="checkbox"/> | Withhold from Consideration | <input type="button" value="View"/> |                |                  |                 |     | 42  | 20       | <input type="button" value="View"/> | <input type="button" value="View"/> |

8. To approve board results, select **Reviewed and Approved** button.

9. Confirmation box displays, select desired button, **Yes** or **No**.

**Board Roster**

Board Roster

Board

|               |       |                                |               |                  |              |            |
|---------------|-------|--------------------------------|---------------|------------------|--------------|------------|
| Board ID      | 1539  | RA E6                          | Board Process | Semi-Centralized | Year         | 2023       |
| Template ID   | RA E6 | SGT to SSG Promotion (E5 - E6) |               |                  | Convene Date | 01/12/2024 |
| Business Unit | ARACA | US Army Active Component       |               |                  | Adjourn Date | 01/31/2024 |
| Grade To      | E6    | Board Status                   | Board         |                  |              | 01/31/2024 |

TIG Zones

|                  | From Date  | To Date    |
|------------------|------------|------------|
| Primary          | 03/01/2022 | 08/31/2022 |
| Secondary        | 09/01/2022 | 07/31/2023 |
| Zone of Cons/MLI |            | 02/28/2022 |

Are you sure you want to approve the Members **9** results as displayed in this list? (20200,252)

**Yes** **No**

**8**

Run PPW Report **Reviewed and Approved** Add Member to Roster

#### Decentralized Promotion Roster:

1. Select **Manager Self-Service**.
2. Type **Board Roster** in the search menu bar.
  - 2A. Select **Board Roster**.

**NPPS-A** | **Menu**

**Manager Self Service**

**1**

**Duty Status Roster**

- Board Roster** **A**  
Workforce Administration
- Promotion Roster**  
Workforce Administration
- Promotion Eligibility Roster**  
Workforce Administration

3. Enter the **Board Identifier** number. Leave blank if Board Identifier is unknown.
  - 3A. Select **Search**.
4. Select the **Board Identifier number 1534** for this example.
5. Deselect checkbox from **All Service Members**.
6. Select **Filter**.

### Decentralized Board Roster

#### Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Board Identifier

=

3

Board Name

begins with

Business Unit

begins with

ARACA

Q

^ Show fewer options

A

Search

Clear

Save Search

#### Search Results

5 rows - Business Unit "ARACA"

| Board Identifier | Board Name | Template ID | Description                    | Business Unit | From Grade | To Grade | Military Rank |   |
|------------------|------------|-------------|--------------------------------|---------------|------------|----------|---------------|---|
| 1532             | RA CW2     | RA CW2      | WO1 to CW2 Promotion (W1 - W2) | ARACA         | W1         | W2       | CW2           | > |
| 1533             | RA E1-E2   | RA E2       | PVT to PV2 Promotion (E1 - E2) | ARACA         | E1         | E2       | PV2           | > |
| 1534             | RA E2-E3   | RA E3       | PV2 to PFC Promotion (E2 - E3) | ARACA         |            |          |               |   |
| 1535             | RA E3-E4   | RA E4       | PFC to SPC Promotion (E3 - E4) | ARACA         |            |          |               |   |
| 1536             | RA O2      | RA O2       | 2LT to 1LT Promotion (O1 - O2) | ARACA         |            |          |               |   |

### Decentralized Board Roster

#### Decentralized Roster

##### Board

Board ID

1534

RA E2-E3

Template ID

RA E3

PV2 to PFC Promotion (E2 - E3)

Business Unit

ARACA

US Army Active Component

Grade To

E3

#### Filter Criteria

All Service Members

5

Filter

6

Eligible Board Action

All

Q

Promotion Processed

UIC

#### Roster Instructions

Save

Return to Search

Previous in List

Next in List

Notify

7. Select the **Status** drop down.
8. The Commander must provide the **Reason** when enlisted roster is modified.
9. Select **Save** button.

**Decentralized Board Roster**

---

**Board**

|               |       |                                |
|---------------|-------|--------------------------------|
| Board ID      | 1534  | RA E2-E3                       |
| Template ID   | RA E3 | PV2 to PFC Promotion (E2 - E3) |
| Business Unit | ARACA | US Army Active Component       |
| Grade To      | E3    |                                |

**Filter Criteria**

☐ All Service Members

Eligible Board Action: All

UIC:

**Roster Instructions**

**Waiver Allocation**

|                                                  |      |
|--------------------------------------------------|------|
| HQDA Waiver Percentage:                          | 20 % |
| Total # of Enlisted Members Assigned/Authorized: | 0    |
| Total # of Enlisted Members Allowed with Waiver: | 0    |
| Total # of Enlisted Members with < Required TIS: | 0    |
| Total Waivers Authorized:                        | 0    |
| Remaining:                                       | 0    |
| Over-Allocated:                                  | 0    |

**Board Roster**

< > 1-5 of 5 > | View All

| Candidates | Job Info    | ID   |                |                                     |                                     |                      |        |                          |                  |                 |     |     |                                               |      |         |  |  |
|------------|-------------|------|----------------|-------------------------------------|-------------------------------------|----------------------|--------|--------------------------|------------------|-----------------|-----|-----|-----------------------------------------------|------|---------|--|--|
| Empl ID    | Empl Record | Rank | Name           | Eligible                            | Waiver Needed                       | Status               | Reason | Promotion Effective Date | Grade Entry Date | Rank Entry Date | T18 | T10 | Comments                                      | View | Remarks |  |  |
| 0000000000 | 0           | PV2  | SPC JOHN SMITH | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Promotion Non-Select | None   | 03/06/2024               | 03/06/2024       | 03/06/2024      | 10  | 4   |                                               | View |         |  |  |
| 0000000000 | 0           | PV2  | SPC JOHN SMITH | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Promotion Select     | None   | 01/23/2024               | 01/23/2024       | 01/23/2024      | 12  | 6   |                                               | View |         |  |  |
| 0000000000 | 0           | PV2  | SPC JOHN SMITH | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Promotion Non-Select | None   | 03/20/2024               | 03/20/2024       | 03/20/2024      | 10  | 4   |                                               | View |         |  |  |
| 0000000000 | 0           | PV2  | SPC JOHN SMITH | <input type="checkbox"/>            | <input type="checkbox"/>            | Promotion Non-Select | None   | 02/09/2024               | 02/09/2024       | 02/09/2024      | 12  | 12  | Failed SPFA Rule, Failed Restrictions Rule.   | View |         |  |  |
| 0000000000 | 0           | PV2  | SPC JOHN SMITH | <input type="checkbox"/>            | <input type="checkbox"/>            | Promotion Non-Select | None   | 05/30/2024               | 05/30/2024       | 05/30/2024      | 8   | 1   | The member doesn't meet TIG/TIS requirements. | View |         |  |  |



**NOTE: Members who are flagged will still appear on the roster, but their status will be set to promotion non-select. To see the Flag, select the View hyperlink under View SFPA column. The Flag and restriction data is displayed, the Member may not be promoted until the Flag is removed. IPPS-A runs a nightly process to execute promotions. On the Members' effective date of promotion the orders are completed and sent to Interactive Personnel Records Management System (iPERMS), while the financial transaction is sent to Defense Joint Military Pay System (DJMS), and the record is updated in IPPS-A. The Member is sent a notification, which completes the promotion process.**

## LEADER SUPPORT

Leader Support are guidance-oriented tools that directly aid Leaders in accessing necessary functionality, actioning system notifications, and reporting software errors. Using IPPS-A, Leaders may initiate a discussion of prominent system issues or receive almost immediate help in completing a personnel action.

### LEADERS COURSE

Leaders may refer to interactive audio and visual aids. Notably, the Leaders Course found in the IPPS-A Hands-On Training tile on the Self-Service Homepage. For a quick-start of pertinent material, the Leaders Overview video is found [here](#). These resources aid the Leader in addressing acute concerns or refreshing a learned skill.

### IPPS-A HELP

IPPS-A Help is located in the NavBar within the Action Icon. IPPS-A Help provides a searchable, hyperlinked library of UPK topics and Overviews.

1. Select the **three dots**.
2. Select **Help**.
3. De-select the **check mark** in the applicable box.

The screenshot shows the IPPS-A interface. The NavBar is at the top right, containing icons for Home, Notifications, a three-dot menu (labeled 1), and a profile icon. The three-dot menu is open, showing options: Help (labeled 2), Recently Visited, Favorites, and Menu. The main content area displays 'R3 IPPS-A Resources' with a link to the 'IPPS-A Enhanced User Interface demo'. Below this is a table with two columns: 'Guides and Manuals' and 'Comment Sheets'. The 'Applicable' checkbox (labeled 3) is checked in the left sidebar under 'My Roles'.

| Guides and Manuals                                      | Comment Sheets                                                    |
|---------------------------------------------------------|-------------------------------------------------------------------|
| <a href="#">IPPS-A User Manual</a>                      | <a href="#">IPPS-A User Manual Comment Tracker</a>                |
| <a href="#">Army National Guard Error Resolution</a>    |                                                                   |
| <a href="#">ARNG Supplemental Guide</a>                 |                                                                   |
| <a href="#">AORS Integration User Guide</a>             |                                                                   |
| <a href="#">CRM User Manual</a>                         |                                                                   |
| <a href="#">Error Resolution Foundation (HCM)</a>       |                                                                   |
| <a href="#">HRC Master Workflow Template - UDL List</a> |                                                                   |
| <a href="#">Internal Control Compliance Guide</a>       | <a href="#">Internal Control Compliance Guide Comment Tracker</a> |
| <a href="#">IPPS-A Action Taken Mapping</a>             |                                                                   |
| <a href="#">IPPS-A ELM User Guide</a>                   |                                                                   |
| <a href="#">IPPS-A Interfaces (SV8)</a>                 |                                                                   |
| <a href="#">IPPS-A MPD Smartbook</a>                    |                                                                   |
| <a href="#">IPPS-A Self-Service Guide</a>               |                                                                   |
| <a href="#">IPPS-A Subcategory Infographics</a>         |                                                                   |
| <a href="#">IPPS-A TRA User Guide</a>                   |                                                                   |
| <a href="#">MILPAY User Manual</a>                      |                                                                   |
| <a href="#">MOBCOP Integration User Guide</a>           |                                                                   |
| <a href="#">Provider Group Reference Guide</a>          |                                                                   |
| <a href="#">R3 Training Glossary</a>                    |                                                                   |
| <a href="#">RLAS Integration User Guide</a>             |                                                                   |
| <a href="#">SFARS Integration User Guide</a>            |                                                                   |

| Job Aids                                                                                                         |
|------------------------------------------------------------------------------------------------------------------|
| <a href="#">Absence Analytics</a>                                                                                |
| <a href="#">Absence Analytics Dashboard Update</a>                                                               |
| <a href="#">AdHoc Reporting - OBIEE</a>                                                                          |
| <a href="#">Automated Accession Business Process</a>                                                             |
| <a href="#">Buddy PAR</a>                                                                                        |
| <a href="#">Canceled Absence</a>                                                                                 |
| <a href="#">Create Personnel Service Center (PSC) or Personnel Processing Activity (PPA) Pool Configurations</a> |
| <a href="#">Deletion of User Defined List</a>                                                                    |
| <a href="#">Elevated Access Request</a>                                                                          |
| <a href="#">Enlisted Accession Assignment</a>                                                                    |



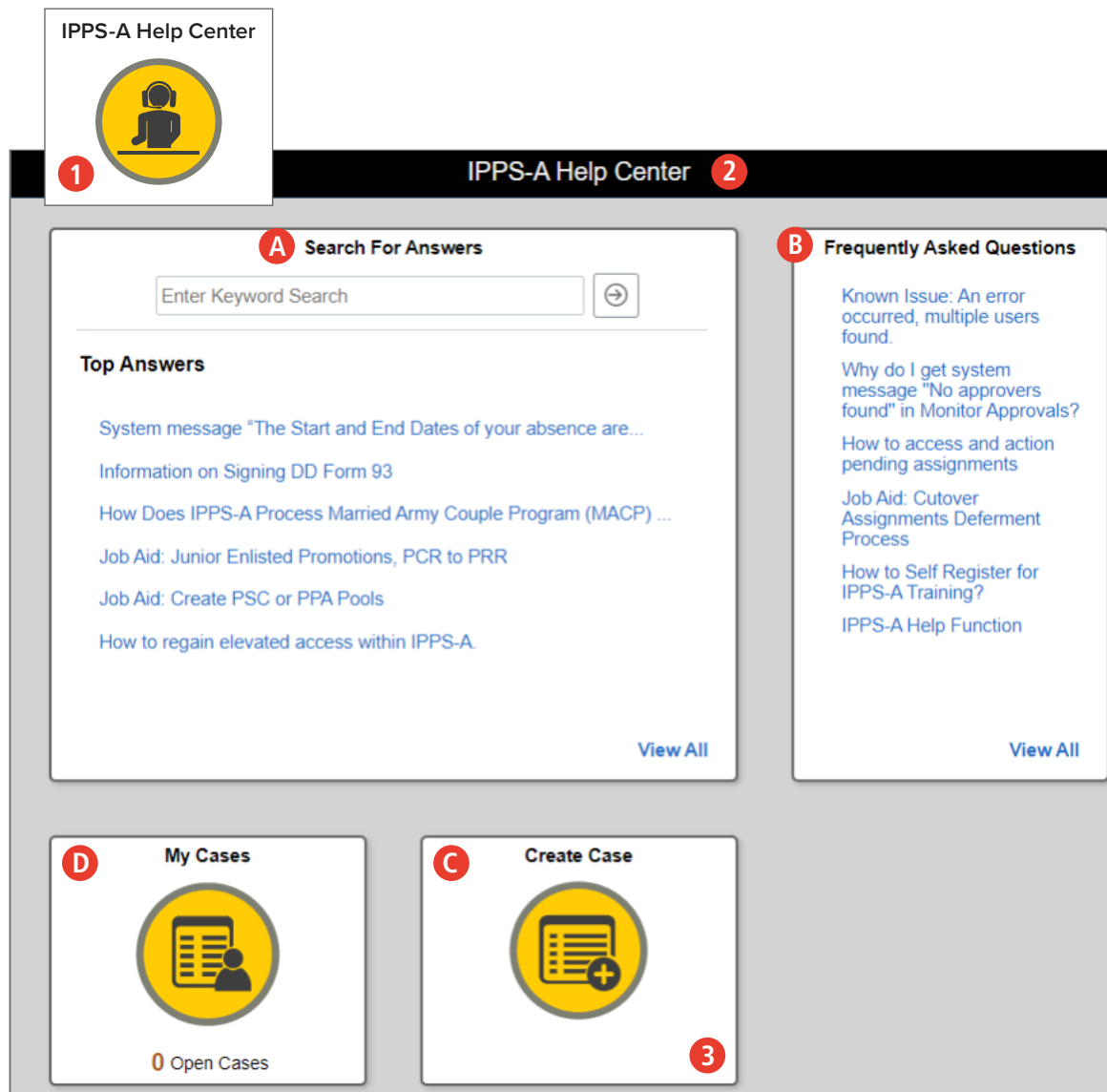
## IPPS-A HELP CENTER

The IPPS-A Help Center tile allows the Leader to submit a question and search previously submitted questions referencing human resources or information technology for help.

1. Select the **IPPS-A Help Center** tile.
2. Screen displays the **IPPS-A Help Center** page. Members may:
  - 2A. **Search For Answers.**
  - 2B. Review **Frequently Asked Questions.**
  - 2C. **Create Case.**
  - 2D. Review previously submitted cases in **My Cases.**
3. To submit a case, select the **Create Case** tile.

### Associated UPKs:

- [Create a Self-Service Case](#)
- [Close a Self-Service Case](#)
- [Reopen a Closed Self-Service Case](#)
- [View Top Answers](#)
- [Conduct a Self-Service Knowledge Base Search](#)
- [Browse Frequently Asked Questions \(FAQs\)](#)



NOTE: Leaders must be signed into IPPS-A to use this tool.

4. Screen displays the **Create Case** page.
5. Members must enter a **Category**, **Type** and **Detail** from respective drop downs.
6. Members toggle **Yes** or **No**, whether this is a pay impacting issue.
7. Members must enter a **Summary** and **Description** under **Case Details**.
  - 7A. Add supporting documents via **Add Attachments**.
8. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information.
  - 8A. Select **Next** to review and submit.

✕ Exit
4 **Create Case**

1 **How can we assist you?**
2 **Review & Submit**

5

\*Category
▼

\*Type
▼

\*Detail
▼

Does this issue impact your pay?

☐ No

6
**Case Details**

7

\*Summary

A
**Attachments**

You have no attachments.

Add Attachments

8
**Create Case For**

Create Case for Direct Report

Created For

MAJ ASHLEY MARTIN

Reported By

A
**Member Contact Details**

Name

MAJ ASHLEY MARTIN

Contact Method

Email ▼

Email

MAJ ASHLEY MARTIN

A

Next >

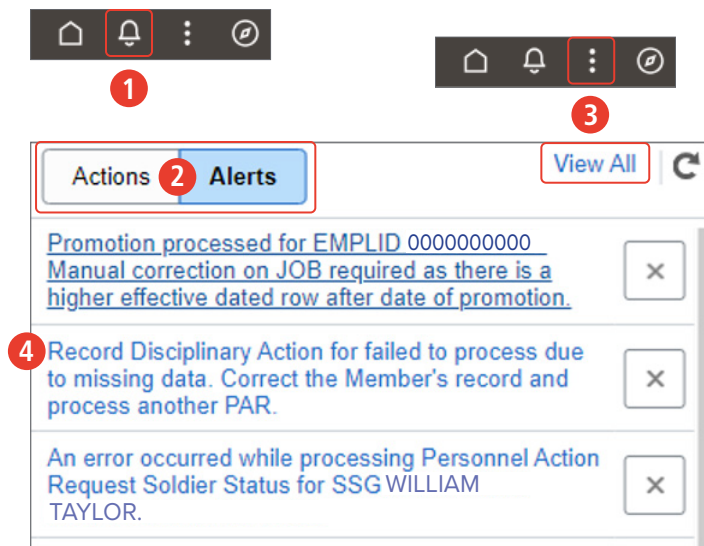
One Soldier ★ One Record ★ One Army


**U.S. ARMY**

## NOTIFICATIONS

Notifications are located in the **NavBar** represented by the **bell icon**. Notifications is a review of all the **Actions** and **Alerts** that have emerged upon the Leader's last login. This tool ensures Actions that require the Leader's attention are identified, and Alerts are reviewed in a timely manner.

