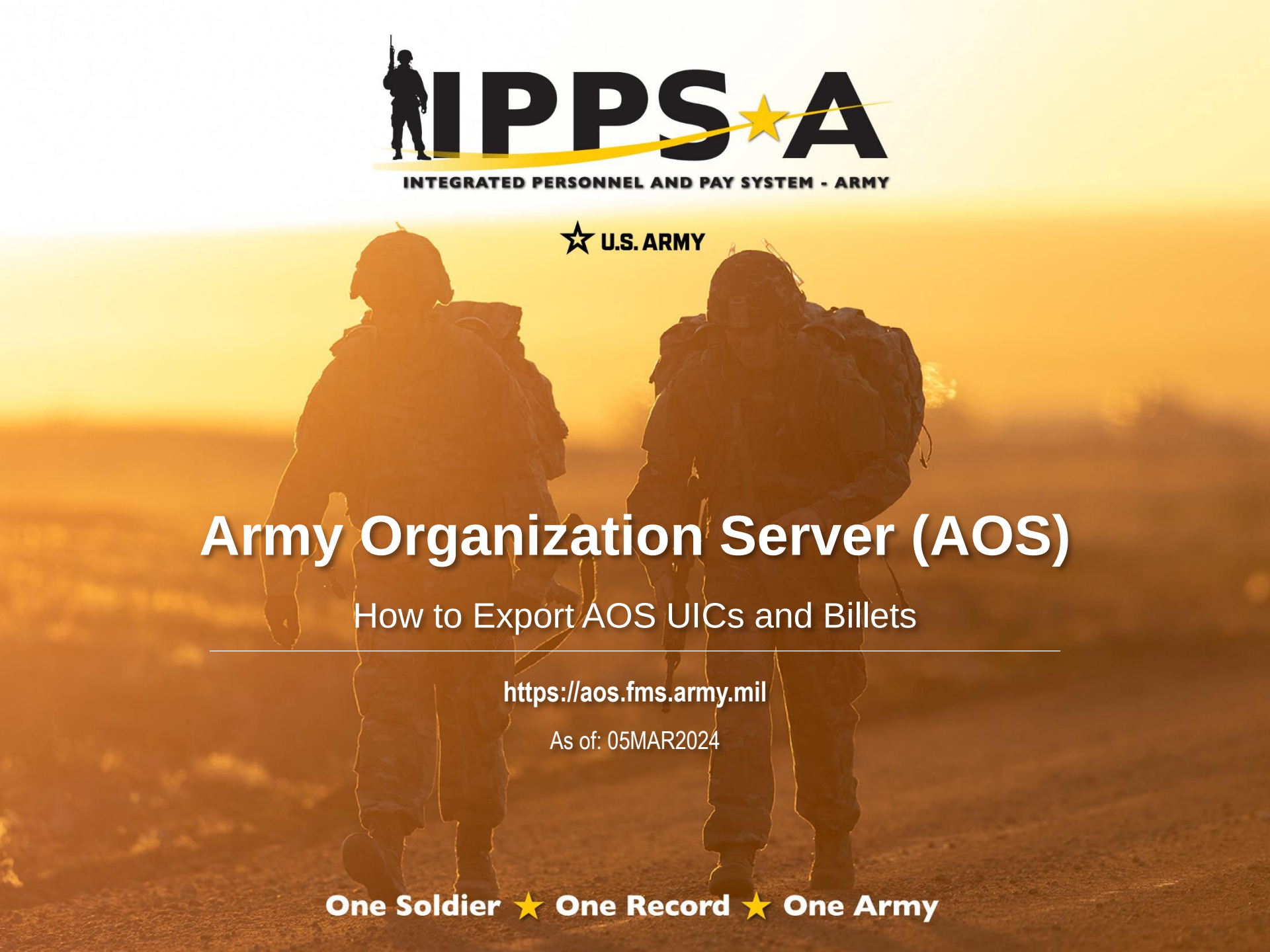
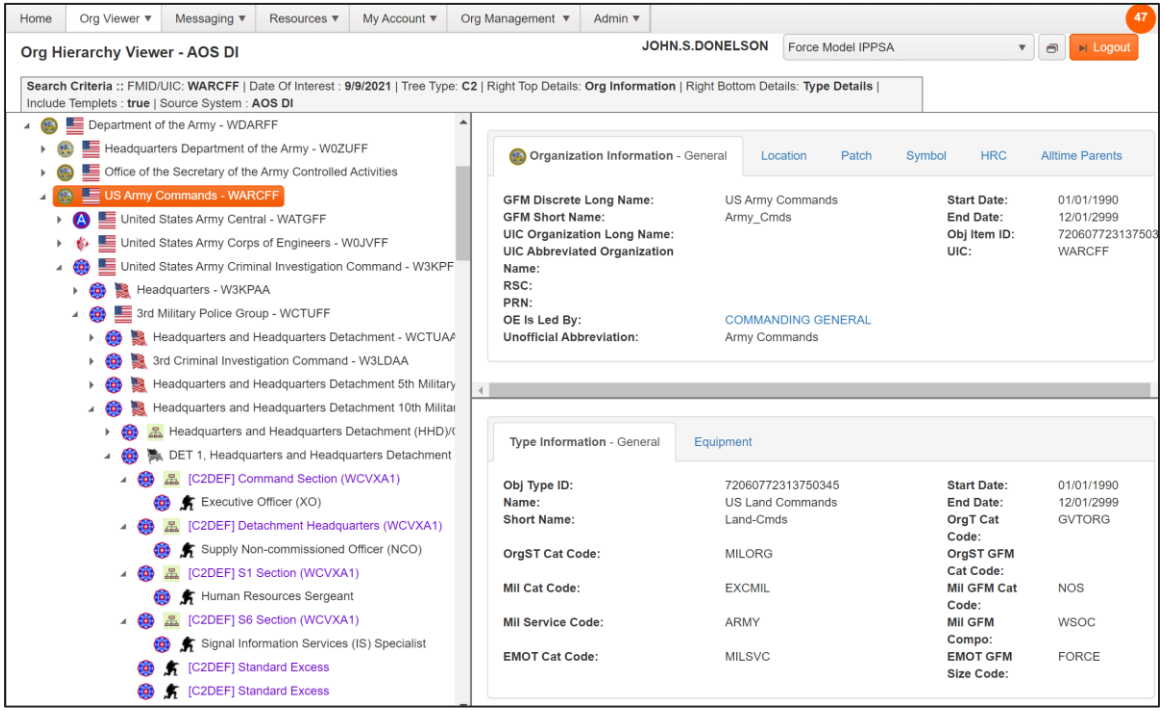

