IPPS★A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Military Personnel Division

MPD SMARTBOOK

VERSION 2

SEPTEMBER 2024

★ **U.S. ARMY**

SUMMARY OF CHANGES

This revision, dated 12 September 2024—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Casualty Assistance Center (page 4)
- Updates section: Benefits (page 4)
- Updates section: User Defined List (UDL) – Retirements and Separations (page 5)
- Updates section: Strength Management Branch (page 5)
- Updates section: Military Pay (page 6)
- Updates section: PCS Assignments (page 7)
- Adds section: Perm/Temp Assignments (page 7)
- Updates section: Member Elections (page 7)
- Adds section: Personnel Processing Activity (PPA)/Personnel Service Center (PSC) Pools (page 8)
- Adds section: Upper Echelon (page 8)
- Updates section: Promotions (page 9)
- Updates section: Soldier Readiness Processing (SRP) (page 9)
- Updates section: Duty Status (page 9)
- Updates section: DD214 (page 10)

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CASUALTY ASSISTANCE CENTER

Casualty Management is the subcategory (SUBCAT) required to execute casualty related actions — additionally a Casualty Management Validator is required to approve. Human Resources (HR) Professional is the prerequisite SUBCAT for individual users. Key Entity Enabling Bundle (KEEB) Validator is the SUBCAT required to grant other users the Casualty Management SUBCAT. The following is a listing of tasks associated with Casualty Management, completed in IPPS-A.

NOTE: AR 638-8, DA PAM 638-8, IPPS-A User Manual *Chapter 25 Casualty and Deceased*

User Productivity Kits (UPKs):
- Add a Posthumous Award
- Create a Termination Deceased Assignment
- Generate Predefined Queries

Posthumous Award

Currently, posthumous awards are processed outside of IPPS-A on a DA 638 through the required chain of command per applicable policy. In the Profile Management screen, Military Personnel Division (MPD) representatives may add posthumous awards, to complete the deceased's permanent record.

View: HR Professional > Profile Management tile

More Information: IPPS-A User Manual Chapter 25 Casualty and Deceased, Para, 25-5 Update Member Record Posthumously, Process 25-3 Add Posthumous Award

UPK: Add a Posthumous Award

Wounded Information

In the event of a Member's death, MPD representatives in Casualty Assistance will assist with the travel of dependents, shipment of personal effects, and gathering all pertinent deceased information. MPD representatives may view and maintain a Member's Wounded Information in the Physical Profiles screen.

View/Maintain: NavBar > Navigator > Workforce Monitoring > Health and Safety > Physical Profiles

More Information: IPPS-A User Manual Chapter 24-10 View or Update Wounded Information, Process 24-4 Maintain Wounded Information for a Member

UPK: Maintain Wounded Information for a Member

Benefits

In the event of a Member or Retiree's death, MPD representatives in Casualty Assistance will assist the Summary Courts-Martial Officer (SCMO) or the widow/widower with a review of the Member or Retiree's benefits. For Retirees, the representative will review the Survivors Benefits Plan. Additionally, for Members, the representative may view the Servicemembers' Group Life Insurance (SGLI), Family Servicemembers' Group Life Insurance (FSGLI) benefits in the Life and Accidental Death and Dismemberment (AD/D) Benefits screen — subsequently the DD Form 93 may be viewed in the HR Professional tile. Interactive Personnel Electronics Records Management System (iPERMS) is the authoritative data source for validated beneficiary documentation.

View: HR Professional > HR Professional tile

More Information: IPPS-A User Manual Chapter 28 Benefits

UPKs:
- Maintain a Record of Emergency (DD Form 93) Data on Behalf of Member
- View the Current Benefits Summary

Business Process (BP):
IPPS-A User Manual Business Process Maps Annex, BP1050 Maintain Member Benefits

PERSONNEL ACTIONS

HR Professional is the SUBCAT required to execute most personnel actions — in some instances, a Manager SUBCAT may be required. The following is a listing of tasks associated with Personnel Actions, completed in IPPS-A.

NOTE: AR 600-8-6, DA PAM 600-8-6, AR 27-10, AR 600-8-101, IPPS-A User Manual

S1 Pool

The MPD is a nontraditional hierarchy and may require an S1 Pool in order to successfully route actions in a workflow. MPD representatives may create an S1 Pool in the S1 Pool Configuration screen. MPD representatives require the HR Professional SUBCAT.

Create: NavBar > Navigator > Enterprise Components > Approvals > S1 Pool Configuration

More Information: IPPS-A User Manual Chapter 6 – Workflow, Para. 6-17, Create Upper Echelon Group, Process 6-9 Create Upper Echelon Group

UPK: Create an Upper Echelon Group

User Defined List (UDL) – Retirements and Separations

MPD representatives (transition teams) require the creation of one or more UDL allowing users to review and receive final approval for retirement/separation packets — then route to HRC.

Navigation: NavBar > Navigator > Manager Self Service > Workflow Save As Preferences

More Information: IPPS-A User Manual Chapter 6 – Workflow

**UPK:** Create a User-Defined List Workflow Type

HRC UDL Master List: HRC Master Workflow Template

Strength Management Branch

This branch of the MPD is responsible for the overall reconciliation of personnel strength across an installation. Former personnel reports such as: AAA-162, AAA-165, etc., which aided the MPD in this requirement — may now be completed using Service for Analytics and Business Intelligence Reports (SABIR).

More Information: IPPS-A User Manual Chapters 5 Departments and Positions, Chapter 10 Strength and Talent Management, Chapter 22 Readiness and Manning (Accountability), Appendix H Reports Crosswalk, Chapter 31 Reports and Analytics.
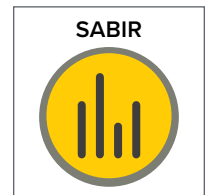
SABIR

Job Aid: Service for Analytics and Business Intelligence (SABIR)

Training: SABIR Training

Data: SABIR Data Dictionary

In-processing/Out-processing

MPD representatives may in-process (arrive) and/or out-process (depart) a Member in the Manage Assignments screen.

Arrive/Depart: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

More Information: IPPS-A User Manual Chapter 12 Assignments

UPKs:
- Depart a Member to an Assignment
- Arrive a Member to an Assignment

Accessions (Hire/Rehire)

The Onboarding and Offboarding SUBCATs are required to conduct Accessions (Hire/Rehire) transactions. However, the HR Data User SUBCAT may be required for certain new accessions transactions — completed in the Manage Hires/Rehires and Direct Hires/Rehires screens. MPD representatives view and resolve Army Recruiting Information Support System (ARISS) accession errors with the ARISS Error Resolution SUBCAT. In order to approve a Hire/Rehire Record, navigate to Message link.

Manage: NavBar > Navigator > Workforce Administration > Hire Record Review > Manage Hires/Rehires

Create: NavBar > Navigator > Workforce Administration > Hire Record Review > Direct Hires/Rehires

ARISS Error Resolution: NavBar > Workforce Administration > Hire Record Review > ARISS DQ Error Resolution

More Information: IPPS-A User Manual Chapter 14 Accessions

UPKs:
- Manually Create a Direct Hire
- Manually Rehire a Member
- Resolve Hires/Rehires ARISS DQ Errors

BP: IPPS-A User Manual Business Process Maps Annex, BP0080 Process Hire Rehire

Confinement

The Assignment Actions SUBCAT is required to conduct Confinement transactions. Using the Manage Assignments screen, MPD representatives may transfer Members to Confinement Facilities upon meeting regulatory time lengths.

Create: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

More Information: IPPS-A User Manual Chapter 12 Assignments, Para. 12.64 (Confinement Assignments)

UPK: Create a Personnel Confinement Facility Assignment

BP: IPPS-A User Manual Business Process Maps Annex, BP0262 Maintain Personnel Restriction Information

Military Pay

Military pay in the IPPS-A is a hybrid environment consisting of a series of pay impacting transactions that are now performed by HR Professionals within IPPS-A, some partially transacted in IPPSA. Some actions performed will produce an IPPS-A generated order as a key supporting document with many actions and processes remaining in legacy systems until a later release. With HR Professionals now performing actions within IPPS-A that directly impact pay via automated interface (TINs/FIDs) once completed, increased coordination between HR and Pay Professionals is key to ensuring Soldiers are paid timely and accurately. This increased coordination is also crucial to the pay error resolution process.

More Information: MILPAY User Manual

UPKs:
- View the Submitted TINs Report
- View the Submitted FIDs Report

NOTE: To view the TINs/FIDs Reports, you must have the HR Payroll Data User SUBCAT.

REASSIGNMENTS AND PERMANENT CHANGE OF STATION (PCS)

The HR Supervisor SUBCAT is required to conduct Reassignment and PCS transactions. The HR Professional SUBCAT is required to conduct local, no cost move, reassignments. MPD representatives may reassign Members in the Assignment Tracking Module. The following is a listing of tasks associated with Reassignments and PCSs, completed in IPPS-A.

NOTE: AR 600-8-11, AR 140-10, AR 601-1, AR 600-8-24, AR 614-120, AR 614-100, AR 614-200, AR 614-30, IPPS-A User Manual Chapter 12 Assignments

BP: IPPS-A User Manual Business Process Maps Annex, BP0550 Process Assignments/Transfers

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PCS Assignments

MPD representatives will process PCSs in the Assignment Tracking Module and may view assignments in draft or pending approval in the Assignment Dashboard. PCS assignments originate from HRC and are sent to IPPS-A through the Future Strength Details/Strength Forecasting Analytics (SFARS).

View: NavBar > Navigator > Workforce Administration > Assignment Tracking > Assignment Dashboard

More Information: IPPS-A User Manual Chapter 12 Assignments

UPKs:
- View Assignment Dashboard
- Arrive a Member to an Assignment
- Depart a Member to an Assignment

NOTE: MPDs must use PSC as the Department Attribute Option when searching the Assignment Dashboard.

Perm/Temp Assignments

MPD representatives will process Permanent Assignments (Home) and Temporary Assignments (Host) in the Assignment Tracking Module. Component policies such as Personnel Actions Guide (PAG) USARC, HRC rules, and Army Regulations determine assignment workflow and approver levels. Temporary Assignments can be created for various reasons, including school and attachments as the most common. However, TCS and MOBCOP Assignments will continue to be interfaced from DAMPS.

View: NavBar > Navigator > Workforce Administration > Assignment Tracking > Assignment Dashboard

UPKs:
- Create a Temporary Assignment
- Create a Permanent Assignment

Member Elections

MPD representatives, in a Personnel Processing Activity/Personnel Service Center (PPA/PSC) Pool, may complete Member Elections on behalf of the Member in the Manage Member Elections screen. MPD representatives in the PSC Pool generate the PCS orders after completion of discretionary elections and validation that Member Elections are complete. When a Member requires command sponsorship approval, the losing MPD must enter the decision in the Overseas Approval step of the Member Elections activity guide.

NOTE: Member Elections must be complete before assignment approval; MPD representatives also have the capability to query a Member's assignment elections using the Ad Hoc Query tool.

Complete: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Member Elections

More Information: IPPS-A User Manual Chapter 12 Assignments

UPKs:
- Complete Elections Activity Guide on Behalf of Member
- Self Service - Complete Member's Elections Activity Guide
- Generate an Ad Hoc Query

Discretionary Elections

MPD representatives may set Discretionary Elections (equate to additional instructions) for a PCSing Member in the Manage Assignments screen. The HR Supervisor SUBCAT may be required to modify Assignment Discretionary Elections and to Re-Initiate Elections on behalf of the Member.

Modify/Re-Initiate: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

More Information: IPPS-A User Manual Chapter 12 Assignments

Job Aid: Re-Initiate Member Elections

UPK: Complete Elections Activity Guide on Behalf of Member

PPA/PSC Pools

The MPD manages assignments for installation personnel and require a PPA/PSC pool to successfully route actions in a workflow. MPD representatives must create a PPA/PSC Pool in the PSC Pool Configuration screen. CONUS MPDs create a PPA/PSC Pool using the PPA code and OCONUS MPDs create PPA/PSC Pool using the PSC code, for units on respective installations. MPD representatives require the HR Supervisor and/or Tier 1 Helpdesk SUBCAT. Additionally, MPDs can utilize the C2 pool for temporary routing of certain actions to route to Host Department S1 Pool rather than Home Department.

Create: NavBar > Navigator > Enterprise Components > Approvals > Approvals > PSC Pool Configuration

More Information: IPPS-A User Manual Chapter 6 – Workflow, Para. 6-9 PSC Pool Set Up and Management, Process 6-3 Create PSC Pool

UPK: Create PSC or PPA Pool Configurations

Upper Echelon

The MPD can use Upper Echelon Workflow for a single department when a traditional department/UIC to battalion S1 hierarchy does not apply.