1. Select the **Bell** icon.
2. Screen displays **Notifications**. Members may toggle to **Actions** or **Alerts**.
3. Select the **three vertical dots** and select **View All Notifications**.
4. Members may select the most recent alerts or actions listed in the box in blue.



*NOTE: The IPPS-A Help Desk is open from 7 a.m. until 7 p.m. ET, the phone number is: 1-844-474-7772 (1-844-HR-IPPSA) and email: [usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil](mailto:usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil).*



# SELF-SERVICE USER GUIDE

VERSION 3

MAY 2025



# SUMMARY OF CHANGES

This revision, dated 12 May 2025—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Roles (page 4)
- Updates section: Responsibilities (page 4)
- Adds section: Personal Information (page 6)
- Updates section: Special Pay Requests (page 16)
- Adds section: DD Form 214 and 214-1 (page 20)

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# INTRODUCTION

In IPPS-A, Soldiers are referenced to as Members and this guide will familiarize you with the Self-Service Roles and Responsibilities, as well as commonly performed self-service functions within IPPS-A. Navigation and descriptions of the Self-Service homepage tiles and associated personnel actions will be provided. Each chapter details how to access the commonly used functions as well as additional training resources such as **User Productivity Kits (UPKs)** and the **IPPS-A User Manual**.



**NOTE:** This guide is not intended to replace UPK training or the IPPS-A User Manual. The IPPS-A User Manual is the primary tool to utilize once IPPS-A is implemented. 8th Army has published a great in-depth resource, linked below.

Click [here](#) to access the **R3 Demo Server (UPKs)** and the **IPPS-A User Manual**

## Roles

Each category contains a number of **subcategories (SUBCATs)** that makeup the second organizational layer for roles and permissions. The default category is Member with the self-service functionality. The **Self-Service** role allows the Member to view personnel data and submit for changes or action requests. See *Chapter 3, Paragraph 3-5 IPPS-A Role Matrix* within the User Manual for detailed information.

## Responsibilities

It is the Member's responsibility to review their personnel profile and submit changes in a timely manner. This can include actions pertaining to the Member, as well as any actions regarding certain **Personnel Action Requests (PARs)**, such as the **My Buddy PAR** function. The My Buddy PAR allows a Member to submit a PAR on behalf of another Member within their unit, such as recommending an award. Members can also follow the status of these recommendations on the **Personnel Action Summary** screen of My Buddy PARs area, within the **Personnel Action Requests** Tile. See *Chapter 15, Profile Management* within the User Manual for detailed information.

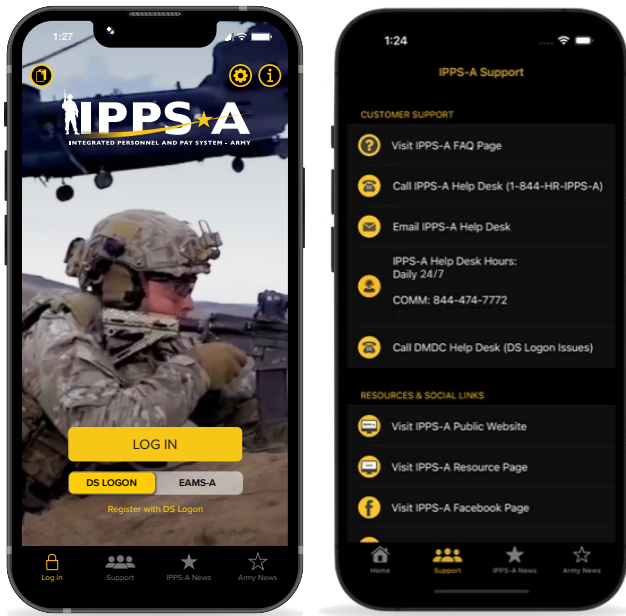


# CHAPTER 1

## IPPS-A ACCESS AND NAVIGATION

Focuses on familiarization with the Mobile Application, Desktop Self-Service [homepage](#) and Navigator.

### Mobile Application



#### Mobile App Instructions:

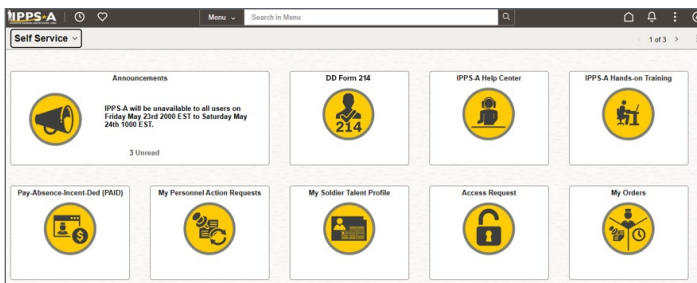
Users must first register their Common Access Card (CAC) and create an account with Defense Manpower Data Center (DMDC) in order to access IPPS-A Self-Service utilizing DS Logon. Visit <https://myaccess.dmdc.osd.mil/identitymanagement>.

1. Download IPPS-A app and open app.
2. When "New User Setup" pop-up displays click OK.
3. Select **Log in**.
4. Logon screen will appear. Enter **DS Logon** information and authentication.
5. Then, the IPPS-A page will display.
6. Boom! You're in!



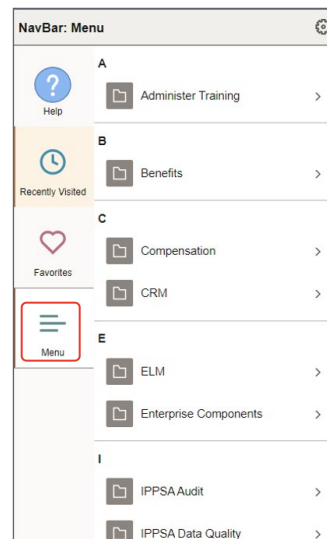
### Self-Service Homepage

Once signed in, you'll be automatically taken to the **Self-Service** homepage. This is your homepage for all self-service functions.



### Navigator (Navbar)

The NavBar Functions are how a Member accesses a tile that is not on the Member's IPPS-A Homepage. To access the Navigator:



#### Associated UPKs:

Click [here](#) to access the R3 **Demo Server** then search for the following UPKs under the **Self-Service** book:

- Complete Interest Lists
- Complete Members' Elections Activity Guide

# CHAPTER 2

## MEMBER FUNCTIONS

Focuses on homepage tiles and UPKs applicable to Member functions, including all COMPOs.



*NOTE: Routine functions outlined in this guide apply to all COMPOs (ARNG, USAR, and RA) unless otherwise stated.*



## Member Readiness

Member Readiness is any action or function supporting personnel strength, future requirements, conditions of the unit, and individual readiness (deployability). Using IPPS-A, Members have responsibilities regarding their physical and administrative readiness ahead of any required movements ensuring timeliness and accuracy.

## Personal Information

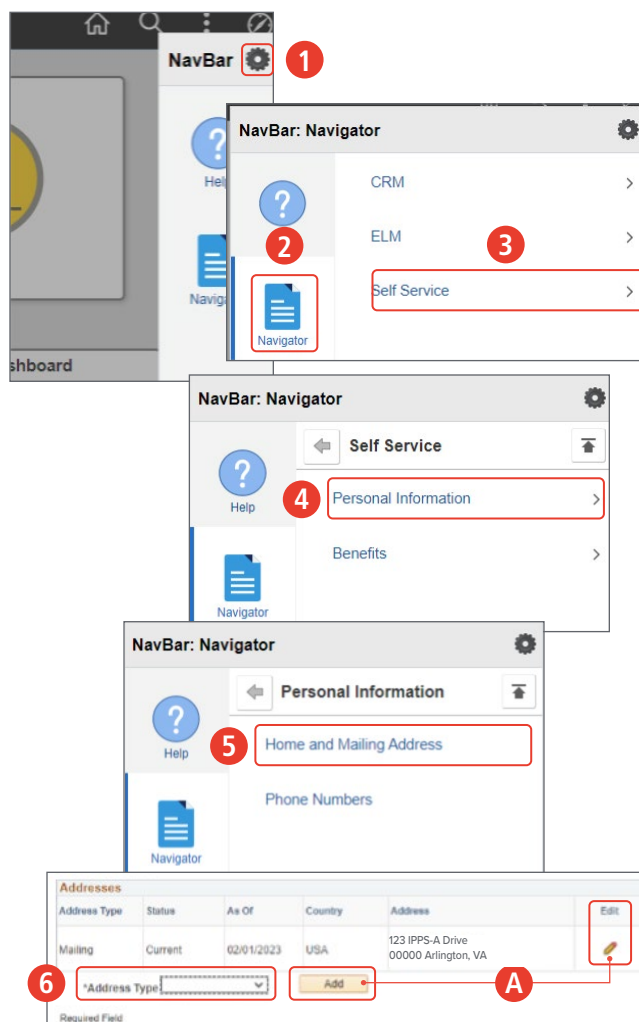
It is the Member's responsibility to confirm/update their personal information in IPPS-A. Keeping this information — specifically contact information — up-to-date and accurate is especially important during Permanent Change of Station (PCS) season.



