IPPS-A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

SELF-SERVICE USER GUIDE

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: Promotion Points (page 11)
- Removes section: My Absences (page 13)
- Adds section: Pay-Absences-Incent-Ded (PAID) (page 13)
- Adds section: Request an Absence (page 13-14)
- Updates section: Special Pay Requests (page 15)
- Adds section: My Personnel Tempo (PERSTEMPO) (page 17)
- Removes section: Personalize Homepage (page 16)
- Updates section: Notifications (page 19)
- Updates section: Help Center (page 20)

CONTENTS

Introduction

Roles 4
Responsibilities 4

Chapter 1: IPPS-A Access And Navigation

Mobile Application....5
Self-Service Homepage 5
Navigator (Navbar) 5

Chapter 2: Member Functions

Member Readiness....6
Soldier Talent Profile 6
The Talent Management (TAM) Soldier Work Center....7
Dependent/Beneficiary Coverage....8
DD Form 93 Dashboard....8
My Orders 9
Physical Profile....9

Chapter 3: Member Services

My Personnel Action Requests (PARs) 10
Board Preferences (USAR/ARNG only) 11
Promotion Points....11
My Retirement Points....12
Pay-Absences-Incentive Pay-Deduction (PAID) 13
Request an Absence....13
Special Pay Requests....15
My Personnel Tempo (PERSTEMPO) Events 17

Chapter 4: Member Support

IPPS-A Help....18
Notifications....19
IPPS-A Help Center....20

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***

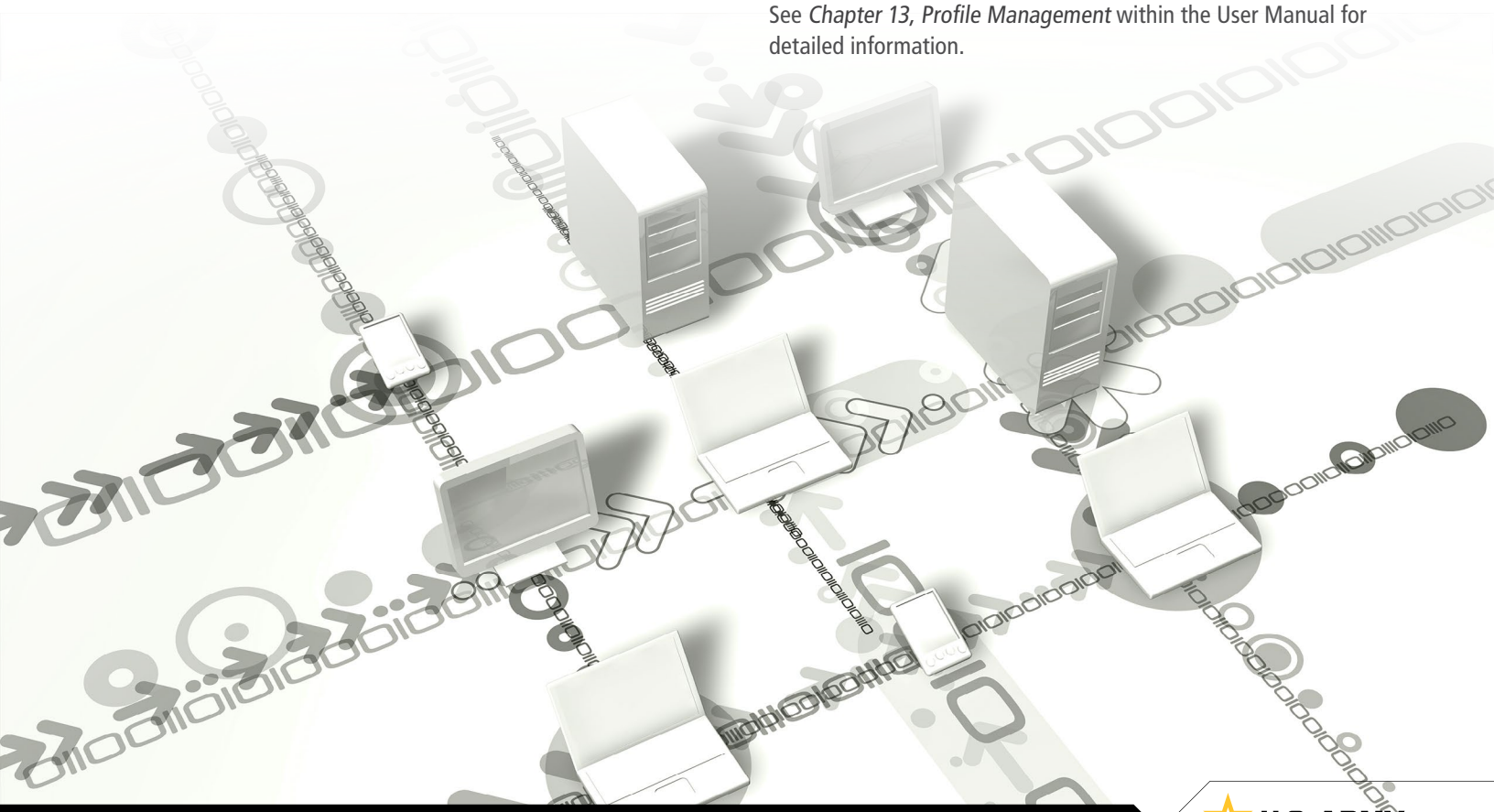
Click here to access 8th Army Resource (Member must sign into Milsuite)
POC: WO1 Samantha Bonds, IPPS-A Plans HR Tech, 8A G-1

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 31, Paragraph 3-5 IPPS-A Role Matrix* within the User Manual for detailed information.

Responsibilities

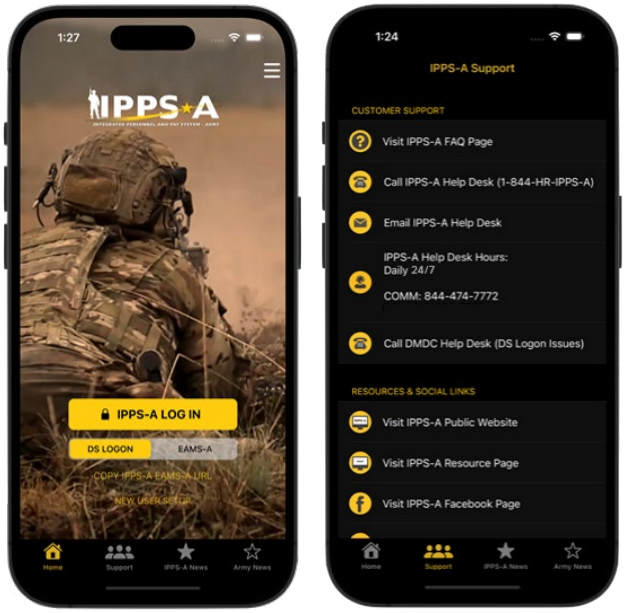
It is the Member's responsibility to review their personnel profile and submit changes in a timely manner. This can include actions pertaining to the Member, as well as any actions regarding certain **Personnel Action Requests (PARs),** such as the **My Buddy PAR** function. The My Buddy PAR allows a 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 13, 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.

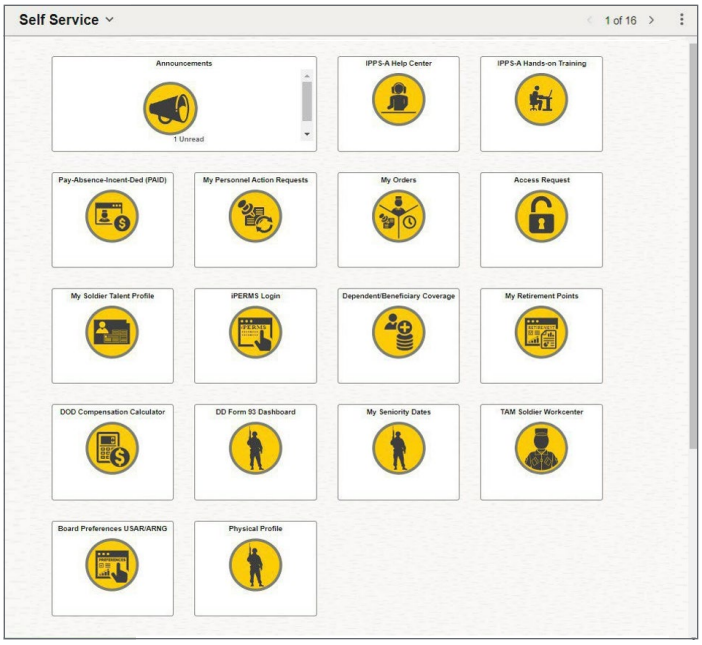
1. Download and set-up an authentication app (e.g., Twilio Authy, Microsoft Authenticator, etc.) from desired app store
2. Download IPPS-A app and open app
3. Select **New User Setup**
4. Download and install certificate
5. Select **IPPS-A Login**
6. Logon screen will appear — enter **DS Logon** information
7. Authentication screen will display — enter **6-digit code** from authentication app or text

Download on the App Store

Google Play

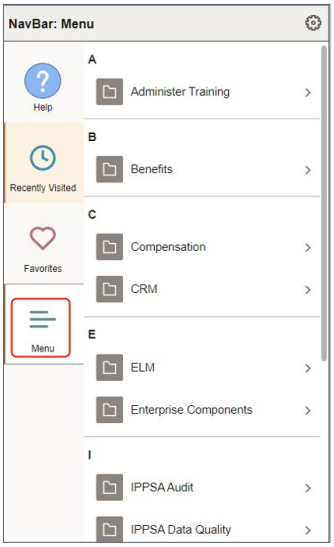
Self-Service Homepage

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.

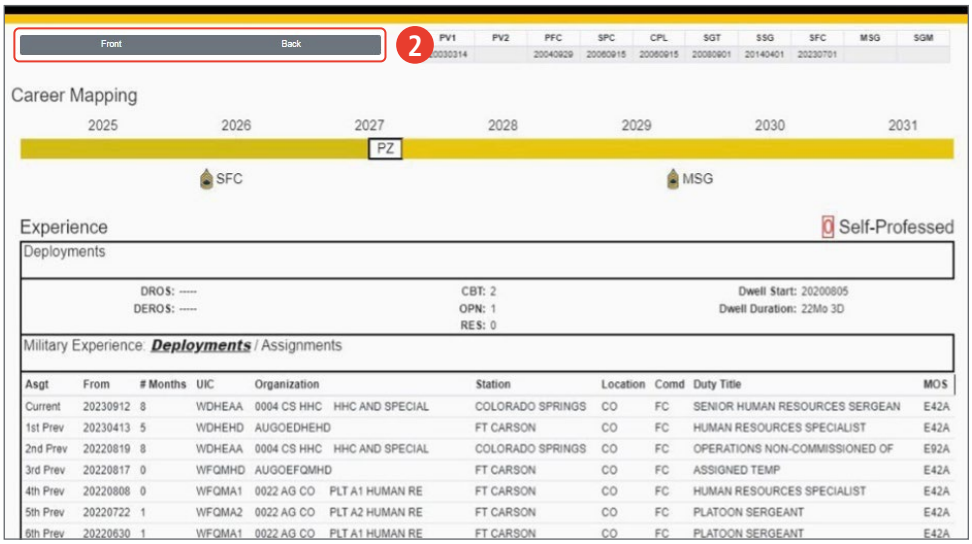
Member Readiness

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.

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

The Talent Management (TAM) Soldier Work Center

The **Talent Management (TAM) Soldier Work Center** 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

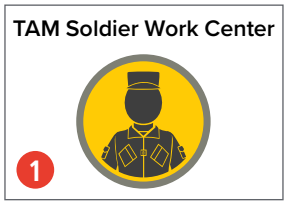
5. Members participating in a marketplace, navigate to view

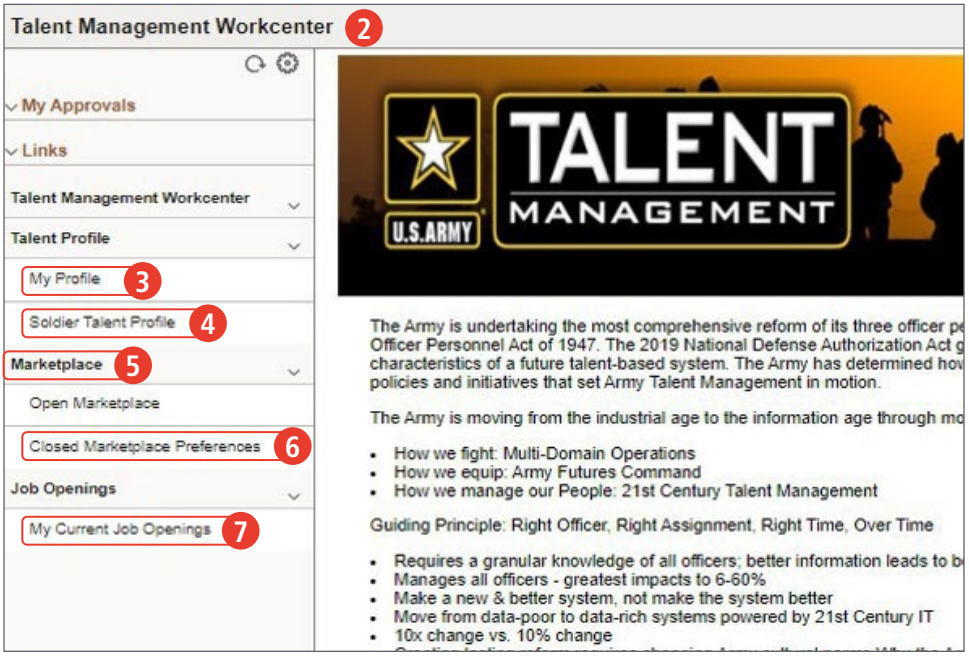
Open Marketplace

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)

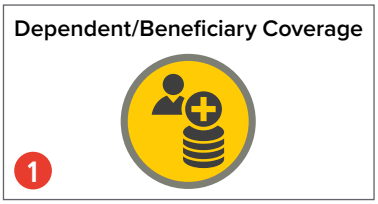
- Accept a Job Offer

Associated UPKs: (ARNG only)

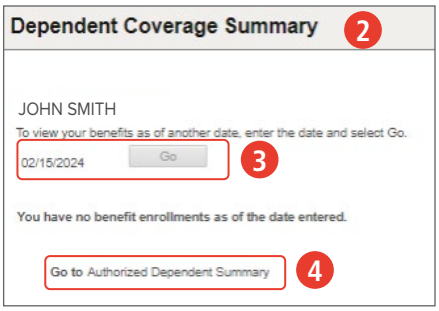
- View the Military Technician Information
- Add a Self-Professed Civilian Employment Experience

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.

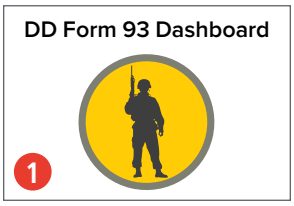


1. Select the **Dependent/Beneficiary Coverage** tile
2. Screen displays **Dependent Coverage Summary**
3. To view benefits as of a certain date, enter date and select **Go**
4. Navigate to **Authorized Dependent Summary** to view dependent data (DEERS)

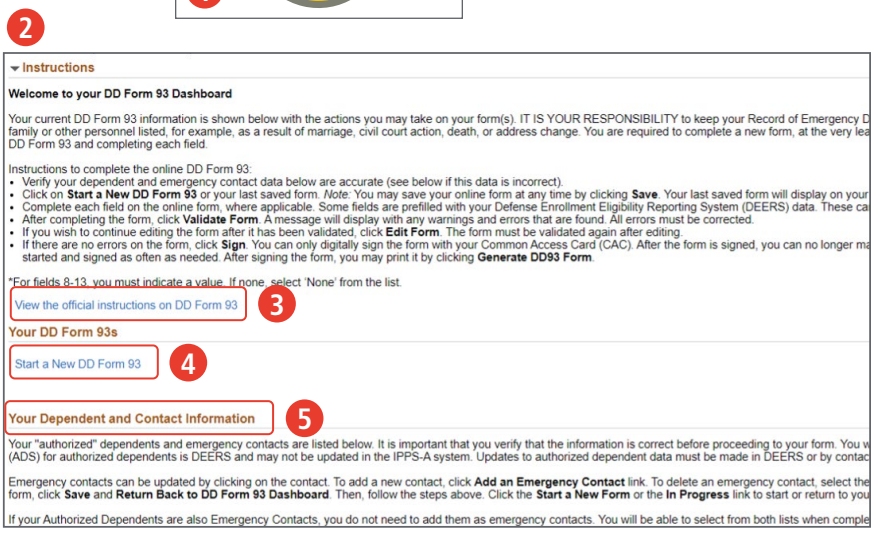


DD Form 93 Dashboard

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**



Associated UPKs:

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

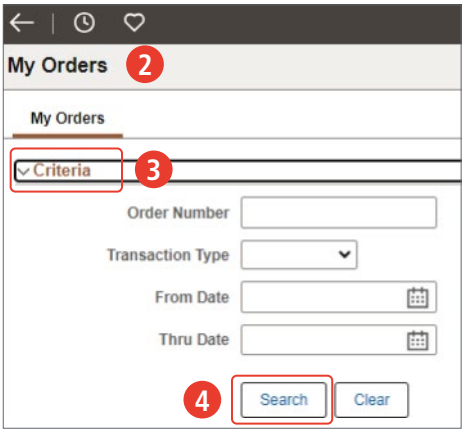
- Create Record of Emergency Data
- Maintain Record of Emergency Data

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**



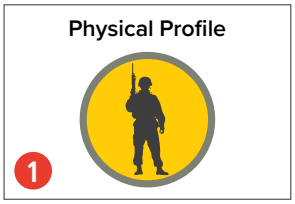
Associated UPK:

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

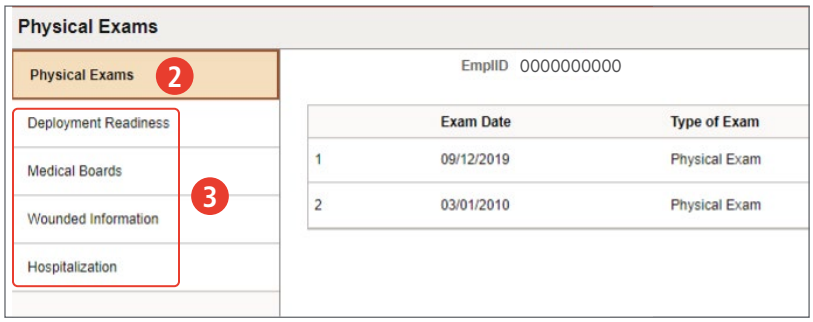
- View My Orders

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



Associated UPK:

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

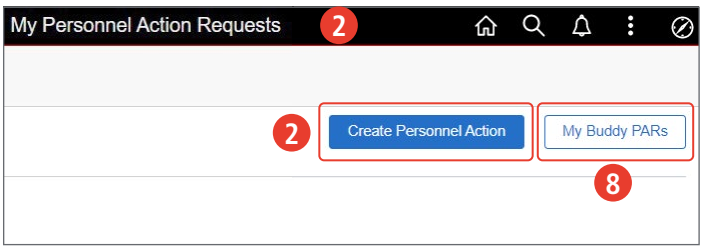
- View My Physical Profile in Physical Profiles

CHAPTER 3
MEMBER SERVICES

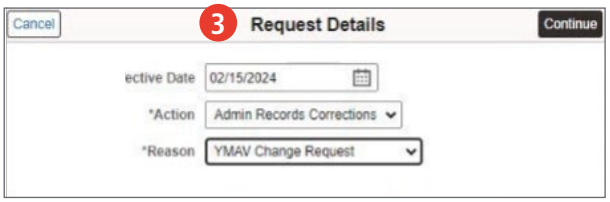
Member Services are functions that directly affect a Member's status, assignment, qualifications, financial status, and career progression. Using IPPS-A, Members initiate the required function and follow its process through the system and approval process. Member Services allows Members to directly address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

My Personnel Action Requests (PARs)

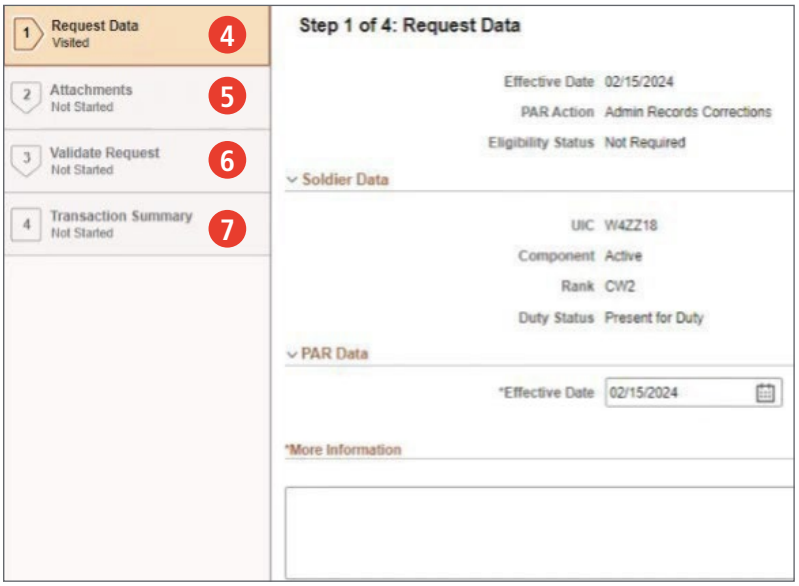
The **My Personnel Action Requests (PARs)** tile allows Members to **Create a Personnel Action** and displays the **Personnel Actions Summary**. PARS are used to initiate a myriad of actions such as corrections to the Member's admin record or correct a YMAV. Using the **Request Details** page, the Member 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

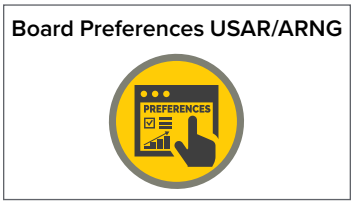


My Buddy PAR

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)

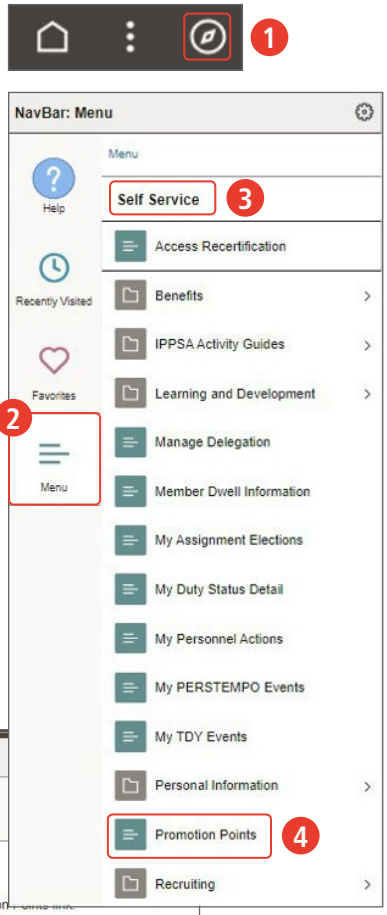
The Board Preferences USAR/ARNG tile is a snapshot of active promotion boards in which the Member is participating.

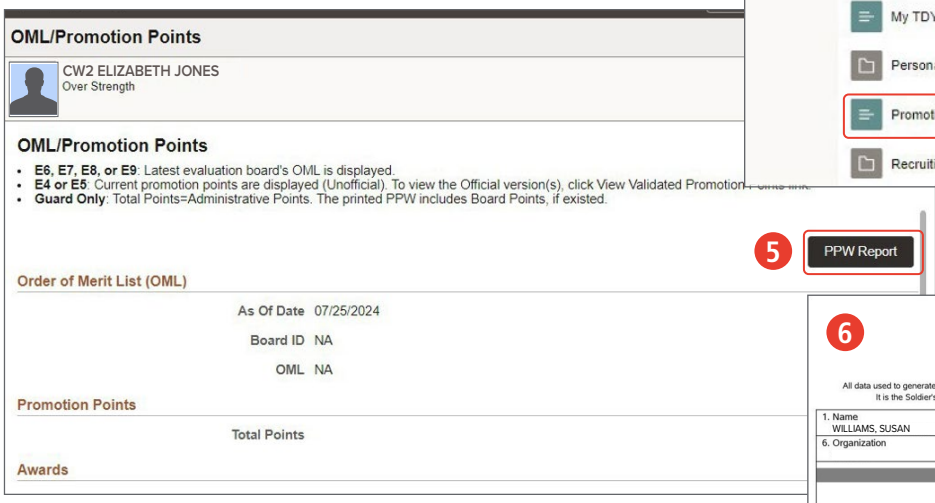


Promotion Points

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





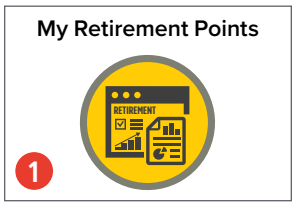
Associated UPKs:

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

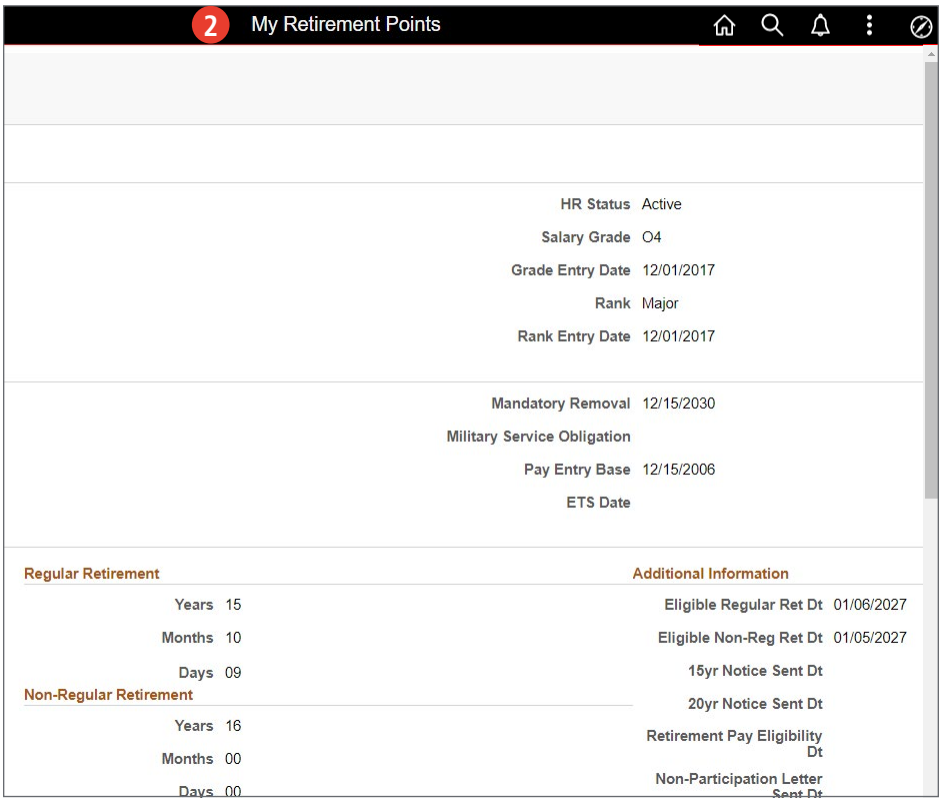
- Semi-Centralized - Select a Preference
- View a Semi-Centralized Promotion Point Worksheet

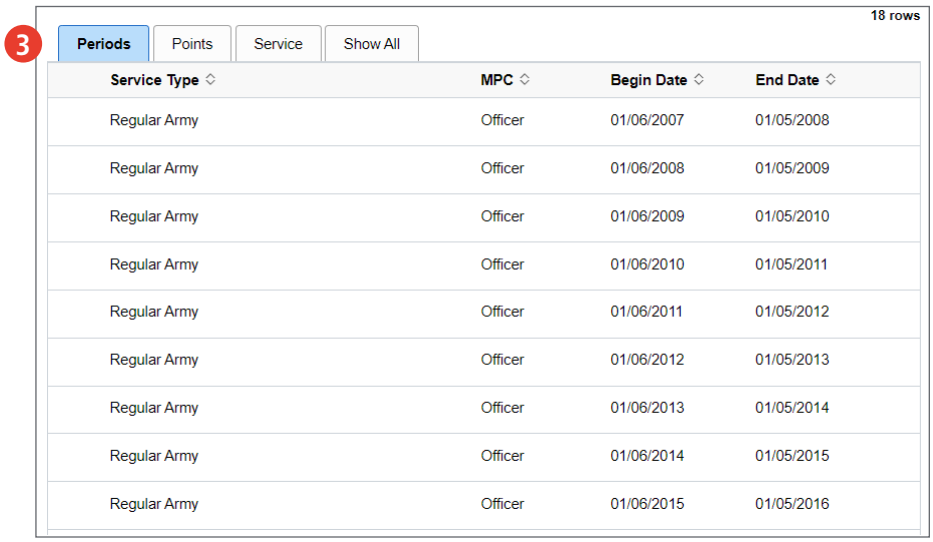
My Retirement Points

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





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

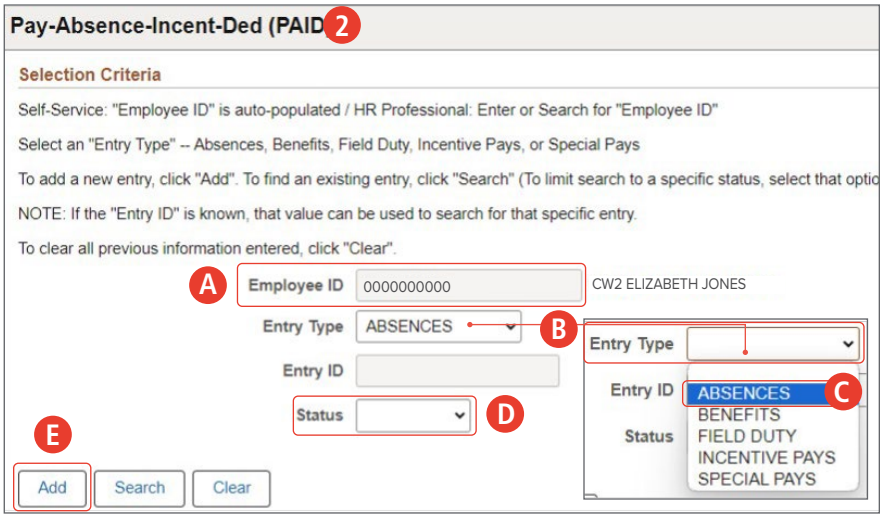
Pay-Absences-Incentive Pay-Deduction (PAID)

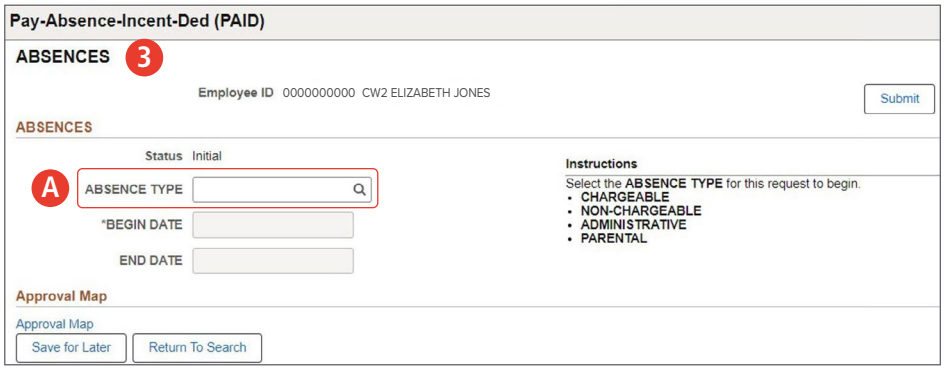
The Pay-Absences-Incent-Ded (PAID) tile allows the Member to initiate Absences, Benefits, Field Duty, Incentive Pay, and Special Pay. Members may also use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted actions.

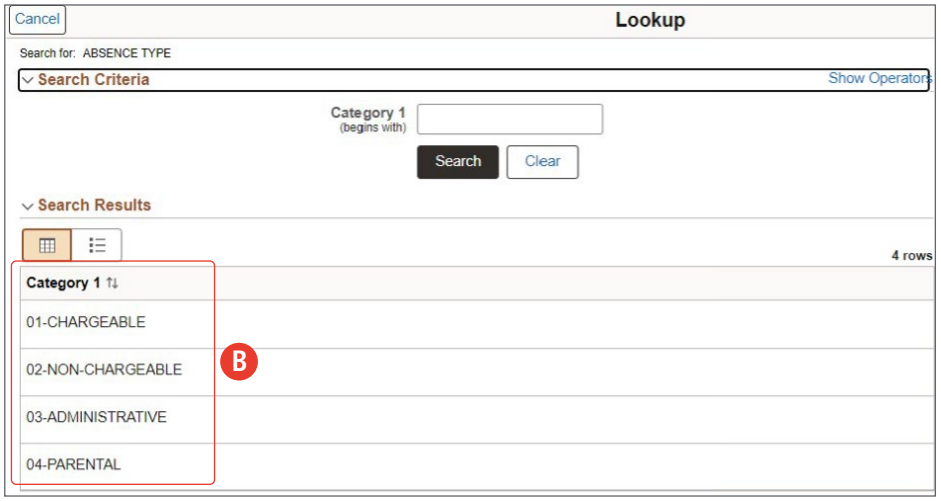
Request an Absence

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.

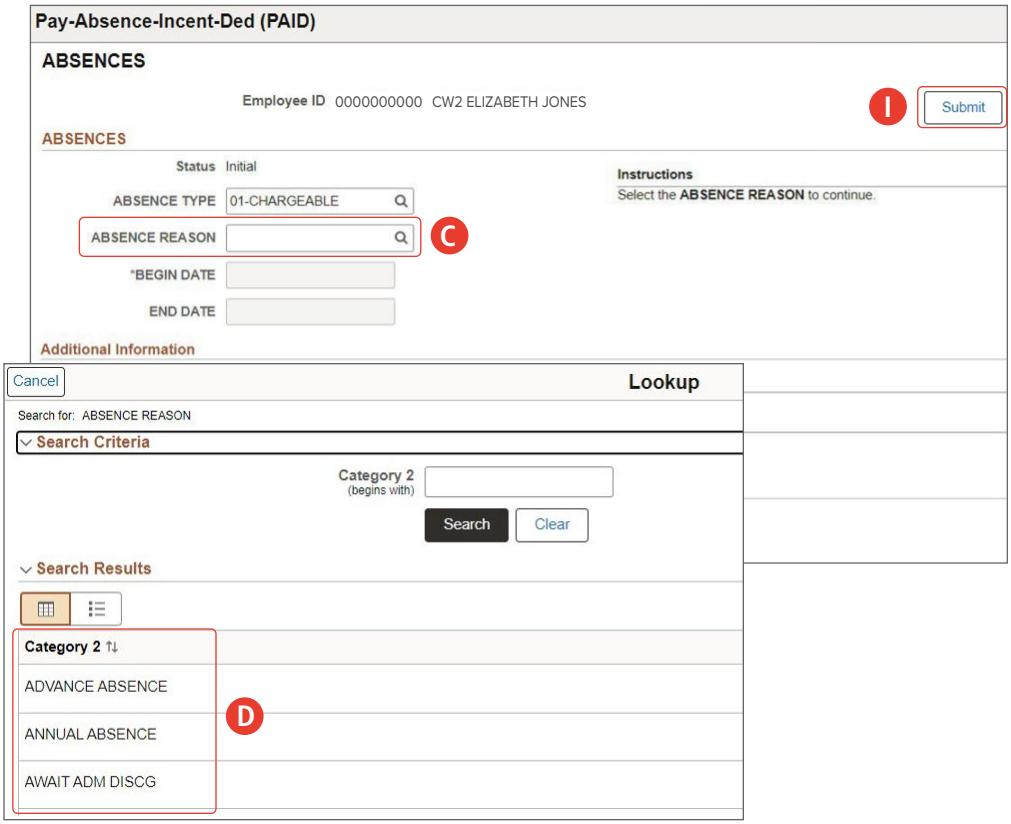
1. Select **Pay-Absence-Incent-Ded (PAID)** tile
2. The PAID landing page displays:
   A. Member EMPLID populates automatically
   B. Select **Entry Type** drop-down
   C. Select **Absences**
   D. Leave **Status** field blank
   E. Select **Add**
3. The **Absences** landing page displays:
   A. Select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







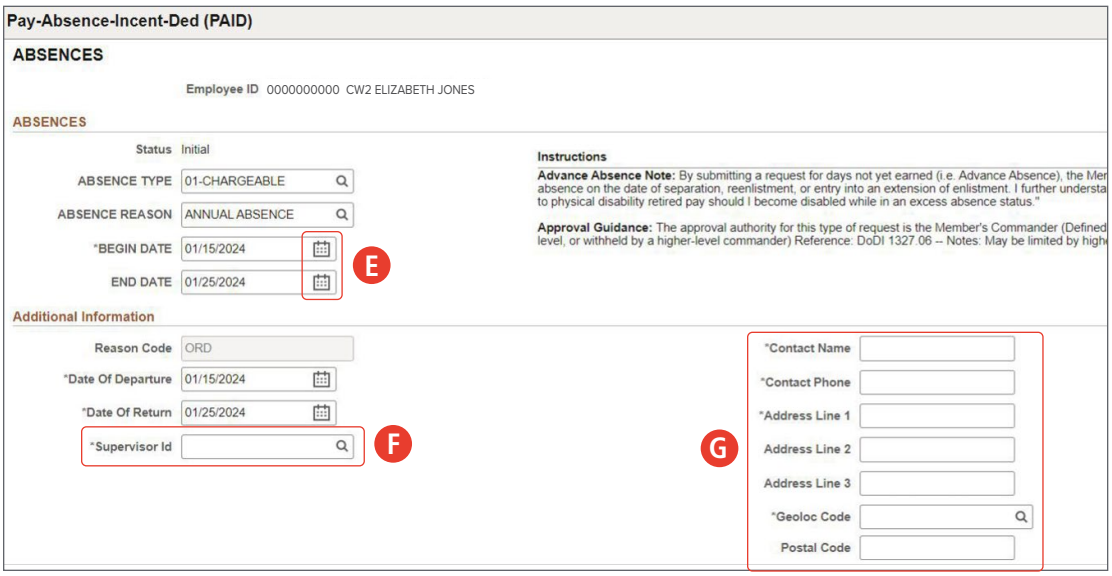
C. Select the **Absence Reason** look-up tool
D. Select applicable reason
E. Enter Begin and End Date fields by selecting the **Calendar icon**
F. Select the **Supervisor** look-up tool to add applicable supervisor
G. Enter applicable information in the fields
H. Select **Attach** to add applicable supporting documents
I. Select **Submit**; Request is routed to supervisor

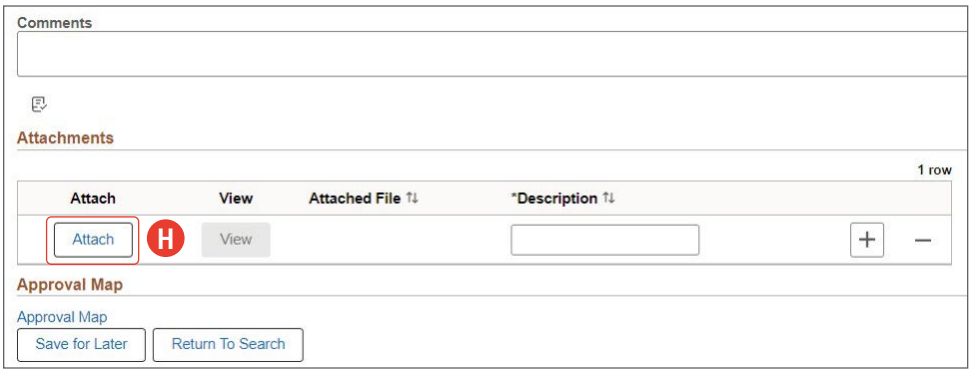


Associated UPKs:

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

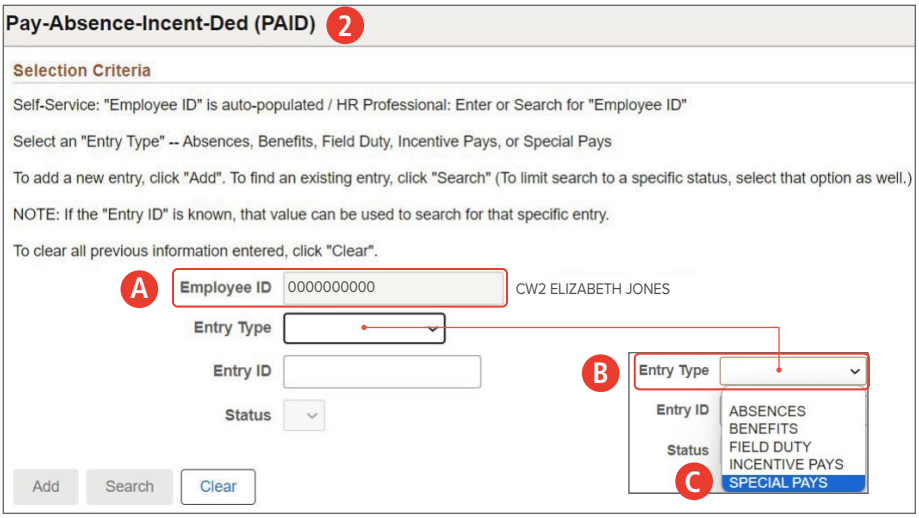


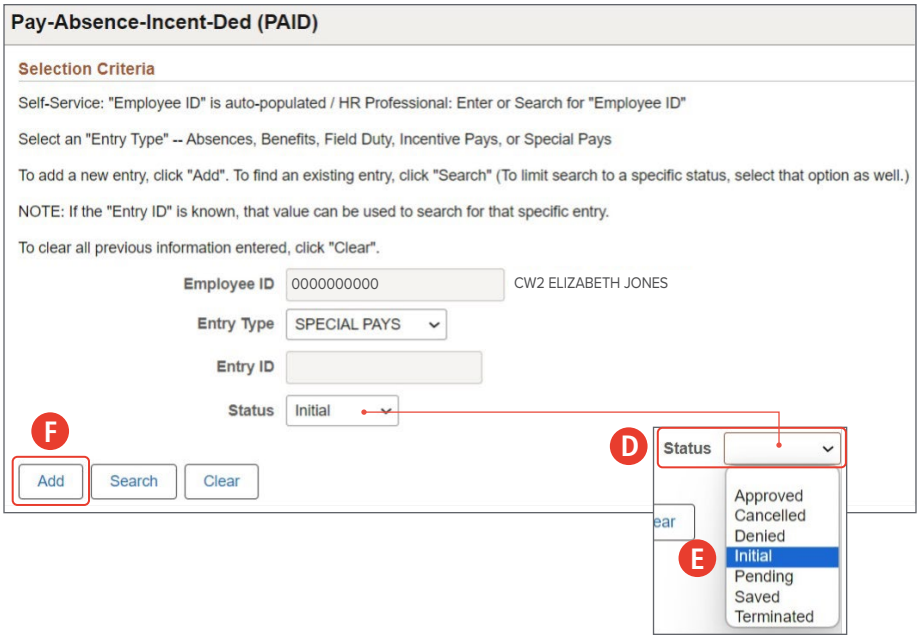


Special Pay Requests

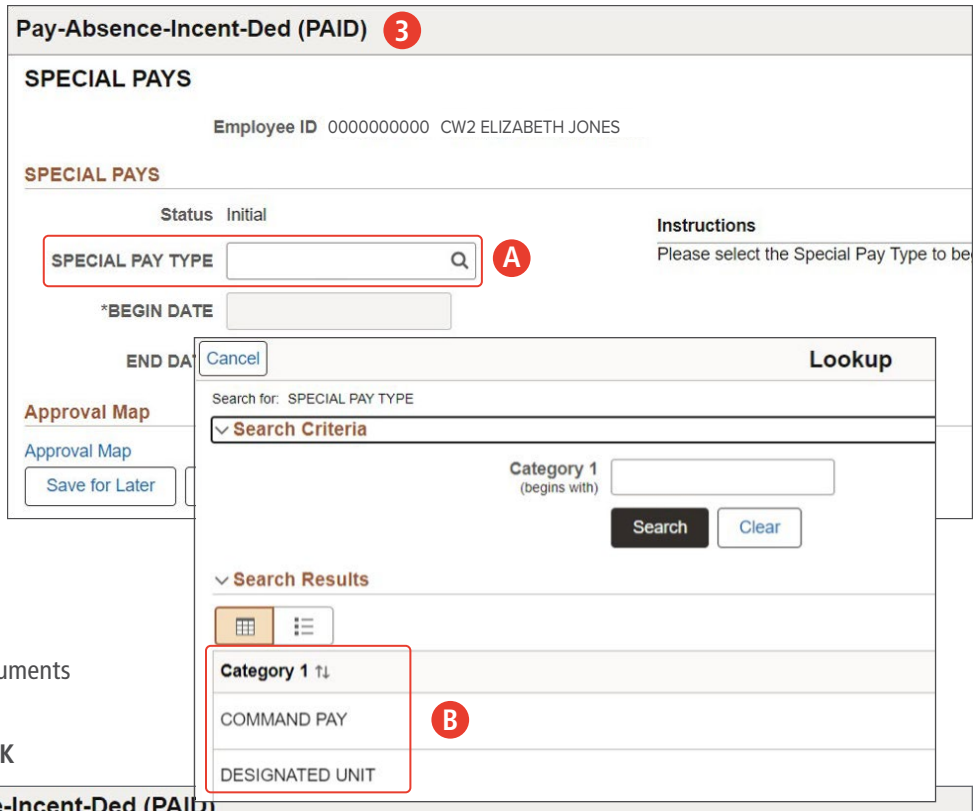
Special Pay is authorized for Members who work in specialized fields/positions or who serve in areas that qualify for additional pay. Members may submit Special Pay Requests through Self-Service.