IPPS-A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY
U.S. ARMY
Army Organization Server (AOS)
How to Export AOS UICs and Billets
https://aos.fms.army.mil
As of: 05MAR2024
One Soldier ★ One Record ★ One Army

AOS Overview

BLUF

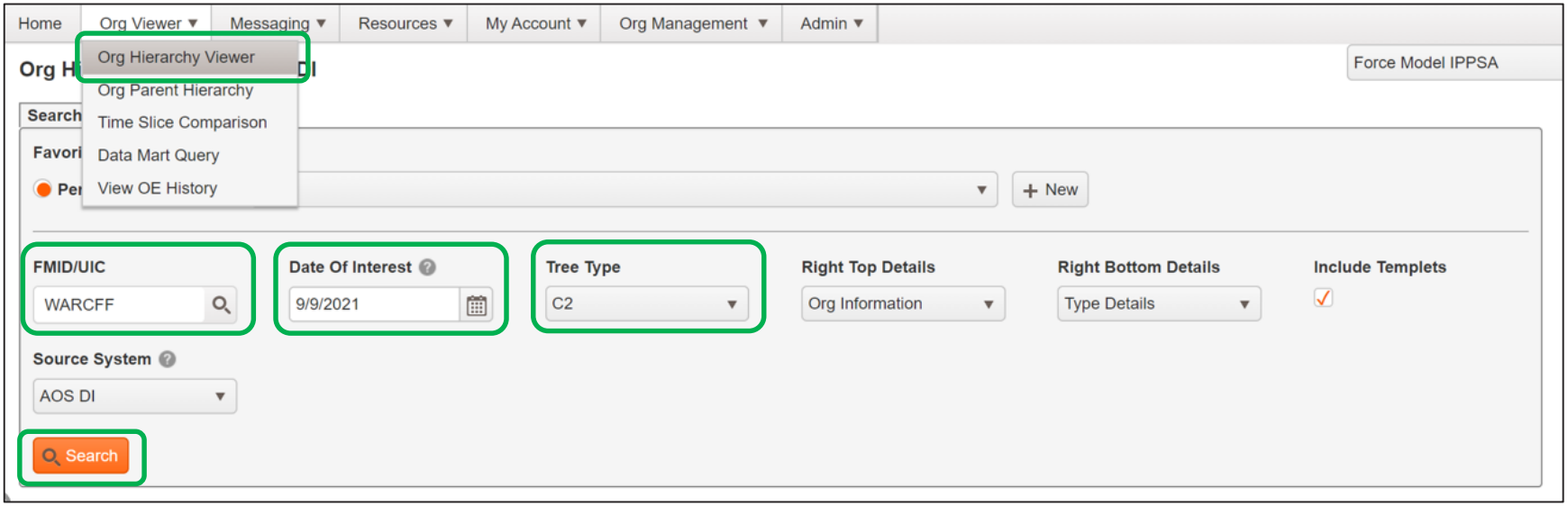
AOS is the Army's authoritative force structure database. Accessible via account and CAC at https://aos.fms.army.mil/



- System owner is G3/5/7, declared the authoritative data source for force structure
- Conforms to the DoD common data standard for force structure aka GFM-DI compliant
- Provides authoritative force structure data to IPPS-A
- Enables data exchange across programming, planning, execution, and reporting systems
- Enables the linkage of personnel and equipment to force structure in a visible, transferable, auditable, and trusted manner

Export AOS Billets (1 of 3)

BLUF Use the Org Hierarchy Viewer to view unit force structure. Be sure to select the C2 tree if you need to view templets and their alignments.