*NOTE: Additionally, Members can search Personal Information in the "Search in Menu" located at the top of the Self-Service landing page to make the updates.*

Members can add three addresses to their IPPS-A record: a current home address, mailing address (if different than residential address like a P.O. Box), and a Home of Record (HOR) where you entered the Army.

1. Navigate to **Self-Service** homepage; Click on the **NavBar** icon (Top right of the page).
2. Click on the **Navigator** icon.
3. Navigate to **Self-Service** menu folder.
4. Navigate to the **Personal Information** menu folder.
5. Navigate to the **Home and Mailing Address** menu.
6. Select **Address Type**.
- 6A. **Add** or **Edit** appropriate Address.
7. **Save Address**.



## Soldier Talent Profile (STP)

The **Soldier Talent Profile** is a snapshot of Member data. It is helpful in identifying the need for correction or prompting an action request. Ensuring the accuracy of this file is the Member's responsibility.

1. Select the **My Soldier Talent Profile** Tile.
2. Screen displays the STP, navigate using the **Front** and **Back** icons.



### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- View Soldier Talent Profile
- View My Physical Profile in Talent Profile

| Asgt     | From     | # Months | UIC    | Organization | Station         | Location         | Comd | Duty Title | MOS                            |      |
|----------|----------|----------|--------|--------------|-----------------|------------------|------|------------|--------------------------------|------|
| Current  | 20230912 | 8        | WDHEAA | 0004 CS HHC  | HHC AND SPECIAL | COLORADO SPRINGS | CO   | FC         | SENIOR HUMAN RESOURCES SERGEAN | E42A |
| 1st Prev | 20230413 | 5        | WDHEHD | AUGOEDHEHD   |                 | FT CARSON        | CO   | FC         | HUMAN RESOURCES SPECIALIST     | E42A |
| 2nd Prev | 20220819 | 8        | WDHEAA | 0004 CS HHC  | HHC AND SPECIAL | COLORADO SPRINGS | CO   | FC         | OPERATIONS NON-COMMISSIONED OF | E92A |
| 3rd Prev | 20220817 | 0        | WFOHMD | AUGOEFOMHD   |                 | FT CARSON        | CO   | FC         | ASSIGNED TEMP                  | E42A |
| 4th Prev | 20220808 | 0        | WFOA1  | 0022 AG CO   | PLT A1 HUMAN RE | FT CARSON        | CO   | FC         | HUMAN RESOURCES SPECIALIST     | E42A |
| 5th Prev | 20220722 | 1        | WFOA2  | 0022 AG CO   | PLT A2 HUMAN RE | FT CARSON        | CO   | FC         | PLATOON SERGEANT               | E42A |
| 6th Prev | 20220630 | 1        | WFOA1  | 0022 AG CO   | PLT A1 HUMAN RE | FT CARSON        | CO   | FC         | PLATOON SERGEANT               | E42A |

# The Talent Management (TAM) Soldier Workcenter

The **Talent Management (TAM) Soldier Workcenter** Tile allows the Member to modify their talent profile, review the current **Marketplace** and **Closed Marketplace Preferences**, and view **Current Job Openings**. The accuracy of this information is important in the preparation for promotion boards, as well as marketplace selections.

1. Select the **TAM Soldier Workcenter** Tile.
2. Screen displays the homepage for TAM.

## Talent Profile

3. Navigate to view/edit **My Profile**.
4. Navigate to view the **Soldier Talent Profile**.

## Marketplace

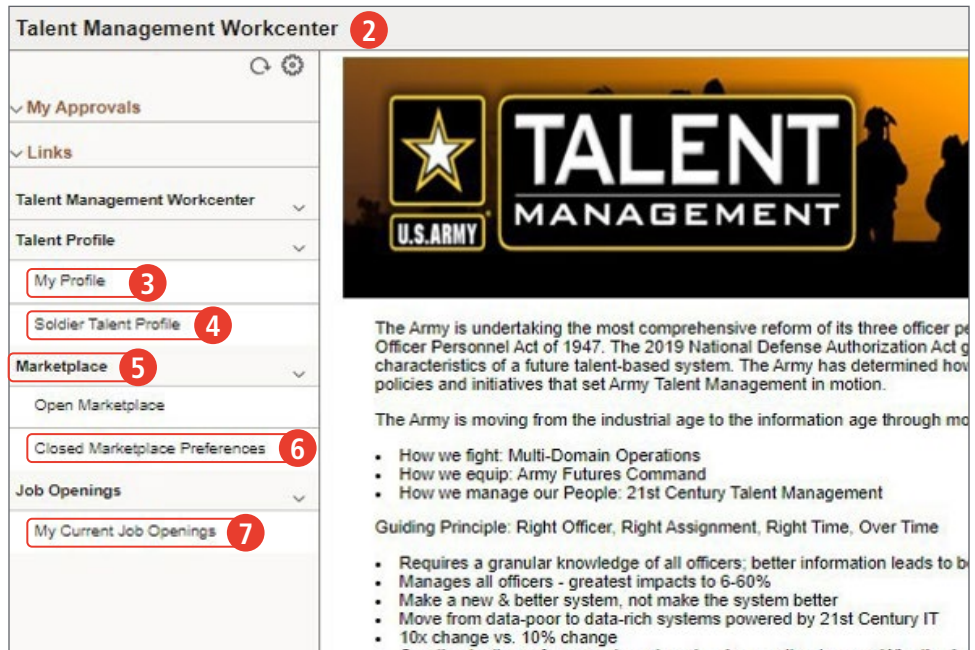
5. Members participating in a marketplace, navigate to view.

## Open Marketplace

6. Navigate to **Closed Marketplace Preferences** to view/edit preferences.

## Job Openings

7. Navigate to **My Current Job Openings** to view and open reqs/jobs.



## Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- View My Current Job Openings
- Set Preferences for Jobs in a Closed Market
- Set Assignment Information Preferences
- Search for Open Job Openings
- Enter Self-Professed KSB Information
- Apply for a Job in the Open Market
- Set Assignment Information Preferences

## Associated UPK: (ARNG/USAR only)

- Accept a Job Offer

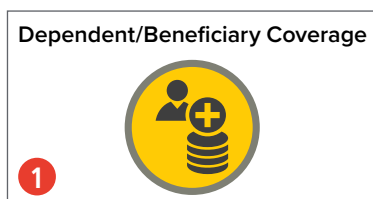
## Associated UPKs: (ARNG only)

- View the Military Technician Information
- Add a Self-Professed Civilian Employment Experience

## Dependent/Beneficiary Coverage

The Dependent/Beneficiary Coverage Tile is a review of the Member's benefit enrollments by date. Additionally, the Authorized Dependent Summary forwards the Member to current authorized dependent information maintained by **Defense Enrollment Eligibility Reporting System (DEERS)** — dependent names can be selected, and their information reviewed.

1. Select the **Dependent/Beneficiary Coverage** Tile.
2. Screen displays **Dependent Coverage Summary**.
3. To view benefits as of a certain date, enter date and select **Go**.
4. Navigate to **Authorized Dependent Summary** to view dependent data (DEERS).



**Dependent Coverage Summary**

JOHN SMITH

To view your benefits as of another date, enter the date and select Go.

02/15/2024

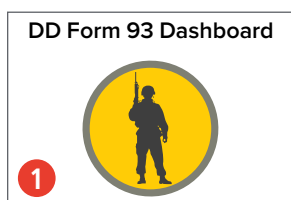
You have no benefit enrollments as of the date entered.

[Go to Authorized Dependent Summary](#)

## DD Form 93 Dashboard

The **DD Form 93** Dashboard Tile allows Members to review their current DD 93, add or delete emergency contact information, or submit a new DD Form 93. Any changes to a Member's authorized dependent information must be made in DEERS, not IPPS-A.

1. Select the **DD Form 93 Dashboard** Tile.
2. Screen displays the **DD 93 Dashboard**.
3. For instructions, select **View the official instructions on DD Form 93**.
4. Navigate to **Start a New DD Form 93** to begin a new form.
5. Review dependent and contact information under **Your Dependent and Contact Information**.



**DD Form 93 Dashboard**

**Instructions**

Welcome to your DD Form 93 Dashboard

Your current DD Form 93 information is shown below with the actions you may take on your form(s). IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change. You are required to complete a new form, at the very least, when your DD Form 93 and completing each field.

Instructions to complete the online DD Form 93:

- Verify your dependent and emergency contact data below are accurate (see below if this data is incorrect).
- Click on **Start a New DD Form 93** or your last saved form. Note: You may save your online form at any time by clicking **Save**. Your last saved form will display on your dashboard.
- Complete each field on the online form, where applicable. Some fields are prefilled with your Defense Enrollment Eligibility Reporting System (DEERS) data. These can be updated by clicking **Edit Form**.
- After completing the form, click **Validate Form**. A message will display with any warnings and errors that are found. All errors must be corrected.
- If you wish to continue editing the form after it has been validated, click **Edit Form**. The form must be validated again after editing.
- If there are no errors on the form, click **Sign**. You can only digitally sign the form with your Common Access Card (CAC). After the form is signed, you can no longer make changes to the form. After signing the form, you may print it by clicking **Generate DD93 Form**.