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**





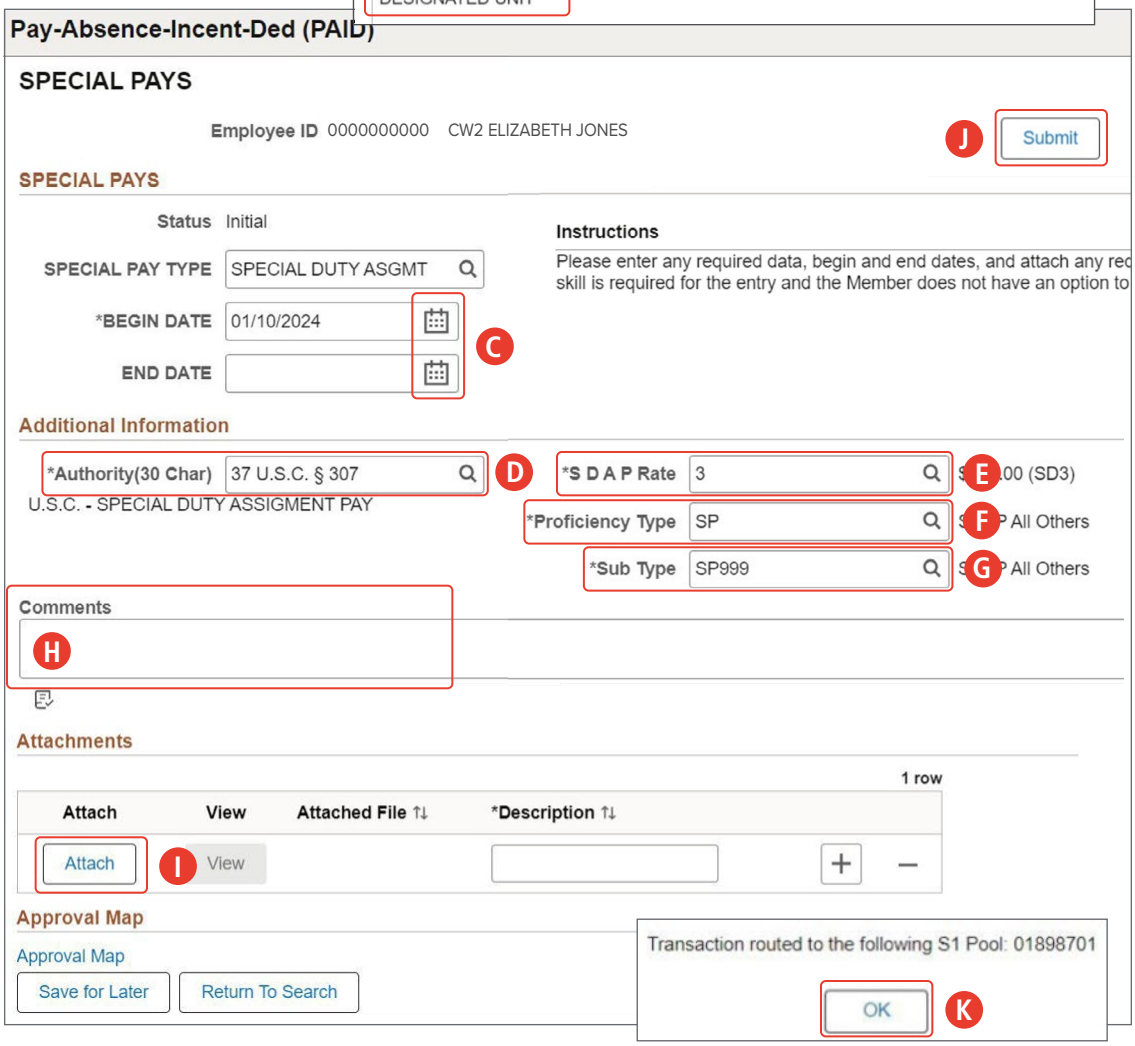
3. The **Special Pays** landing page displays:
   A. Select the **Special Pay Type** look-up tool
   B. Select applicable special pay type
   C. Enter Begin and End date (if applicable) field(s) by selecting the **Calendar Icon**
   D. Select Authority look-up tool; Select applicable authority
   E. 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:

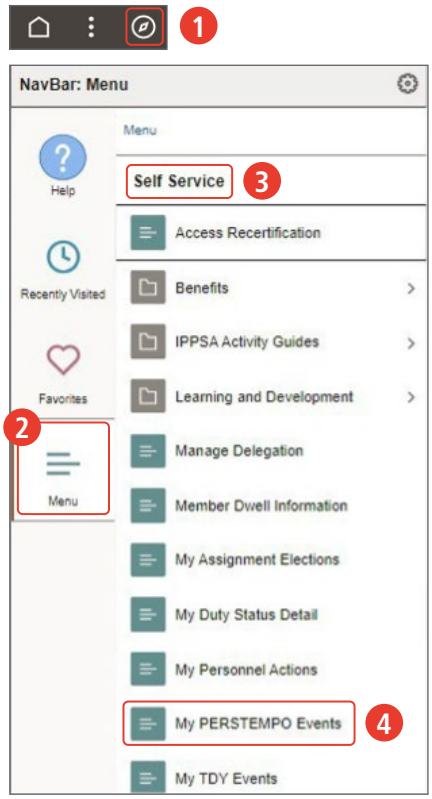
- Cancel Special or Incentive Pay Request
- Stop (Change) Special or Incentive Pay Request
- Submit Special or Incentive Pay Request

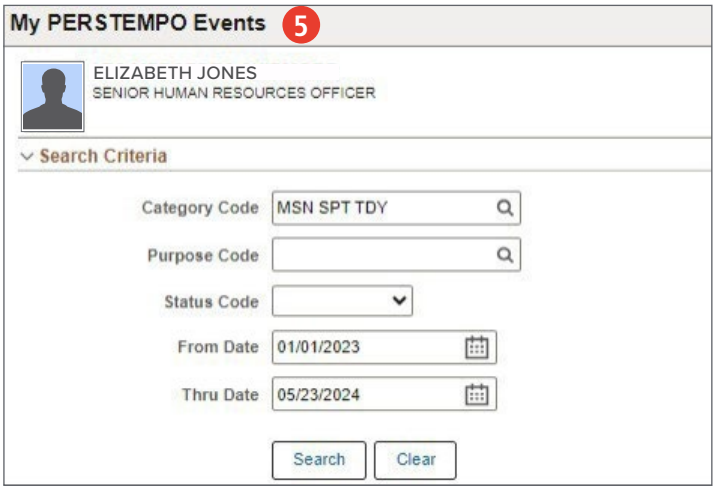


My Personnel Tempo (PERSTEMPO) Events

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

CHAPTER 4
MEMBER SUPPORT

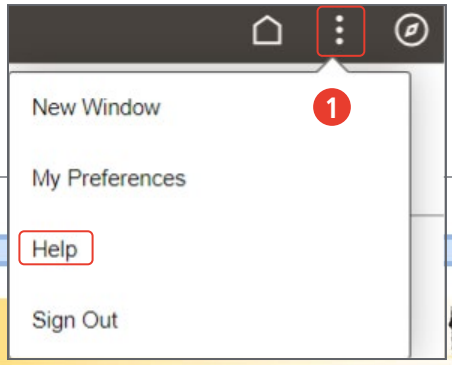
Member Support is guidance-oriented tools that directly aid Members in positioning the necessary IPPS-A tiles, system notifications, and reporting software errors. Using IPPS-A, Members may initiate a discussion of prominent system issues or receive almost immediate help in completing a personnel action.

