IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

INCLUSIONARY AND EXCLUSIONARY ROWSECCLASS JOB AID

This Job Aid assists Validators and HR Professionals in creating Customer Relationship Management (CRM) cases for both Inclusionary and Exclusionary Row Level Security (ROWSECCLASS) names in the IPPS-A Department Security Tree Nodes Unit Identification Code (UIC).

Inclusionary Instructions Overview

The Inclusionary ROWSECCLASS enables users to see other Members' data outside their Natural Security hierarchical purview.
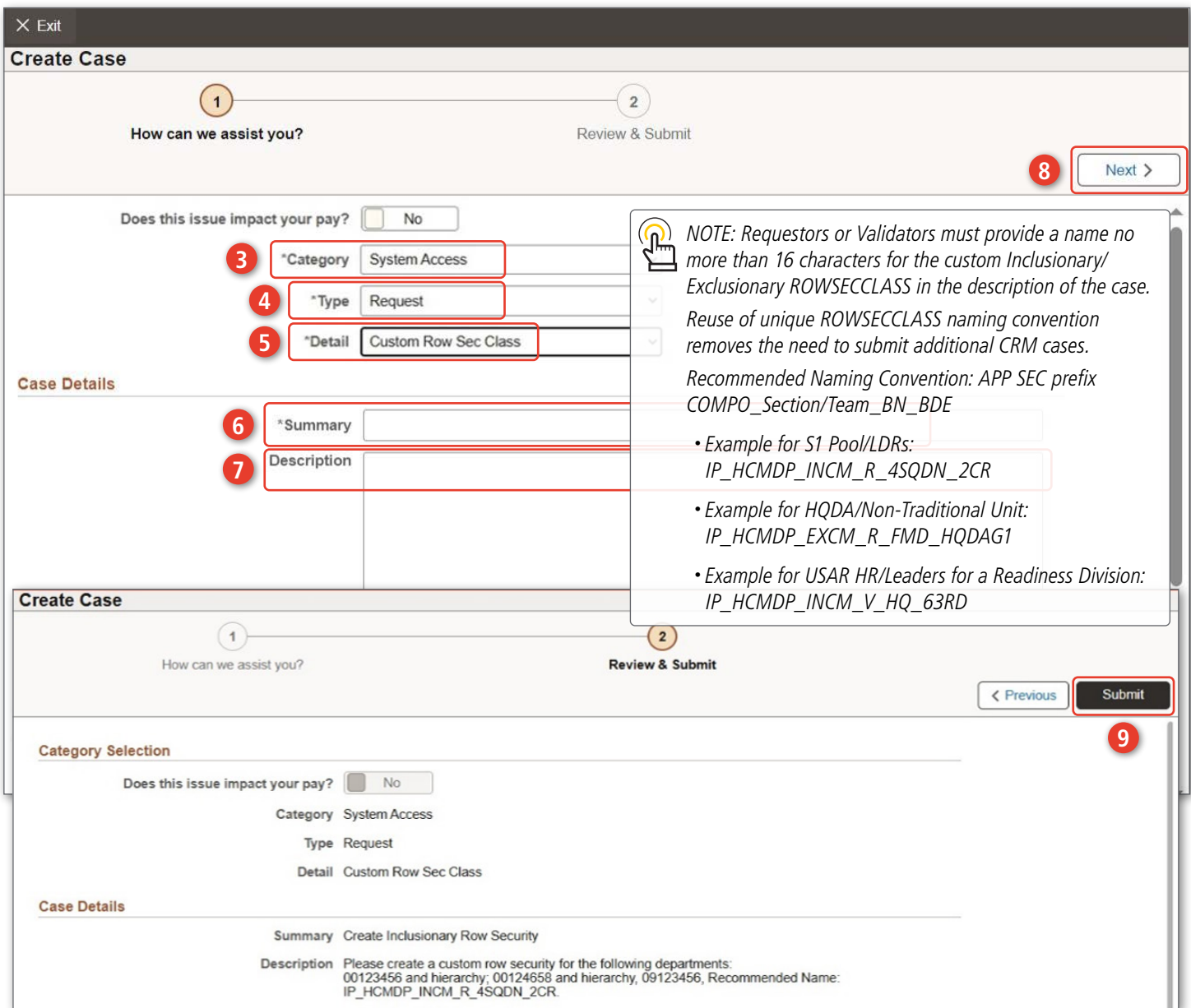
1. Select **IPPS-A Help Desk**.

