



# 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)
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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

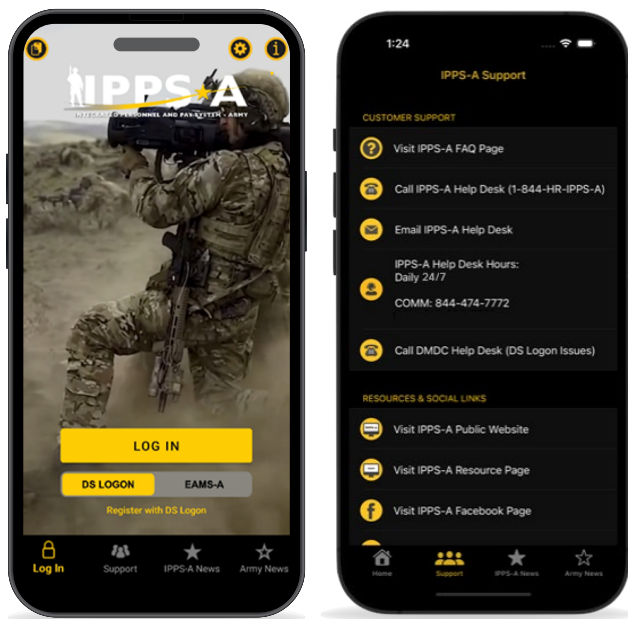
It is the Member's responsibility to review their personnel profile and submit changes in a timely manner. This can include actions pertaining to the Member, as well as any actions regarding certain **Personnel Action Requests (PARs)**, such as the **My Buddy PAR** function. The My Buddy PAR allows a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



#### Mobile App Instructions:

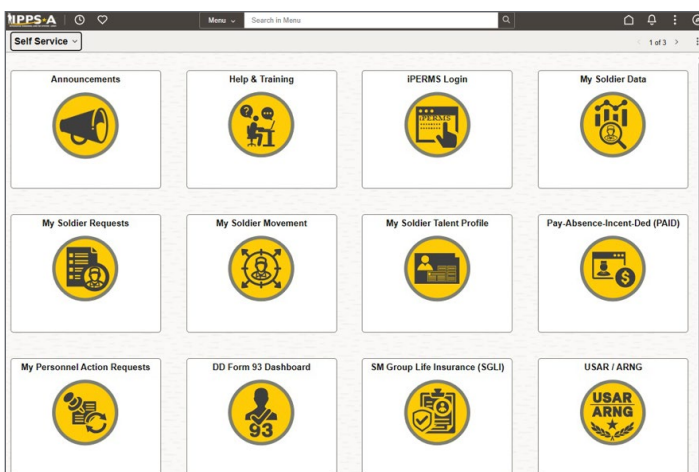
Users must first register their Common Access Card (CAC) and create an account with Defense Manpower Data Center (DMDC) in order to access IPPS-A Self-Service utilizing DS Logon. Visit <https://myaccess.dmdc.osd.mil/identitymanagement>.


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!



### Self-Service Homepage

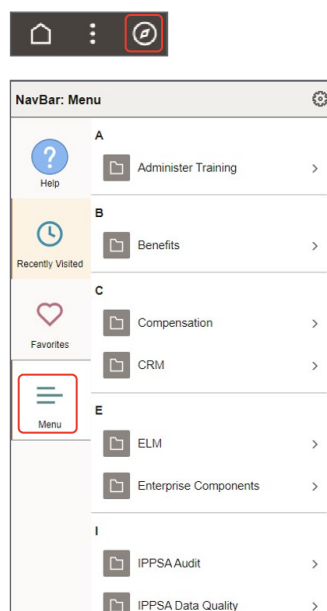
Once signed in, you'll be automatically taken to the **Self-Service** homepage. This is your homepage for all self-service functions.