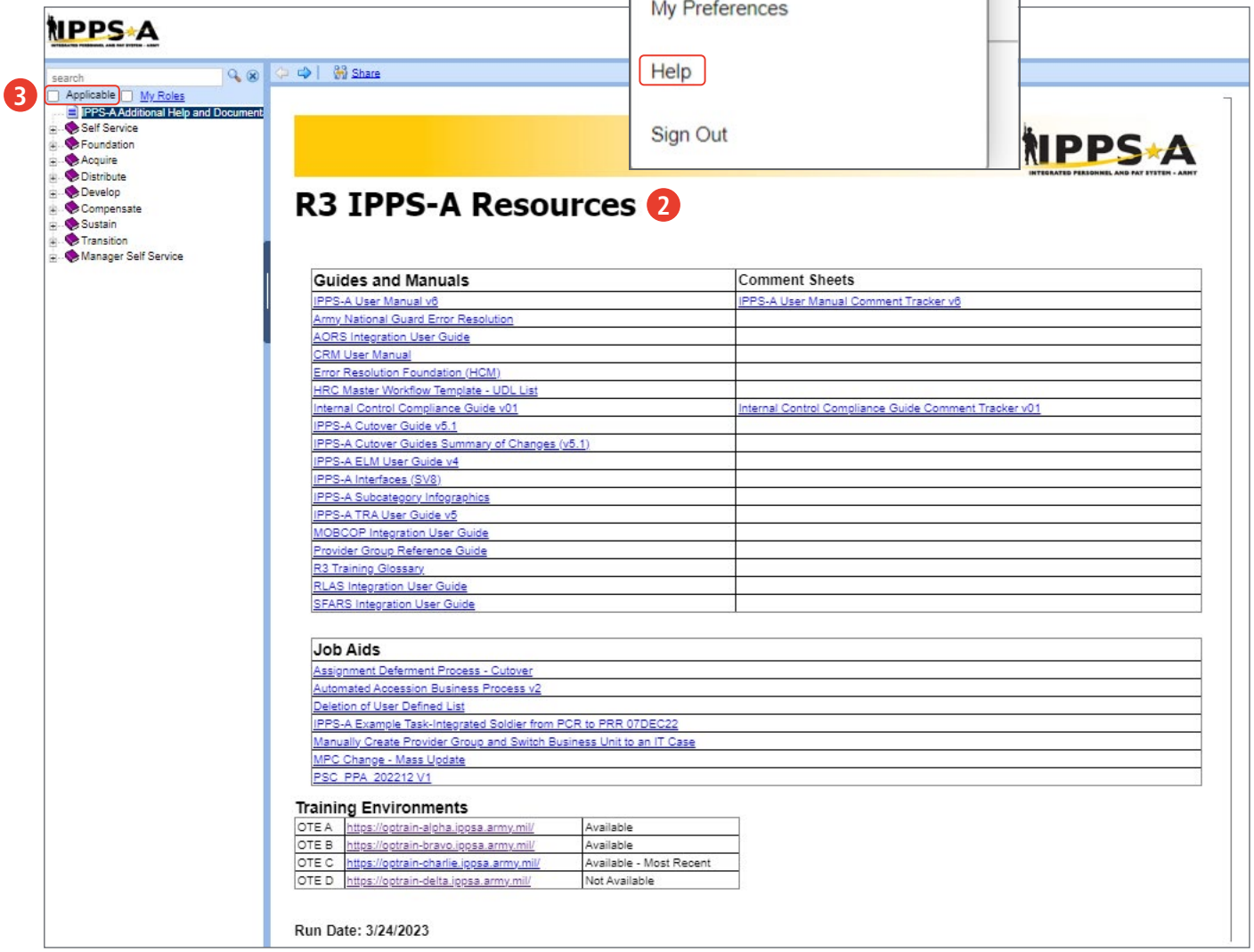
IPPS-A Help

IPPS-A Help is located in the **Navigation Bar** within the A**ction 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.

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

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

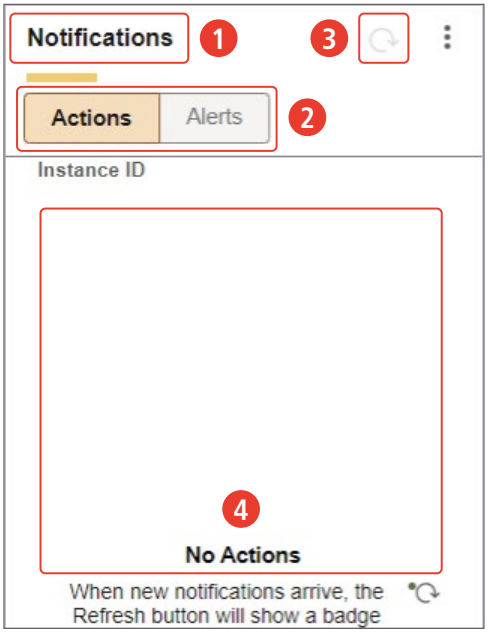




Notifications

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.

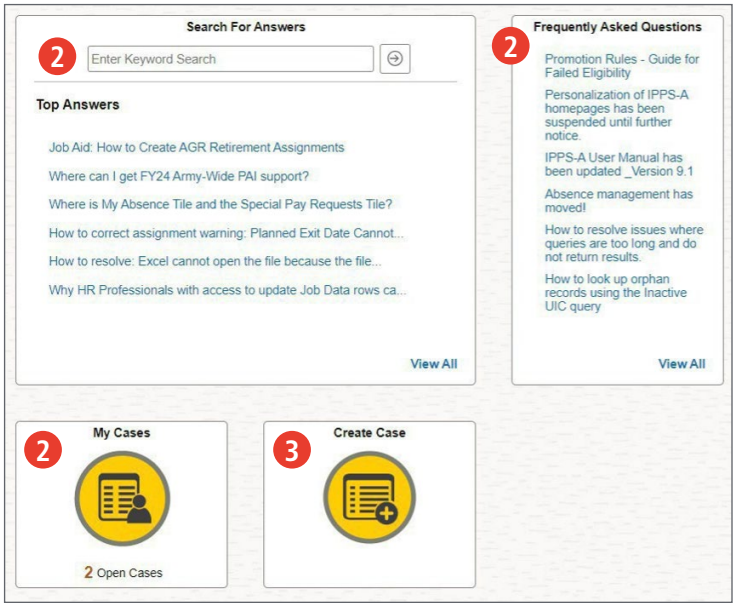
1. Select the **Notification** icon
2. Screen displays a dialog box; Members may toggle **Actions** or **Alerts**
3. Members may **Refresh All** alerts or actions
4. Members may select the most recent alerts or actions listed in the box in blue

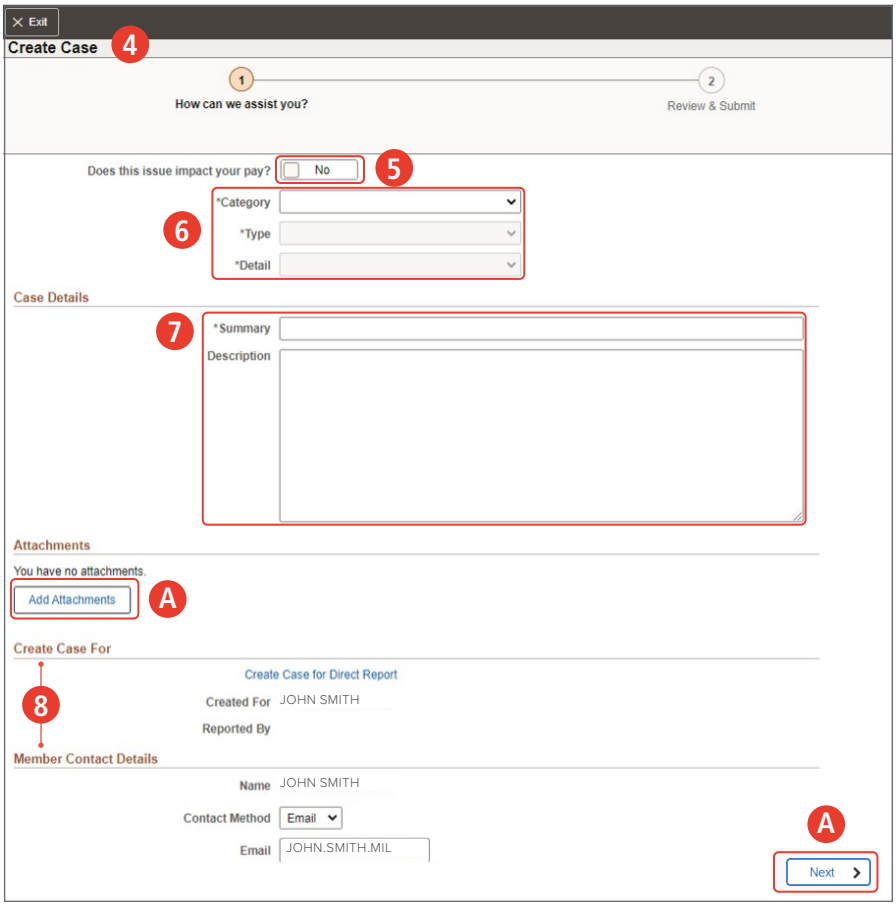


IPPS-A Help Center

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
   A. Add supporting documents via **Add Attachments**
8. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information
   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-ipps-a.mbx.ipps-a@army.mil.

IPPS-A

INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

U.S. ARMY