

LEADERS REFERENCE GUIDE

VERSION 2.0

DECEMBER 2025



SUMMARY OF CHANGES

This revision, dated 22 December 2025—

Summary of Changes:

- Visuals throughout this guide were updated to match current system appearance.
- Updates section: Approvals (pages 13-14)
- Updates section: Delegations (pages 16-18)
- Updated steps: IPPS-A Help Center (page 25)

CONTENTS

INTRODUCTION.....	4
Categories.....	4
Roles	4
Responsibilities	4
CHAPTER 1: IPPS-A ACCESS AND NAVIGATION	5
Accessing IPPS-A	5
Mobile Application	5
Homepage	6
Navigation Bar (NavBar).....	6
CHAPTER 2: LEADER FUNCTIONS.....	7
Leader Readiness.....	7
Access Request	7
User Recertification	10
Supervisor (Recertification)	11
Readiness and Manning.....	12
Leader Services.....	12
Manager Self-Service.....	12
Approvals.....	13
Restrictions and Flags.....	14
Duty Status	15
Delegations.....	16
Promotions.....	19
Leader Support	24
Leaders Course.....	24
IPPS-A Help.....	24
IPPS-A Help Center.....	25
Notifications.....	27



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, and USAR) unless otherwise stated.



CHAPTER 1

IPPS-A ACCESS AND NAVIGATION

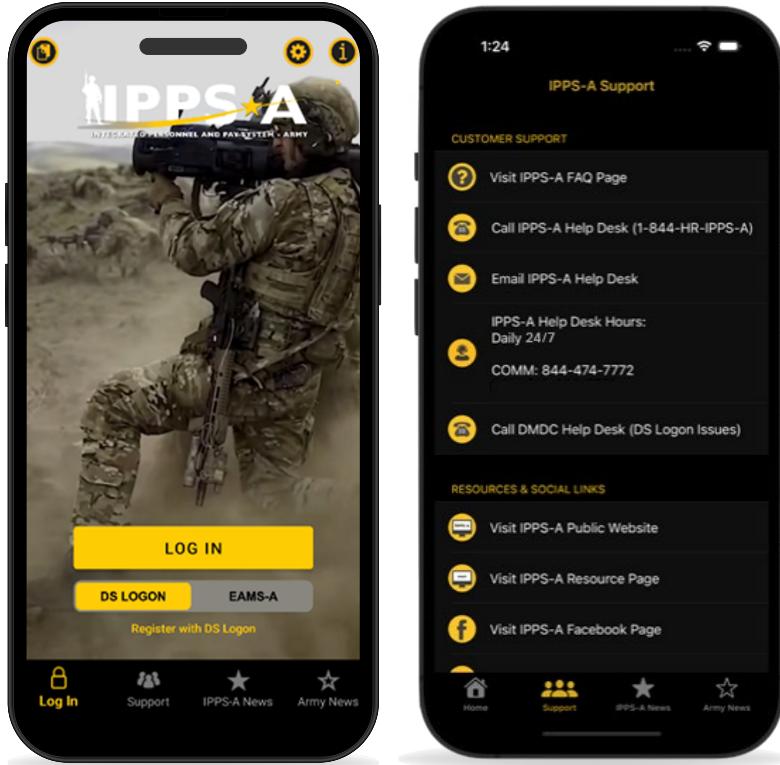
Focuses on familiarization with the Mobile Application, Desktop Self-Service homepage, and Navigator.

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.

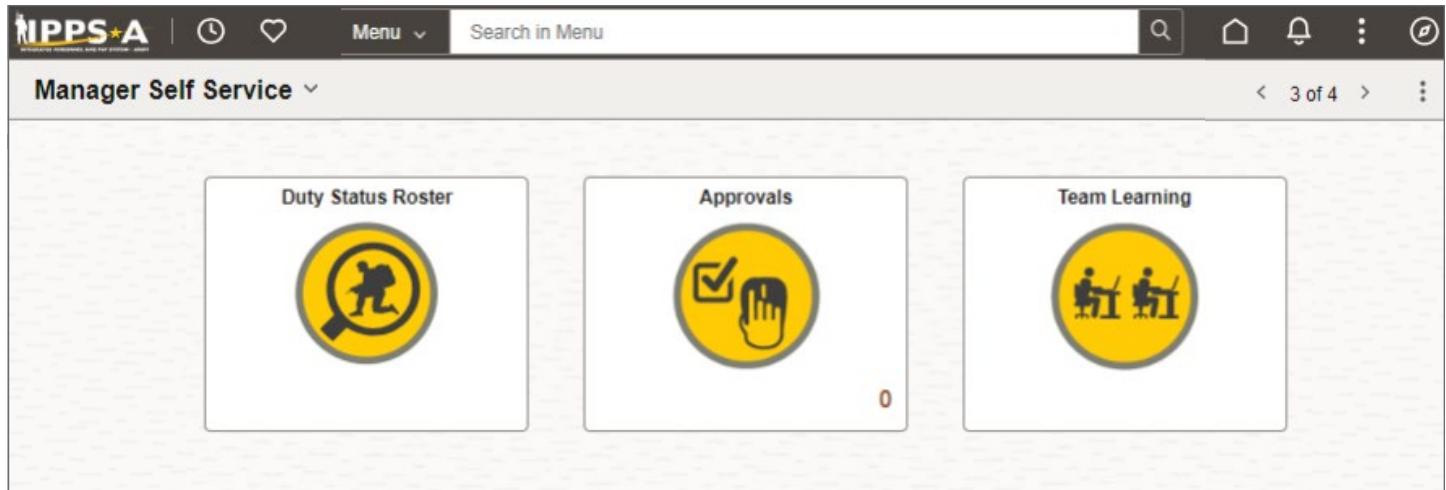
 *NOTE: Elevated access for all users requires training, permissions, and validation by your unit Validator prior to being granted elevated access. Requests are placed through the Access Request tile, which is covered in depth later in this guide.*

MOBILE APPLICATION



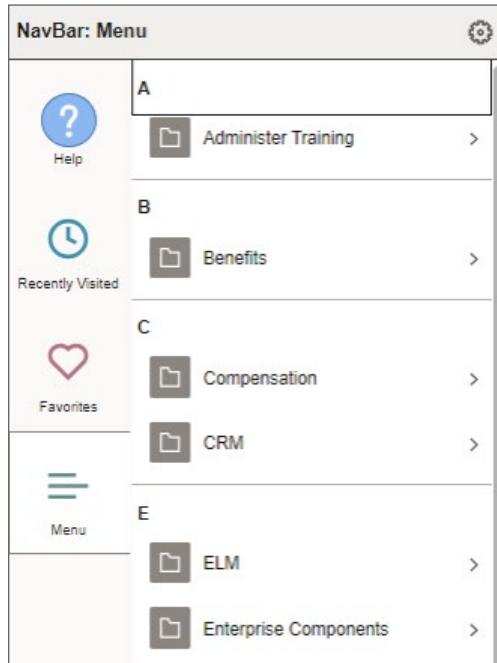
Homepage

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

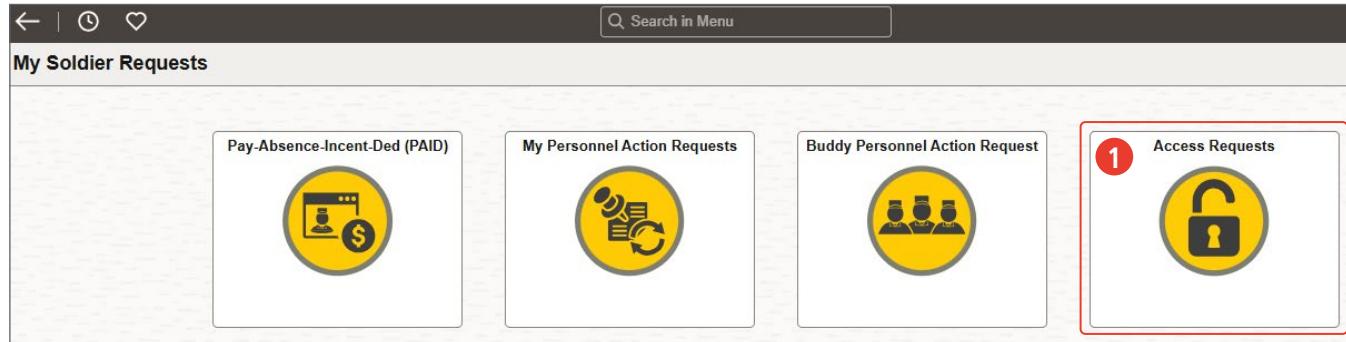
In IPPS-A, Leader Readiness is any action or function supporting the near-constant assessment of unit personnel strength, mission requirements, and individual readiness (deployability). Leaders must ensure they have the proper IPPS-A elevated access to execute these assessments and validate their units' 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: 0000000000 SSG MICHELLE GONZALEZ

UIC:

UIC Search Option

One UIC UIC and Hierarchy

Request Status:

From Date: 04/18/2024

Thru Date: 05/02/2024

Submitted By:

Approver's ID:

Retrieve **Clear**

New Access Request

IPPS-A Access Request

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: 08/11/2023 Expiration Date: 08/10/2024

Contact Phone: 000 000 0000

Request Status: Completed

Tracking Information

Current Security Settings

Category	Subcategory
MEMBER	MEMBER

Show Current Roles

New Requested Security Settings

*Category	*Subcategory
MEMBER	MEMBER

Show New Roles

ELM Verification

Yes No (Justification required) **Verify**

SOD Verification

Yes No **Verify**

Supervisor or Supervisor Representative:

Notes/Comments:

Submit

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.

New Requested Security Settings

*Category MEMBER	*Subcategory MEMBER								
 4	 5								
<p>Show New Roles</p> <p> NOTE: ELM and SOD verification do not need to be run in order to submit an access request.</p>									
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Look Up Category</p> <p>User Category begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1 1-7 of 7 Last</p> <table border="1"> <tr><td>User Category</td></tr> <tr><td>COMMANDER</td></tr> <tr><td>DATA SECURITY</td></tr> <tr><td>FUNCTIONAL SYS-ADMIN</td></tr> <tr><td>HR PROFESSIONAL</td></tr> <tr><td>MAINTENANCE SYS-ADM</td></tr> <tr><td>MEMBER</td></tr> <tr><td>PAYROLL PROFESSIONAL</td></tr> </table> </div>		User Category	COMMANDER	DATA SECURITY	FUNCTIONAL SYS-ADMIN	HR PROFESSIONAL	MAINTENANCE SYS-ADM	MEMBER	PAYROLL PROFESSIONAL
User Category									
COMMANDER									
DATA SECURITY									
FUNCTIONAL SYS-ADMIN									
HR PROFESSIONAL									
MAINTENANCE SYS-ADM									
MEMBER									
PAYROLL PROFESSIONAL									
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Search Results</p> <p>View 100 First 1 1-2 of 2 Last</p> <table border="1"> <tr><td>User Bundle</td></tr> <tr><td>COMMANDER</td></tr> <tr><td>MANAGER</td></tr> </table> </div>		User Bundle	COMMANDER	MANAGER					
User Bundle									
COMMANDER									
MANAGER									

<p>ELM Verification</p> <p><input type="radio"/> Yes <input type="radio"/> No 6 (Validation required)</p> <p>Verify A</p>	
<p>SOD Verification</p> <p><input type="radio"/> Yes <input type="radio"/> No 7</p> <p>Verify A</p>	
<p>Supervisor or Supervisor Representative: <input type="text"/></p> <p> 8</p>	
<p>Notes/Comments:</p> <p>9</p>	
<p>Submit A</p>	

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 3-5, Submit Access Recertification* in the User Manual for detailed information.

1. Place cursor in the **Menu** text box, type **Recert**, select **Access Recertification** from the dropdown displaying.

1A. Or select the notification from **Alerts**.

Associated UPKs:

- [Submit an Access Recertification Request](#)

1. The search bar in the top menu bar is highlighted with a red box and the number 1. The text 'recert' is typed into the search field.

2. The 'Access Recertification' screen is shown with the title 'ANNUAL ACCESS RECERTIFICATION'.

A separate window titled 'Notifications' shows an alert (A) for 'Access Recertification' with the message: 'It is time for Access Recertification. An email has been sent to your email address with details.'

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."

SCF JOHN SMITH Access Expiration Date 04/05/2025

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
 Row Security: IP_HCMDP_INCAA_00309139
 WAPSCO-0006 IN BN 01 CO C ARMA

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 **3**

4 **5**

Look Up Supervisor or Supervisor Representative

Search by: User ID begins with

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

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.

SUBMIT YOUR RECERTIFICATION WITH CHANGES

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

New Access Request **A**

Message

Recertification Request Submitted (24000,155)
 Your request has been routed to your Supervisor for approval

OK **6**

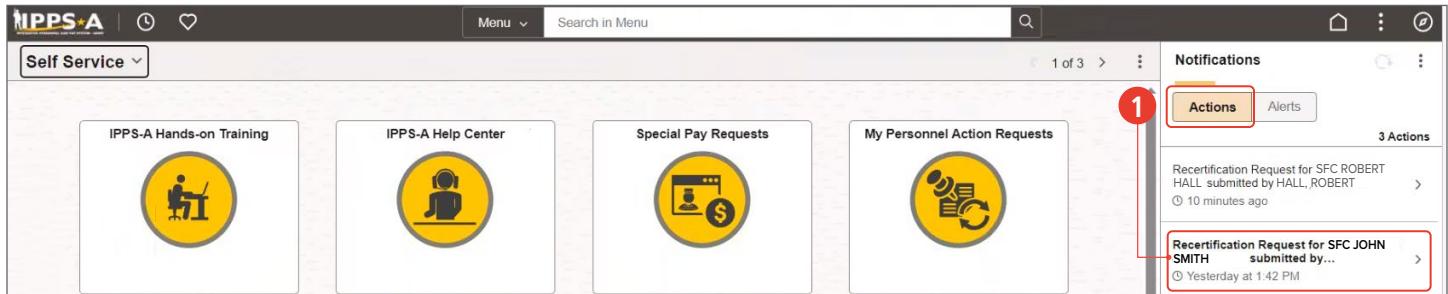
SUPERVISOR (RECERTIFICATION)

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	WAPSA
Position:	00000000	Standard Excess
Job Code:	E19K	M1 ARMOR CREWMAN
Location:	00025038	EL PASO
Clearance:	F	SECRET

Transaction Information

Effective Date:	02/09/2023	Expiration Date:	09/14/2024
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

Recertify As-Is 4 Reset to Self-Service Expire on Scheduled Date

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.

OK Cancel 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:

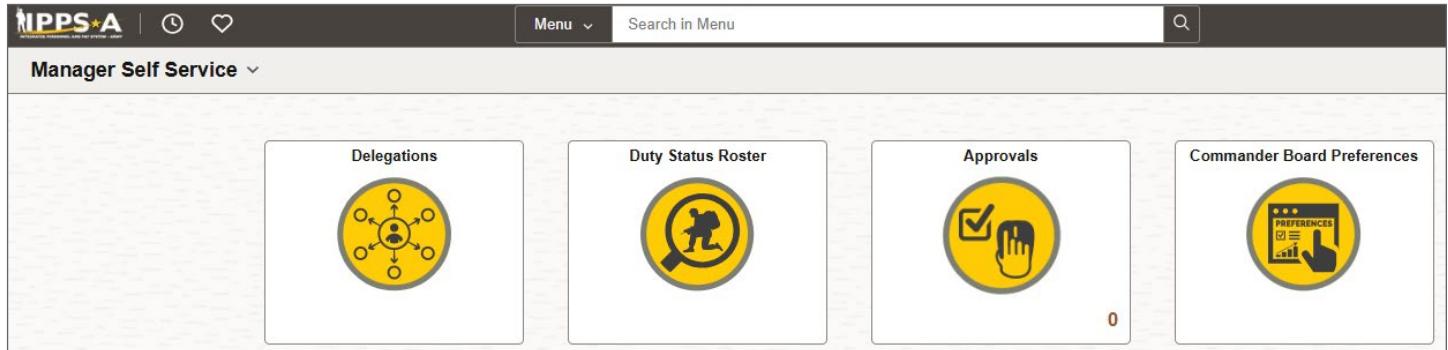
- [Generate Predefined Queries](#)
- [Generate a Duty Status Report](#)
- [Run A Wounded Member Query](#)
- [Run a Readiness Roster Report](#)
- [Generate a PERSTEMPO Report](#)
- [Generate an Absence Analytics Dashboard](#)

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:



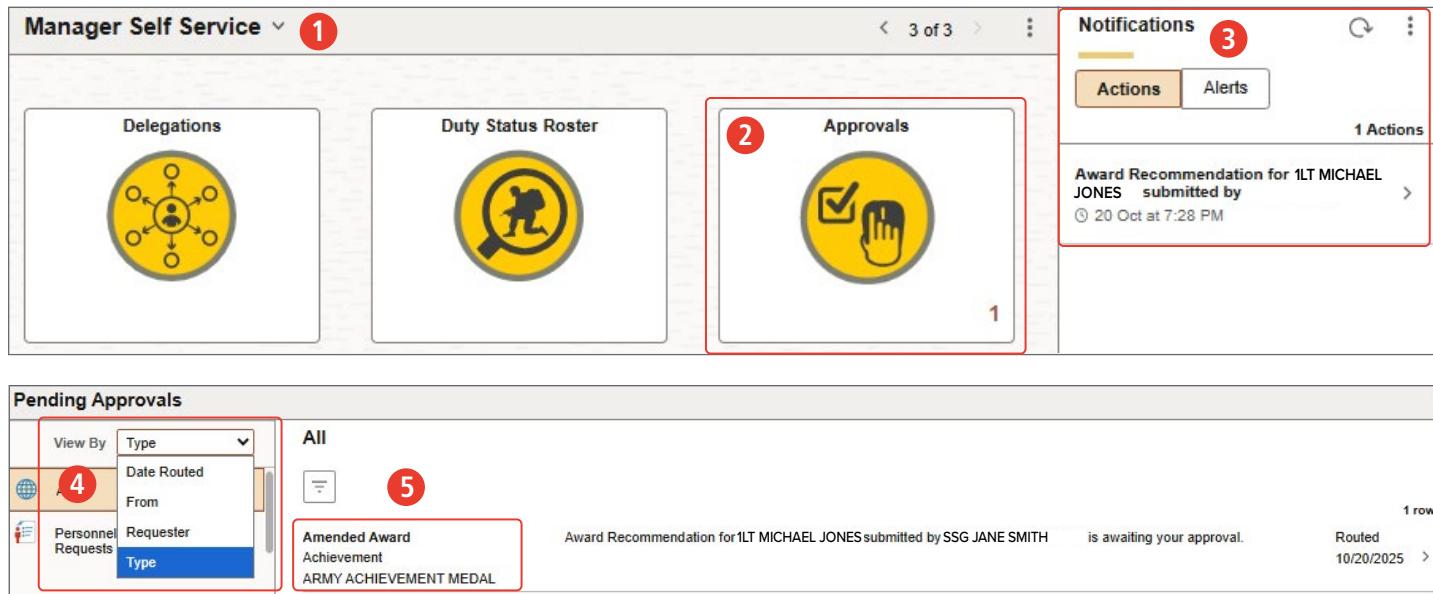
APPROVALS

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, Pushback, or Restart. 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. A **Restart** button is used whenever the PAR is no longer actionable because the Member is no longer assigned to the unit. Restarting the PAR will send the PAR to the Member's new unit for workflow. 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 shows the Manager Self-Service interface. At the top, there is a navigation bar with a dropdown menu labeled "Manager Self Service" and a red circle with the number "1" indicating a notification. Below the navigation bar are three tiles: "Delegations" (yellow circle with a person icon), "Duty Status Roster" (yellow circle with a magnifying glass and person icon), and "Approvals" (yellow circle with a checkmark and hand icon). The "Approvals" tile has a red circle with the number "2" on it and a red border around it. To the right of the tiles is a "Notifications" panel with a red circle with the number "3" on it, showing an item for "Award Recommendation for 1LT MICHAEL JONES submitted by SSG JANE SMITH" with a timestamp of "20 Oct at 7:28 PM". Below the tiles is a "Pending Approvals" list. The list has a red border around the "View By" section, which includes dropdowns for "View By" (set to "Personnel Requests"), "Type" (set to "Date Routed"), "From", and "Requester". The "Type" dropdown has a red circle with the number "4" on it. The list also has a red border around the first item, which is an "Amended Award" for "Achievement" "ARMY ACHIEVEMENT MEDAL" submitted by "1LT MICHAEL JONES" on "20 Oct at 7:28 PM". The "Type" dropdown in the list has a red circle with the number "5" on it. The list shows the status "is awaiting your approval." and the date "Routed 10/20/2025".

6. Select **Approve, Deny or More**. In this example, select **Approve**.

7. Enter comments.

7A. Select **Submit**.

8. Select **OK**.

Amended Award

Soldier 1LT MICHAEL JONES
Employee ID 0000000000
PAR ID/Sequence 00000000/0

In Process

PAR Details

Effective Date 09/04/2025 PAR Status Amendment - Submitted
Action Award Recommendation Action Reason Achievement
Award Type Military Decorations Recommended Award ARMY ACHIEVEMENT MEDAL
Eligibility Status Not Required

Amended Award

Soldier 1LT MICHAEL JONES
Employee ID 0000000000
PAR ID/Sequence 00000000/0

In Process

PAR Details

Effective Date 09/04/2025 PAR Status Amendment - Submitted
Action Award Recommendation Action Reason Achievement
Award Type Military Decorations Recommended Award ARMY ACHIEVEMENT MEDAL
Eligibility Status Not Required

Soldier Data

UIC WB6QAA - 0705 OD CO ORDNANCE COMPAN Primary MOS O89E - 89E-EXPLOSIVE ORDNANCE DISPOSAL
Component Active Category ACMS-Force Structure Unit-Avail Pers
Rank 1LT Grade O2

Approve **Cancel** **Submit** A

You are about to approve this request.

Approver Comments

7

Upgrade/Downgrade Action

None Upgrade

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

8 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 SFPAs.

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

Associated UPKs:

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



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.*

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.

Manager Self Service 1

Duty Status Roster 2

Filters 3 4 5

UIC	Empl ID	Rank	Name	Duty Status	Attribute	Location	Begin Date	End Date	I Want To
WAQJTO	0000000000	SGM	LOPEZ, GABRIEL	Present for Duty	Temporary Change of Station	BOLESLAWIEC, POLAND	11/13/2023	06/23/2024	5
WAQJTO	0000000000	1LT	ROBERTS, SARAH	Present for Duty		FT STEWART, GA	10/23/2023	06/30/2023	5
WAQJTO	0000000000	CSM	HERNANDEZ, DANIEL	Present for Duty	Temporary Change of Station	BOLESLAWIEC, POLAND	08/27/2023	06/22/2024	5

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 by navigating to the Manager Self-Service homepage > Delegations tile > My Delegates tile. **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. Select the **Delegations** tile.
2. Select the **Create Delegation Request** tile.
3. Select the appropriate **Start Date** and **End Date**.
 - 3A. Enter **Comments** in the comment field.
 - 3B. Select **Next**.

The screenshots illustrate the steps to create a delegation request:

- Manager Self Service** homepage: The **Delegations** tile (1) is highlighted with a red box.
- Delegations** tile: The **Create Delegation Request** button (2) is highlighted with a red box.
- Delegation Request** form:
 - Step 1 of 4: Delegation Dates**: Shows the **Start Date** (3) set to 12/11/2025, the **End Date** field (3) with a calendar icon, and the **Comment** field (A) with a placeholder "Leave blank for open-ended delegations".
 - Progress bar: 1. Delegation Dates (highlighted with a red box), 2. Delegates, 3. Transactions, 4. Review and Submit (highlighted with a red box and labeled B).

4. Select the Add Delegate button.

4A. Select the magnifying glass icon in the User ID field and search Member being delegated.

4B. Select Done.

 *NOTE: Commanders can add multiple delegates. To add multiple delegates, the Add Delegate button again.*

5. Select Next.

6. Select desired delegate capabilities: Approve, Initiate, or All.

6A. Select actions to delegate or select the Select All button.

6B. Select Next.

7. Review the delegation details.

7A. Select the Submit button.

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

Step 2 of 4: Delegates

Select All Clear All Add Delegate (4)

Name User ID (A) Done (B)

Photo

Add Delegate

Cancel Done

1 row

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit (5)

Step 2 of 4: Delegates

Select All Clear All Add Delegate

Name Email ID

Photo CPT JESSICA GREEN JESSICA.S.GREEN@ARMY.MIL

Next >

1 row

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit (B)

Step 3 of 4: Transactions

All (6) Approve Initiate

Select All Clear All (A)

Description

AWOL/Confinement PAR Approval

Admin Rec Corr PAR Approval

32 rows

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit (A)

Step 4 of 4: Review and Submit

Delegation Details (7)

Start Date 12/11/2025
End Date No end date selected
Comment Holiday Block Leave
Delegates CPT JESSICA GREEN
Transactions AWOL/Confinement PAR Approval
Admin Rec Corr PAR Approval
Approve Job Update for Group
Approve Position Clone
Award Amendment Approval

Submit

8. Select the **My Delegates** tile to view **Active**, **Accepted**, **Rejected**, **Revoked**, **Submitted**, and **Ended** delegation statuses.



NOTE: Delegates must accept delegations before they become active.

Delegations

Create Delegation Request



My Delegates

8



My Delegated Authorities



My Delegates

Delegates	Start Date / End Date	Transactions	Status
CPT JESSICA GREEN	12/11/2025	View Details <small>32</small>	Submitted

PROMOTIONS

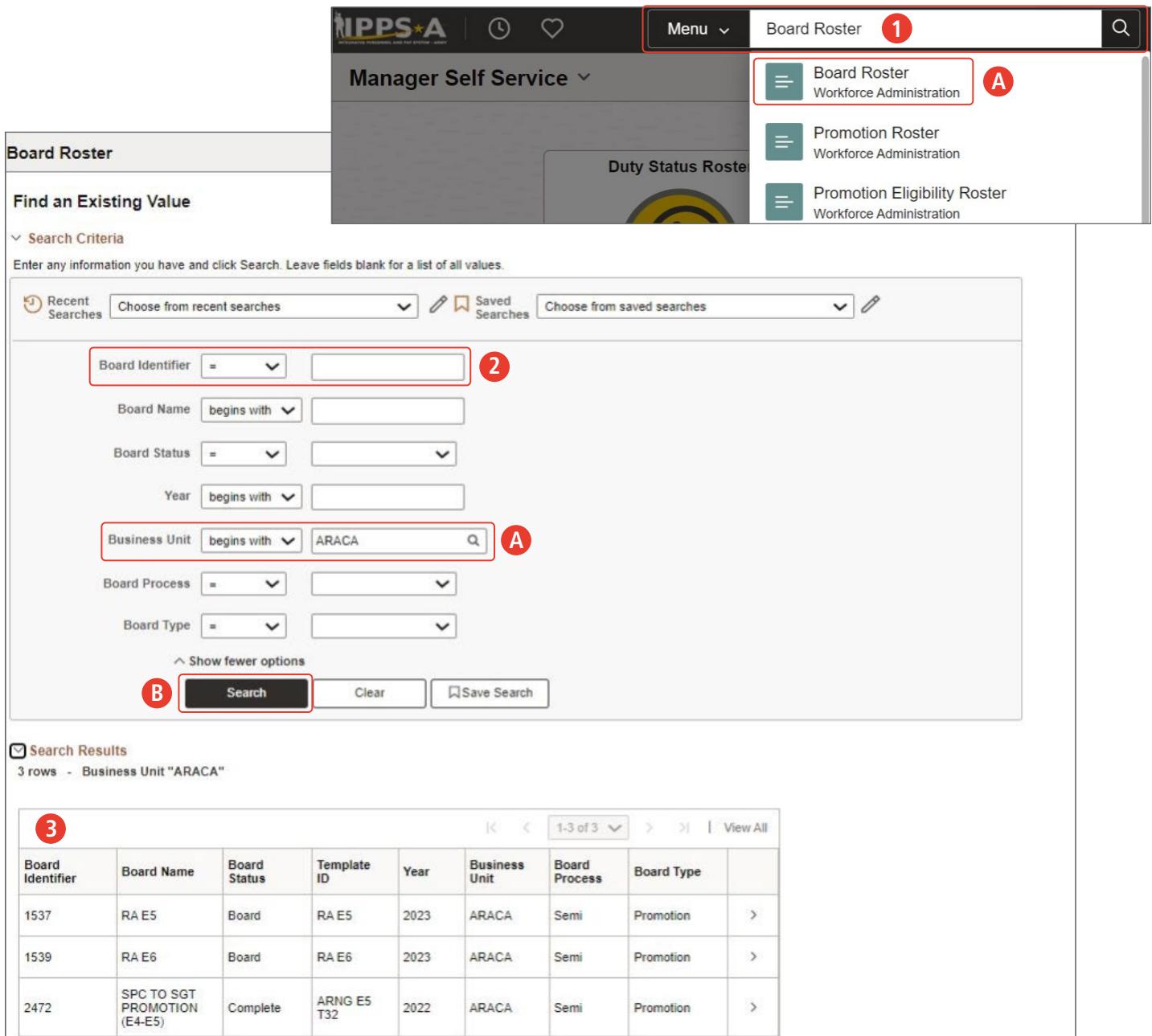
Leaders must view and approve board rosters to promote eligible Members — and may delegate management of the roster, if desired. Follow regulatory and local unit policy for approval authority guidance. See *Chapter 18, Promotions* in the User Manual for detailed information.

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.



The screenshot shows the IPPS-A Manager Self Service interface. The top navigation bar has a 'Menu' dropdown with a red box labeled '1' over it, and a search bar containing 'Board Roster' with a red box labeled '1' over it. To the right of the search bar is a magnifying glass icon. Below the menu is a 'Manager Self Service' dropdown menu with three options: 'Board Roster Workforce Administration' (highlighted with a red box labeled 'A'), 'Promotion Roster Workforce Administration', and 'Promotion Eligibility Roster Workforce Administration'.

The main search area is titled 'Board Roster' and contains a 'Find an Existing Value' section. Below this is a 'Search Criteria' section with the following fields:

- 'Recent Searches' dropdown with 'Choose from recent searches' and a red box labeled '2' over it.
- 'Saved Searches' dropdown with 'Choose from saved searches'.
- Search criteria fields:
 - 'Board Identifier' dropdown with 'began with' and a red box labeled '2' over it.
 - 'Board Name' dropdown with 'began with'.
 - 'Board Status' dropdown with 'began with'.
 - 'Year' dropdown with 'began with'.
 - 'Business Unit' dropdown with 'began with' and a red box labeled 'A' over it, containing the value 'ARACA'.
 - 'Board Process' dropdown with 'began with'.
 - 'Board Type' dropdown with 'began with'.
- 'Show fewer options' link.
- 'Search' button with a red box labeled 'B' over it.
- 'Clear' and 'Save Search' buttons.

Below the search area is a 'Search Results' section with a checked checkbox labeled 'Search Results'. It displays '3 rows - Business Unit "ARACA"'. The results table has a red box labeled '3' over the header and contains the following data:

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

Board Roster

Board

Board ID: 1537	RA ES	Board Process: Semi-Centralized	Year: 2023																								
Template ID: RA ES	SPC to SGT Promotion (E4 - E5)																										
Business Unit: ARACA	US Army Active Component																										
Grade To: ES	Board Status: Board	Minimum Admin Points Score:																									
TIG Zones:		BA 5D TIG Zones:																									
<table border="1"> <tr> <th></th> <th>From Date</th> <th>To Date</th> </tr> <tr> <td>Primary</td> <td>01/01/1902</td> <td>02/28/2023</td> </tr> <tr> <td>Secondary</td> <td>03/01/2023</td> <td>08/31/2023</td> </tr> <tr> <td>Zone of Cons/MLI</td> <td colspan="2"></td> </tr> </table>			From Date	To Date	Primary	01/01/1902	02/28/2023	Secondary	03/01/2023	08/31/2023	Zone of Cons/MLI			<table border="1"> <tr> <th></th> <th>From Date</th> <th>To Date</th> </tr> <tr> <td>Primary</td> <td>01/01/1902</td> <td>02/28/2021</td> </tr> <tr> <td>Secondary</td> <td>03/01/2021</td> <td>06/31/2022</td> </tr> <tr> <td>Zone of Cons/MLI</td> <td colspan="2"></td> </tr> </table>			From Date	To Date	Primary	01/01/1902	02/28/2021	Secondary	03/01/2021	06/31/2022	Zone of Cons/MLI		
	From Date	To Date																									
Primary	01/01/1902	02/28/2023																									
Secondary	03/01/2023	08/31/2023																									
Zone of Cons/MLI																											
	From Date	To Date																									
Primary	01/01/1902	02/28/2021																									
Secondary	03/01/2021	06/31/2022																									
Zone of Cons/MLI																											

Run PPW Report **Reviewed and Approved** **Add Member to Roster**

4 Monitor

Filter Criteria

All Service Members

Eligible: **All** **5** #promotion P **6**

Board Action: **WJTNTD** **B**

UIC: **WJTNTD** **A**

PMOS: **CPMOS**

Job Code: **SPC**

Seq From: **0** To: **0**

Pref Action: **WJTNTD**

Pref Reason: **WJTNTD**

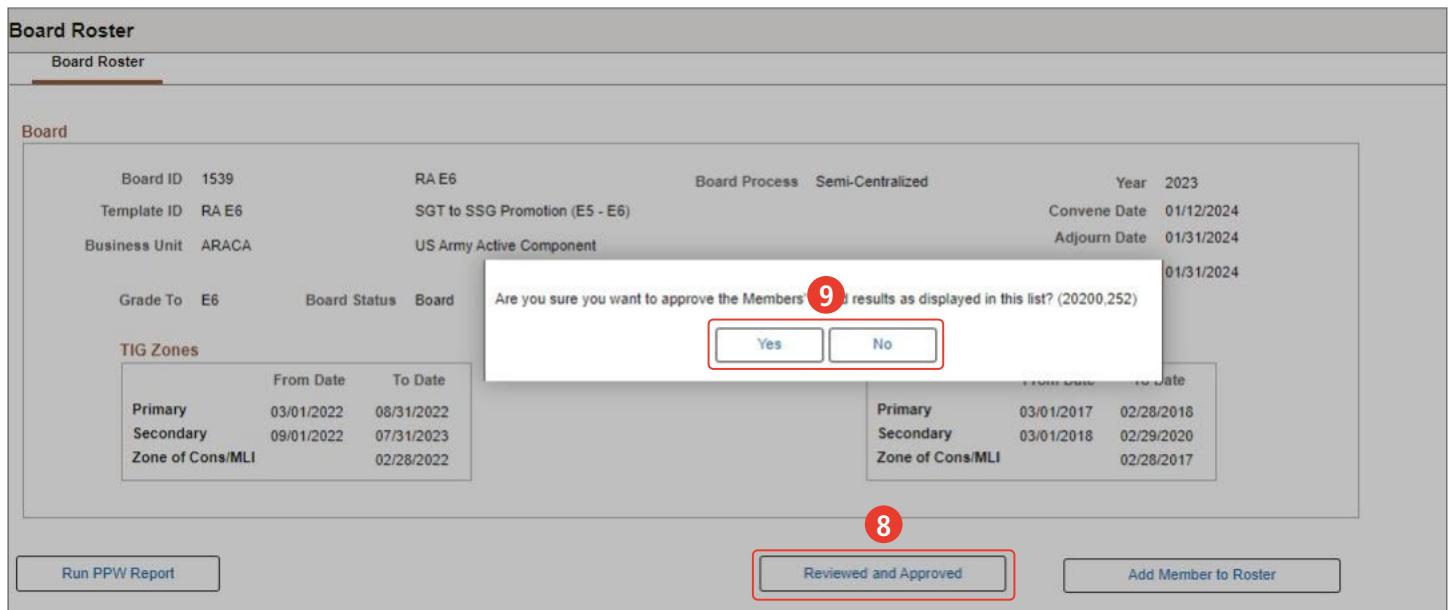
7 **Roster Instructions**

Board Roster

Candidates		Job Info	MOS Info	Points	Board Results	Board Approval Date	Promotion Date	Grade Entry Date	Rank Entry Date	TIG	TIG	Comments	View SFPA	Remarks
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					52	28		View	
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					42	23		View	
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					44	25		View	
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					44	24		View	
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					44	24		View	
0000000000	0	SPC	SPC JOHN SMITH	Primary	<input type="checkbox"/> Withhold from Consider					42	20		View	

8. To approve board results, select **Reviewed and Approved** button.

9. Confirmation box displays, select desired button, **Yes** or **No**.



Board Roster

Board

Board ID: 1539	RA E6	Board Process: Semi-Centralized	Year: 2023
Template ID: RA E6	SGT to SSG Promotion (E5 - E6)	Convene Date: 01/12/2024	Adjourn Date: 01/31/2024
Business Unit: ARACA	US Army Active Component	01/31/2024	

Grade To: E6 Board Status: Board

Are you sure you want to approve the Members' results as displayed in this list? (20200,252)

Yes **No**

TIG Zones

	From Date	To Date	From Date	To Date
Primary	03/01/2022	08/31/2022	03/01/2017	02/28/2018
Secondary	09/01/2022	07/31/2023	03/01/2018	02/29/2020
Zone of Cons/MLI	02/28/2022		02/28/2017	

8

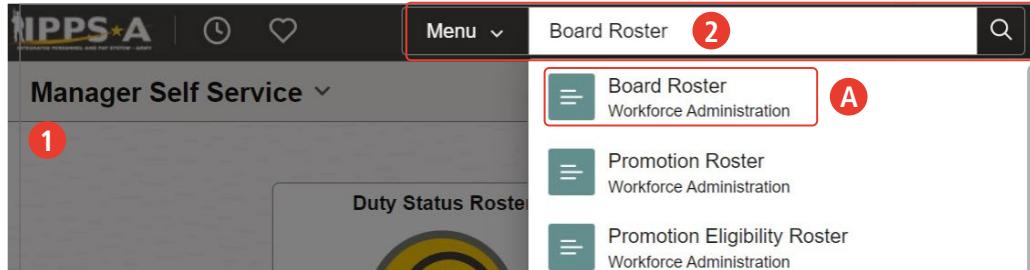
Run PPW Report **Reviewed and Approved** Add Member to Roster

Decentralized Promotion Roster:

1. Select Manager Self-Service.

2. Type **Board Roster** in the search menu bar.

2A. Select **Board Roster**.



IPPSS-A |

Manager Self Service

1

2

Board Roster

A

- Board Roster
Workforce Administration
- Promotion Roster
Workforce Administration
- Promotion Eligibility Roster
Workforce Administration

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	=	<input type="text"/>	3
Board Name	begins with	<input type="text"/>	
Business Unit	begins with	ARACA	<input type="button" value=""/>
^ Show fewer options			
A	Search	Clear	Save Search

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	>
1534	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
Template ID	RA E3
Business Unit	ARACA
Grade To	E3

US Army Active Component

Filter Criteria

All Service Members 5
 Promotion Processed 6

Eligible Board Action

UIC

Roster Instructions

Save **Return to Search** **Previous in List** **Next in List** **Notify**

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

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

<input type="checkbox"/> All Service Members	<input type="checkbox"/> Promotion Processed
Eligible	All
Board Action	<input type="button" value="Filter"/>
UIC	<input type="text" value="Q"/>

Roster Instructions

Waiver Allocation

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

Board Roster

Candidates		Job Info	Board Roster												
Empl ID	Empl Record	Rank	Name	Eligible	Waiver Needed	Status	Reason	Promotion Effective Date	Grade Entry Date	Rank Entry Date	T18	T1Q	Comments	View	Remarks
0000000000	0	PV2	SPC JOHN SMITH	<input type="checkbox"/>	<input type="checkbox"/>	Promotion Non-Select	None	03/06/2024	03/06/2024	03/06/2024	10	4		View	Edit
0000000000	0	PV2	SPC JOHN SMITH	<input type="checkbox"/>	<input type="checkbox"/>	Promotion Select	None	01/23/2024	01/23/2024	01/23/2024	12	6		View	Edit
0000000000	0	PV2	SPC JOHN SMITH	<input type="checkbox"/>	<input type="checkbox"/>	Promotion Non-Select	None	03/20/2024	03/20/2024	03/20/2024	10	4		View	Edit
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	Edit
0000000000	0	PV2	SPC JOHN SMITH	<input 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 T1Q/TIS requirements.	View	Edit

Buttons

- [Save](#)
- [Return to Search](#)
- [Previous in List](#)
- [Next in List](#)
- [Notify](#)

 **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.

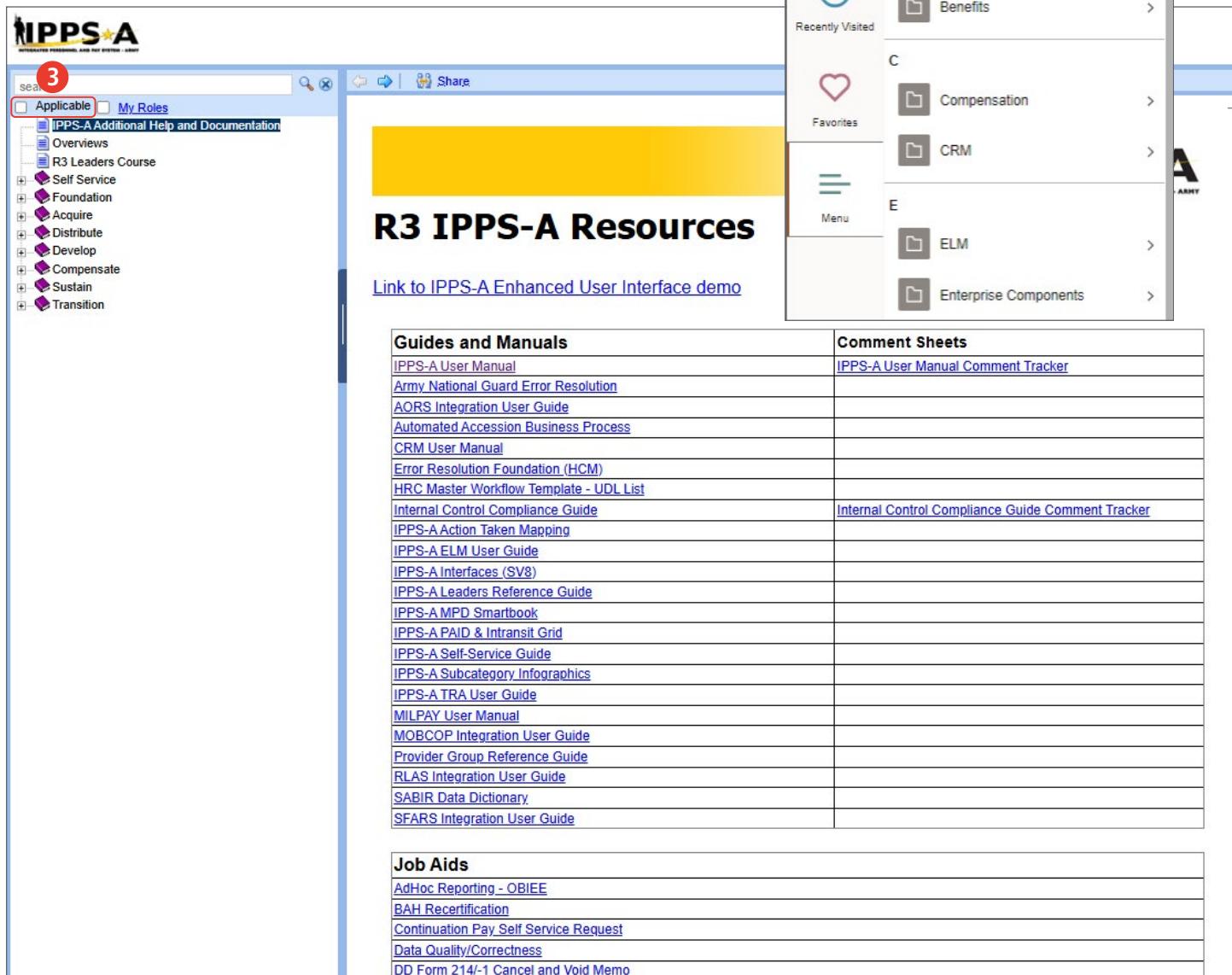
LEADERS COURSE

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 Menu**. IPPS-A Help provides a searchable, hyperlinked library of UPK topics and Overviews.

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



The screenshot shows the IPPS-A Self-Service homepage. On the left, there is a sidebar with a search bar and a list of roles: Applicable (checked), My Roles, IPPS-A Additional Help and Documentation, Overviews, R3 Leaders Course, Self Service, Foundation, Acquire, Distribute, Develop, Compensate, Sustain, and Transition. The 'Applicable' checkbox has a red circle with '3' over it. The main content area has a yellow header 'R3 IPPS-A Resources' and a link to 'IPPS-A Enhanced User Interface demo'. Below this is a table with two columns: 'Guides and Manuals' and 'Comment Sheets'. The 'Guides and Manuals' column lists various user manuals and guides. The 'Comment Sheets' column lists comment trackers for these manuals. At the bottom, there is a 'Job Aids' section with a table containing links to various job aids.

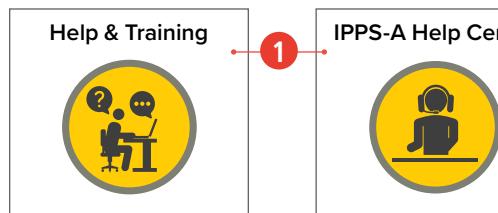
Guides and Manuals	Comment Sheets
IPPS-A User Manual	IPPS-A User Manual Comment Tracker
Army National Guard Error Resolution	
AORS Integration User Guide	
Automated Accession Business Process	
CRM User Manual	
Error Resolution Foundation (HCM)	
HRC Master Workflow Template - UDL List	
Internal Control Compliance Guide	Internal Control Compliance Guide Comment Tracker
IPPS-A Action Taken Mapping	
IPPS-A ELM User Guide	
IPPS-A Interfaces (SV8)	
IPPS-A Leaders Reference Guide	
IPPS-A MPD Smartbook	
IPPS-A PAID & Intransit Grid	
IPPS-A Self-Service Guide	
IPPS-A Subcategory Infographics	
IPPS-A TRA User Guide	
MILPAY User Manual	
MOBCOP Integration User Guide	
Provider Group Reference Guide	
RLAS Integration User Guide	
SABIR Data Dictionary	
SFARS Integration User Guide	

Job Aids
AdHoc Reporting - OBIEE
BAH Recertification
Continuation Pay Self Service Request
Data Quality/Correctness
DD Form 214-1 Cancel and Void Memo

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 **Help & Training** tile; 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.



The IPPS-A Help Center page is shown with the following sections:

- A. Search For Answers:** Includes a search bar labeled 'Enter Keyword Search' and a 'View All' button.
- B. Frequently Asked Questions:** Lists several questions:
 - (HR) How to correct an erroneous entry of a Soldier's Social Security Number
 - How do Members obtain their DD-214?
 - What is the required training for the DD-214/-1 subcategory?
 - Will the SSN appear on the DD-214?
 - Can DD-214s be corrected?
 - Do attachments become a part of the DD-214?
 A 'View All' button is at the bottom.
- C. Create Case:** A button with a yellow icon of a document with a plus sign, enclosed in a red box.
- D. My Cases:** A button with a yellow icon of a person at a desk with a computer, showing '0 Open Cases'.



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

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 \(FAQs\)](#)

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.

1  **4** **Create Case**

2 Review & Submit

3 How can we assist you?

5 ***Category** ***Type** ***Detail**

Does this issue impact your pay? **No**

6 **Case Details**

7 ***Summary** **Description**

8 **Attachments**

You have no attachments. **Add Attachments**

A

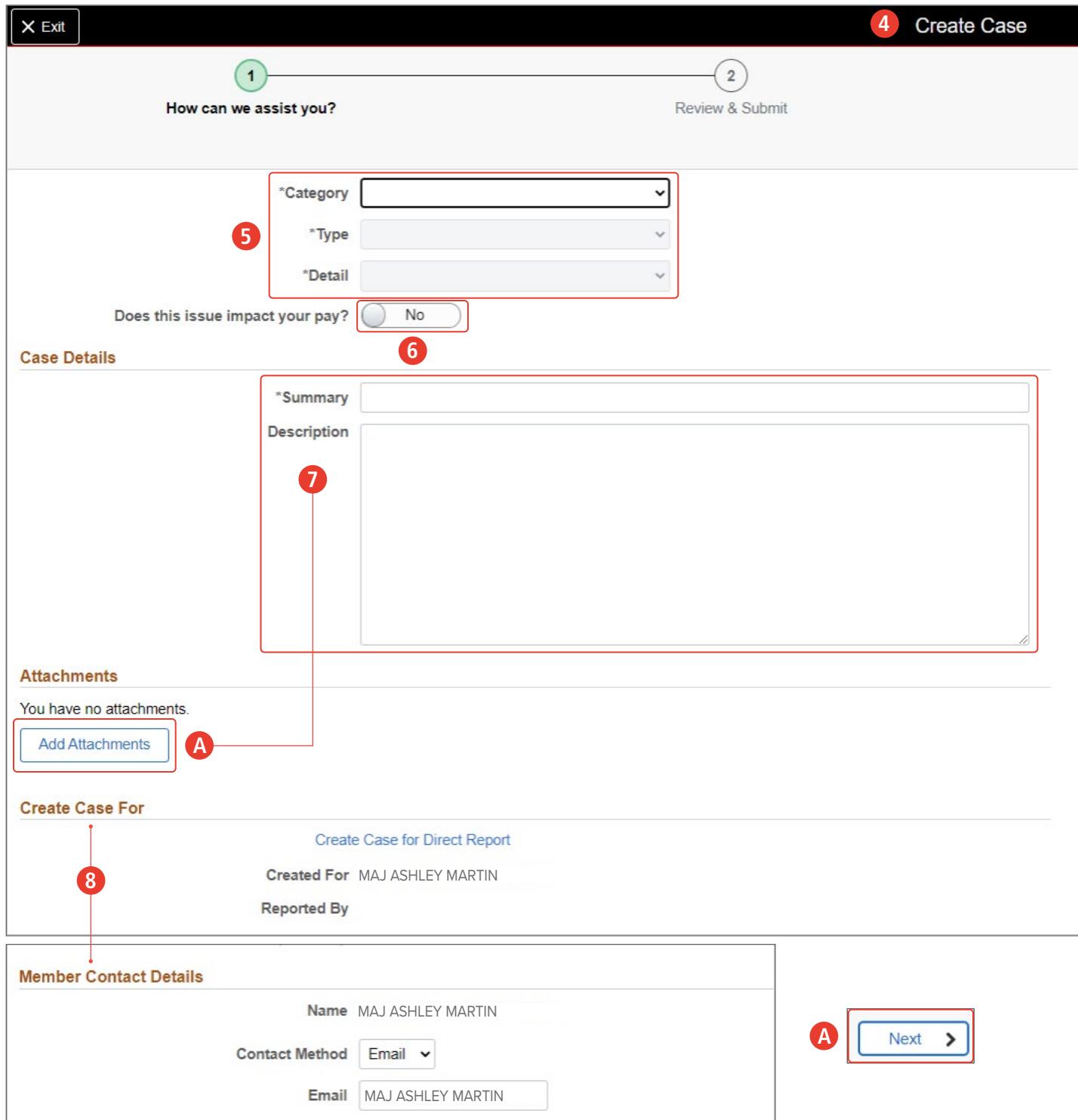
9 **Create Case For**

Create Case for Direct Report
Created For MAJ ASHLEY MARTIN
Reported By

10 **Member Contact Details**

Name MAJ ASHLEY MARTIN
Contact Method Email
Email MAJ ASHLEY MARTIN

11 **Next**

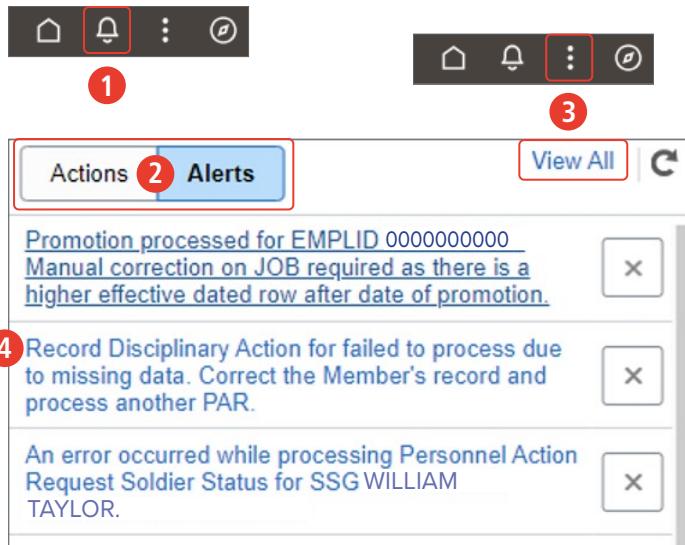


The diagram illustrates the 'Create Case' form with numbered callouts and a letter A. Callouts 1-8 are numbered circles pointing to specific fields: 1 (Exit button), 2 (Review & Submit button), 3 (Assist you dropdown), 4 (Create Case title), 5 (Category, Type, Detail dropdowns), 6 (Case Details section), 7 (Summary and Description text areas), 8 (Attachments section), and 9 (Create Case For section). Callout A points to the 'Add Attachments' button. Callout 10 points to the 'Next' button at the bottom right.

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.belvoir.peo-enterprise.mbx.ipps-a-help-desk@army.mil.*



Prepared for: IPPS-A Users
Prepared by: FMD (IPPS-A)
Arlington, VA