\*For fields 8-13, you must indicate a value. If none, select 'None' from the list.

[View the official instructions on DD Form 93](#)

**Your DD Form 93s**

[Start a New DD Form 93](#)

**Your Dependent and Contact Information**

Your "authorized" dependents and emergency contacts are listed below. It is important that you verify that the information is correct before proceeding to your form. You will be able to update your dependent information in DEERS and may not be updated in the IPPS-A system. Updates to authorized dependent data must be made in DEERS or by contact with the Defense Enrollment Eligibility Reporting System (DEERS).

Emergency contacts can be updated by clicking on the contact. To add a new contact, click **Add an Emergency Contact** link. To delete an emergency contact, select the contact, click **Save** and **Return Back to DD Form 93 Dashboard**. Then, follow the steps above. Click the **Start a New Form** or the **In Progress** link to start or return to your form.

If your Authorized Dependents are also Emergency Contacts, you do not need to add them as emergency contacts. You will be able to select from both lists when completing your DD Form 93.

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Create Record of Emergency Data
- Maintain Record of Emergency Data



**NOTE:** If a Member updates the DD Form 93 with an HR Professional, they must verify that the DD Form 93 posts to their Interactive Personnel Electronic Records Management System (iPERMs) record within 24 hours. If it does not, the Member must check back with the HR Professional because the action it is NOT complete.



## My Orders

The **My Orders** Tile is a review all orders associated with the following transactions: **Accession, Assignment, Award, Pay, Qual\_Skill, Rank, ReFRAD, Retirement, and Separation**. This tile only displays orders created and actioned with in IPPS-A, it does not list historical orders.

1. Select the **My Orders** Tile.
2. Screen displays the **My Orders**.
3. Navigate to **Criteria** to enter Member order data.
4. After entering desired criterion, select **Search**.



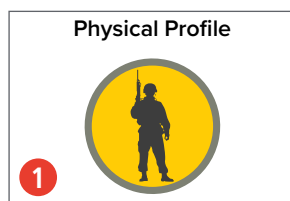
### Associated UPK:

Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- View My Orders

## Physical Profile

The **Physical Profile** Tile is a snapshot of Member data including, **Physical exams, Deployment Readiness, pending Medical Boards, Wounded Information, and Hospitalization**. It is helpful in identifying errors or prompting a visit to the nearest **Military Treatment Facility (MTF)**. Ensuring the accuracy of this file is the Member's responsibility.



1. Select the **Physical Profile** Tile.
2. Screen displays the **Physical Exams**.
3. Navigate to the listing on the left side of the screen, select the desired section to review Member data.

| Physical Exams       |                   |               |
|----------------------|-------------------|---------------|
| Physical Exams       | EmplID 0000000000 |               |
| Deployment Readiness | Exam Date         | Type of Exam  |
| Medical Boards       | 1 09/12/2019      | Physical Exam |
| Wounded Information  | 2 03/01/2010      | Physical Exam |
| Hospitalization      |                   |               |

### Associated UPK:

Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- View My Physical Profile in Physical Profiles

## CHAPTER 3

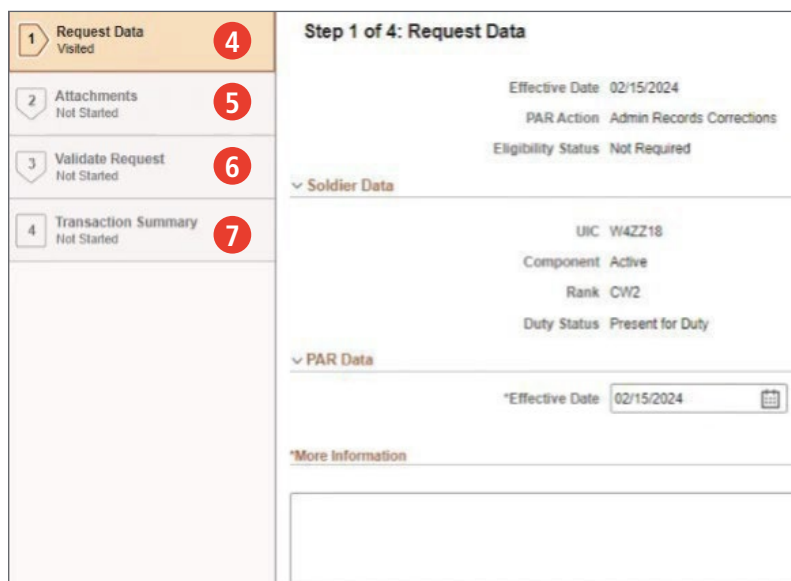
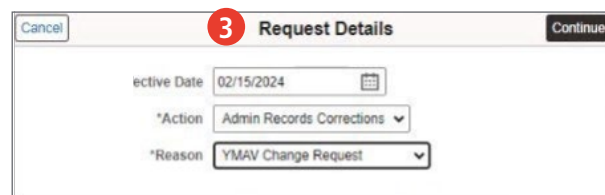
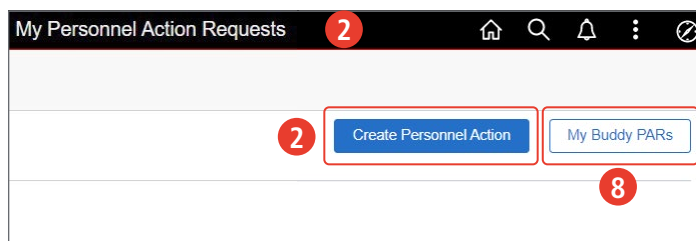
# MEMBER SERVICES

**Member Services** are functions that directly affect a Member's status, assignment, qualifications, financial status, and career progression. Using IPPS-A, Members initiate the required function and follow its process through the system and approval process. Member Services allows Members to directly address inaccuracies that are important to their morale and quality of life.

### My Personnel Action Requests (PARs)

The **My Personnel Action Requests (PARs)** Tile allows Members to **Create a Personnel Action** and displays the **Personnel Actions Summary**. PARs are used to initiate a myriad of actions such as corrections to the Member's admin record or correct a YMAV. Using the **Request Details** page, the Member may initiate an action beginning of an HR process. Upon submittal, the Member can follow its process in the Personnel Actions Summary – where actions may also be altered, deleted, or printed.

1. Select the **My Personnel Action Requests** Tile.
2. Screen displays the **My Personnel Action Requests**; Members may select **Create Personnel Action** to begin PAR.
3. Screen displays the **Request Details** dialog box; Members may enter an **Effective Date**, chose an **Action** and **Reason** from each drop down, and then select **Continue**.
4. Screen displays the **Request Data** and a navigation listing on the left side of page; Members may enter an **Effective Date**, under **More Information**, enter pertinent PAR notes in the box, and then **Save**.
5. Screen displays the **Attachments**; Members may select **Add Attachment** to add supporting documents, and then **Save**.
6. Screen displays **Validate Request**; Members may validate the request and select **Validate**.
7. Screen displays **Transaction Summary**; Members may review the **Approval Chain** and receive alerts of **Display Errors/Warnings**, and then **Submit**.
8. Members may repeat the same steps in **My Buddy PARs** to enter an award recommendation for another Member.



### My Buddy PAR

The **My Personnel Action Requests** Tile also allows the Member to create a **My Buddy PAR** for another Member – typically an Award Recommendation. Using IPPS-A, the Member selects the applicable award and completes the recommendation. Upon submittal, the Member can follow its process in the Personnel Actions Summary under My Buddy PARs – where award recommendations may be altered, deleted, or printed.



## Board Preferences (USAR/ARNG only)

The **Board Preferences USAR/ARNG** Tile is a snapshot of active promotion boards in which the Member is participating.

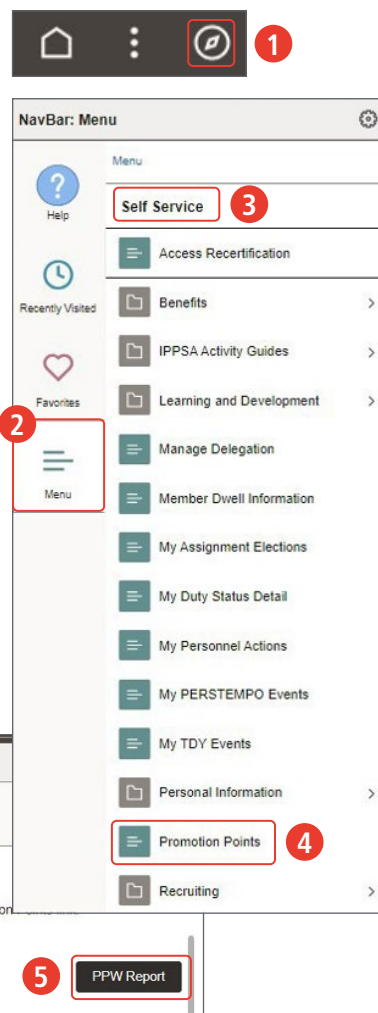
### Board Preferences USAR/ARNG



## Promotion Points

Members can review and validate their promotion point information. This functionality is available to all Enlisted Members E-1 thru E-5 regardless of whether they are currently under consider of a promotion board. Additionally, Members can also track their Promotion Point History. This functionality can be reached through the NavBar. The NavPath is: NavBar > Menu > Self-Service > OML/Promotion Points.

