



SELF-SERVICE USER GUIDE

VERSION 4

DECEMBER 2025



SUMMARY OF CHANGES

This revision, dated 3 December 2025—

- Visuals throughout this guide were updated to match current system appearance
- Updates section: Introduction (page 4)
- Updates section: Self-Service Homepage (page 5)
- Updates section: Personal Information (page 6)
- Updates section: The Talent Management (TAM) Soldier Workcenter (page 8)
- Updates section: Dependent/Beneficiary Coverage (page 9)
- Updates section: DD Form 93 Dashboard (page 9)
- Updates section: My Orders (page 10)
- Updates section: Physical Profile (page 10)
- Updates section: My Personnel Action Requests (PARs) (page 11)
- Updates section: Promotion Points (page 12)
- Updates section: My Retirement Points (page 13)
- Updates section: Pay-Absences-Incentive Pay-Deduction (PAID) (page 14)
- Updates section: Request an Absence (page 14)
- Updates section: Special Pay Request (page 16)
- Updates section: My Personnel Tempo (PERSTEMPO) Events (page 19)
- Updates section: DD Form 214 and 214-1 (page 20)
- Updates section: Notifications (page 22)
- Updates section: IPPS-A Help Center (page 23)

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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:** The IPPS-A User Manual is the official, step-by-step guide for performing actions within the system. 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

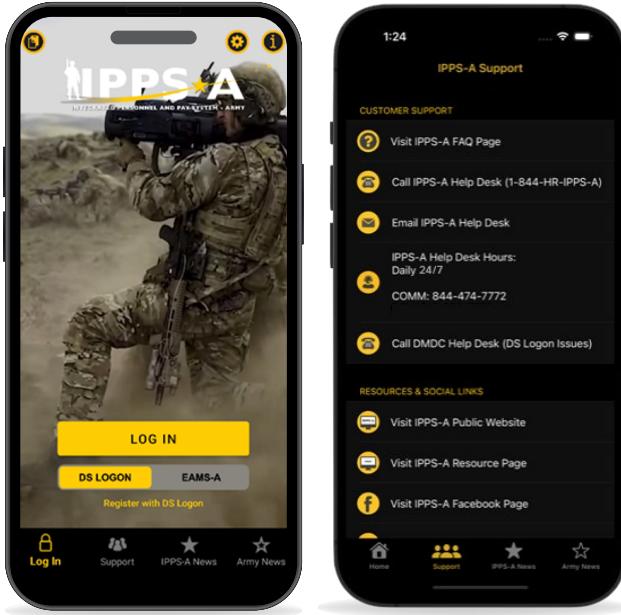
It is the Member's responsibility to review their personnel profile and submit changes in a timely manner. This can include actions pertaining to the Member, as well as any actions regarding certain **Personnel Action Requests (PARs)**, such as the **My Buddy PAR** function. The My Buddy PAR allows a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

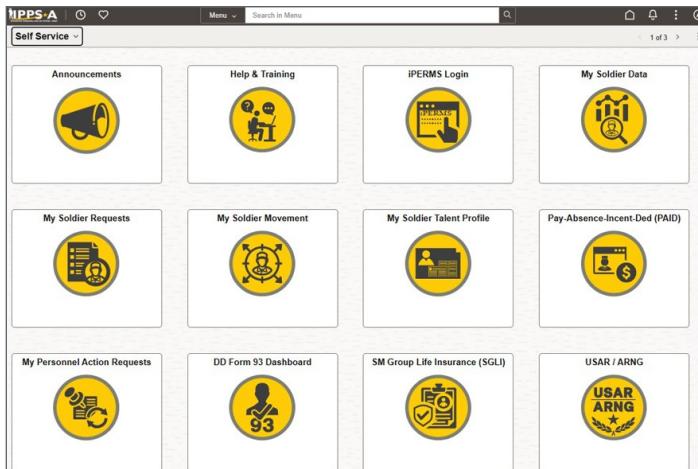
Focuses on familiarization with the Mobile Application, Desktop Self-Service [homepage](#) and Navigator.

Mobile Application



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.



 COMING SOON:
Payroll Dashboard tile

Mobile App Instructions:

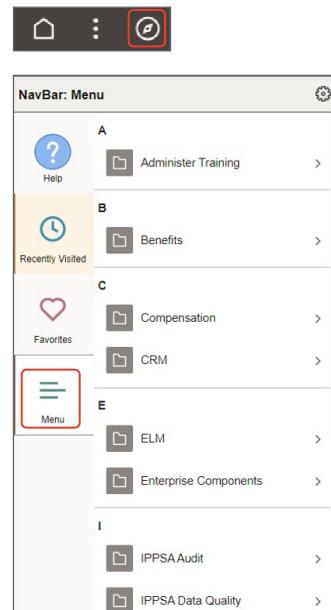
Users must first register their Common Access Card (CAC) and create an account with Defense Manpower Data Center (DMDC) in order to access IPPS-A Self-Service utilizing DS Logon. Visit <https://myaccess.dmdc.osd.mil/identitymanagement>.

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!



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: current home address, mailing address (if different than residential address like a P.O. Box), and Home of Record (HOR) where you entered the Army. HOR can only be updated through using the PAR process.

1. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Click on the **Personal Details** tile.
3. Click on **Addresses**.
4. Update information with correct Address.
5. Save Address.

1 My Soldier Data

2 Personal Details

Mailing Address

123 IPPS-A Drive	Current	3
Arlington, VA 00000		

4

Mailing Address

* Indicates required field

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1

Change As Of	<input type="text" value="10/21/2025"/>
Address Type	Mailing
*Country	<input type="text" value="United States"/>
*Address 1	<input type="text" value="123 IPPS-A Drive"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
*City	<input type="text" value="ARLINGTON"/>
*State	<input type="text" value="Virginia"/>
*Postal	<input type="text" value="00000"/>
County	<input type="text"/>

5

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

My Soldier Talent Profile



1
2

PV1	PV2	PFC	SPC	CPL	SGT	SSG	SFC	MSG	SGM
0030314		20040929	20080915	20080915	20080901	20140401	20230701		

Career Mapping

2025	2026	2027	2028	2029	2030	2031
		PZ				
		SFC			MSG	

Experience

Deployments

DROS: -----	CBT: 2	Dwell Start: 20200805
DEROS: -----	OPN: 1	Dwell Duration: 22Mo 3D
RES: 0		

Military Experience: **Deployments** / Assignments

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 SERGEANT	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	WFQMD	AUGOEFQMD	FT CARSON	CO	FC	ASSIGNED TEMP	E42A
4th Prev	20220808	0	WFQMA1	0022 AG CO	PLT A1 HUMAN RE	FT CARSON	CO	HUMAN RESOURCES SPECIALIST	E42A
5th Prev	20220722	1	WFQMA2	0022 AG CO	PLT A2 HUMAN RE	FT CARSON	CO	PLATOON SERGEANT	E42A
6th Prev	20220630	1	WFQMA1	0022 AG CO	PLT A1 HUMAN RE	FT CARSON	CO	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. Navigate to Self-Service homepage; Select the **My Soldier Movement** tile.
2. Select the **TAM Soldier Workcenter** tile.
3. Screen displays the homepage for **TAM Talent Profile**.
4. Navigate to **My Profile** view/update.
5. Navigate to view the **Soldier Talent Profile**.
6. Members participating in a marketplace, navigate to view **Open Marketplace**.
7. Navigate to **Closed Marketplace Preferences** to view/edit preferences Job Openings.
8. Navigate to **My Current Job Openings** to view and open requisitions/jobs.

Talent Management Workcenter 3

My Approvals

Links

Talent Management Workcenter

Talent Profile

My Profile 4

Soldier Talent Profile 5

Marketplace 6

Open Marketplace

Closed Marketplace Preferences 7

Job Openings

My Current Job Openings 8

The Army is undertaking the most comprehensive reform of its three officer personnel acts of 1947. The 2019 National Defense Authorization Act guides characteristics of a future talent-based system. The Army has determined how policies and initiatives that set Army Talent Management in motion.

The Army is moving from the industrial age to the information age through modernization:

- How we fight: Multi-Domain Operations
- How we equip: Army Futures Command
- How we manage our people: 21st Century Talent Management

Guiding Principle: Right Officer, Right Assignment, Right Time, Over Time

- Requires a granular knowledge of all officers; better information leads to better decisions
- Manages all officers - greatest impacts to 6-60%
- Make a new & better system, not make the system better
- Move from data-poor to data-rich systems powered by 21st Century IT
- 10x change vs. 10% change

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
- Enter Self-Professed KSB Information – Coding Language
- 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. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Select the **Dependent/Beneficiary Coverage** tile.
3. The **Dependent Coverage Summary** screen displays.
4. To view benefits as of a certain date, enter date and select **Go**.
5. Navigate to **Authorized Dependent Summary** to view dependent data (DEERS).