Upper Echelon workflow requires configuration of an Upper Echelon Pool and Upper Echelon Group(s) that all share the same department ID identifier. The Upper Echelon Pool is created on the S1 Pool Configuration page by adding at least one HR Professional pool member and clicking the Upper Echelon checkbox above the pool member section. You must have the HR Supervisor SUBCAT to create an Upper Echelon Workflow.

Create: NavBar > Navigator > Enterprise Components > Approvals > Approvals > Upper Echelon Configuration

More Information: IPPS-A User Manual Chapter 6 – Workflow, Para. 6-18 Create Upper Echelon Group, Process 6-10 Create Upper Echelon Group

UPKs:
- Create an Upper Echelon Group
- Update an Upper Echelon Group
- Inactivate an Upper Echelon Group

RECORDS PROCESSING AND MEMBER READINESS

The MPD assists Members in maintaining accurate and complete records by supporting the annual record review for personnel and finance, uploading and verifying receipt of required documents to iPERMs. In the Approvals tile, MPD representatives may approve Admin Corrections PARs. Representatives with the Career Management SUBCAT may modify assignment history and other items in the Job Data screen on behalf of the Member.

Assignments: NavBar > Navigator > Workforce Administration > Job Information > Job Data

Converted Assignments: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Converted Assignments

UPK: Run a Readiness Roster Report

NOTE: AR 600-8-104, AR 600-8-29, AR 600-8-19, AR 600-8-105, AR 600-8, DA PAM 600-8, AR 600-8-101, IPPS-A User Manual Chapter 22 Readiness and Manning, Chapter 12 Assignments, Chapter 15 Profile Management

Promotions

The MPD assists non-PSDR units with preparing board files, reviewing and updating Members' IPERMs, tracking reclass promotion eligibility, and ensuring Members competing on promotion boards meet the data processing timeline. MPD representatives may complete these tasks in several screens, notably the Board Roster, Transfer Member, and Job Data screens. MPD representatives require the HR Supervisor and Promotions Decentralized SUBCATs.

Semi-Centralized: NavBar > Navigator > Workforce Administration > Boards > Board Roster

Decentralized: NavBar > Navigator > Workforce Administration > Boards > Decentralized Board Roster

More Information: IPPS-A User Manual Chapter 18 Promotions

UPKs:
- Manage Semi-Centralized Roster - Board
- Manage Decentralized Promotion Roster
- View a Member's Promotion Order

Soldier Readiness Processing (SRP)

MPD may be responsible for the overall reconciliation of the SRP across an installation, especially in the event of unit deployment. Former personnel reports such as AAA-167, which aid the MPD in this requirement — may now be compiled in the Adhoc Reporting – OBIEE or SABIR tile. Additionally, this process includes a review of Member Benefit Information in the Current Benefits Summary screen. IPPS-A supports SRP by providing HR Metrics throughout various query and analytics capabilities.

Reports: HR Professional > Adhoc Reporting – OBIEE, SABIR tile OR Predefined Queries tile OR Readiness and Manning tile

Benefits: NavBar > Navigator > Benefits > Review Employee Benefits > Current Benefits Summary

More Information: IPPS-A User Manual Chapter 31 Reports and Analytics, Appendix H Reports Crosswalk

UPKs:
- View Benefit Summary on Behalf of Member
- Generate Predefined Queries

Duty Status

This MPD is responsible for the overall reconciliation of personnel strength across an installation, including an accurate, current account of Member Duty Status. MPD representatives may review and update in the Duty Status Roster screen. Member is updated automatically in IPPS-A upon approval of a duty status impacting transaction (i.e., absence request). Representatives may require the HR Supervisor or Manager SUBCATs.

View: HR Professional > Duty Status Roster tile OR Manager Self Service > Duty Status Roster

More Information: IPPS-A User Manual Chapter 22 Readiness and Manning Para. 22-9 Duty Status

UPKs:
- Generate a Duty Status Report
- View a Member's Duty Status History

MOBILIZATION/DEPLOYMENT

MPD mobilization teams assist in the mobilization and/or deployment (Temporary Change of Station (TCS)) of units and individual augmentees in IPPS-A. Interfacing systems (Authoritative data sources: Department of the Army Mobilization Processing System (MOBCOP DAMPS), Automated Orders and Research System (AORS), and Regional Level Application Software (RLAS)) send IPPS-A assignment information which, through system configuration, creates temporary assignment(s) in IPPS-A. Installation mobilization managers are responsible for tracking and, when applicable, executing arrival and departure transactions to and from the temporary assignments. Enter modifications to assignment information such as start/end dates and Unit Identification Code (UIC) alignment in the authoritative data source that produces the mobilization/deployment order.

More Information: IPPS-A User Manual Chapter 30 Deployment and Mobilization

BP:
- IPPS-A User Manual Business Process Maps Annex, BP0550 Process Assignments/Transfers
- IPPS-A User Manual Business Process Maps Annex, BP0151 Process Voluntary Retirement

Release from Active Duty

The Release from Active Duty transaction occurs once the end date of a mobilizing assignment passes and the Member is arrived back to their Home unit in a Troop Program Unit (TPU) or Mobilization-Day (M-Day) status. Units and mobilization managers must keep track of assignment end dates as IPPS-A configuration dictates whether a Member is automatically departed and arrived the day following the end of a mobilizing assignment.

More Information: IPPS-A User Manual Chapter 30 Deployment and Mobilization

DD214

DD214 is completed outside of IPPS-A in Transition Processing System (TRANSPROC). Authorized MPD personnel with the HR Professional SUBCAT may review Member record attributes to ensure IPPS-A and TRANSPROC match as required. When applicable, a Personnel Action Request (PAR) or manual record update may be required in IPPS-A prior to completion of DD214 to capture missing profile attributes such as awards and assignment dates.

More Information: IPPS-A User Manual Chapter 30 Deployment and Mobilization

NOTE: Coming Soon to IPPS-A! The DD214 will be completed and sent to iPERMS electronically.

TRANSITIONS: DISCHARGE, SEPARATIONS, AND TRANSFERS (TO INCLUDE RETIREMENTS)

MPD Transition Teams are responsible for completing the discharge, separation, and transfer assignment transactions in IPPS-A for Regular Army (RA) Members. IPPS-A defines discharges as RA separations where the Member has no remaining service obligation with RA or any other components. IPPS-A defines transfers as a Member movement between components with no break in service; this includes retirements. Transition Teams work with Reserve Career Counselors to ensure RA Members transferring to the ARNG/USAR have updated contract data and seniority dates in IPPS-A prior to execution of the assignment transaction(s). MPDs must regulatory guidance to ensure all non-transferrable Suspension of Favorable Personnel Actions (SFPA) flags and restrictions are closed prior to the RA separations/discharge date.

Navigation: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

Navigation: NavBar > Navigator > Workforce Administration > Contract Administration > Contract Information

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data

Navigation: NavBar > Navigator > Workforce Administration > Labor Administration > Restrictions Maintenance > Personnel Restrictions

More Information: IPPS-A User Manual Chapter 13 - Separations and Transfers, Chapter 16 Retirement Points

Job Aids: Separation and Transfer Assignments and Action Taken Spreadsheet:
Separation and Transfer Assignments and Action Taken spreadsheet

UPKs:
- Create Assignment for Voluntary Separation
- Create Assignment for Involuntary Separation
- Create an Admin Records Corrections PAR for Voluntary Separation

BP:
- IPPS-A User Manual Business Process Maps Annex, BP0240 Process Voluntary Separation
- IPPS-A User Manual Business Process Maps Annex, BP0722 Process Involuntary Discharge

Intercomponent Transfer

MPD representatives may complete an Intercomponent Transfer in the Manage Assignments screen under Create Permanent Assignments. The Offboarding SUBCAT may be required to create and/or modify an Intercomponent Transfer.

Create/Modify: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

Depart: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments (under Other Actions and Depart Member)

More Information: IPPS-A User Manual Chapter 12 Assignments

UPKs:
- Depart a Member for an Intercomponent Transfer
- Create an Intercomponent Transfer

Interstate Transfer

MPD representatives may complete an Interstate Transfer in the Manage Assignments screen under Create Permanent Assignments. The Offboarding SUBCAT may be required to create an Interstate Transfer. Unlike the Intercomponent Transfer, the Interstate Transfer may be approved within the MPD.

Manage: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments

Depart: NavBar > Navigator > Workforce Administration > Assignment Tracking > Manage Assignments (under Other Actions and Depart Member)

More Information: IPPS-A User Manual Chapter 12 Assignments

UPKs:
- Depart a Member for an Interstate Transfer
- Create an Interstate Transfer