IPPS★A
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

ORPHANING AND DISPLACEMENTS JOB AID

This Job Aid assists HR Professionals with resolving Orphaning and Displacements in IPPS-A, including the Assignment Coordination and Tracking (ACT) Dashboard and Mass Update Resolution.

A Member is orphaned in IPPS-A when their currently assigned position, department assignment tracking, or job data is inactive before the Member's assignment projected end date.

A Member is displaced when the position they are assigned to has an adjusted State Parent Unit Identification Code (UIC), which impacts Army National Guard personnel; Parent Unit Designator (PUD); Major Army Command (MACOM); or Organizational Requisition Assignment Area (ORGRAA).

NOTE: See IPPS-A User Manual, Annex B, for more information.

As a result of the termination/inactivation date, IPPS-A prevents users from selecting the position or department on or after the date. However, all Members already in the position or department cease to hold a valid position or department on the date of termination/inactivation.

The Assignment Dashboard displays projected, current, position, and/or department-based orphans and displacements.

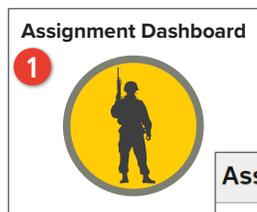The view is not restricted by row security.

NAVIGATION: ACT DASHBOARD
Nav Bar > Menu > Workforce Administration > Assignment Tracking > Assignment Dashboard

NAVIGATION: MASS UPDATE
Nav Bar > Menu > Workforce Administration > Mass Update R3 > Mass Update

ACT Dashboard

1. Select **Assignment Dashboard** tile.
2. The **Assignment Dashboard** screen displays.
   - 2A. Select radio button for either **All UICs**, **One UIC**, **UIC and Hierarchy**, or a **Set of UICs**.
   - 2B. Enter **UIC** information.
   - 2C. Select **Refresh Summary**.

NOTE: Reporting lines 28-30 and 32-34 allow HR Professionals to see projected and current orphans and displacements that are position and/or department based. Reference table 12-5 User Manual.

Assignment Dashboard

Assignment Dashboard

Assignment Summary | Assignment Details

Instructions

Below you will see the counts of the Assignment. You can click the number to see the details.

▼ Search Parameters

User ID 0000000000.00
*Business Unit ARACA

Summary Type
● Assignments ○ Separation

UIC Search Option
○ All UICs ● One UIC ○ UIC and Hierarchy ○ Set of UICs

UIC Selection

UIC	Department	Description

▶ Department Attribute Option

Refresh Summary

One Soldier ★ One Record ★ One Army

U.S. ARMY

ACT Dashboard CONTINUED

2D. Screen displays **Assignment Summary**.

2E. Select the **Numbered Link** greater than zero if applicable.

2F. Screen displays a byname roster of **Assignment Details**.

2G. The **Recommended Resolution Method** column provides how the HR Professional should correct the orphan or displacement. This scenario directs the HR Professional to Manage Assignments.

2H. Select the **Details** link.

Assignment Summary D

		<=30 Days	30-120 Days	121-180 Days	Total
28	Future Dated Inactive Dept/UIC Assignments	0	0	0	0
29	Future Dated Inactive Positions Assignments	0	0	0	0
30	Future Dated Displaced UIC Assignments	0	0	0	0
32	Existing Inactive Dept/UIC Assignments				0
33	Existing Inactive Positions Assignments				E 17
34	Existing Displaced UIC Assignments				0

Assignment Dashboard

Assignment Summary | **Assignment Details** F

Existing Inactive Positions Assignments

    Export Assignment Details

Assignment Details

Details	Empl ID	Empl Rcd	Name	Begin Date	End Date	Assignment ID	Action	Reason	Trans	Subtrans
Details H	0000000	0	SFC JOHN DAVIS	08/23/2022	10/15/2023	114644927	PCS	OPN	CONUS PDS	CONUS PDS

Find | 🔲   First ◀ **1-17 of 17** ▶ Last

Location	Position Number	Position Descr	Job Code	Jobcode Descr	Bus Unit	UIC	ACT Status	POS Location	Recommended Resolution Method G
00026784	02913350	Ammunition Supply Sergeant	E89B	AMMUNITION SPECIALIST	ARACA	000000	Arrived On Assignment	00026784	Resolve With Manage Assignments: POS Inactivation Date = 2023-10-16

3. The **Current/Approved Manage Assignments** landing page displays.

   3A. