



# LEADERS REFERENCE GUIDE


VERSION 1.2

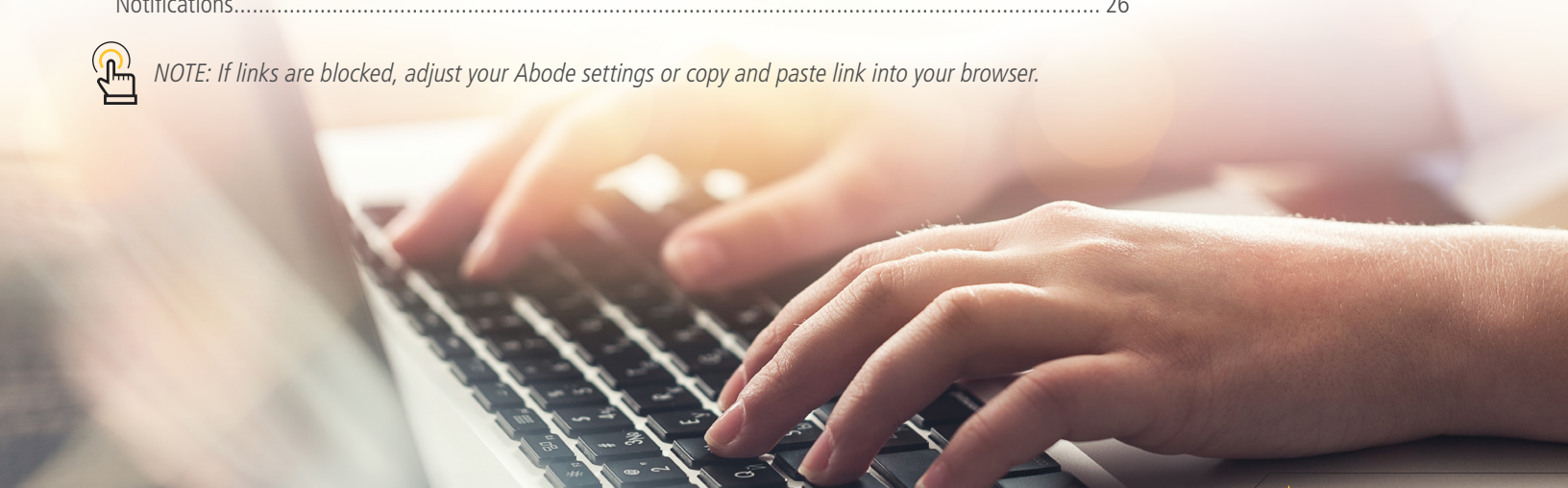
DECEMBER 2024



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 *NOTE: If links are blocked, adjust your Abode settings or copy and paste link into your browser.*



# INTRODUCTION

In IPPS-A, Soldiers are referenced as Members and Commanders are Managers (Leaders). This guide will familiarize you with a Leader's Roles and Responsibilities, as well as commonly performed functions within IPPS-A. Navigation and descriptions of Manager Self-Service homepage tiles and associated personnel actions will be provided. Each chapter details how to access and complete applicable functions as well as additional training resources such as **User Productivity Kits (UPKs)** and the **IPPS-A User Manual**.



*NOTE: This guide is not intended to replace UPK training or the IPPS-A User Manual. The IPPS-A User Manual is the primary reference source.*

Click [here](#) to access the **R3 Demo Server (UPKs)** and the **IPPS-A User Manual**.

## CATEGORIES

A category is the topmost organizational layer for roles and permissions in IPPS-A. IPPS-A is comprised of seven end-user categories: Member, Commander, HR Professional, Payroll Professional, Functional System Admin, Maintenance System Admin, and Data Security. Each category contains several subcategories (**SUBCATs**) that makeup the second organizational layer for roles and permissions. This user guide will reference the Commander category and the subsequent SUBCATs required to complete desired tasks.

## ROLES

Users serving as Leaders will submit an access request for the Commander category and either Commander and/or Manager SUBCATs. These categories are required for the Leader to perform approval transactions, delegation for approval transactions, and strength readiness reporting inside IPPS-A. View the *Role Matrix, Chapter 3*, of the IPPS-A User Manual for more detailed information.

## RESPONSIBILITIES

It is the Leader's responsibility to enhance the capability of their units through analytics, automating workflow, and simplifying personnel and pay actions. This may include creating, accepting, and revoking delegations; approving Personnel Action Requests (PARs) and absences; viewing and approving Promotion Board rosters, and updating Suspension of Favorable Personnel Actions (SFPA) Flags.



*NOTE: Routine functions outlined in this guide apply to all COMPOS (RA, ARNG, USAR) unless otherwise stated.*

# CHAPTER 1

## IPPS-A ACCESS AND NAVIGATION

Focuses on familiarization with the Mobile Application, Desktop Self-Service homepage, and Navigator.

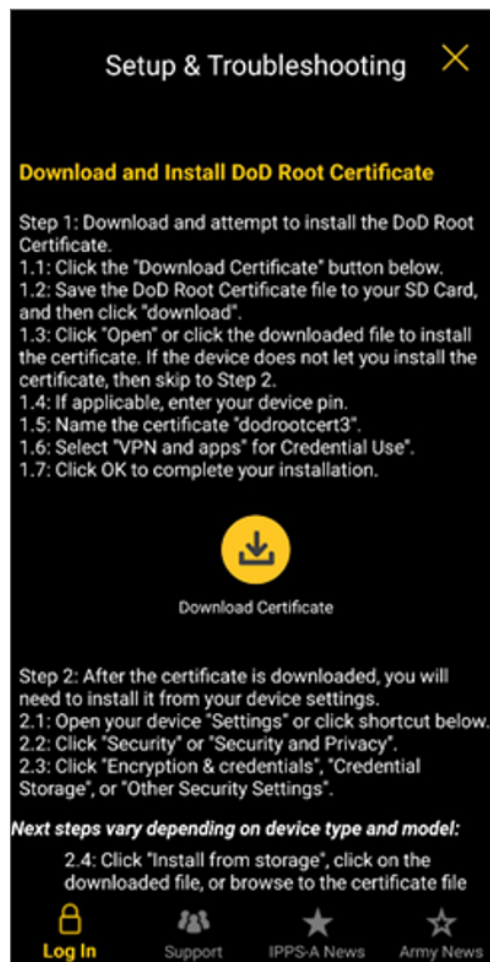
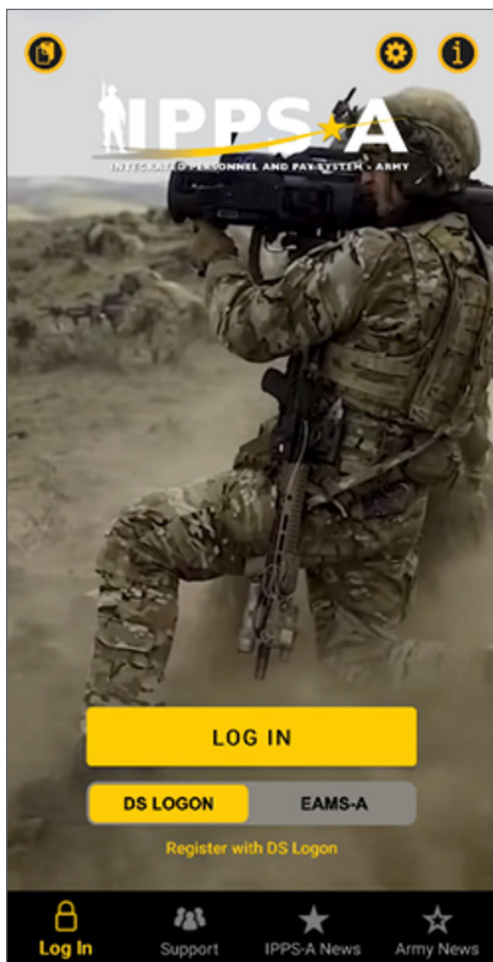
### ACCESSING IPPS-A

Users can log into IPPS-A from a personal or government device at <https://hr.ippsa.army.mil/>. If using a .mil, users are required to use a common access card (CAC) and select the personal identity verification (PIV) authentication. This is the only certificate the system accepts when using a CAC. If using a commercial domain, the user can log in using a DoD Self-Service (DS) Logon or a CAC. Enterprise Access Management Service-Army (EAMS-A) only collects information from the certificate selected. Dual Persona users log into IPPS-A using the appropriate CAC/PIV for the "persona" (Member/Civilian/Contractor). EAMS-A prompts for CAC Certificate selection. Once signed in, you'll be automatically taken to the Self-Service homepage. Navigate to the **Manager Self-Service** homepage, using the drop-down menu.



*NOTE: Elevated access for all users requires training, permissions, and validation by your unit Validator prior to being granted elevated access. Requests are placed through the **Access Request** tile, which is covered in depth later in this guide.*

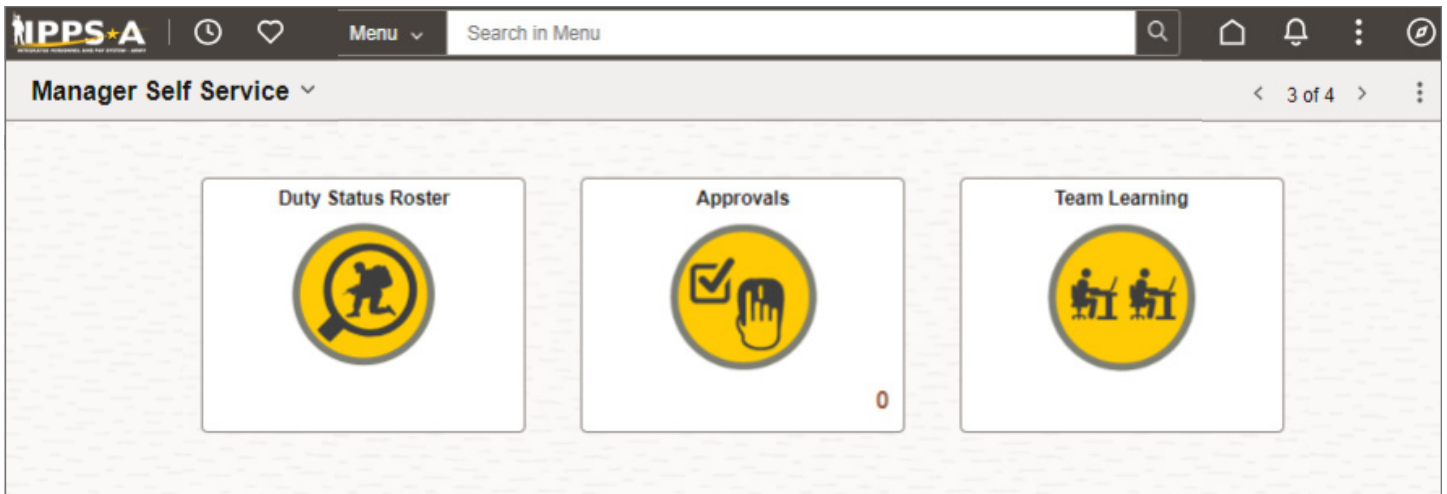
### MOBILE APPLICATION





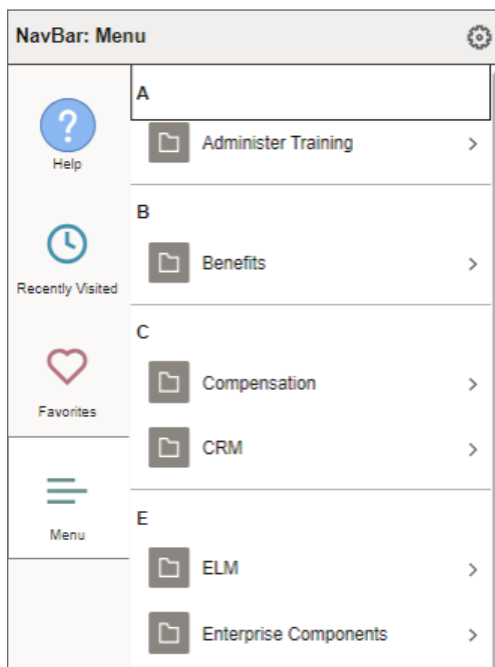
## HOMEPAGE

Once signed in, you'll be automatically taken to the **Self-Service** homepage. Leaders must submit an **Access Request** for Category: Commander, SUBCATs: Commander/Manager. Once approved, Leaders navigate to the **Manager Self-Service** homepage, using the drop-down menu.



## NAVIGATION BAR (NAVBAR)

The NavBar Functions are used to access menu items that do not appear as tiles on the Leader's IPPS-A homepage.



# CHAPTER 2

## LEADER FUNCTIONS

Focuses on homepage tiles and UPKs applicable to Leader functions, including all COMPOs.

### LEADER READINESS

In IPPS-A, Leader Readiness is any action or function supporting the near-constant assessment of unit personnel strength, mission requirements, and individual readiness (deployability). Leaders must ensure they have the proper IPPS-A elevated access to execute these assessments and validate their units' readiness requirements.

### ACCESS REQUEST

The **Access Request** tile allows a Leader to request elevated access to perform duties, namely Category: Commander, SUBCATs: Commander/Manager. Each request routes to a Supervisor for initial approval and then on to the S1 Pool for administrative review prior to inserting the proper Validator for final approval. For Army National Guard personnel, the request flows from the Supervisor to the Validator. A Validator reviews, adds Row Level Security (ROWSECCLASS), and approves/denies the pending request. When one Validator disapproves a path, the entire request is denied. Access is not granted until all approval paths are approved.

Access request requires two verification checks prior to approval: Enterprise Learning Management (ELM) and Segregation of Duties (SOD). Upon approval, access requests are visible in the Access Request dashboard. See *Chapter 3, IPPS-A Access Request Process* in the User Manual for detailed information.

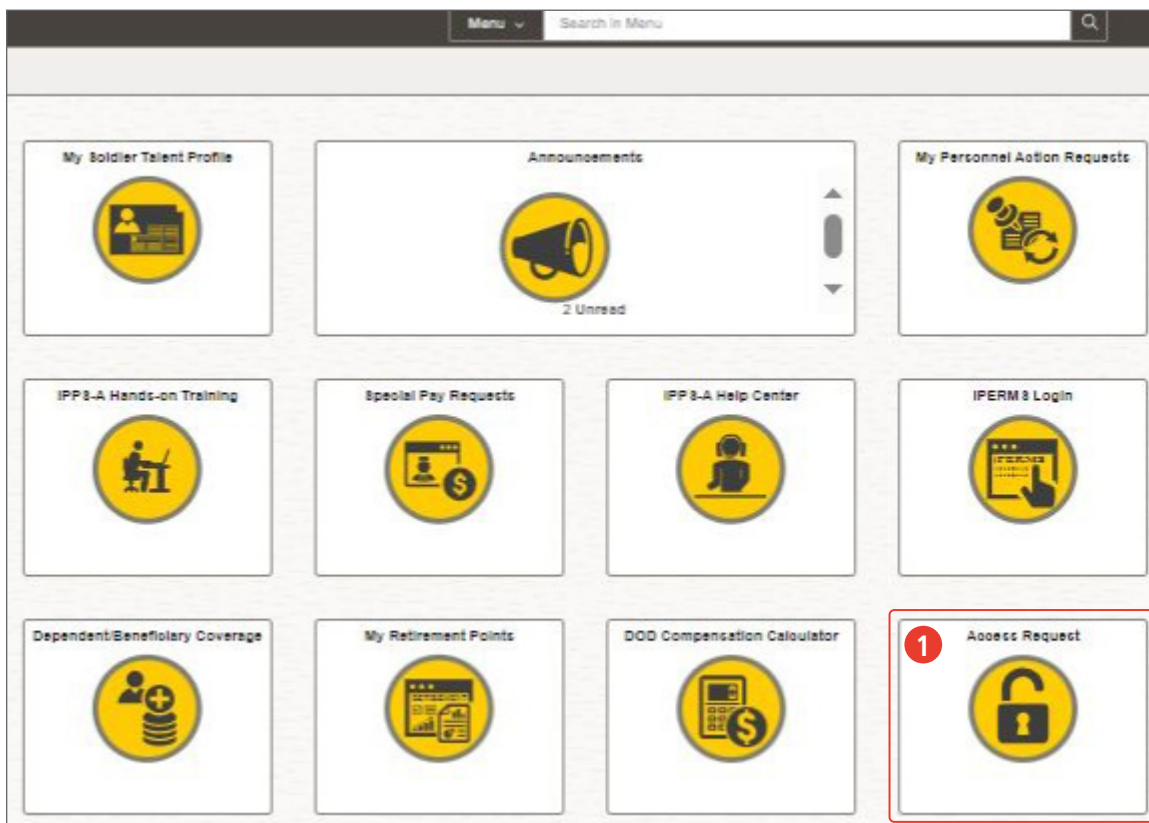
1. Select **Access Request** tile.

#### Associated UPKs:

- [Submit an Access Request for Elevated Access](#)



*NOTE: If a user does not log in to IPPS-A at least once every 60 days, elevated access is removed after 60 days of inactivity. This is applicable to all components.*



2. Select **New Access Request** button.
3. Select "+" icon under the **New Requested Security Settings** header.

### Access Request

Access Requests

#### IPPS-A Access Request Dashboard

**Instructions**

Enter your search criteria in the Search Parameters fields. Then click the Retrieve button to view Access Requests. After searching by user, you may start a new Access Request by clicking the New Access Request link. Use the magnifying glass to expand search parameters if User ID/Oprid is unknown.

**Search Parameters**

User ID/Oprid:   SSG MICHELLE GONZALEZ

UIC:

UIC Search Option

One UIC     UIC and Hierarchy

Request Status:

From Date:

Thru Date:

Submitted By:

Approver's ID:

2

#### IPPS-A Access Request

3755883

**Instructions**

Information for the selected user is displayed below. Basic employee information is in the first section. User's current security setting is shown in the second section. In the section below that, user's new security setting will be entered.

**Employee Information**

Employee ID: 0000000000    LISA THOMPSON

User ID: 0000000000.00    Rank: CPT

BU: ARACA

Department: 00000000    000000

Position: 00000000    Directed Military Overstrength

Job Code: 000000    Over Strength

Location: 00000000    PENTAGON

Clearance: F    SECRET

**Transaction Information**

Effective Date:      Expiration Date:

Contact Phone:

Request Status: Completed

▶ Tracking Information

**Current Security Settings**

Category	Subcategory
MEMBER	MEMBER

Show Current Roles

**New Requested Security Settings**

*Category	* Subcategory
MEMBER	MEMBER <input type="button" value="🔍"/>

3

Show New Roles

**ELM Verification**

Yes     No (Justification required)


**SOD Verification**

Yes     No

Supervisor or Supervisor Representative:

Notes/Comments:

4. Select **look up tool** icon under **Category** header .
  - 4A. Select **Commander**.
5. Select **look up tool** icon under **Subcategory** header and select **Commander** or **Manager**.
  - 5A. In this example, select **Commander**.
6. Select **Yes** or **No** under **ELM Verification** header.
  - 6A. Select **Verify**.
7. Select **Yes** or **No** under **SOD Verification** header.
  - 7A. Select **Verify**.
8. Select **look up tool** icon and search for **Supervisor** or **Supervisor Representative**.
9. Enter desired **Notes/Comments**.
  - 9A. Select **Submit** to complete the process.

 *NOTE: ELM and SOD verification do not need to be run in order to submit an access request.*



## USER RECERTIFICATION

Recertification is a user-led process. For annual recertification, the user will receive notifications in email and IPPS-A from 60 days to 1 day before the access request expiration date. See *Process 3-3, Submit Access Recertification* in the User Manual for detailed information.

**Associated UPKs:**

- [Submit an Access Recertification Request](#)

1. Place cursor in the **Menu** text box, type **Recert**, select **Access Recertification** from the dropdown displaying.
  - 1A. Or select the notification from **Alerts**.

**Access Recertification**

**ANNUAL ACCESS RECERTIFICATION**

**FISCAM Control AS-2.4.2 and RMF AC-2 (j)** requires annual recertification of system access. In order to retain your access, you must review your current categories and subcategories, identify your immediate Supervisor and submit for recertification. If your access requires modification, you may submit a new access request from the **Access Request** tile on your homepage (a new access request will also satisfy the annual recertification requirement).

**FISCAM Control AS-2.4.2:** Owners periodically review access to ensure continued appropriateness.

**RMF AC-2 (j)** stipulates, "the organization defines the frequency on which it will review information system accounts for compliance with account management requirements. DoD has defined the frequency as at a minimum, annually."

SFC JOHN SMITH      Access Expiration Date 04/05/2023

**User Information**

Empl ID:	0000000000	SFC JOHN SMITH
User ID:	0000000000.00	
Business Unit	ARACA	

**Current Security Settings**

Category	Subcategory
COMMANDER	MANAGER
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	PROMO DECENTRALIZED
MEMBER	MEMBER

Show Current Roles  
Show Current Roles

Row Security: IP\_HCMDP\_INCAA\_00309139  
WAPSCO-0006 IN BN 01 CO C ARM

**SUBMITTING YOUR RECERTIFICATION**

Select your Supervisor below and then click **SUBMIT** to route this for their approval. After the Supervisor approves, the system will complete your yearly access recertification.

If you are unable to find your Supervisor, please ensure they have the required IPPS-A access (**Commander, Manager, or HR Supervisor**).

Supervisor or Supervisor Representative: 0000000000.00

**Submit**

**SUBMIT YOUR RECERTIFICATION WITH CHANGES**

Click the New Access Request button below to request changes to your current IPPS-A Access.

**New Access Request**

**Look Up Supervisor or Supervisor Representative**

Search by: User ID begins with

**Look Up** **Cancel** **Advanced Lookup**

Searching this table may take a long time. Enter values above before requesting Lookup.

**Message**

Recertification Request Submitted (24000,155)

Your request has been routed to your Supervisor for approval

**OK**

2. The **Access Recertification** screen displays.
3. Select the **magnifying glass** icon to search for a **Supervisor or Supervisor Representative**.
4. The **Look up Search** screen displays to search and choose desired **Supervisor** from the dropdown listing.
5. Select **Submit**, if submitting an unchanged recertification.
  - 5A. Or select **New Access Request**, if changing access (*Validator/Validator Admin Approval*).
6. Select **OK** on the **Message** screen to route to the annotated Supervisor.

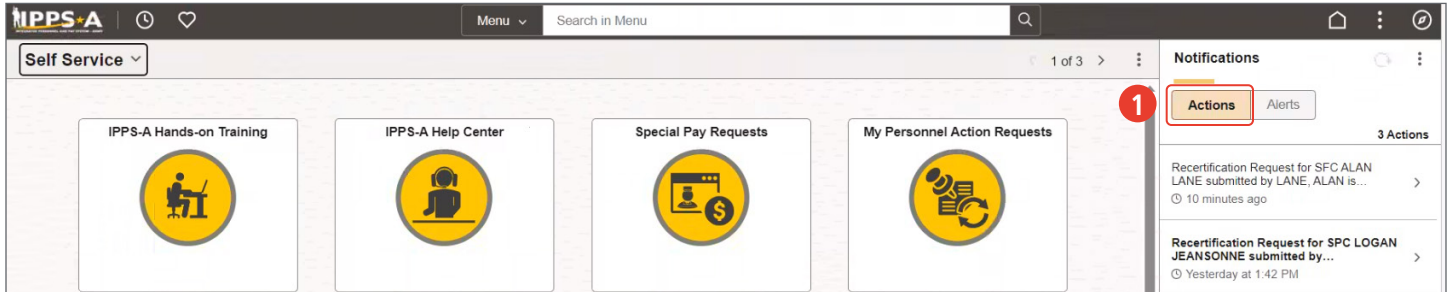
## SUPERVISOR (RECERTIFICATION)

Supervisor (Recertification) assists a Supervisor in understanding how to approve an access recertification for a user. See *Process 3-4, Access Recertification – Supervisor Approval* in the User Manual for detailed information.

### Associated UPKs:

- [Approve/Deny an Access Recertification Request - Supervisor](#)

1. Select the **Recertification Request** notification from **Actions**.



### Access Request 2

RECERTIFICATION

Instructions

**Employee Information**

Employee ID:	0000000000	SFC JOHN SMITH
User ID:	0000000000.00	Rank: SFC
BU:	ARACA	
Department:	00000000	WAPSAA
Position:	00000000	Standard Excess
Job Code:	E19K	M1 ARMOR CREWMAN
Location:	00025038	EL PASO
Clearance:	F	SECRET

**Transaction Information**

Effective Date:  Expiration Date:

Contact Phone:

Request Status: Submitted

**Tracking Information**

**Current Security Settings**

Category	Subcategory
COMMANDER	MANAGER
HR PROFESSIONAL	HR PROFESSIONAL
HR PROFESSIONAL	PROMO DECENTRALIZED
MEMBER	MEMBER

Show Current Roles  
Show Current Departments

Supervisor Comments:

Notes/Comments:  3

**Recertification Options**

4

2. The **Access Request** screen displays.
3. Enter desired comments in the **Supervisor** and **Notes/Comments** text boxes.
4. Select one of the **Recertification Options** listed:
  - **Recertify As-Is:** No change to ROWSECLASS, Categories, Subcategories, or roles (Supervisor Approval).
  - **Reset to Self-Service:** Resets access to Member, Member immediately.
  - **Expire on Scheduled Date:** Resets access to Member, Member on scheduled expiration date.
5. Select **OK** on the **Message** screen to approve the recertification and extend access for one year.

Message

This will approve the recertification and extend the expiration date one year. (24000,150)

Click OK to approve or Cancel to abort and return to the page.

5

## READINESS AND MANNING

Leaders may use the various reports and dashboards in IPPS-A to maintain unit readiness and assess combat power, including: Duty Status report, Personnel Tempo (PERSTEMPO) report, Predefined queries, Wounded Member query, and Absence Analytics. Analyzing these reports help Leaders to determine current combat capabilities, project future requirements, and assess conditions of individual readiness.

Leaders have the capability to view, update, and approve duty status and field duty; generate duty status reports; view PERSTEMPO requests; and generate PERSTEMPO reports. Leaders can also approve Soldier Status PARs which affect Soldier Duty Status. See *Chapter 22, Readiness and Manning Accountability* in the User Manual for detailed information.

### Associated UPKs:

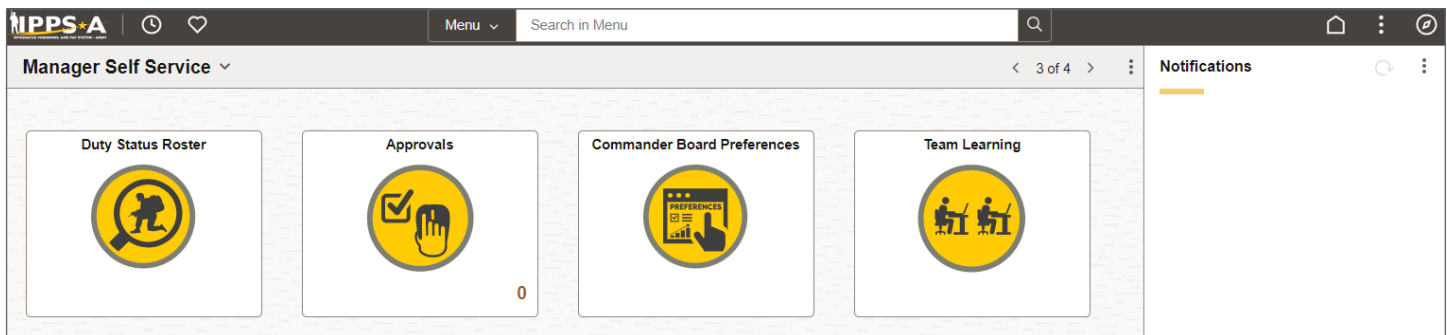
- [Generate Predefined Queries](#)
- [Generate a Duty Status Report](#)
- [Run A Wounded Member Query](#)
- [Run a Readiness Roster Report](#)
- [Generate a PERSTEMPO Report](#)
- [Generate an Absence Analytics Dashboard](#)

## LEADER SERVICES

Leader Services are functions that directly assist a Leader in performing their duties. Using IPPS-A, Leaders may: assign delegations, monitor and approve/deny PARs, Absences, and Special Pays; approve/deny Promotions and Suspension of Favorable Personnel Action Flags; and view talent. These functions allow Leaders to assist their formations in managing actions that directly impact morale and quality of life.

## MANAGER SELF-SERVICE

The **Manager Self-Service** drop-down displays a homepage for different applications available to Leaders. Below are some examples of tiles that may display under the Manager Self-Service homepage:



## APPROVALS

The **Approvals** tile displays PARs (all types), Absences, or Pay Requests that require Leader approval. **Pending Approvals** displays all workflow actions that require Commander's input as a Reviewer, Intermediate Approver, or Approver. Approval notifications for actions include the notification bell at the top right of the Self-Service homepage. On the Manager Self-Service homepage, the number displayed in the lower right corner of the Approvals tile indicates how many requests require action. While reviewing a PAR, Leaders may check the Approval Chain or Approve, Deny, or Pushback. By selecting the **Approval Chain**, Leaders may view the submitted PARs workflow and comments. Selecting **Approve** allows Leaders to enter comments before submitting, pending final approval. If a Leader **Denies** an action, it cancels the transaction, and the initiator is notified of the Leader's decision — justification comments are required. A **Pushback** button pushes the PAR back to the previous person in the workflow allowing for modification; comments are recommended. Leaders must be mindful when writing comments as they are visible to HR Professionals and Members.

1. Select **Manager Self-Service**.
2. Select **Approvals** tile.
3. **Notifications** and **Actions** screen display to do item(s).
4. Select the **View by** drop down box and select the appropriate types: **Date Routed, From, Requester** and **Type**.
5. Select the **Amended Award** in this example.

The screenshot displays the Manager Self-Service interface. At the top, the 'Manager Self Service' header is marked with a red circle '1'. Below it are three main tiles: 'Duty Status Roster', 'Approvals' (marked with a red circle '2' and a '1' in the bottom right), and 'Team Learning' (marked with '15 Need Attention'). To the right is a 'Notifications' panel (marked with a red circle '3') showing '1 Actions' and a notification for 'Award Recommendation for 1LT MICHAEL JONES submitted by...'. Below the main tiles is the 'Pending Approvals' section. It features a 'View By' dropdown menu (marked with a red circle '4') with options: 'Type', 'Date Routed', 'From', 'Requester', and 'Type'. To the right of this is the 'Personnel Action Requests' section (marked with a red circle '5'), which shows an 'Amended Award' for 'ACHIEVEMENT ARCOM USA COMMENDTN MEDAL' and a notification that the 'Award Recommendation for 1LT MICHAEL JONES submitted by GARCIA, EMMA has been pushed back' by 'SSG JANE SMITH'.

6. Select **Recommend Approval**, **Recommend Denial** or **Pushback**. In this example, select **Recommend Approval**.
7. Enter comments.
  - 7A. Select **Submit**.
8. Select **OK**.

**Amended Award**

Soldier 1LT MICHAEL JONES  
 Employee ID 0000000000  
 PAR ID/Sequence 817330/1

Pushed Back by SSG ELIZABETH MOORE

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**PAR Details**

Effective Date 06/22/2023      PAR Status Amendment - Submitted  
 Action Award Recommendation      Action Reason Achievement  
 Award Type Military Decorations      Recommended Award ARCOM USA COMMENDTN MEDAL  
 Eligibility Status Not Required

▼ **Soldier Data**

UIC WJTNT0 - 0077 FA BN 01 HHB FIELD ARTIL  
 Component Active  
 Rank 1LT

**Summary of Changes**

Details	Proposed Information	Current
Period of Award	03/13/2023	03/13/2

Cancel      **Approve**      Submit

You are about to approve this request.

Approver Comments

Upgrade/Downgrade Action

None   Upgrade   Downgrade

You no longer have permissions to this employee. This step should be reassigned.

OK

## RESTRICTIONS AND FLAGS

A restriction (Flags, Deployed, etc.) limits or enables Member actions and may be disciplinary in nature. Placing a restriction on a Member's record may affect: assignments, deployment, promotions, awards, and the ability to attend Military or Civilian schools.

Restrictions can include: positive personnel or educational attributes, such as assignment considerations; limiting personnel attributes, such as religious accommodations; or family circumstances requiring accommodations, such as Exceptional Family Member Program (EFMP), Married Army Couples Program (MACP), or a Flag or Denial of automatic promotion. In IPPS-A, these are accomplished with the SFPA PAR.

**Commanders are required to approve or deny PARs in the Approvals tile.** See *Chapter 20, Restrictions and Suspension of Favorable Personnel Actions (SFPA)* in the User Manual for detailed information.



*NOTE: Commanders should refrain from initiating PARs — the initiator of a PAR cannot be the Approver. Mandatory fields are marked with an asterisk '\*'; from this screen a Leader may make corrections, view the workflow, and submit the PAR for approval.*

### Associated UPKs:

- [Approve/Deny an Assignment](#)
- [Approve and Complete a Soldier Status PAR-AWOL](#)
- [Generate a Duty Roster Report](#)
- [Access Awards Eligibility Roster](#)



## DUTY STATUS

The **Duty Status Roster** tile displays a roster of Members' current duty status. See *Chapter 22, View Duty Status Roster* in the User Manual for detailed information.

1. Select **Manager Self-Service**.
2. Select **Duty Status Roster**.
3. Enter the desired **UIC** (up to five UICs), **Empl ID**, **Military Rank**, **Duty Status**, and **Duty Status Attribute**.
4. Select **Search**.
5. Select the **Icon** box to download **Duty Status Roster**.

The screenshot shows the NPPS-A Manager Self-Service interface. At the top, there is a navigation bar with the NPPS-A logo, a search bar, and a 'Menu' dropdown. Below this is a 'Manager Self-Service' header with a dropdown arrow and a red circle '1' next to it. The main area contains four tiles: 'Duty Status Roster' (highlighted with a red box and a red circle '2'), 'Approvals' (with a '0' count), 'Commander Board Preferences', and 'Team Learning'. Below the tiles is a 'Duty Status Roster' section with a table header and a 'Filters' dialog box. The 'Filters' dialog box has a 'Cancel' button, a 'Search' button (highlighted with a red box and a red circle '4'), and five input fields: 'UIC' (highlighted with a red box and a red circle '3'), 'Empl ID', 'Military Rank', 'Duty Status', and 'Duty Status Attribute'. Below the filters is a 'Clear' button. At the bottom, the 'Duty Status Roster' table is displayed with a red circle '5' and an icon box next to it.

UIC	Empl ID	Rank	Name	Duty Status	Attribute	Location	Begin Date	End Date	I Want To
WAQJT0	0000000000	SGM	LOPEZ, GABRIEL	Present for Duty	Temporary Change of Station	BOLESLAWIEC, POLAND	11/13/2023	06/23/2024	>
WAQJT0	0000000000	1LT	ROBERTS, SARAH	Present for Duty		FT STEWART, GA	10/23/2023	06/30/2023	>
WAQJT0	0000000000	CSM	HERNANDEZ, DANIEL	Present for Duty	Temporary Change of Station	BOLESLAWIEC, POLAND	08/27/2023	05/22/2024	>

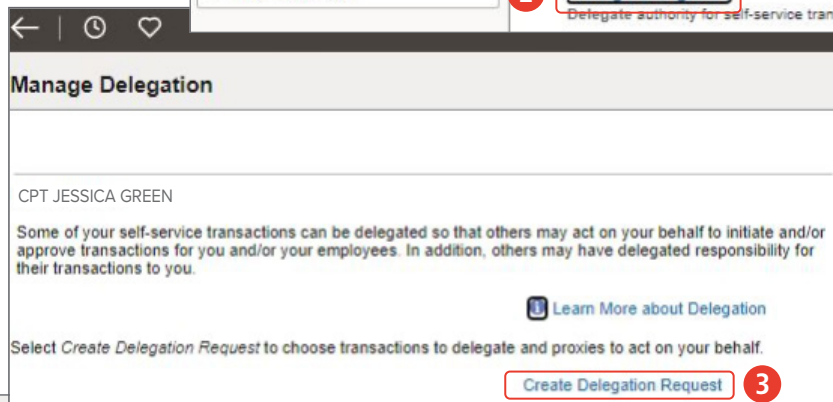
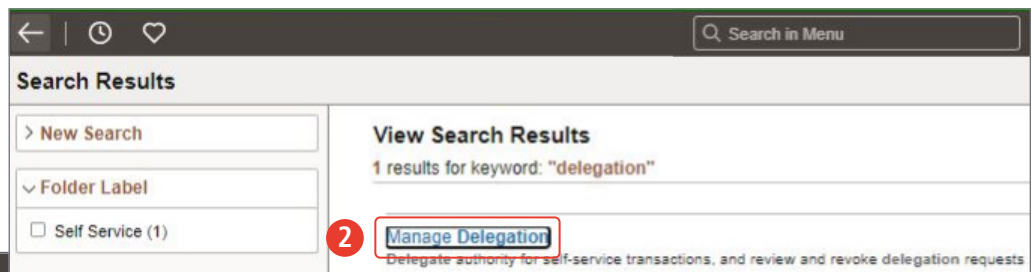
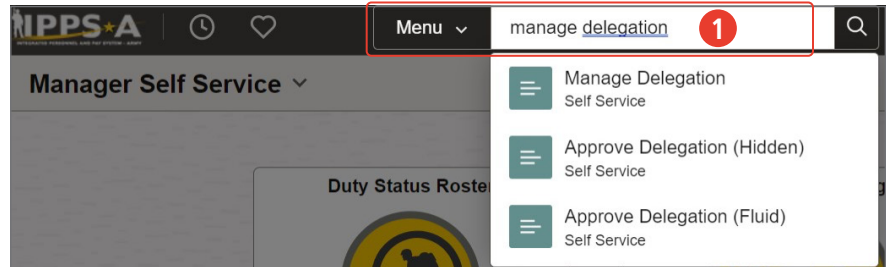
## DELEGATIONS

Leaders may delegate authority to a Proxy or Delegate to approve transactions on their behalf. Delegations are initiated for some or all responsibilities, but the Proxy or Delegate must accept the delegation to take effect. Proxies or Delegates must complete the IPPS-A R3 Leader Course to assume responsibilities. Leaders may manage or update delegations through the NavBar, under the Self-Service drop-down. **Upon Proxy/Delegate acceptance, Leaders are unable to monitor delegate actions.** See *Chapter 6, Manage Delegates* in the User Manual for detailed information.

### Associated UPKs:

- [Create a Delegation](#)
- [Revoke a Delegation](#)

1. Type **Manage Delegation** in the search menu bar.
2. Select **Manage Delegation** link.
3. Select **Create Delegation Request** link.
4. Select the appropriate **From Date** and **To Date**.
  - 4A. Select the **Next** button.



### Create Delegation Request

---

**Enter Dates**

CPT JESSICA GREEN

Over Strength

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

**Delegation Dates**

From Date

To Date

**A**

5. Select the checkbox(es) for the type of transaction that requires delegation or **Select All**.
  - 5A. Select the **Next** button.
6. Enter **Last Name**, **First Name** or **UIC** of the Member being delegated.
7. Select the **Search** button.
8. Select the **Radio** button for the Member being delegated.
  - 8A. Select the **Next** button.

### Create Delegation Request

Select Transactions

CPT JESSICA GREEN  
Over Strength

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions

5	Transaction
<input type="checkbox"/>	AWOL/Confinement PAR Approval
<input type="checkbox"/>	Absence_Approval
<input type="checkbox"/>	Absence_Cancel_Approval
<input type="checkbox"/>	Admin Rec Corr PAR Approval
<input type="checkbox"/>	Approve Job Update for Group
<input type="checkbox"/>	Approve Position Clone
<input type="checkbox"/>	Award Amendment Approval
<input type="checkbox"/>	Award Approval
<input type="checkbox"/>	Award Revocation Approval
<input type="checkbox"/>	Civilian Skills PAR Approval
<input type="checkbox"/>	Delegate Manage Report Time
<input type="checkbox"/>	Earnings and Deductions
<input type="checkbox"/>	Gender Change PAR Approval
<input type="checkbox"/>	Initiate Job Update for Group
<input type="checkbox"/>	Initiate Location Change

Select All      Deselect All      A

Previous      Next      Cancel

### Create Delegation Request

Select Proxy by Hierarchy

CPT JESSICA GREEN  
Over Strength

Last Name

First Name

\*\*UIC

6

\*\* UIC only applies to employee delegates. POI delegates may be included in search results.

Search      7      Clear

Choose Delegate

8	Name	Empl ID	Organizational Relationship	Job Title	UIC	Department
<input type="radio"/>	1LT MATTHEW MILLER	00000000	Employee	CYBER WARFARE OFFICER	W6ZSC1	W6ZS CYBER SCH BN CMD GP

Previous      Next      Cancel

8A

9. Select the **Submit** button.

9A. Select **OK** button to complete the process.

### Create Delegation Request

---

#### Delegation Detail

CPT JESSICA GREEN

Over Strength

Proxy	1LT MATTHEW MILLER
From Date	12/13/2023
To Date	12/31/2024

#### Transactions

- AWOL/Confinement PAR Approval
- Absence\_Approval
- Absence\_Cancel\_Approval
- Admin Rec Corr PAR Approval
- Approve Job Update for Group
- Approve Position Clone
- Award Amendment Approval
- Award Approval
- Award Revocation Approval
- Civilian Skills PAR Approval
- Delegate Manage Report Time
- Earnings and Deductions
- Gender Change PAR Approval
- Initiate Job Update for Group
- Initiate Location Change

9

### Create Delegation Request

---

CPT JESSICA GREEN

Over Strength

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

A

## PROMOTIONS

Leaders must view and approve board rosters to promote eligible Members — and may delegate management of the roster, if desired. Follow regulatory and local unit policy for approval authority guidance. See *Chapter 18, Promotions* in the User Manual for detailed information.

**Associated UPKs:**

- [Review/Approve Semi-Centralized Roster - Commander](#)

**Semi-Centralized Roster:**

1. Enter "Board Roster" into the **Menu** search bar.
  - 1A. Select **Board Roster Workforce Administration**.
2. Enter **Board Identifier**, if unknown, leave blank.
  - 2A. Select applicable **Business Unit**.
  - 2B. Select **Search**.
3. Select the desired promotion roster.

**Board Roster**

**Find an Existing Value**

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Board Identifier: [dropdown] [input] **2**

Board Name: [dropdown] [input]

Board Status: [dropdown] [input]

Year: [dropdown] [input]

Business Unit: [dropdown] [input: ARACA] **A**

Board Process: [dropdown] [input]

Board Type: [dropdown] [input]

Show fewer options

**B** Search Clear Save Search

Search Results

3 rows - Business Unit "ARACA"

Board Identifier	Board Name	Board Status	Template ID	Year	Business Unit	Board Process	Board Type	
1537	RA E5	Board	RA E5	2023	ARACA	Semi	Promotion	>
1539	RA E6	Board	RA E6	2023	ARACA	Semi	Promotion	>
2472	SPC TO SGT PROMOTION (E4-E5)	Complete	ARNG E5 T32	2022	ARACA	Semi	Promotion	>



4. Under **Filter Criteria**, uncheck **All Service Members** box.
5. The Eligible dropdown listing defaults to **All**.
  - 5A. Select a **Board Action** from the dropdown listing, if unknown, leave blank.
  - 5B. In UIC field, Enter company level **UIC**.
6. Select **Filter**.
7. Board Roster result displays, in **Board Results** column — select desired result for each Member.

**Board Roster**

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**Board**

Board ID: 1537	RA E5	Board Process: Semi-Centralized	Year: 2023
Template ID: RA E5	SPC to SGT Promotion (E4 - E5)		Convene Date: 01/12/2024
Business Unit: ARACA	US Army Active Component		Adjourn Date: 01/31/2024
Grade To: E5	Board Status: Board	Points Cut Off Date: 01/31/2024	
Minimum Admin Points Score			

TIG Zones	From Date	To Date
Primary	01/01/1902	02/28/2023
Secondary	03/01/2023	08/31/2023
Zone of Cons/MLI		

BA&D TIG Zones	From Date	To Date
Primary	01/01/1902	02/28/2021
Secondary	03/01/2021	08/31/2022
Zone of Cons/MLI		

Run PPW Report
Reviewed and Approved
Add Member to Roster

**4** Monitor

**Filter Criteria**

All Service Members  Promotion P

Eligible: All  **5** **6**

Board Action: **A**

UIC: **B**

PMOS:  CPMOS:

Job Code:

Seq:

From:  To:

Prof Action:

Prof Reason:

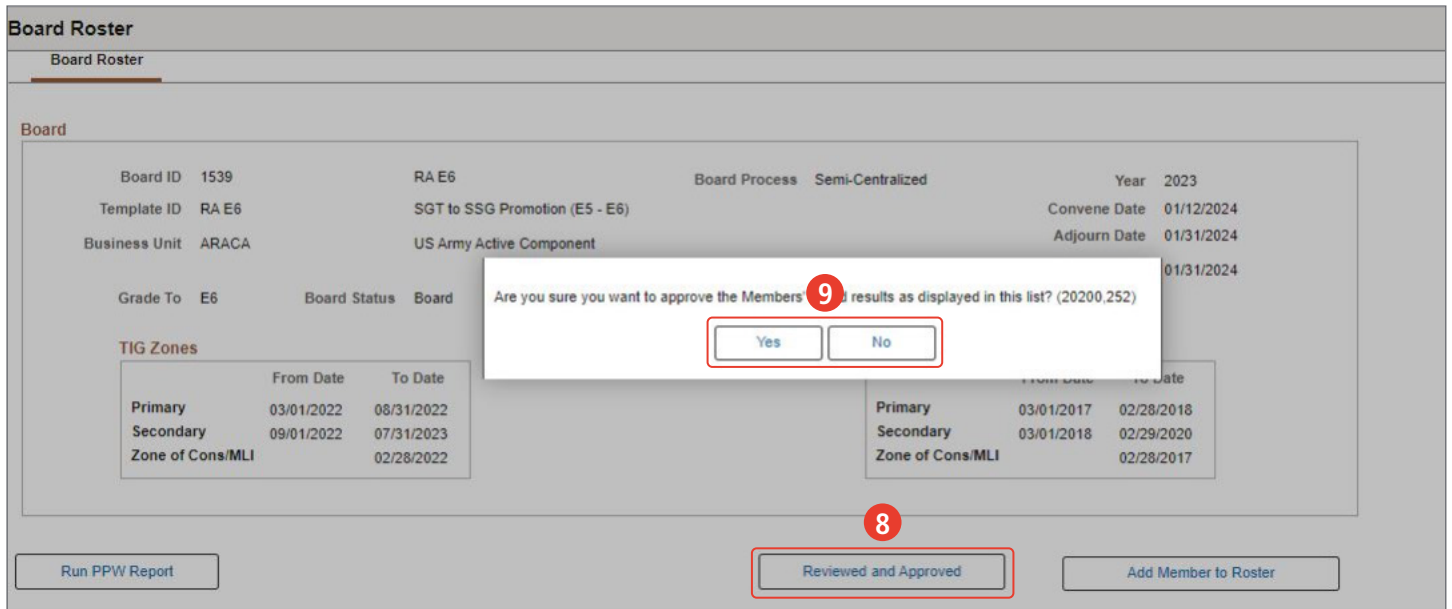
**Roster Instructions**

**Board Roster**

Candidates Job Info MOS Info Points

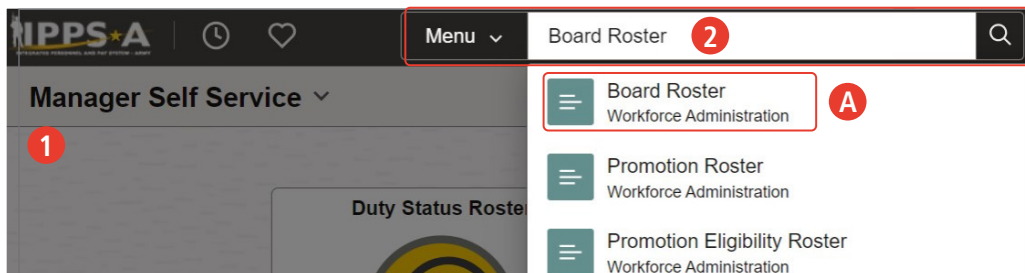
Empl ID	Empl Record	Rank	Display Name	Board Zone	Eligible	Board Results	Board Approval Date	Promotion Date	Grade Entry Date	Rank Entry Date	TIS	TIG	Comments	View SFPA	Remarks
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				52	28		View	<input type="text"/>
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				42	23		View	<input type="text"/>
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				44	25		View	<input type="text"/>
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				44	24		View	<input type="text"/>
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				44	24		View	<input type="text"/>
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input checked="" type="checkbox"/>	Withhold from Consideration	<input type="text"/>				42	20		View	<input type="text"/>

8. To approve board results, select **Reviewed and Approved** button.
9. Confirmation box displays, select desired button, **Yes** or **No**.



**Decentralized Promotion Roster:**

1. Select **Manager Self-Service**.
2. Type **Board Roster** in the search menu bar.
  - 2A. Select **Board Roster**.



3. Enter the **Board Identifier** number. Leave blank if Board Identifier is unknown.
  - 3A. Select **Search**.
4. Select the **Board Identifier number 1534** for this example.
5. Deselect checkbox from **All Service Members**.
6. Select **Filter**.

**Decentralized Board Roster**

**Find an Existing Value**

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches  Saved Searches Choose from saved searches

Board Identifier =  **3**

Board Name begins with

Business Unit begins with ARACA

^ Show fewer options

**A**

▼ Search Results

5 rows - Business Unit "ARACA"

Board Identifier	Board Name	Template ID	Description	Business Unit	From Grade	To Grade	Military Rank	
1532	RA CW2	RA CW2	WO1 to CW2 Promotion (W1 - W2)	ARACA	W1	W2	CW2	>
1533	RA E1-E2	RA E2	PVT to PV2 Promotion (E1 - E2)	ARACA	E1	E2	PV2	>
<b>1534</b>	RA E2-E3	RA E3	PV2 to PFC Promotion (E2 - E3)	ARACA				
1535	RA E3-E4	RA E4	PFC to SPC Promotion (E3 - E4)	ARACA				
1536	RA O2	RA O2	2LT to 1LT Promotion (O1 - O2)	ARACA				

**Decentralized Board Roster**

**Decentralized Roster**

**Board**

Board ID 1534 RA E2-E3  
 Template ID RA E3 PV2 to PFC Promotion (E2 - E3)  
 Business Unit ARACA US Army Active Component  
 Grade To E3

**Filter Criteria**

All Service Members **5**  **6**

Eligible Board Action

UIC

**Roster Instructions**

7. Select the **Status** drop down.
8. The Commander must provide the **Reason** when enlisted roster is modified.
9. Select **Save** button.

**Decentralized Board Roster**

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**Decentralized Roster**

**Board**

Board ID: 1534 RA: E2-E3  
 Template ID: RA: E3 PV2 to PFC Promotion (E2 - E3)  
 Business Unit: ARACA US Army Active Component  
 Grade To: E3

**Filter Criteria**

All Service Members

Eligible Board Action: All  Promotion Processed

UIC:

**Roster Instructions**


**Waiver Allocation**

HODA Waiver Percentage: 20 %  
 Total # of Enlisted Members Assigned/Authorized: 0  
 Total # of Enlisted Members Allowed with Waiver: 0  
 Total # of Enlisted Members with < Required TIS: 0  
 Total Waivers Authorized: 0  
 Remaining: 0  
 Over-Allocated: 0

**Board Roster**

1-5 of 5 | View All

Empl ID	Empl Record	Rank	Name	Eligible	Waiver Needed	Status	Reason	Promotion Effective Date	Grade Entry Date	Rank Entry Date	TIS	TIQ	Comments	View	Remarks
0000000000	0	PV2	SPC JOHN SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Promotion Non-Select	None	03/06/2024	03/06/2024	03/06/2024	10	4		View	
0000000000	0	PV2	SPC JOHN SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promotion Select	None	01/23/2024	01/23/2024	01/23/2024	12	6		View	
0000000000	0	PV2	SPC JOHN SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Promotion Non-Select	None	03/20/2024	03/20/2024	03/20/2024	10	4		View	
0000000000	0	PV2	SPC JOHN SMITH	<input type="checkbox"/>	<input type="checkbox"/>	Promotion Non-Select	None	02/09/2024	02/09/2024	02/09/2024	12	12	Failed SFPA Rule, Failed Restrictions Rule.	View	
0000000000	0	PV2	SPC JOHN SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promotion Non-Select	None	05/30/2024	05/30/2024	05/30/2024	8	1	The member doesn't meet TIG/TIS requirements.	View	

 **NOTE: Members who are flagged will still appear on the roster, but their status will be set to promotion non-select. To see the Flag, select the View hyperlink under View SFPA column. The Flag and restriction data is displayed, the Member may not be promoted until the Flag is removed. IPPS-A runs a nightly process to execute promotions. On the Members' effective date of promotion the orders are completed and sent to Interactive Personnel Records Management System (iPERMS), while the financial transaction is sent to Defense Joint Military Pay System (DJMS), and the record is updated in IPPS-A. The Member is sent a notification, which completes the promotion process.**

# LEADER SUPPORT

Leader Support are guidance-oriented tools that directly aid Leaders in accessing necessary functionality, actioning system notifications, and reporting software errors. Using IPPS-A, Leaders may initiate a discussion of prominent system issues or receive almost immediate help in completing a personnel action.

## LEADERS COURSE

Leaders may refer to interactive audio and visual aids. Notably, the Leaders Course found in the IPPS-A Hands-On Training tile on the Self-Service Homepage. For a quick-start of pertinent material, the Leaders Overview video is found [here](#). These resources aid the Leader in addressing acute concerns or refreshing a learned skill.

## IPPS-A HELP

IPPS-A Help is located in the NavBar within the Action Icon. IPPS-A Help provides a searchable, hyperlinked library of UPK topics and Overviews.

1. Select the **three dots**.
2. Select **Help**.
3. De-select the **check mark** in the applicable box.

The screenshot shows the IPPS-A user interface. At the top right, the 'NavBar: Menu' is visible, containing options like 'Administer Training', 'Benefits', 'Compensation', 'CRM', 'ELM', and 'Enterprise Components'. A red circle '1' highlights the three-dot menu icon in the top navigation bar. A red circle '2' highlights the 'Help' icon in the NavBar. A red circle '3' highlights the 'Applicable' checkbox in the left sidebar. The main content area displays 'R3 IPPS-A Resources' with a link to an enhanced user interface demo. Below this are two tables: 'Guides and Manuals' and 'Job Aids', each containing a list of hyperlinks to various user guides and documents.

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="#">AORS Integration User Guide</a>	
<a href="#">CRM User Manual</a>	
<a href="#">Error Resolution Foundation (HCM)</a>	
<a href="#">HRC Master 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 (SV8)</a>	
<a href="#">IPPS-A MPD Smartbook</a>	
<a href="#">IPPS-A Self-Service Guide</a>	
<a href="#">IPPS-A Subcategory Infographics</a>	
<a href="#">IPPS-ATRA User Guide</a>	
<a href="#">MILPAY User Manual</a>	
<a href="#">MOBCOP Integration User Guide</a>	
<a href="#">Provider Group Reference Guide</a>	
<a href="#">R3 Training Glossary</a>	
<a href="#">RLAS Integration User Guide</a>	
<a href="#">SFARS Integration User Guide</a>	

Job Aids
<a href="#">Absence Analytics</a>
<a href="#">Absence Analytics Dashboard Update</a>
<a href="#">AdHoc Reporting - OBIEE</a>
<a href="#">Automated Accession Business Process</a>
<a href="#">Buddy PAR</a>
<a href="#">Canceled Absence</a>
<a href="#">Create Personnel Service Center (PSC) or Personnel Processing Activity (PPA) Pool Configurations</a>
<a href="#">Deletion of User Defined List</a>
<a href="#">Elevated Access Request</a>
<a href="#">Enlisted Accession Assignment</a>



## IPPS-A HELP CENTER

The IPPS-A Help Center tile allows the Leader to submit a question and search previously submitted questions referencing human resources or information technology for help.

1. Select the **IPPS-A Help Center** tile.
2. Screen displays the **IPPS-A Help Center** page. Members may:
  - 2A. **Search For Answers.**
  - 2B. Review **Frequently Asked Questions.**
  - 2C. **Create Case.**
  - 2D. Review previously submitted cases in **My Cases.**
3. To submit a case, select the **Create Case** tile.

### Associated UPKs:

- [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 Frequently Asked Questions \(FAQs\)](#)

The screenshot shows the IPPS-A Help Center interface. At the top left is a tile labeled 'IPPS-A Help Center' with a headset icon and a red circle '1'. Below it is a search bar labeled 'A Search For Answers' with a search input field and a red circle '2'. To the right is a 'B Frequently Asked Questions' section with a list of questions and a 'View All' link. At the bottom left is a 'D My Cases' tile showing '0 Open Cases' and a red circle '4'. At the bottom right is a 'C Create Case' tile with a red circle '3'.



*NOTE: Leaders must be signed into IPPS-A to use this tool.*

4. Screen displays the **Create Case** page.
5. Members must enter a **Category**, **Type** and **Detail** from respective drop downs.
6. Members toggle **Yes** or **No**, whether this is a pay impacting issue.
7. Members must enter a **Summary** and **Description** under **Case Details**.
  - 7A. Add supporting documents via **Add Attachments**.
8. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information.
  - 8A. Select **Next** to review and submit.

✕ Exit
4 Create Case

1
2

How can we assist you?
Review & Submit

5

\*Category

\*Type

\*Detail

Does this issue impact your pay?  No

\*Summary

Description

A
Add Attachments

\*Created For MAJ ASHLEY MARTIN

\*Reported By

Name MAJ ASHLEY MARTIN

Contact Method

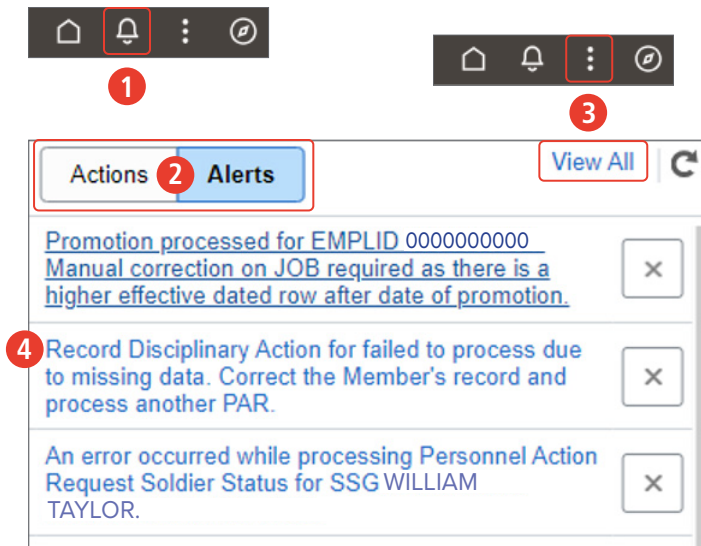
Email MAJ ASHLEY MARTIN

A
Next >

## NOTIFICATIONS

Notifications are located in the **NavBar** represented by the **bell icon**. Notifications is a review of all the **Actions** and **Alerts** that have emerged upon the Leader's last login. This tool ensures Actions that require the Leader's attention are identified, and Alerts are reviewed in a timely manner.

1. Select the **Bell** icon.
2. Screen displays **Notifications**. Members may toggle to **Actions** or **Alerts**.
3. Select the **three vertical dots** and select **View All Notifications**.
4. Members may select the most recent alerts or actions listed in the box in blue.



*NOTE: The IPPS-A Help Desk is open from 7 a.m. until 7 p.m. ET, the phone number is: 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).*



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