1. Select the **NavBar** Icon.
2. Select **Menu**.
3. Select **Self-Service**.
4. Select **Promotion Points**.
5. Screen displays the Promotion Points; Members may select **PPW Report** to review the PPW.
6. PPW displays; Member can view/print PPW Worksheet.



| OML/Promotion Points                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |              |            |          |    |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------|------------|----------|----|-----|----|
|                                                                                                                                                                                                                                                                                                                                                                                                                               | CW2 ELIZABETH JONES<br>Over Strength |              |            |          |    |     |    |
| <b>OML/Promotion Points</b> <ul style="list-style-type: none"> <li><b>E8, E7, E6, or E9:</b> Latest evaluation board's OML is displayed.</li> <li><b>E4 or E5:</b> Current promotion points are displayed (Unofficial). To view the Official version(s), click View Validated Promotion Points.</li> <li><b>Guard Only:</b> Total Points=Administrative Points. The printed PPW includes Board Points, if existed.</li> </ul> |                                      |              |            |          |    |     |    |
| <b>Order of Merit List (OML)</b> <table border="1"> <tr> <td>As Of Date</td> <td>07/25/2024</td> </tr> <tr> <td>Board ID</td> <td>NA</td> </tr> <tr> <td>OML</td> <td>NA</td> </tr> </table>                                                                                                                                                                                                                                  |                                      | As Of Date   | 07/25/2024 | Board ID | NA | OML | NA |
| As Of Date                                                                                                                                                                                                                                                                                                                                                                                                                    | 07/25/2024                           |              |            |          |    |     |    |
| Board ID                                                                                                                                                                                                                                                                                                                                                                                                                      | NA                                   |              |            |          |    |     |    |
| OML                                                                                                                                                                                                                                                                                                                                                                                                                           | NA                                   |              |            |          |    |     |    |
| <b>Promotion Points</b> <table border="1"> <tr> <td>Total Points</td> <td></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                |                                      | Total Points |            |          |    |     |    |
| Total Points                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |              |            |          |    |     |    |
| <b>Awards</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |              |            |          |    |     |    |

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Semi-Centralized - Select a Preference
- View a Semi-Centralized Promotion Point Worksheet

| OFFICIAL RECORD                                                                                                                                                                                                                                                                |                                                 |                    |              |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------|--------------|--------------------------|
| PROMOTION POINT WORKSHEET (PPW)                                                                                                                                                                                                                                                |                                                 |                    |              |                          |
| DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO                                                                                                                                                                                                                                |                                                 |                    |              |                          |
| Reference AR 600-8-19                                                                                                                                                                                                                                                          |                                                 |                    |              |                          |
| All data used to generate this PPW comes from IPPS-A. Any updates in IPPS-A prior to the generation of this PPW are reflected immediately. It is the Soldier's responsibility to ensure this data is correct and report errors to the S1 for correction or update immediately. |                                                 |                    |              |                          |
| 1. Name<br>JONES, ELIZABETH                                                                                                                                                                                                                                                    | 2. Last 4                                       | 3. DOR             | 4. BASD/PEBD | 5. Points Effective Date |
| 6. Organization                                                                                                                                                                                                                                                                | 7. PMOS                                         | 8. Status (Reason) |              |                          |
| <b>SECTION A - MILITARY TRAINING (0 Maximum Points)</b>                                                                                                                                                                                                                        |                                                 |                    |              |                          |
| Army Fitness Test (AFT), Weapons Qualification                                                                                                                                                                                                                                 |                                                 |                    |              |                          |
| 1. Army Fitness Test (AFT) (must be within 12 months) 0 Maximum Points                                                                                                                                                                                                         |                                                 |                    |              |                          |
| Latest Date:                                                                                                                                                                                                                                                                   | Total Score:                                    | Points Awarded:    |              |                          |
| 2. Weapons Qualification (must be within 24 months) 0 Maximum Points                                                                                                                                                                                                           |                                                 |                    |              |                          |
| DA Form Used:                                                                                                                                                                                                                                                                  | Total Hits:                                     | Points Awarded:    |              |                          |
| Latest Date:                                                                                                                                                                                                                                                                   | Section A - Total Military Training Points:   0 |                    |              |                          |
| <b>SECTION B - AWARDS AND DECORATIONS (0 Maximum Points including Airborne Advantage)</b>                                                                                                                                                                                      |                                                 |                    |              |                          |
| Awards, Decorations, Badges, Certificate of Achievement (COA) And Airborne Advantage                                                                                                                                                                                           |                                                 |                    |              |                          |
| 1. Awards, Decorations, Badges and COA's (limit 4 COA) 0 Maximum Points                                                                                                                                                                                                        |                                                 |                    |              |                          |
|                                                                                                                                                                                                                                                                                |                                                 |                    |              | Points Awarded:   0      |
| 2. Airborne Advantage - Soldiers possessing airborne qualifications and assigned to an authorized airborne position 0 Maximum Points                                                                                                                                           |                                                 |                    |              |                          |
|                                                                                                                                                                                                                                                                                |                                                 |                    |              | Points Awarded:   0      |
| Section B - Total Awards and Decorations Points:   0                                                                                                                                                                                                                           |                                                 |                    |              |                          |

## My Retirement Points

The **My Retirement Points** Tile is a review of the Member's allotted retirement points made visible in the following tabs by **Period**, **Points**, **Service**, and **Show All**. None of the information depicted in this Tile is editable in IPPS-A, however it allows the Member to identify an issue and submit the applicable PAR for necessary corrections.



1. Select the **My Retirement Points** Tile.
2. Screen displays the **My Retirement Points**; Members may review current points calculation for retirement.
3. At the bottom of **My Retirement Points** page; Members may toggle between **Periods**, **Points**, **Service** and **Show All** to review retirement points in more detail.

**2 My Retirement Points**

HR Status Active  
 Salary Grade O4  
 Grade Entry Date 12/01/2017  
 Rank Major  
 Rank Entry Date 12/01/2017

Mandatory Removal 12/15/2030  
 Military Service Obligation  
 Pay Entry Base 12/15/2006  
 ETS Date

| Regular Retirement            | Additional Information             |
|-------------------------------|------------------------------------|
| Years 15                      | Eligible Regular Ret Dt 01/06/2027 |
| Months 10                     | Eligible Non-Reg Ret Dt 01/05/2027 |
| Days 09                       | 15yr Notice Sent Dt                |
| <b>Non-Regular Retirement</b> | 20yr Notice Sent Dt                |
| Years 16                      | Retirement Pay Eligibility Dt      |
| Months 00                     | Non-Participation Letter Sent Dt   |
| Days 00                       |                                    |

**3**

Periods Points Service Show All

18 rows

| Service Type | MPC     | Begin Date | End Date   |
|--------------|---------|------------|------------|
| Regular Army | Officer | 01/06/2007 | 01/05/2008 |
| Regular Army | Officer | 01/06/2008 | 01/05/2009 |
| Regular Army | Officer | 01/06/2009 | 01/05/2010 |
| Regular Army | Officer | 01/06/2010 | 01/05/2011 |
| Regular Army | Officer | 01/06/2011 | 01/05/2012 |
| Regular Army | Officer | 01/06/2012 | 01/05/2013 |
| Regular Army | Officer | 01/06/2013 | 01/05/2014 |
| Regular Army | Officer | 01/06/2014 | 01/05/2015 |
| Regular Army | Officer | 01/06/2015 | 01/05/2016 |

## Pay-Absences-Incentive Pay-Deduction (PAID)

The **Pay-Absences-Incent-Ded (PAID)** Tile allows the Member to initiate Absences, Benefits, Field Duty, Incentive Pay, Special Pay and PCS events. Members may also use the PAID Tile to view, amend, monitor, or submit cancellations of previously submitted actions.

### Pay-Absences-Incent-Ded (PAID)



## Request an Absence

Absences, formerly known as Leave and Passes, are for several different types of events. Absences can be chargeable, non-chargeable, administrative, or parental. Chargeable Absences reduce a Member's Absence Accrual, while Non-Chargeable, Administrative, and Parental do not. Members cannot manage, maintain, or accrue leave balances within IPPS-A.

1. Select **Pay-Absence-Incent-Ded (PAID)** Tile.
2. The PAID landing page displays:
  - A. Member EMPLID populates automatically.
  - B. Select **Entry Type** drop-down.
  - C. Select **Absences**.
  - D. Leave **Status** field blank.
  - E. Select **Add**.
3. The **Absences** landing page displays:
  - A. Select the **Absence Type** look-up.
  - B. Select applicable absence type.

**Pay-Absence-Incent-Ded (PAID)** 2

**Selection Criteria**

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID: 0000000000 CW2 ELIZABETH JONES

Entry Type: **ABSENCES**

Entry ID:

Status:

**Add** **Search** **Clear**

Entry Type dropdown menu:

- ABSENCES
- ALLOWANCES
- BENEFITS
- COLLECTIONS
- FIELD DUTY
- HOUSING
- INCENTIVE PAYS
- SPECIAL PAYS

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES** 3

Employee ID: 0000000000 CW2 ELIZABETH JONES

**ABSENCES**

Status: Initial

**A** **ABSENCE TYPE** [Look-up]

\*BEGIN DATE:

END DATE:

**Save for Later** **Return To Search**

**Instructions**

Select the **ABSENCE TYPE** for this request to begin.