Dependent Coverage Summary 3

JOHN SMITH
To view your benefits as of another date, enter the date and select Go.
02/15/2024 Go 4

You have no benefit enrollments as of the date entered.
[Go to Authorized Dependent Summary](#) 5

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. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Select the **DD Form 93 Dashboard** tile.
3. The **DD 93 Dashboard** displays.
4. For instructions, select **View the official instructions on DD Form 93**.
5. Navigate to **Start a New DD Form 93** to begin a new form.
6. Review dependent and contact information under **Your Dependent and Contact Information**.



3

▼ 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, 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 DD Form 93 and completing each field.
• 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 edited.
• 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 it. 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](#) 4

Your DD Form 93s
[Start a New DD Form 93](#) 5

Your Dependent and Contact Information 6

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 prompted to verify the information when you start a new form. If you have any changes, you must update the information in DEERS and then update the information in the DD Form 93.
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 form.



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 is NOT complete.

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

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. Navigate to **Self-Service** homepage; Select the **My Soldier Movement** tile.
2. Select the **My Orders** tile.
3. Screen displays the **My Orders** landing page.
4. Navigate to **Criteria** to enter Member order data.
5. 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



A screenshot of the 'My Orders' landing page. The top navigation bar includes a back arrow, a refresh icon, and a heart icon. The main title is 'My Orders' (3). Below it is a sub-header 'My Orders'. A section titled 'Criteria' (4) is highlighted with a red box. It contains fields for 'Order Number' (input field), 'Transaction Type' (dropdown menu), 'From Date' (input field with calendar icon), and 'Thru Date' (input field with calendar icon). At the bottom are 'Search' (5) and 'Clear' buttons.

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. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Select the **Physical Profile** tile.
3. Screen displays the **Physical Exams**.
4. Navigate to the listing on the left side of the screen, select the desired section to review Member data.



A screenshot of the 'Physical Exams' section. The top navigation bar is titled 'Physical Exams' (3). Below it is a list of sections: 'Deployment Readiness' (4), 'Medical Boards', 'Wounded Information', and 'Hospitalization'. To the right, a table shows Member data for EmplID 0000000000. The table has columns for 'Exam Date' and 'Type of Exam'. It lists two entries: 1. 09/12/2019, Physical Exam and 2. 03/01/2010, Physical Exam.

	Exam Date	Type of Exam
1	09/12/2019	Physical Exam
2	03/01/2010	Physical Exam

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.

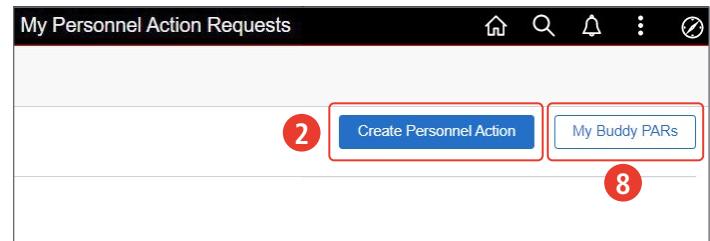
My Personnel Action Requests (PARs)

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 and Check Eligibility**.
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.



<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 1 Request Data Visited </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 2 Attachments Not Started </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 3 Validate Request Not Started </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 4 Transaction Summary Not Started </div>	<p>Step 1 of 4: Request Data</p> <p>Effective Date: 02/15/2024 PAR Action: Admin Records Corrections Eligibility Status: Not Required</p> <p>Soldier Data</p> <p>UIC: W4ZZ18 Component: Active Rank: CW2 Duty Status: Present for Duty</p> <p>PAR Data</p> <p>Effective Date: 02/15/2024</p> <p>More Information</p>
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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 consideration 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.

NavBar: Menu

- Help
- Self Service **3**
- Access Recertification
- Benefits
- Career Planning
- Impersonation Signon
- IPPSA Activity Guides
- Job
- Learning and Development
- Leave Transfer Requests
- Manage Delegation
- Member Dwell Information
- My Assignment Elections
- My Buddy Personnel Actions
- My Duty Status Detail
- My Personnel Actions
- My PERSTEMPO Events
- My TDY Events
- OML/Promotion Points** **4**

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
Over Strength

OML/Promotion Points

- E6, E7, E8, or E9: Latest evaluation board's OML is displayed.
- E4 or E5: Current promotion points are displayed (Unofficial). To view the Official version(s), click View Validated Promotion Points link.
- Guard Only: Total Points=Administrative Points. The printed PPW includes Board Points, if existed.

Order of Merit List (OML)

As Of Date 07/25/2024
Board ID NA
OML NA

Promotion Points

Total Points

Awards

OFFICIAL RECORD

6

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 JONES, ELIZABETH	2. Last 4	3. DOR	4. BASD/PEBO	5. Points Effective Date
6. Organization	7. PMOS	8. Status (Reason)		

SECTION A – MILITARY TRAINING (0 Maximum Points)

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: |

SECTION B – AWARDS AND DECORATIONS (0 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) 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: |

Section B - Total Awards and Decorations Points: 0

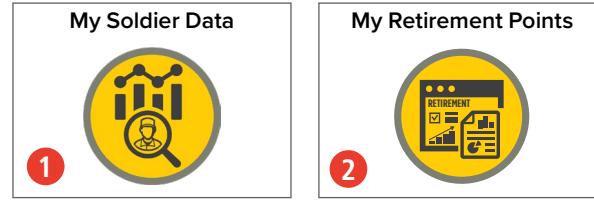
Associated UPKs:

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. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Select the **My Retirement Points** tile.
3. **My Retirement Points** screen displays. Members may review current points calculation for retirement.
4. 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.

3 **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
Non-Regular Retirement	20yr Notice Sent Dt
Years 16	Retirement Pay Eligibility Dt
Months 00	Non-Participation Letter Sent Dt
Days 00	

4

Periods	Points	Service	Show All
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

18 rows

Pay-Absences-Incentive Pay-Deduction (PAID)

The PAID tile allows the Member to initiate Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays or Special Pays. 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, parental, or PCS events. 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 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".

A Employee ID CW2 ELIZABETH JONES

B Entry Type

C Entry ID

D Status

E

A ABSENCE TYPE

*BEGIN DATE
END DATE

Save for Later
Return To Search

Pay-Absence-Incent-Ded (PAID)

ABSENCE 3

Employee ID 0000000000 CW2 ELIZABETH JONES

ABSENCE

Status	Initial	ABSENCE TYPE
		<input type="text" value="ABSENCE TYPE"/>
*BEGIN DATE		<input type="text"/>
END DATE		<input type="text"/>

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

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

Lookup

Search for: ABSENCE TYPE

Search Criteria

Category 1 (begins with)

Search Results

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

- 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**.

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

Instructions
Select the ABSENCE REASON to continue.

Entry Details

Comments

Save for Later Return To Se

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON

*BEGIN DATE

END DATE

Lookup

Search for: ABSENCE REASON

▼ Search Criteria

Category 2 (begins with)

Search Clear

▼ Search Results

Category 2 ↑

D

ANNUAL ABSENCE

TERMINAL/TRANS

EMERGENCY ABS

17 rows

Pay-Absence-Incent-Ded (PAID)

ABSENCES

Employee

ABSENCES

Status Initial

ABSENCE TYPE 01-CHARGEABLE

ABSENCE REASON ANNUAL ABSENCE

*BEGIN DATE 11/10/2025

END DATE 11/14/2025

Additional Information

Duration: 5 Leave Balance: 43.5 as of 10/24/2025 -- Source:DJMS-AC Approved Chargeable Days After Today: 17

Entry Details

Reason Code ORD

*Date Of Departure 11/10/2025

*Date Of Return 11/14/2025

Supervisor Id

Comments

Attachments

Attach

View Attached File ↑

*Description ↑

Save for Later Return To Se

Submit for Approval Confirmation

Approver (Approve/Deny)

Intermediate Approver (Review/Recommend Approval)

User List

Template

User ID

I

Insert

J

OK

Transaction submitted for approval

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 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)

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".

A Employee ID CW2 ELIZABETH JONES

Entry Type

Entry ID

Status

Add

Search

Clear

B Entry Type

Entry ID

Status

ABSENCES

ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

C SPECIAL PAYS

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".

Employee ID CW2 ELIZABETH JONES

Entry Type

Entry ID

Status

Add

Search

Clear

D Status

Approved

Cancelled

Denied

E Initial

Pending

Saved

Terminated

3. The **Special Pays** landing page displays:

- Select the **Special Pay Type** look-up tool.
- Select applicable special pay type.

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS

3 Employee ID 0000000000 CW2 ELIZABETH JONES

SPECIAL PAYS

Status Initial

SPECIAL PAY TYPE A

***BEGIN DATE**

END DATE

Approval Map

Approval Map

[Save for Later](#) [Return To Search](#)

Lookup

Cancel

Search for: SPECIAL PAY TYPE

Search Criteria Show Operators

Category 1 (begins with)

Search Clear

Search Results

Category 1 10 rows

COMMAND PAY	B
DESIGNATED UNIT	
FORMER CAPTIVE PAY	
HARDSHIP DUTY	
HOSTILE FIRE PAY	
IMMINENT DANGER	
SEA DUTY	
SEA DUTY - PREMIUM	
SPECIAL DUTY ASGMT	
MULTI SPECIAL DUTY	

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**.

Pay-Absence-Incent-Ded (PAID)

SPECIAL PAYS

Employee ID 0000000000 CW2 ELIZABETH JONES

Instructions
This page will be used to establish payment for Special Duty Assignment PAYMENT.
IMPORTANT: If there is a need for **multiple (or overlapping) SDAP entries**, if the Member is authorized more than two concurrent SDAP pay

SPECIAL PAYS

Status	Initial
SPECIAL PAY TYPE	SPECIAL DUTY ASGMENT
*BEGIN DATE	09/23/2025
END DATE	

Entry Details

D *Authority	SECARMY Memo-Jumpmas	SECARMY Memo - Jumpmaster ONL	E *SDAP Rate	2	\$150.00 (SD2)
*Proficiency Type	AD	F Master			
G *Sub Type	AD01	G Jumpmaster			

Comments

H

Attachments

Attach	View	Attached File	*Description
I Attach	I View		

Approval Map

Approval Map	Save for Later	Return To Search	Transaction routed to the following S1 Pool: 01898701
--------------	----------------	------------------	---

OK K

Associated UPKs:

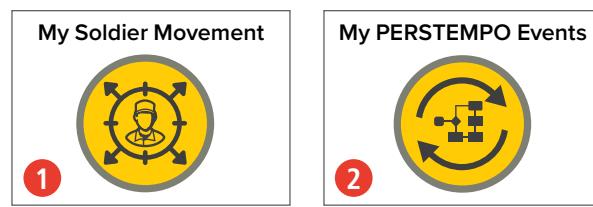
Click [here](#) to access the R3 Demo Server then search for the following UPKs under the Self-Service book:

- 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. Navigate to **Self-Service** homepage; Select the **Soldier Movement** tile.
2. Select the **My PERSTEMPO Events** tile.
3. My PERSTEMPO page displays; Member can select search criteria for any specific PERSTEMPO event by type or date.



My PERSTEMPO Events 3

	ELIZABETH JONES SENIOR HUMAN RESOURCES OFFICER
▼ Search Criteria	
Category Code	MSN SPT TDY <input type="text"/>
Purpose Code	<input type="text"/>
Status Code	<input type="text"/>
From Date	01/01/2023 <input type="text"/>
Thru Date	05/23/2024 <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Associated UPK:

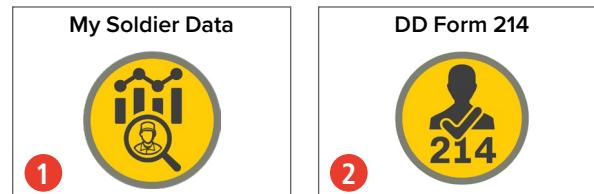
Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- View and Update PERSTEMPO

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).

1. Navigate to **Self-Service** homepage; Select the **My Soldier Data** tile.
2. Select the **DD Form 214** tile.
3. The DD-214 landing page displays.
4. Select the desired **DD Form 214** from the list.



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.

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.

IPPS-A Resources Page (Right Screenshot):

Guides and Manuals

- IPPS-A User Manual
- Army National Guard Error Resolution
- ARNG Supplemental Guide
- ACRS Integration User Guide
- Automated Accession Business Process
- CRM User Manual
- Error Resolution Foundation (HCM)
- HRC Master Workflow Template - UDL List
- Internal Control Compliance Guide
- IPPS-A Action Taken Mapping
- IPPS-A ELM User Guide
- IPPS-A Interfaces (SVB)
- IPPS-A Leader's Reference Guide
- IPPS-A MPR Smartbook
- IPPS-A PAPD & Intranet Grid
- IPPS-A Self-Service Guide
- IPPS-A Subcategory Infographics
- IPPS-A TRA User Guide
- MOCOP Integration User Guide
- Provider Group Reference Guide
- RMAS Integration User Guide
- SABIR Data Dictionary
- SFARS Integration User Guide