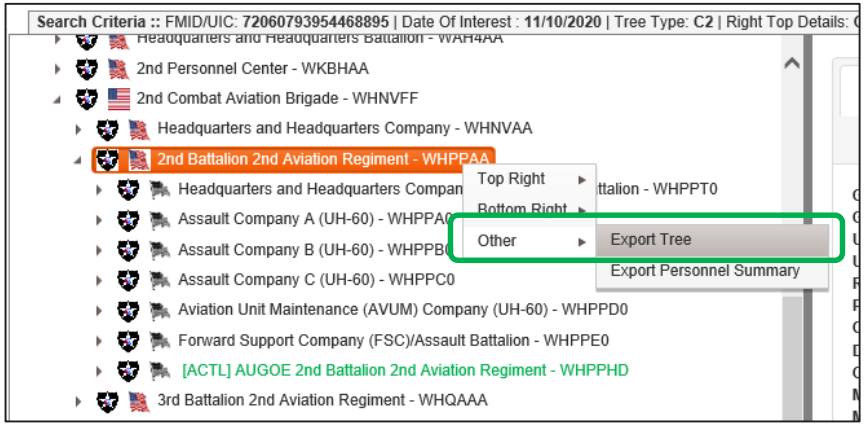
Tree Types

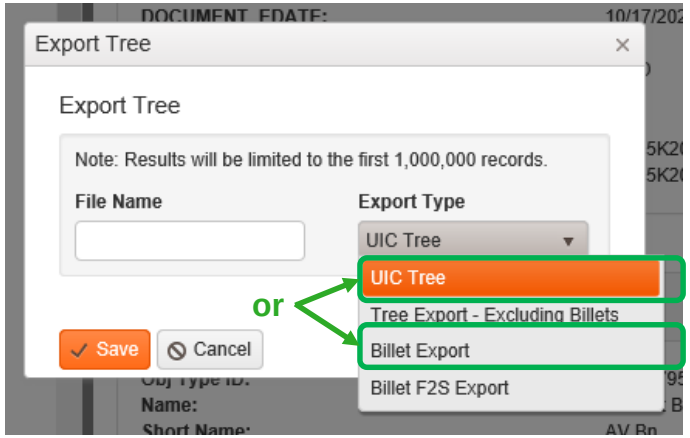
- Administrator (Admin) default tree depicts MTOE and TDA document force structure (built and managed by USAFMSA and G3/5/7).
- Actual tree is the admin tree plus the nodes built for non-documented, DRSS-A registered UIC's and templets.
- The C2 (DIRCON) tree shows command relationships for CO/BN/BDE and Templets (recommended)

Export AOS Billets (2 of 3)

BLUF

The **Export Tree** tool is the primary method for extracting data from AOS





Export Types

- UIC Tree – Includes only organizational elements (OEs) with UIC values.
- Tree Export – Excluding Billets – Includes all OEs except billets.
- **Billet Export – Includes only billets and billet details (i.e. Grade, POSCO, etc.) and associates billets with parent UICs. (Recommended)**
- Billet F2S Export – Similar to billet export with a smaller subset of columns (not very useful).

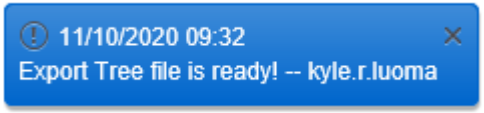
Export AOS Billets (3 of 3)

BLUF

File naming conventions should use the following format: [UIC] + [Unit Name] + [Date of Interest] + [Tree Type]

Naming Convention and Export Status

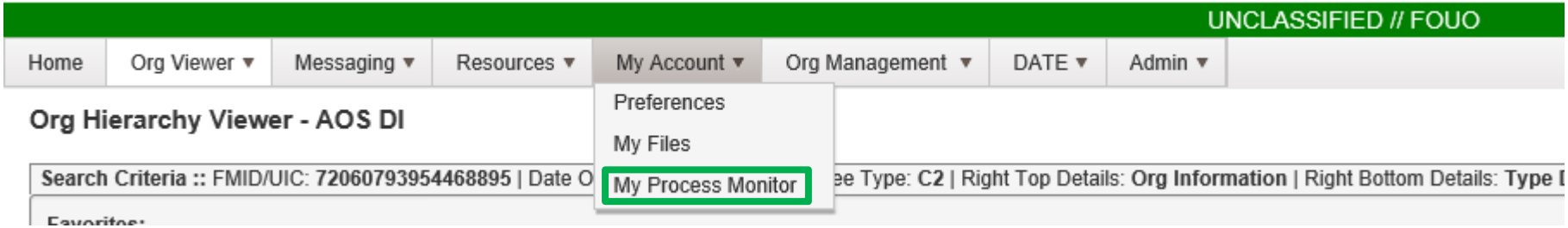
- Be sure to give the File Name enough details to identify the correct export in the My Files tool.
  - Best Practice: [UIC] + [Unit Name] + [Date of Interest] + [Tree Type]
- When the export is complete, you will see a blue alert message. Download the file from the My Files tool.
- Note – Avoid using the “Export Personnel Summary” tool found in the same drop down menu. This tool can display incorrect job titles. This issue can also affect the Personnel Summary tab in search results.