- CHARGEABLE
- NON-CHARGEABLE
- ADMINISTRATIVE
- PARENTAL
- PCS EVENTS

**Submit**

**Lookup**

Cancel

Search for: ABSENCE TYPE

**Search Criteria**

Category 1 (begins with):

**Search** **Clear**

**Search Results**

5 rows

| Category 1        |
|-------------------|
| 01-CHARGEABLE     |
| 02-NON-CHARGEABLE |
| 03-ADMINISTRATIVE |
| 04-PARENTAL       |
| 05-PCS EVENTS     |

**B**

- C. Select the **Absence Reason** look-up tool.
- D. Select applicable reason.
- E. Enter Begin and End Date fields by selecting the **Calendar** icon.
- F. Enter applicable information in the fields.
- G. Enter desired **Comments**;  
Select **Attach** to add applicable supporting documents.
- H. Select **Submit**.
- I. The **Submit for Approval Confirmation** window displays; follow unit standard operating procedure (SOP) and make appropriate selection; Select **Insert**.
- J. Notification of transaction submission displays; Select **OK**.

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES**

Employee ID 0000000000 CW2 ELIZABETH JONES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON **C**

\*BEGIN DATE

END DATE

**Additional Information**

Comments **Cancel**

Approval Map

Approval Map

Save for Later

Re

**Instructions**

Select the **ABSENCE REASON** to continue.

**Search for: ABSENCE REASON**

**Search Criteria**

Category 2 (begins with)

Search Clear

**Search Results**

Category 2 **D**

ADVANCE ABSENCE

ANNUAL ABSENCE

AWAIT ADM DISCG

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Request an Absence
- Cancel an Absence
- View/Modify an Absence

**Pay-Absence-Incent-Ded (PAID)**

**ABSENCES**

Employee ID 0000000000 CW2 ELIZABETH JONES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

\*BEGIN DATE 01/15/2024 **E**

END DATE 01/25/2024

**Additional Information**

Reason Code ORD

\*Date Of Departure 01/15/2024

\*Date Of Return 01/25/2024

\*Supervisor Id

**Instructions**

**Advance Absence Note:** By submitting a request for days not yet earned (i.e. Advance Absence), the Member's absence on the date of separation, reenlistment, or entry into an extension of enlistment. I further understand that physical disability retired pay should I become disabled while in an excess absence status.

**Approval Guidance:** The approval authority for this type of request is the Member's Commander (Defined level, or withheld by a higher-level commander) Reference: DoDI 1327.06 - Notes: May be limited by high

\*Contact Name

\*Contact Phone

\*Address Line 1

Address Line 2

Address Line 3

\*Geoloc Code

Postal Code

**Comments**

**Attachments** **G**

**Attach** **View** **Attached File** **Description**

**Attach** **View**

**Approval Map**

Approval Map

Save for Later

Return To Search

**Submit for Approval Confirmation**

☐ Approver (Approve/Deny)

☐ User List

☐ Template

User ID

**I** **Insert**

Transaction submitted for approval

**J** **OK**

## Special Pay Requests

**Special Pay** is authorized for Members who work in specialized fields/positions or who serve in areas that qualify for additional pay. Members may submit Special Pay Requests through Self-Service. Only Approved requests may be cancelled. To amend or stop Special or Incentive Pay, use the IPPS-A AMEND functionality. IPPS-A terminates Special/Incentive Pay upon end date. Use IPPS-A CANCEL functionality to cancel Special or Incentive Pay. Cancelling Special Pay will generate a debt the Member owes to DFAS.

1. Select **Pay-Absence-Incent-Ded (PAID)** Tile.
2. The PAID landing page displays:
  - A. Member EMPLID populates automatically.
  - B. Select **Entry Type** drop-down.
  - C. Select **Special Pays**.
  - D. Select **Status** drop-down.
  - E. Select **Initial**.
  - F. Select **Add**.

### Pay-Absences-Incent-Ded (PAID)



### Pay-Absence-Incent-Ded (PAID)

#### Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

The screenshot shows the PAID form with the following fields and options:

- Employee ID:** 0000000000 (labeled A)
- Entry Type:** (labeled B)
- Entry ID:** (empty)
- Status:** (labeled D)
- Initial:** (labeled E)
- Add:** (labeled F)
- Search:** (button)
- Clear:** (button)

The **Entry Type** dropdown menu is open, showing the following options: ABSENCES, ALLOWANCES, BENEFITS, COLLECTIONS, FIELD DUTY, HOUSING, INCENTIVE PAYS, and SPECIAL PAYS (labeled C).

The **Status** dropdown menu is open, showing the following options: Approved, Cancelled, Denied, Initial (labeled E), Pending, Saved, and Terminated.

3. The **Special Pays** landing page displays:
  - A. Select the **Special Pay Type** look-up tool.
  - B. Select applicable special pay type.

**Pay-Absence-Incent-Ded (PAID) 3**

**SPECIAL PAYS**

Employee ID 0000000000 CW2 ELIZABETH JONES

**SPECIAL PAYS**

Status Initial

SPECIAL PAY TYPE

A

\*BEGIN DATE

END DATE

**Instructions**  
Please select the Special Pay Type to be

**Approval Map**  
Approval Map  

Save for Later
Return To Search

Cancel
**Lookup**

Search for: SPECIAL PAY TYPE

Search Criteria

Show Operators

Category 1 (begins with)

Search
Clear

Search Results

Category 1 ↑↓

COMMAND PAY

DESIGNATED UNIT

FORMER CAPTIVE PAY

HARDSHIP DUTY

HOSTILE FIRE PAY

IMMINENT DANGER

SEA DUTY

SEA DUTY - PREMIUM

SPECIAL DUTY ASGMT

B

9 rows

One Soldier ★ One Record ★ One Army


**U.S.<sup>3</sup>ARMY**



- C. Enter **Begin** and **End** date (if applicable) field(s) by selecting the **Calendar Icon**.
- D. Select **Authority** look-up tool; Select applicable authority.
- E. Select **SDAP Rate** look-up tool; Select applicable rate.
- F. Select **Proficiency Type** look-up tool; Select applicable proficiency.
- G. Select **Sub Type** look-up tool; Select applicable sub type.
- H. Add desired **Comments**.
- I. Select **Attach** to add supporting documents .
- J. Select **Submit**.
- K. Screen displays Notification; Select **OK**.

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Cancel Special or Incentive Pay Request
- Stop (Change) Special or Incentive Pay Request
- Submit Special or Incentive Pay Request

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS

Employee ID 0000000000 CW2 ELIZABETH JONES

Submit

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT

\*BEGIN DATE 01/10/2024

END DATE

Instructions

Please enter any required data, begin and end dates, and attach any required skill is required for the entry and the Member does not have an option to

Additional Information

\*Authority(30 Char) 37 U.S.C. § 307

\*S D A P Rate 3

\*Proficiency Type SP

\*Sub Type SP999

Comments

Attachments

Approval Map

Save for Later

Return To Search

Transaction routed to the following S1 Pool: 01898701

OK



## My Personnel Tempo (PERSTEMPO) Events

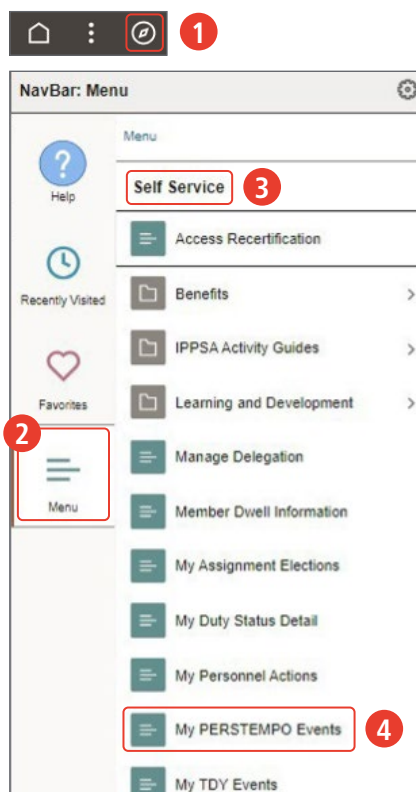
IPPS-A automates **Member Personnel Tempo (PERSTEMPO)** changes based on assignments, TDY, and Field Duty transactions entered into IPPS-A. HR Professionals can perform manual entries of historic PERSTEMPO events. The PERSTEMPO function communicates how often Members deploy and perform field and operational activities. Members may view their PERSTEMPO record from the NavBar navigation. My PERSTEMPO Events page is a tool for the Member to review their PERSTEMPO record. It only displays events in a status of Open, Projected, and Closed. The My PERSTEMPO Events page also displays the Member's 365 and 730 PERSTEMPO day counts as calculated by the 'As of' date. The My PERSTEMPO Events page includes the ability to search by Category, Purpose, Status, and a Date Range. It also allows the Member to download their PERSTEMPO Events. The NavPath is: NavBar > Menu > Self-Service > My PERSTEMPO Events.