2. Select **Create Case**.

NOTE: Persons of Interest (POIs) must use Member 360 to create an Inclusionary or Exclusionary request.

One Soldier ★ One Record ★ One Army

★ **U.S. ARMY**

Inclusionary Instructions CONTINUED

3. Select **Category** drop down box and select **System Access**.

4. Select **Type** drop down box and select **Request**.

5. Select **Detail** drop down box and select **Custom Row Sec Class**.

6. In this example, under **Summary** header, enter **Create Inclusionary Row Security**.

7. In this example under **Description** header, enter **Please create a custom row security for the following departments: 00123456 and hierarchy; 00124658 and hierarchy, 09123456,** Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR.

8. Select **Next**.

9. Select **Submit**.

✕ Exit

Create Case

① How can we assist you?   ② Review & Submit

8 Next >

Does this issue impact your pay? No

3 *Category   System Access

4 *Type   Request

5 *Detail   Custom Row Sec Class

Case Details

6 *Summary

7 Description

> NOTE: Requestors or Validators must provide a name no more than 16 characters for the custom Inclusionary/ Exclusionary ROWSECCLASS in the description of the case.
>
> Reuse of unique ROWSECCLASS naming convention removes the need to submit additional CRM cases.
>
> Recommended Naming Convention: APP SEC prefix COMPO_Section/Team_BN_BDE
>
> • Example for S1 Pool/LDRs: IP_HCMDP_INCM_R_4SQDN_2CR
>
> • Example for HQDA/Non-Traditional Unit: IP_HCMDP_EXCM_R_FMD_HQDAG1
>
> • Example for USAR HR/Leaders for a Readiness Division: IP_HCMDP_INCM_V_HQ_63RD

Create Case

① How can we assist you?   ② Review & Submit

< Previous   **Submit**

9

Category Selection

Does this issue impact your pay? No

Category   System Access

Type   Request

Detail   Custom Row Sec Class

Case Details

Summary   Create Inclusionary Row Security

Description   Please create a custom row security for the following departments: 00123456 and hierarchy; 00124658 and hierarchy, 09123456, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR.

Exclusionary Instructions Overview

The Exclusionary ROWSECCLASS limits Member record access (including both Natural Security and Inclusion Exceptions).

1. Select **IPPS-A Help Desk**.
2. Select **Create Case**.

NOTE: Persons of Interest (POIs) must use Member 360 to create Inclusionary or Exclusionary request.

Self Service ⌄

Announcements

① IPPS-A Help Center

Search For Answers

Enter Keyword Search →

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IPPS-A User Manual has been updated, V12 - 09/06/2024

Job Aid: PAR Restart Button Functionality

Promotion Job Aid: Administrative System Correction request...

New IPPS-A Leaders Reference Guide_05/22/2024

Job Aid: Simultaneous Membership Program (SMP) Promotion an...

Job Aid: How to create a PCS Absence on behalf of a Soldier

View All

Frequently Asked Questions

Job Aid: Basic Allowance for Housing Recertification

IPPS-A Self-Service User Guide has been updated: V2, Sep 2024

Military Personnel Division (MPD) Smartbook has been updated: V2, Sep 2024

MCC (Military Component Category) Blanks out upon arrival to new assignment

What is Hypori Halo?