Comment Sheets

- IPPS-A User Manual Comment Tracker
- Internal Control Compliance Guide Comment Tracker

Job Aids

- ADHOC Reporting - OBIEE
- PAH Prioritization
- Closed Market Soldier Preferencing
- Data Quality/Correctness
- Definition of User Defined List
- Enlisted Accession Assignment
- HRC - J Enlisted Promotion
- Positive UIC
- Inclusive vs Exclusionary ROWSECLASS
- Job Class Information
- Job Opening Search
- Marketplace - Job Overview (MER)
- Marketplace - Leader
- Marketplace - Soldier Preferencing in a Closed Marketplace
- Marketplace - Unit Preferences in a Closed Marketplace
- Miss Absence Update
- Military Component Category
- Offender and Disposition
- PAH Review Button
- Personnel Accountability & Strength Reporting (PASR)
- Racial Ethnic Designation Category (REDCAT)
- Recertification
- Re-Initiate Member Elections
- Retirement and Separation PNR
- SABIR Failure to Lose/Gain
- Self Service Personnel Record Review
- Self Service View Special Instructions
- Service for Analytics and Business Intelligence (SABIR)
- STP Crosswalk
- Update Records for Boards - HR Pro
- 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.

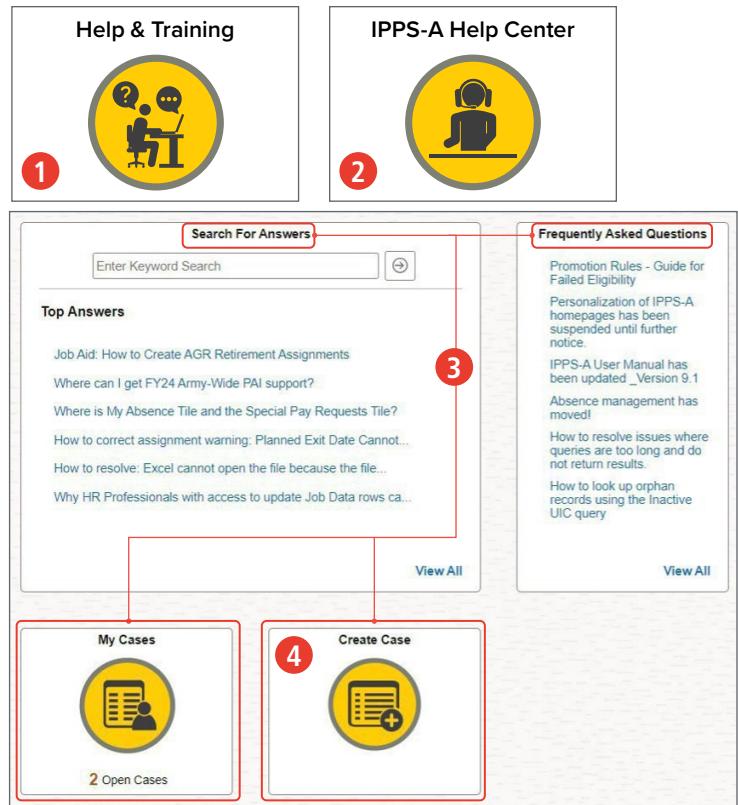
1. Select the **Notification** icon.
2. Screen displays a dialog box; Members may toggle **Actions** or **Alerts**.
3. Members may **Refresh All** alerts or actions.
4. Members may select the most recent alerts or actions listed in the box in blue.



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. Navigate to Self-Service homepage; Select the **Help & Training** tile.
2. Select the **IPPS-A Help Center** tile.
3. 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**.
4. To submit a case, select the **Create Case** tile.
5. Screen displays the **Create Case** page.
6. Members toggle **Yes** or **No**, whether this is a pay impacting issue.
7. Members must enter a **Category**, **Type** and **Detail** from respective drop downs.
8. Members must enter a **Summary** and **Description** under **Case Details**.
9. A. Add supporting documents via **Add Attachments**.
9. B. 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 RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [Drive the Change](#)
-  [Facebook](#)
-  [Facebook Group](#)
-  [Instagram](#)
-  [X](#)
-  [LinkedIn](#)