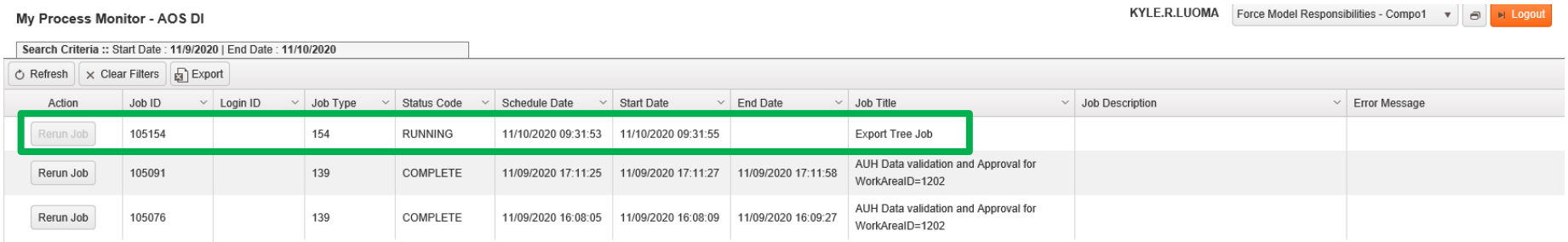


“My Account” Menu – Process Monitor

BLUF

The **Process Monitor** tool provides a status of existing and completed processes including tree exports and work area validation.





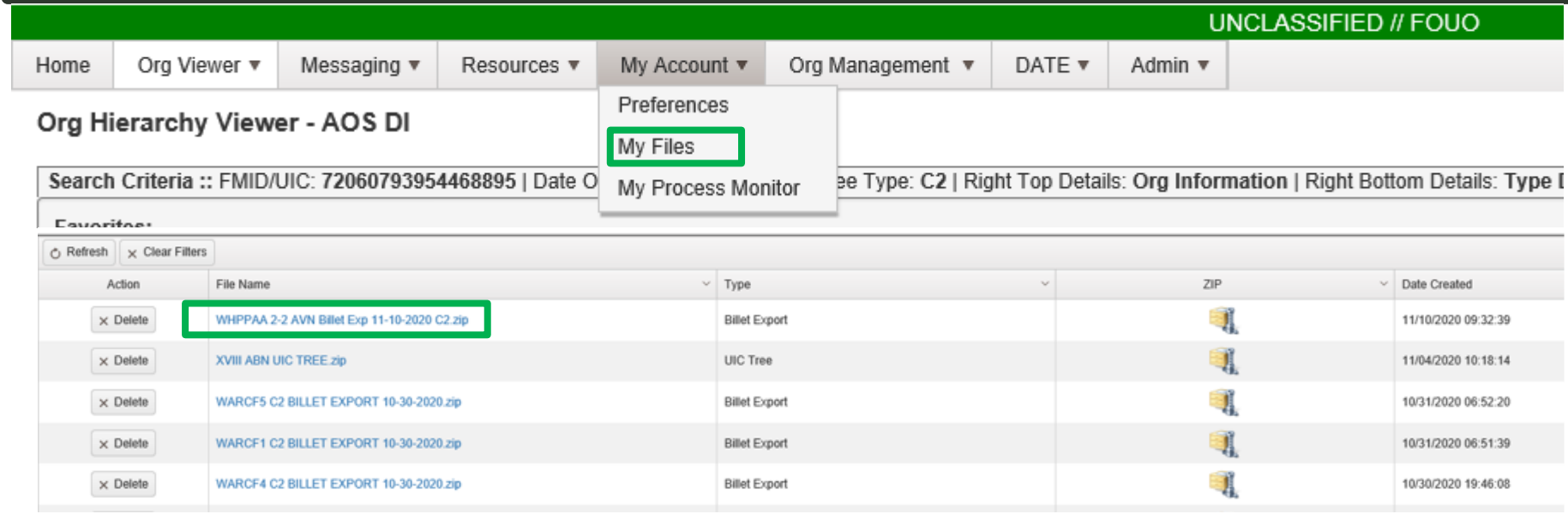
Process Monitor

- Use the process monitor to check the status of larger tree export requests (i.e. top of a command tree billet export).
- If you encounter an error with a process, use the Job ID to communicate the error to the AOS support desk.

“My Account” Menu – My Files

BLUF

The **My Files** tool is the location where users download reports generated from the Tree Viewer tool in either the Org Hierarchy Viewer or the Org Editor.



My Files

- User files remain available indefinitely unless the user selects the [x Delete] action for a specific report.
- All columns are filterable, sortable and searchable. The default sort is by Date Created, descending.
- Clicking on the blue hyperlinked file name downloads a .zip file containing an excel file with the requested report.

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