 **COMING SOON:**  
Payroll Dashboard tile

### 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**.



Cancel

Mailing Address

5

Save

\* Indicates required field

**Instructions** 4

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

Change As Of

Address Type **Mailing**

\*Country

\*Address 1

Address 2

Address 3

\*City

\*State

\*Postal

County

## 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:

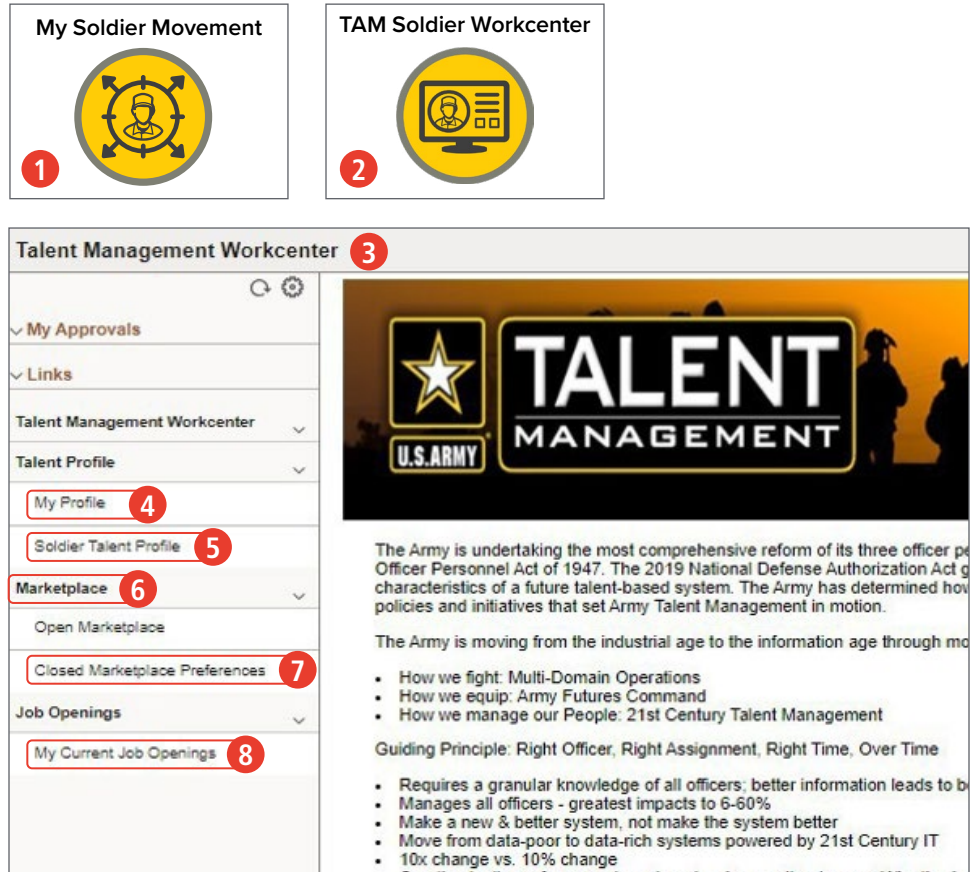
- View Soldier Talent Profile
- View My Physical Profile in Talent Profile

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 SERGEAN	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	WFOHMD	AUGOEFOMHD		FT CARSON	CO	FC	ASSIGNED TEMP	E42A
4th Prev	20220808	0	WFOA1	0022 AG CO	PLT A1 HUMAN RE	FT CARSON	CO	FC	HUMAN RESOURCES SPECIALIST	E42A
5th Prev	20220722	1	WFOA2	0022 AG CO	PLT A2 HUMAN RE	FT CARSON	CO	FC	PLATOON SERGEANT	E42A
6th Prev	20220630	1	WFOA1	0022 AG CO	PLT A1 HUMAN RE	FT CARSON	CO	FC	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.



## 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).

**My Soldier Data**

**Dependent/Beneficiary Coverage**

**Dependent Coverage Summary**

JOHN SMITH

To view your benefits as of another date, enter the date and select Go.

02/15/2024 Go

You have no benefit enrollments as of the date entered.

Go to Authorized Dependent Summary

## 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**.

**My Soldier Data**

**DD Form 93 Dashboard**

**DD 93 Dashboard**

**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 dashboard.
- 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 updated.
- 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 the form.
- If there are errors on 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

Your DD Form 93s

Start a New DD Form 93

Your Dependent and Contact Information

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 able to update your dependent and emergency contact information in the IPPS-A system. Updates to authorized dependent data must be made in DEERS or by contact with the Defense Enrollment Eligibility Reporting System (DEERS). 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.

### 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. 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

The screenshots show the navigation path to the My Orders page. Step 1 shows the 'My Soldier Movement' tile with a soldier icon. Step 2 shows the 'My Orders' tile with a soldier and clock icon. Step 3 shows the 'My Orders' landing page with a 'Criteria' dropdown menu. Step 4 shows the 'Criteria' dropdown menu with options like 'Order Number', 'Transaction Type', 'From Date', and 'Thru Date'. Step 5 shows the 'Search' button.

## 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.

The screenshots show the navigation path to the Physical Profile page. Step 1 shows the 'My Soldier Data' tile with a soldier and bar chart icon. Step 2 shows the 'Physical Profile' tile with a soldier and document icon. Step 3 shows the 'Physical Exams' table with columns 'Exam Date' and 'Type of Exam'. Step 4 shows the 'Physical Exams' table with a 'Deployment Readiness' section selected on the left.

Physical Exams	
Physical Exams	EmplID 0000000000
Deployment Readiness	
Medical Boards	
Wounded Information	
Hospitalization	

Exam Date	Type of Exam
09/12/2019	Physical Exam
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

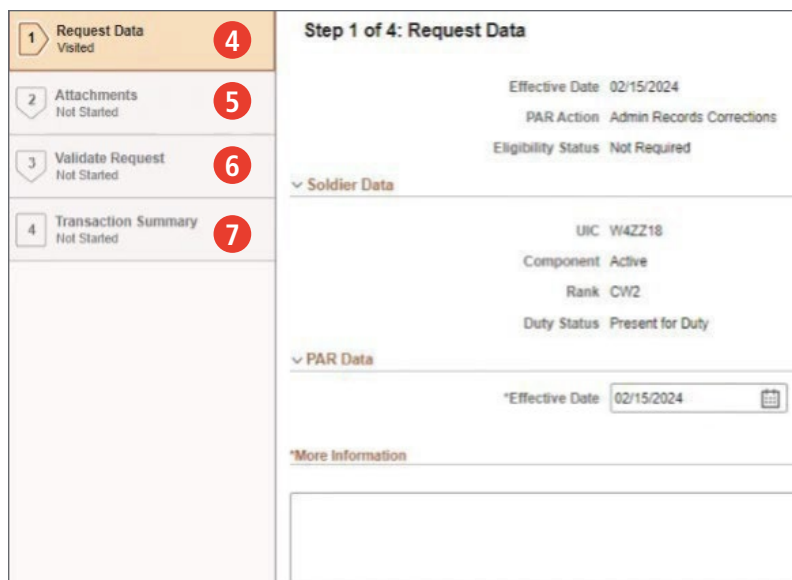
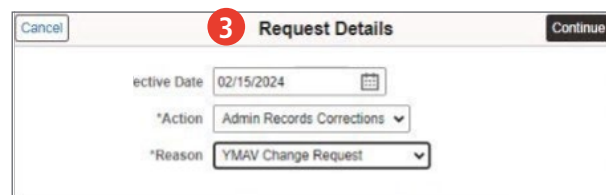
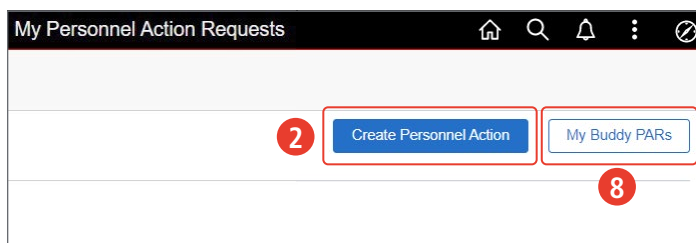
# MEMBER SERVICES

**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.

## Board Preferences (USAR/ARNG only)

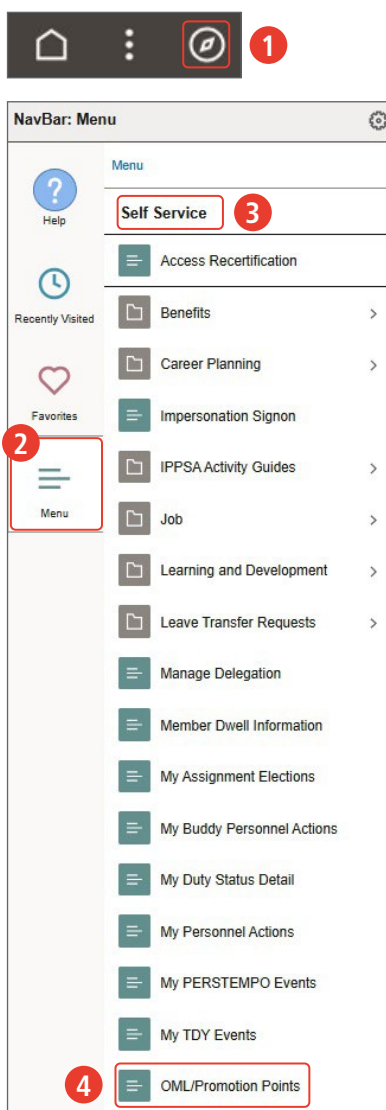
The **Board Preferences USAR/ARNG** tile is a snapshot of active promotion boards in which the Member is participating.

### 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 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.

### 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

5

PPW Report

6

### OFFICIAL RECORD

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/PEBD	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:
Latest Date:	
Section A - Total Military Training Points : 0	
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:

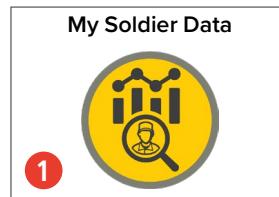
Click [here](#) to access the R3 Demo Server then search for the following UPKs under the Self-Service book:

- 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		Home	Search	Alerts	More	Close
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						
<b>Regular Retirement</b>		<b>Additional Information</b>				
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				
<b>Non-Regular Retirement</b>		20yr Notice Sent Dt				
Years	16	Retirement Pay Eligibility Dt				
Months	00	Non-Participation Letter Sent Dt				
Days	00					

4				18 rows	
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		



## 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.

### Pay-Absences-Incent-Ded (PAID)



## 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".

Employee ID 0000000000 CW2 ELIZABETH JONES

Entry Type **ABSENCES**

Entry ID

Status

**Add** **Search** **Clear**

Entry Type

Entry ID

Status

**ABSENCES**

ALLOWANCES

BENEFITS

COLLECTIONS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

**Submit**

### Pay-Absence-Incent-Ded (PAID)

#### ABSENCES 3

Employee ID 0000000000 CW2 ELIZABETH JONES

#### ABSENCES

Status Initial

**A** **ABSENCE TYPE**

\*BEGIN DATE

END DATE

**Save for Later** **Return To Search**

#### Instructions

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

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

**Cancel** **Lookup**

Search for: ABSENCE TYPE

**Search Criteria** [Show Operators](#)

Category 1 (begins with)

**Search** **Clear**

**Search Results**

5 rows

Category 1
01-CHARGEABLE
02-NON-CHARGEABLE
03-ADMINISTRATIVE <b>B</b>
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

The image displays two screenshots of the 'Pay-Absence-Incent-Ded (PAID)' system interface, illustrating the steps for requesting an absence.

**Top Screenshot:** Shows the initial 'ABSENCES' form. The 'ABSENCE TYPE' is set to '01-CHARGEABLE'. The 'ABSENCE REASON' field is highlighted with a red box and a red circle 'C', indicating the need to use a lookup tool. The 'Status' is 'Initial'. The 'Instructions' section states: 'Select the ABSENCE REASON to continue.' A 'Submit' button is visible in the top right corner.

**Bottom Screenshot:** Shows the 'ABSENCES' form with more details. The 'ABSENCE REASON' is set to 'ANNUAL ABSENCE'. The 'BEGIN DATE' and 'END DATE' are set to '11/10/2025' and '11/14/2025' respectively, with calendar icons highlighted by a red box and a red circle 'E'. The 'Additional Information' section shows 'Duration: 5' and 'Leave Balance: 43.5 as of 10/24/2025 -- Source:DJMS-AC'. The 'Entry Details' section includes 'Reason Code: ORD', '\*Date Of Departure: 11/10/2025', '\*Date Of Return: 11/14/2025', and 'Supervisor Id'. A red box and a red circle 'F' highlight the contact information fields: '\*Contact Name: Test Testing', '\*Contact Phone: 123-456-7899', '\*Address Line 1: 456 Test Road', 'Address Line 2', 'Address Line 3', '\*Geoloc Code', and 'Postal Code'. The 'Comments' field is highlighted with a red box and a red circle 'G'. The 'Attachments' section shows an 'Attach' button highlighted with a red box and a red circle 'G'. The 'Submit for Approval Confirmation' window is displayed, showing options for 'Approver (Approve/Deny)', 'Intermediate Approver (Review/Recommend Approval)', 'User List', and 'Template'. The 'User ID' field is highlighted with a red box and a red circle 'I'. The 'Insert' button is highlighted with a red box and a red circle 'I'. The 'Transaction submitted for approval' notification is displayed with an 'OK' button highlighted with a red box and a red circle 'J'.

## 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)



### 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".

**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: 0000000000 CW2 ELIZABETH JONES

Entry Type: **SPECIAL PAYS**

Entry ID:

Status: **Initial**

**Add** **Search** **Clear**

**ABSENCES**  
**ALLOWANCES**  
**BENEFITS**  
**COLLECTIONS**  
**FIELD DUTY**  
**HOUSING**  
**INCENTIVE PAYS**  
**SPECIAL PAYS**

**Approved**  
**Cancelled**  
**Denied**  
**Initial**  
**Pending**  
**Saved**  
**Terminated**

3. The **Special Pays** landing page displays:
  - A. Select the **Special Pay Type** look-up tool.
  - B. 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

Instructions

Please select the Special Pay Type to be

Approval Map

Approval Map

Save for Later

Return To Search

Cancel

Lookup

Search for: SPECIAL PAY TYPE

Search Criteria

Show Operator

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 J Submit

**SPECIAL PAYS**

Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT Q

\*BEGIN DATE 09/23/2025 C

END DATE

**Instructions**

This page will be used to establish payment for Special Duty Assignment for

**IMPORTANT:** If there is a need for **multiple (or overlapping)** SDAP entries, the Member must select "Multiple SDAP Entries" in the "Comments" field. If the Member is authorized more than two concurrent SDAP payments, the Member must select "Multiple SDAP Entries" in the "Comments" field.

**Entry Details**

D \*Authority SECARMY Memo-Jumpmas Q SECARMY Memo - Jumpmaster ONL E \*S D A P Rate 2 Q \$150.00 (SD2)

\*Proficiency Type AD Q J F aster

G \*Sub Type AD01 Q Jumpmaster

**Comments**

H

**Attachments**

1 row

Attach	View	Attached File ↑↓	*Description ↑↓
I Attach	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:

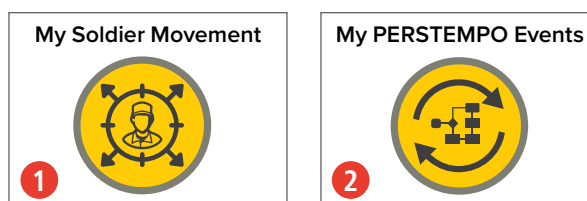
- Cancel Special or Incentive Pay Request
- Stop (Change) Special or Incentive Pay Request
- Submit Special or Incentive Pay Request



## 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.



### Associated UPK:

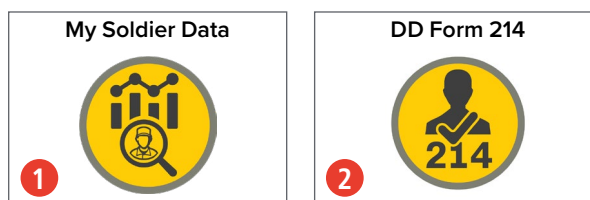
Click [here](#) to access the **R3 Demo Server** then search for the following UPK under the Self-Service book:

- 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.



DD-214 **3**

Employee Name SSG KEVIN WALKER  
Employee ID 0000000000

**DD-214 List** **4**

ACT Assignment ID	Seq No	Assigned Oprid	Last Update User ID	Last Update Date/Time	DD214 Status	Actions
1 0000000000	0	0000000000.00	0000000000.00	03/12/25 4:44:58PM	Draft	Actions ⓘ >

### 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.



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

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

The screenshot shows the IPPS-A interface. On the left, the **Navigation Bar** is visible with the **Action** icon (a hand cursor) highlighted. A red box labeled '1' is around the **Help** option in the dropdown menu. On the right, the **R3 IPPS-A Resources** page is displayed. A red box labeled '2' is around the **Link to IPPS-A Enhanced User Interface demo** link. A red box labeled '3' is around the **Applicable** checkbox in the top left corner of the page.

Guides and Manuals	Comment sheets
<a href="#">IPPS-A User Manual</a>	<a href="#">IPPS-A User Manual Comment Tracker</a>
<a href="#">Army National Guard Error Resolution</a>	
<a href="#">ARNG Supplemental Guide</a>	
<a href="#">ARNG Integration User Guide</a>	
<a href="#">Automated Accession Business Process (CRM User Manual)</a>	
<a href="#">Error Resolution Foundation (HCM)</a>	
<a href="#">HRC Mosier Workflow Template - UDL List</a>	
<a href="#">Internal Control Compliance Guide</a>	<a href="#">Internal Control Compliance Guide Comment Tracker</a>
<a href="#">IPPS-A Action Taken Mapping</a>	
<a href="#">IPPS-A ELM User Guide</a>	
<a href="#">IPPS-A Interfaces (SVB)</a>	
<a href="#">IPPS-A Leader's Reference Guide</a>	
<a href="#">IPPS-A MPD Smartbook</a>	
<a href="#">IPPS-A PWD &amp; Intranet Grid</a>	
<a href="#">IPPS-A Self-Service Guide</a>	
<a href="#">IPPS-A TRA User Guide</a>	
<a href="#">MICROF Integration User Guide</a>	
<a href="#">Provider Group Reference Guide</a>	
<a href="#">RLAS Integration User Guide</a>	
<a href="#">SABIR Data Dictionary</a>	
<a href="#">SFARS Integration User Guide</a>	

Job Aids
<a href="#">Adhoc Reporting - OBIEE</a>
<a href="#">BAM Recertification</a>
<a href="#">Closed Market Soldier Preferring</a>
<a href="#">Data Quality/Completeness</a>
<a href="#">Deletion of User Defined List</a>
<a href="#">Enlisted Accession Assignment</a>
<a href="#">HRC &amp; Enlisted Promotions</a>
<a href="#">Inactive UIC</a>
<a href="#">Induction/Exclusionary ROWSECLASS</a>
<a href="#">Job Data Information</a>
<a href="#">Job Opening Search</a>
<a href="#">Marketplace - FI Overview (MER)</a>
<a href="#">Marketplace - Leader</a>
<a href="#">Marketplace - Soldier Preferring in a Closed Marketplace</a>
<a href="#">Marketplace - Unit Preferences in a Closed Marketplace</a>
<a href="#">Mass Accession Update</a>
<a href="#">Military Component Category</a>
<a href="#">Organizing and Displacement</a>
<a href="#">PAR Report Button</a>
<a href="#">Personnel Accountability &amp; Strength Reporting (PASR)</a>
<a href="#">Racial Ethnic Designation Category (REDCAT)</a>
<a href="#">Recertification</a>
<a href="#">Reinstate Member Elections</a>
<a href="#">Retirement and Separation PAR</a>
<a href="#">SABIR Failure to Load/Close</a>
<a href="#">Self Service Personal Record Review</a>
<a href="#">Self Service View Special Instructions</a>
<a href="#">Service for Analytics and Business Intelligence (SABIR)</a>
<a href="#">STP Crosswalk</a>
<a href="#">Update Records for Boards - HR Pre</a>
<a href="#">Update Personnel Record</a>

**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.

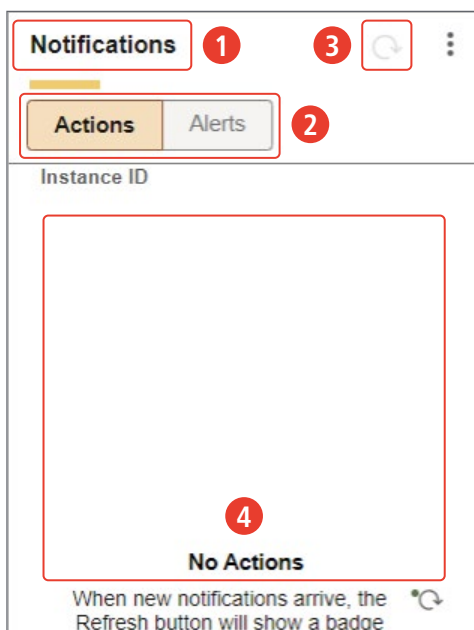
[OTE A](#)

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.

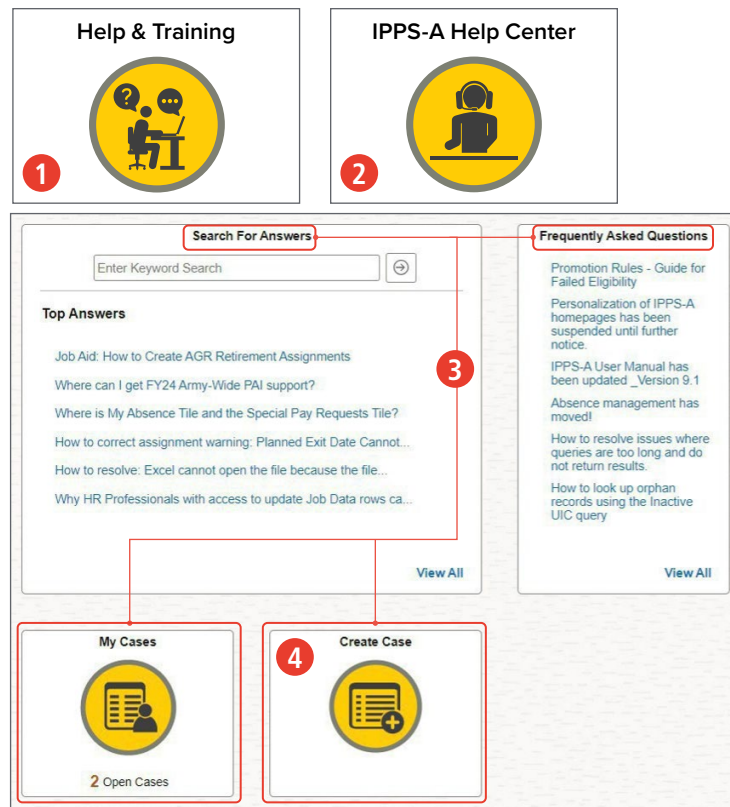
1. Select the **Notification** icon.
2. Screen displays a dialog box; Members may toggle **Actions** or **Alerts**.
3. Members may **Refresh All** alerts or actions.
4. Members may select the most recent alerts or actions listed in the box in blue.



## 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. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information.
  - A. Add supporting documents via **Add Attachments**.
- 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-ippa-a.mbx.ippa-a@army.mil](mailto:usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil).



## IPPS-A RESOURCES

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