Instructions to Download and Install the Mobile Connect and Hypori Client Apps

View All

My Cases
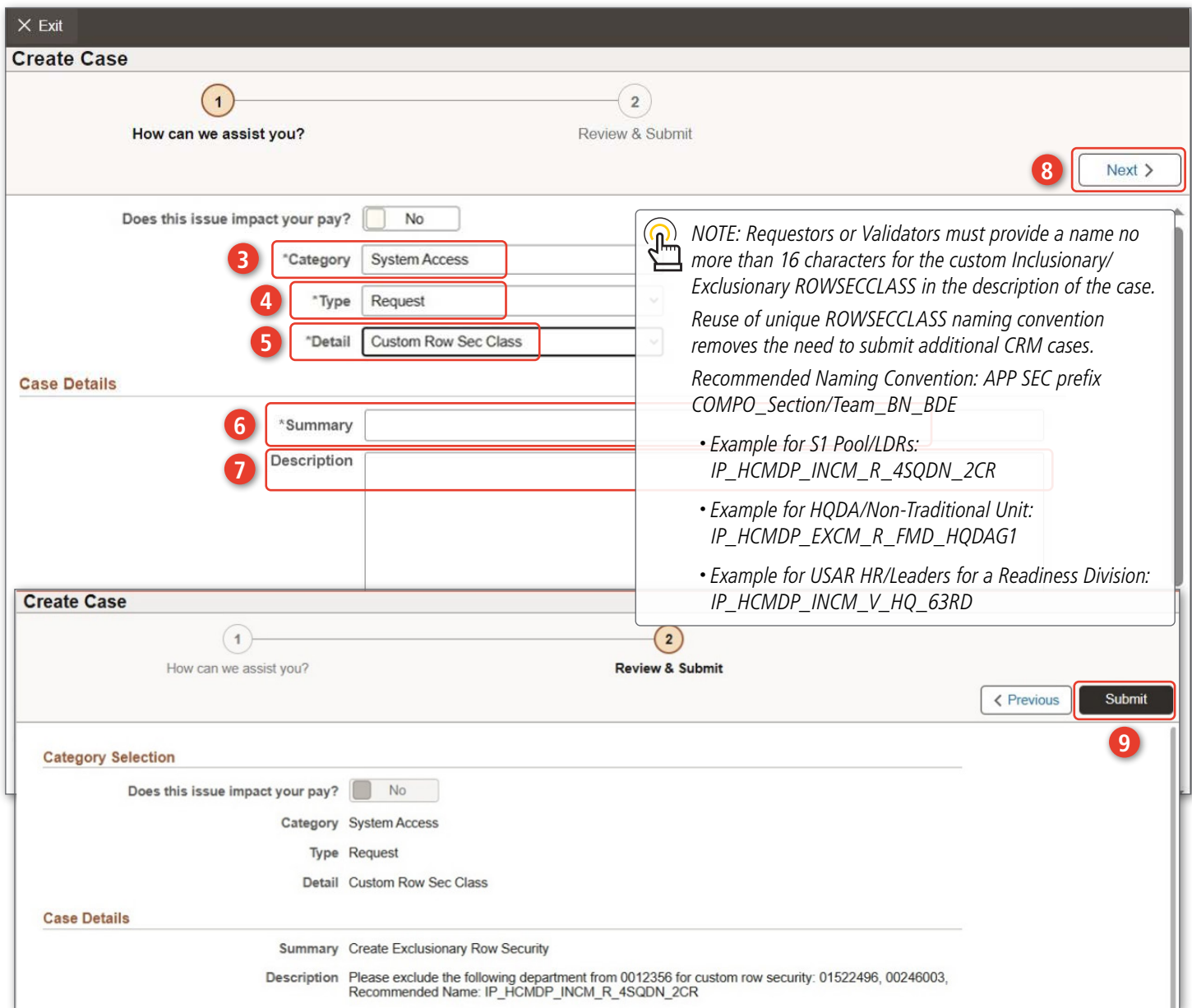
0 Open Cases

② Create Case

One Soldier ★ One Record ★ One Army

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Exclusionary Instructions CONTINUED

3. Select **Category** drop down box and select **System Access**.

4. Select **Type** drop down box and select **Request**.

5. Select **Detail** drop down box and select **Custom Row Sec Class**.

6. In this example, under **Summary** header, enter **Create Exclusionary Row Security**.

7. In this example under **Description** header, enter **Please exclude the following department from 0012356 for custom row security: 01522496, 00246003,** Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR

8. Select **Next**.

9. Select **Submit**.

✕ Exit

Create Case

① How can we assist you? — ② Review & Submit

⑧ **Next >**

Does this issue impact your pay? [No]

③ ***Category** System Access

④ ***Type** Request

⑤ ***Detail** Custom Row Sec Class

Case Details

⑥ ***Summary**

⑦ Description

> 🖐 NOTE: Requestors or Validators must provide a name no more than 16 characters for the custom Inclusionary/Exclusionary ROWSECCLASS in the description of the case.
>
> Reuse of unique ROWSECCLASS naming convention removes the need to submit additional CRM cases.
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>
> • Example for HQDA/Non-Traditional Unit:
>   IP_HCMDP_EXCM_R_FMD_HQDAG1
>
> • Example for USAR HR/Leaders for a Readiness Division:
>   IP_HCMDP_INCM_V_HQ_63RD

Create Case

① How can we assist you? — ② Review & Submit

< Previous   **Submit**   ⑨

Category Selection

Does this issue impact your pay? [No]

Category System Access

Type Request

Detail Custom Row Sec Class

Case Details

Summary Create Exclusionary Row Security

Description Please exclude the following department from 0012356 for custom row security: 01522496, 00246003, Recommended Name: IP_HCMDP_INCM_R_4SQDN_2CR