IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

LEADERS REFERENCE GUIDE

VERSION 2.0

DECEMBER 2025

★ **U.S. ARMY**

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

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

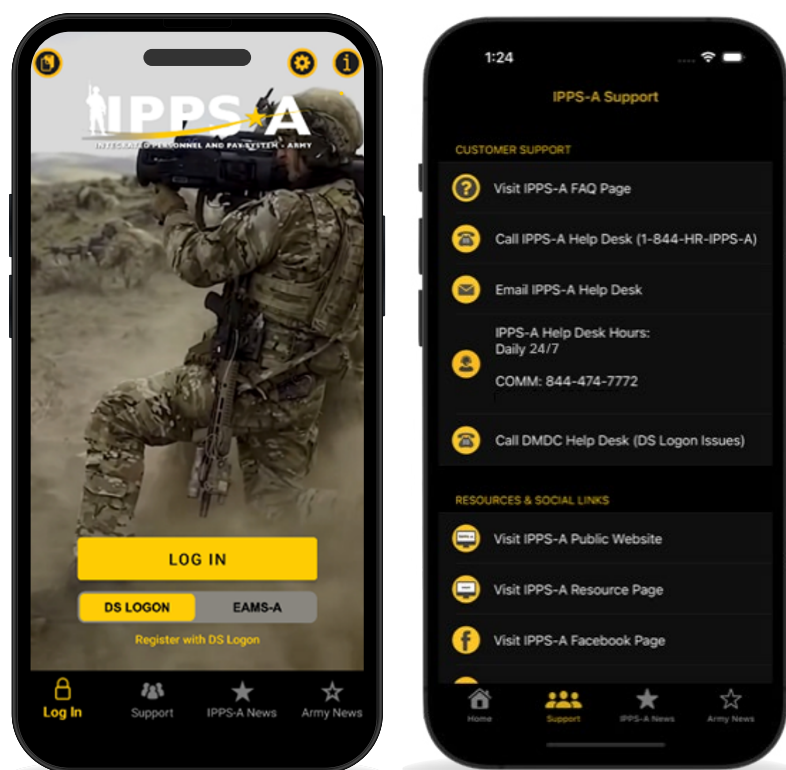Focuses on familiarization with the Mobile Application, Desktop Self-Service homepage, and Navigator.

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.

> **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.

1. Select **Access Request** tile.

2. Select **New Access Request** button.

3. Select "+" icon under the **New Requested Security Settings** header.
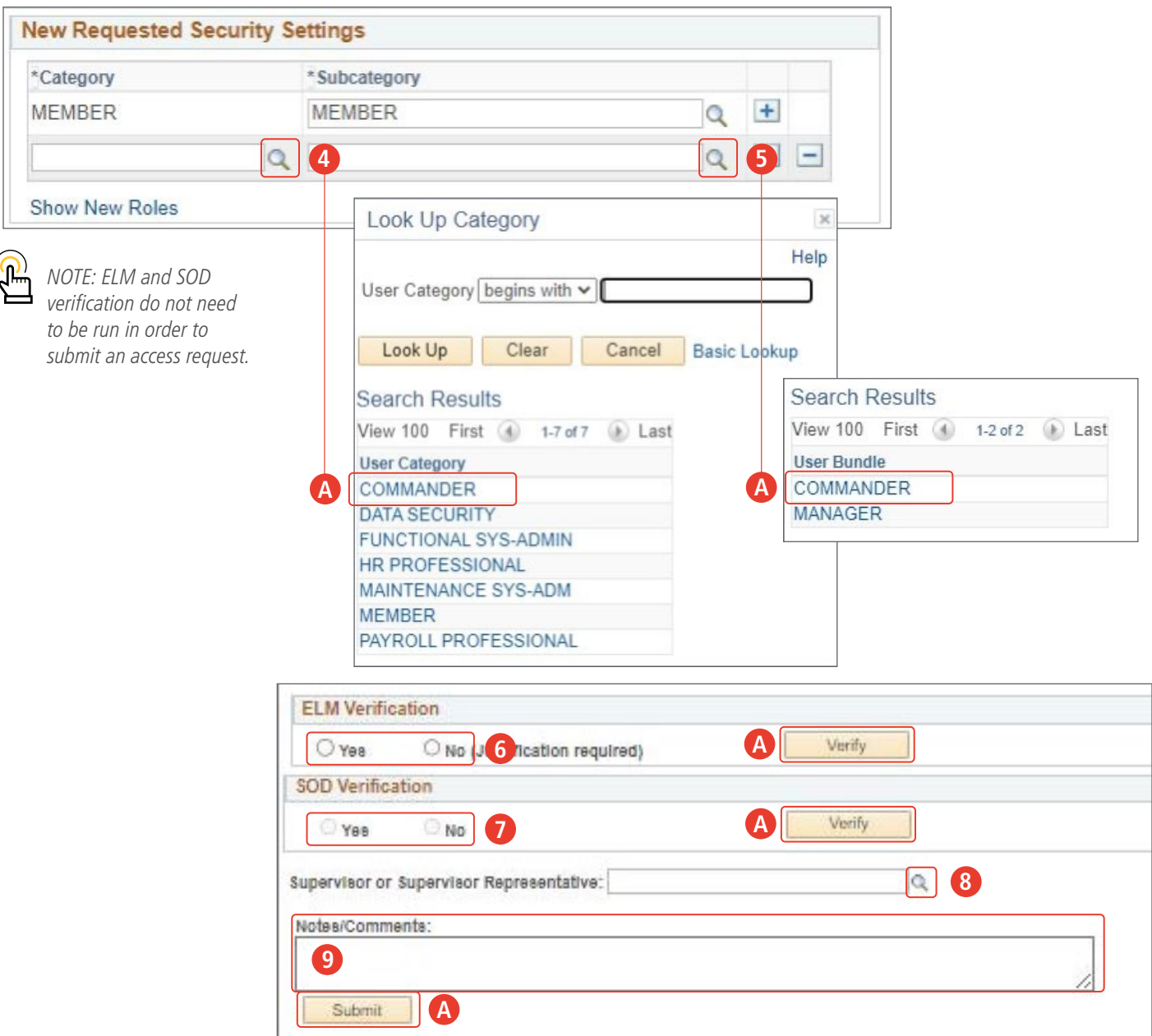
4. Select **look up tool** icon under **Category** header .

   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 3-5, 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**.

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.
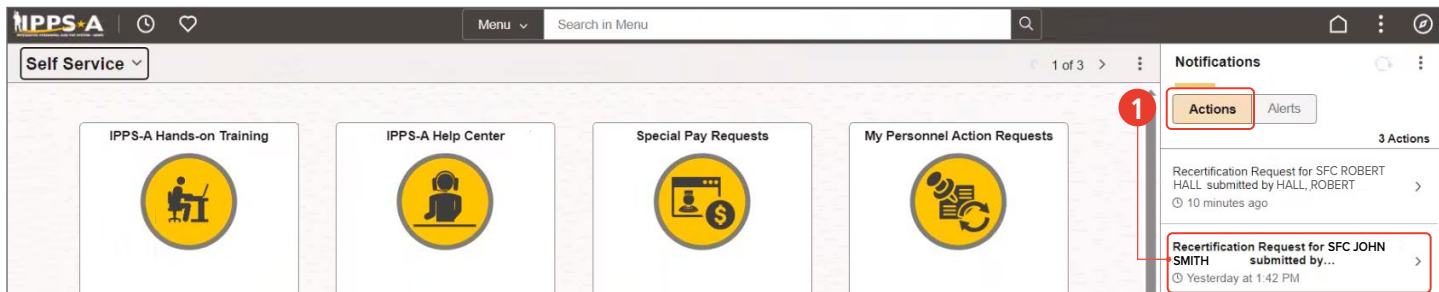
SUPERVISOR (RECERTIFICATION)

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**.

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.

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.
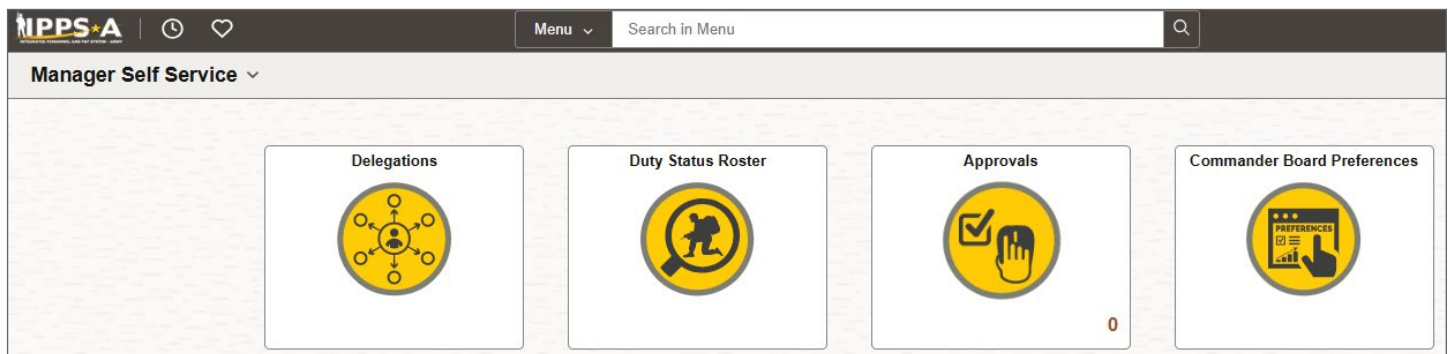
Associated UPKs:
- Generate Predefined Queries
- Generate a Duty Status Report
- Run A Wounded Member Query
- Run a Readiness Roster Report
- Generate a PERSTEMPO Report
- Generate an Absence Analytics Dashboard

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.

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

7. Enter comments.

   7A. Select **Submit**.

8. Select **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.

Associated UPKs:
- Approve/Deny an Assignment
- Approve and Complete a Soldier Status PAR-AWOL
- Generate a Duty Roster Report
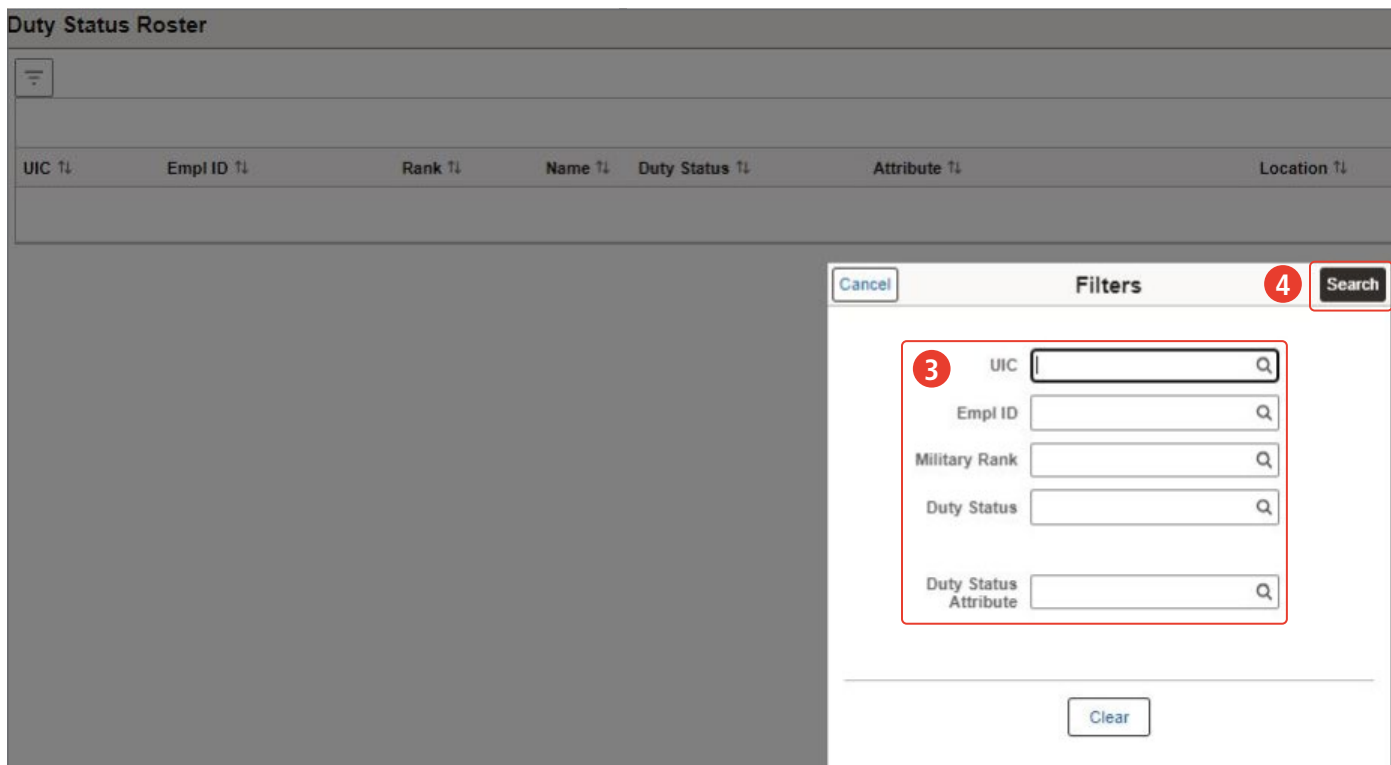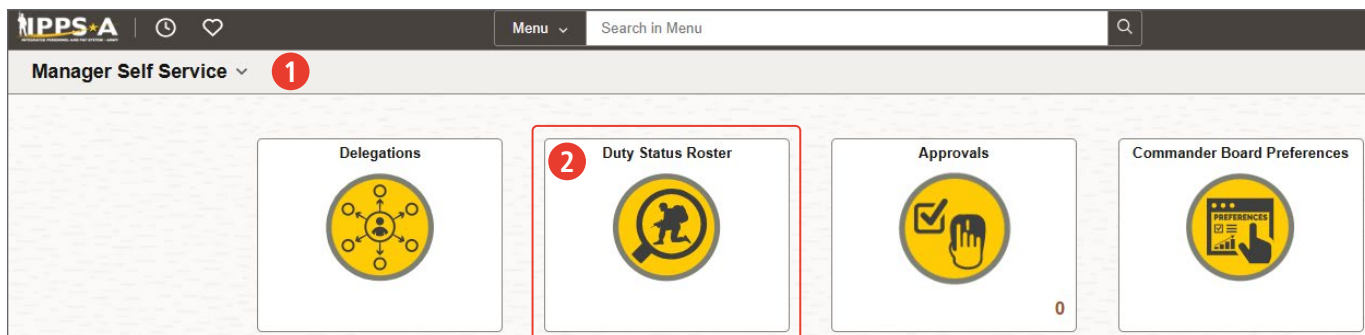- Access Awards Eligibility Roster

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**.

U.S. ARMY

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**.

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 **action**s 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

‹ Previous   Next ›

Step 2 of 4: Delegates

1 row

Select All   Clear All   Add Delegate **④**

Name ↑↓
Photo

Add Delegate

Cancel   **Add Delegate**   Done **Ⓑ**

User ID [🔍] **Ⓐ**

Delegation Request

1 — Delegation Dates   2 — Delegates   3 — Transactions   4 — Review and Submit **⑤**

‹ Previous   Next ›

Step 2 of 4: Delegates

1 row

Select All   Clear All   Add Delegate

	Name ↑↓	Email ID ↑↓	
☑ Photo	CPT JESSICA GREEN	JESSICA.S.GREEN@ARMY.MIL	🗑

Delegation Request

1 — Delegation Dates   2 — Delegates   3 — Transactions   4 — Review and Submit **Ⓑ**

‹ Previous   Next ›

Step 3 of 4: Transactions

All   Approve   Initiate **⑥**

Select All   Clear All **Ⓐ**

32 rows

Description ↑↓
☐ AWOL/Confinement PAR Approval
☐ Admin Rec Corr PAR Approval

Delegation Request

1 — Delegation Dates   2 — Delegates   3 — Transactions   4 — Review and Submit **Ⓐ**

‹ Previous   Submit

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

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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.

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.

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.

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 Roste**r 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**.

7. Select the **Status** drop down.

8. The Commander must provide the **Reason** when enlisted roster is modified.

9. Select **Save** button.

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.

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. C**reate 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)

Help & Training — **1** — IPPS-A Help Center

IPPS-A Help Center **2**

A Search For Answers

Enter Keyword Search

Top Answers

(HR/IT) IPPS-A User Manual has been updated, V17 - 12/05/20...

(HR) How to Create a Citizenship PAR

(HR) PAR Restart Button Functionality

Job Aid: Administrative System Correction request due to In...

(HR/IT) New IPPS-A Leaders Reference Guide_Dec24

(HR) Job Aid: Simultaneous Membership Program (SMP) Promoti...

View All

B Frequently Asked 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?

View All

My Cases **D**
0 Open Cases

3 Create Case **C**

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.
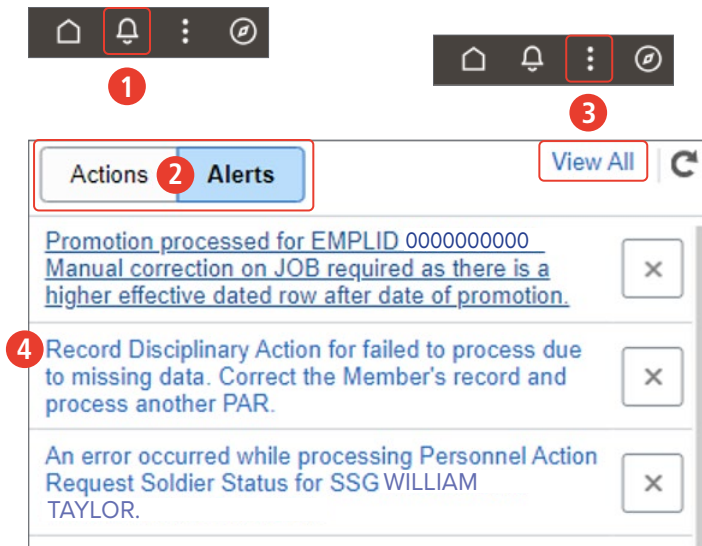
    8A. Select **Next** to review and submit.

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.

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INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

★ **U.S. ARMY**