IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Account for the Army Checklist

Tasks

1. **Review all guidance to include unit's higher headquarters:**
   a. Reference(s): HQDA EXORD Army-Wide Personnel Asset Inventory (PAI) (G357 Portal or S1Net)
   b. Webinar(s): G1-S1 TouchPoint Army Wide Personnel Asset Inventory (PAI)

2. **Update Restrictions and/or Suspension of Favorable Personnel Actions (SFPAs)*:**
   a. Reference(s): User Manual (Ch. 20)
   b. UPK(s)/Replays Demo: Add/Remove SFPA and Add/Remove Restrictions to Member's Record

3. **Process Separations*:**
   a. Reference(s): User Manual (Ch. 13) and Retirement and Separation PAR Job Aid
   b. UPK(s)/Replays Demo: Voluntary Separation and Involuntary Separation

4. **Validate Accessions:**
   a. Reference(s): User Manual (Ch. 14, Process 14–1)
   b. UPK(s)/Replays Demo: Manual Direct Hire

5. **Validate/Process Assignments and Departures/Arrivals:**
   a. Reference(s): User Manual (Ch. 12)
   b. UPK(s)/Replays Demo: Modify Assignment Entitlements, Depart a Member and Arrive a Member / Depart Member to Assignment and Arrive Member to Assignment
   c. Webinar(s): G1-S1 TouchPoint Arrivals/Departures

6. **Update Duty Statuses*:**
   a. Reference(s): User Manual (Ch. 20) and Personnel Accountability & Strength Reporting (PASR) Job Aid
   b. UPK(s)/Replays Demo: Update Duty Status / Update Duty Status and Validate Unit Level Accountability Replay
   c. Webinar(s): Day in Life Unit Accountability/Strength MGMT

7. **Process Reductions*:**
   a. Reference(s): User Manual (Ch. 19, Process 19–1)
   b. UPK(s)/Replays Demo: Back-Dated Reduction / Process a Reduction

8. **Process Absences:**
   a. Reference(s): User Manual (Ch. 23); Pay-Absence-Incentive Pay-Ded (PAID)/In-Transit Grid (ITG) Guide; and Absence Analytics, Absence Analytics Dashboard Update, Canceled Absence, Mass Absence Update, and Monitor Approvals Job Aids
   b. UPK(s)/Replays Demo: Payroll Absences (*7 UPKs available*)
   c. Webinar(s): G1-S1 TouchPoint Arrivals/Departures

Learn more at: https://ipps-a.army.mil/

*This action requires a Personnel Action Request (PAR) in IPPS-A. For further information on PARs, please see User Manual (Ch. 7).

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9. **Validate Unit-level Accountability:**
   a. Reference(s): User Manual (Ch. 22) and Military Component Category (MCC), Personnel Accountability & Strength Reporting (PASR), and Orphaning & Displacement Job Aids
   b. UPK(s)/Replays Demo: Generate Readiness and Manning Analytics Report / Validate Unit Level Accountability Replay
   c. Webinar(s): Day in Life Unit Accountability/Strength MGMT

10. **Validate and Approve Roster Awards:**
    a. Reference(s): User Manual (Ch. 17, Process 17–12)
    b. UPK(s)/Replays Demo: Awards Overview, Access Awards Eligibility Roster, and Approve/Deny Awards Eligibility Roster

11. **Execute the PAI; Correct errors on Readiness Roster:**
    a. Reference(s): User Manual (Ch. 22), IPPS-A Readiness Roster, and EXORD Annex A (Readiness Roster Discrepancy Report)
    b. UPK(s)/Replays Demo: Run a Readiness Roster Report / Validate Unit Level Accountability Replay
    c. Webinar(s): Day in Life Unit Accountability/Strength MGMT

12. **Review corresponding published Slotting guidance:**
    a. Reference(s): User Manual (Ch. 12) and EXORD Appendix 1 to Annex C (How to Properly Slot Personnel)
    b. UPK(s)/Replays Demo: Divert Inbound Members Using the Unit Slotting Tool and Slot Members into Vacant Unit Positions

13. **Submit Memorandum For Record IAW higher headquarters rating scheme:**
    a. Reference(s): EXORD Annex B (PAI Closeout Memorandum for Record Template) and EXORD Annexes A and C (Discrepancy Lists)
    b. UPK(s)/Replays Demo: N/A

14. **Forecast mission requirements with Service for Analytics and Business Intelligence Reports (SABIR)/Oracle Business Intelligence Enterprise Edition (OBIEE):**
    a. Reference(s): User Manual (Ch. 31) and SABIR Overview Job Aid
    b. *SABIR is the authoritative Strength Projection Tool for the Army; OBIEE's Ad Hoc Query Tool can be utilized for niche organization reports*

Make sure to check out all IPPS-A'S resources!

Teams Group Chat

Website

Frequently Asked Questions

S1Net

NOTE: The User Manual is regularly updated. Please ensure you utilize the most current version by accessing the manual through the system.

User Manual

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