1. Select the **NavBar** Icon.
2. Select **Menu**.
3. Select **Self-Service**.
4. Select **My PERSTEMPO Events**.
5. My PERSTEMPO screen displays;  
Member can select search criteria for any specific PERSTEMPO event by type or date.

### Associated UPK:

Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- View and Update PERSTEMPO



 A screenshot of the "My PERSTEMPO Events" page. The page header shows the user's name "ELIZABETH JONES" and title "SENIOR HUMAN RESOURCES OFFICER". Below the header is a "Search Criteria" section with several input fields: "Category Code" (with the value "MSN SPT TDY"), "Purpose Code", "Status Code" (a dropdown menu), "From Date" (with the value "01/01/2023"), and "Thru Date" (with the value "05/23/2024"). There are "Search" and "Clear" buttons at the bottom of the search criteria section.

## DD Form 214 and 214-1

IPPS-A's electronic DD Form 214, "Certificate of Uniformed Service," replaces the physical DD Form 214 for the Active Army component. Service Members who separate or transfer with at least 90 consecutive days of active duty receive a DD Form 214. This form serves as a Report of Separation and is typically used to verify military service for purposes such as benefits, employment, membership in veterans' organizations, and retirement. The DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum," is a newly introduced form that is issued to ARNG or USAR Member, in conjunction with the DD Form 214, when separated from Active Duty or transferred to the Individual Ready Reserve (IRR), Standby Reserve, or Retired Reserve. Signed DD Form 214 and DD Form 214-1 data is sent to the Defense Manpower Data Center (DMDC) and Interactive Personnel Electronic Records Management System (iPERMS).

DD Form 214



### Associated UPK:

Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- SS – Print a DD Form 214 and DD Form 214-1
- SS – Process a DD Form 214

### Associated Job Aid:

- [DD Form 214 / DD Form 214-1 Processing - Self-Service](#)

# CHAPTER 4

## MEMBER SUPPORT

**Member Support** is guidance-oriented tools that directly aid Members in positioning the necessary IPPS-A tiles, system notifications, and reporting software errors. Using IPPS-A, Members may initiate a discussion of prominent system issues or receive almost immediate help in completing a personnel action.

### IPPS-A Help

**IPPS-A Help** is located in the **Navigation Bar** within the **Action Icon**. IPPS-A Help provides a searchable, hyperlinked library of UPK topics and Overviews. Members must de-select the applicable box in order to view all topics and overviews.



**NOTE:** Members must be signed in to IPPS-A in order to view and use this tool.

1. Select the **Action** icon; select **Help**.
2. Screen displays the **R3 IPPS-A Resources** page.
3. Be sure to unselect the **Applicable** box.

**IPPS-A**

**R3 IPPS-A Resources**

[Link to IPPS-A Enhanced User Interface demo](#)

| Guides and Manuals                                                     | Comment sheets                                                    |
|------------------------------------------------------------------------|-------------------------------------------------------------------|
| <a href="#">IPPS-A User Manual</a>                                     | <a href="#">IPPS-A User Manual Comment Tracker</a>                |
| <a href="#">Army National Guard Error Resolution</a>                   |                                                                   |
| <a href="#">ARNG Supplemental Guide</a>                                |                                                                   |
| <a href="#">ARNG Integration User Guide</a>                            |                                                                   |
| <a href="#">Automated Accession Business Process (CRM User Manual)</a> |                                                                   |
| <a href="#">Error Resolution Foundation (HCM)</a>                      |                                                                   |
| <a href="#">HRC Mosier Workflow Template - UDL List</a>                |                                                                   |
| <a href="#">Internal Control Compliance Guide</a>                      | <a href="#">Internal Control Compliance Guide Comment Tracker</a> |
| <a href="#">IPPS-A Action Taken Mapping</a>                            |                                                                   |
| <a href="#">IPPS-A ELM User Guide</a>                                  |                                                                   |
| <a href="#">IPPS-A Interfaces (SVB)</a>                                |                                                                   |
| <a href="#">IPPS-A Leader's Reference Guide</a>                        |                                                                   |
| <a href="#">IPPS-A MPD Smartbook</a>                                   |                                                                   |
| <a href="#">IPPS-A PWD &amp; Intranet Grid</a>                         |                                                                   |
| <a href="#">IPPS-A Self-Service Guide</a>                              |                                                                   |
| <a href="#">IPPS-A Subcategory Infographics</a>                        |                                                                   |
| <a href="#">IPPS-A TRA User Guide</a>                                  |                                                                   |
| <a href="#">MICROF Integration User Guide</a>                          |                                                                   |
| <a href="#">Provider Group Reference Guide</a>                         |                                                                   |
| <a href="#">RLAS Integration User Guide</a>                            |                                                                   |
| <a href="#">SABIR Data Dictionary</a>                                  |                                                                   |
| <a href="#">SFARS Integration User Guide</a>                           |                                                                   |

**Job Aids**

[Adhoc Reporting - OBIEE](#)

[BAM Recertification](#)

[Closed Market Soldier Preferring](#)

[Data Quality/Completeness](#)

[Deletion of User Defined List](#)

[Enlisted Accession Assignment](#)

[HRC A Enlisted Promotions](#)

[Inactive UIC](#)

[Induction/Exclusionary ROWSECLASS](#)

[Job Data Information](#)

[Job Opening Search](#)

[Marketplace - FI Overview \(MER\)](#)

[Marketplace - Leader](#)

[Marketplace - Soldier Preferring in a Closed Marketplace](#)

[Marketplace - Unit Preferences in a Closed Marketplace](#)

[Mass Accession Update](#)

[Military Component Category](#)

[Organizing and Displacement](#)

[PWR Report Button](#)

[Personnel Accountability & Strength Reporting \(PASR\)](#)

[Racial Ethnic Designation Category \(REDCAT\)](#)

[Recertification](#)

[Reinstate Member Elections](#)

[Retirement and Separation PWR](#)

[SABIR Failure to Load/Join](#)

[Self Service Personal Record Review](#)

[Self Service View Special Instructions](#)

[Service for Analytics and Business Intelligence \(SABIR\)](#)

[STP Crosswalk](#)

[Update Records for Boards - HR Pw](#)

[Update Personnel Record](#)

**Training Environment-**

Effective 15 April 2024, there is only one IPPS-A Operational Training Environment (OTE A) available to the Army.

OTE A no longer contains OBIEE, meaning OTE A does not provide access to STPs or ADHOC queries, etc. OTE A will refresh every 1st and 3rd Sunday of the month.

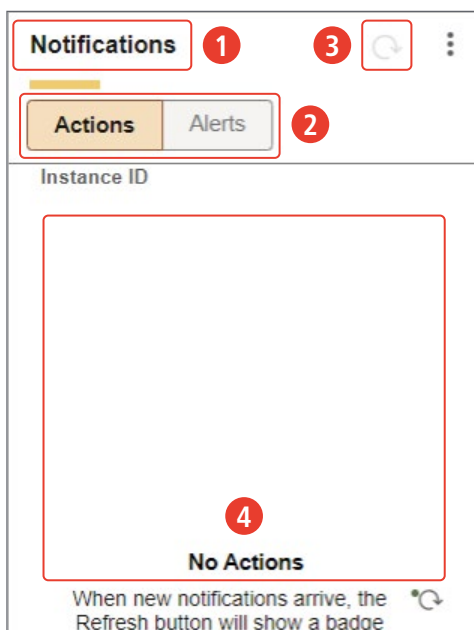
[OTE A](#)

Run Date: 4/28/2025

## Notifications

**Notifications** is located in the **Navigation Bar** represented by the **Bell Icon**. Notifications is a review of all the **Actions** and **Alerts** that have emerged upon the Member's last login. This tool ensures Actions that require the Member's attention are identified, and Alerts are reviewed in a timely manner.

1. Select the **Notification** icon.
2. Screen displays a dialog box; Members may toggle **Actions** or **Alerts**.
3. Members may **Refresh All** alerts or actions.
4. Members may select the most recent alerts or actions listed in the box in blue.



## IPPS-A Help Center

The **IPPS-A Help Center** Tile allows the Member to submit a question for answer and search previously submitted questions referencing human resources or internet technology help.

1. Select the **IPPS-A Help Center** Tile.
2. Screen displays the **IPPS-A Help Center** page; Members may **Search For Answers**, review **Frequently Asked Questions**, **Create Case**, or review previously submitted cases in **My Cases**.
3. To submit a case, select the **Create Case** Tile.
4. Screen displays the **Create Case** page.
5. Members toggle **Yes** or **No**, whether this is a pay impacting issue.
6. Members must enter a **Category**, **Type** and **Detail** from respective drop downs.
7. Members must enter a **Summary** and **Description** under Case Details.
8. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information.
  - A. Add supporting documents via **Add Attachments**.
- A. Select **Next** to review and submit.

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Create a Self-Service Case
- Close a Self-Service Case
- Reopen a Closed Self-Service Case
- View Top Answers
- Conduct a Self-Service Knowledge Base Search
- Browse FAQs

The **IPPS-A Help Desk** is available at 1-844-474-7772 (1-844-HR-IPPSA) and email: [usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil](mailto:usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil).