

# Unit Admin Personnel Download Soldier's iPERMS Record

stateperms.hrc.army.mil/login/#/select-role/

## iPERMS

**Select Role:**

- DOMAIN ADMINISTRATOR IN OK
- QUALITY CONTROL IN OK
- INDEX/VALIDATION IN OK
- AUTHORIZED OFFICIAL**
- SOLDIER IN OK

LOGOUT

**General Announcements**

**Release Notes**

iPERMS Application Release...

**Welcome to iPERMS 2.0**

New iPERMS 2 functionality c  
<https://iperms.hrc.army.mil/rel>

**DD 93 Signature Issue a**

2. Click on the white paper wit  
3. Select the radio button next  
4. Click Export  
5. Select save, open and you

RECORDS

**All Soldier Records**

SSN / DoD ID / Name / Last

All Records

Report a Problem

**Documents**

**DD93s/SG/V**

le B-1, Appendix B of AR 600-8-104. Select link for a list of required

Type Soldier's Information

ts (i.e., DA Form 5960, DD 93, SGLV 8286) or 1 Folder (i.e., Service)

IPERMS RMA

stateperms.hrc.army.mil

Search Documents

Most Recent Document

AMHRR

- Performance
- Service
- Finance
- State/Territory
- Deployment/Mob
- Administrative
- Personnel Records Review
- DA Photograph

Download

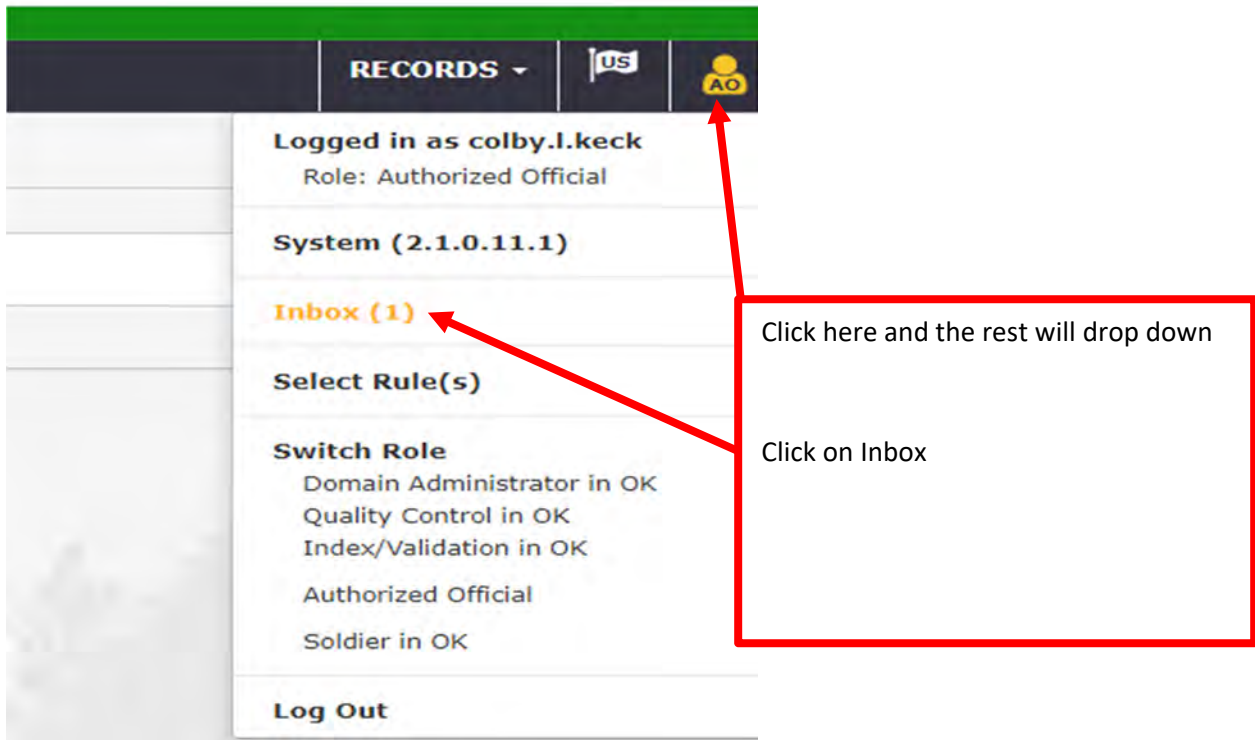
	Sol...	View as Original	Name
[2] ▶	-	<input type="checkbox"/>	<b>NEW</b> ORD AD
[5] ▶	-	<input type="checkbox"/>	<b>NEW</b> NGB 4100
	✓	<input type="checkbox"/>	NGB 23-D
[7] ▶	✓	<input type="checkbox"/>	DD 93
[4] ▶	✓	<input type="checkbox"/>	PERS REC REV
[8] ▶	✓	<input type="checkbox"/>	SGLV 8286
[10] ▶	✓	<input type="checkbox"/>	NGB 23A
[4] ▶	-	<input type="checkbox"/>	<b>NEW</b> DA 2166-9-2
[5] ▶	✓	<input type="checkbox"/>	AWD DOC
[16] ▶	✓	<input type="checkbox"/>	ORD ASSGN
[5] ▶		<input type="checkbox"/>	ILLS
[7] ▶		<input type="checkbox"/>	TO
[8] ▶		<input type="checkbox"/>	AGR
[13] ▶		<input type="checkbox"/>	DER
[3] ▶		<input type="checkbox"/>	
[5] ▶		<input type="checkbox"/>	
[101] ▶	✓	<input type="checkbox"/>	DA 1059

Click Download

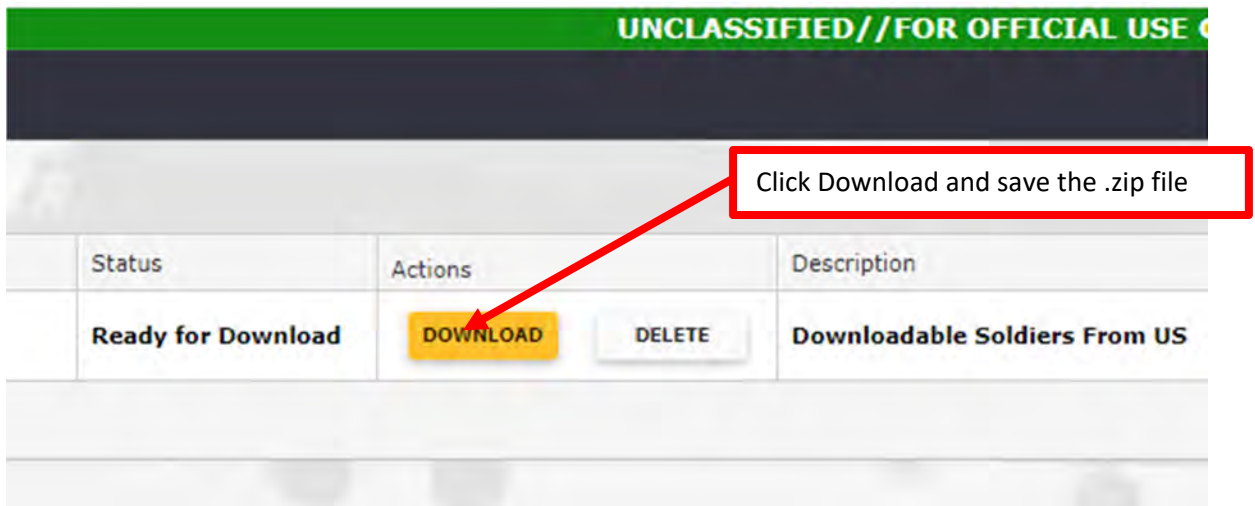
The Soldiers Download popup will appear. Click Download.

At this point another popup will appear with the option of Go to Inbox. Click it.

X out of the Soldiers Record and go to the inbox.



The screenshot shows a user profile dropdown menu. At the top, it says "Logged in as colby.l.keck" with the role "Authorized Official". Below that is the system version "System (2.1.0.11.1)". The "Inbox (1)" link is highlighted in orange and has a red arrow pointing to it from a red-bordered box. Another red arrow points from the same box to the "AO" user icon in the top navigation bar. The box contains the text: "Click here and the rest will drop down" and "Click on Inbox". Below the inbox link are options to "Select Rule(s)" and "Switch Role" with a list of roles: "Domain Administrator in OK", "Quality Control in OK", "Index/Validation in OK", "Authorized Official", and "Soldier in OK". At the bottom of the menu is a "Log Out" link.



The screenshot shows a table with a green header that reads "UNCLASSIFIED//FOR OFFICIAL USE ONLY". The table has three columns: "Status", "Actions", and "Description". The first row has the status "Ready for Download", a "DOWNLOAD" button (highlighted with a red arrow from a red-bordered box), and a "DELETE" button. The description for this row is "Downloadable Soldiers From US". The red-bordered box contains the text: "Click Download and save the .zip file".

When you open the .zip file, it will be a folder with .tif, .doc, .pdf items. The items will be named a number. The number is how the iPERMS system indexes the documents in your record.

If your Soldiers sort the items by name, the biggest numbered item is the newest document added to your record.

They will have to do some clicking around to find your more important documents (i.e. DD214s)

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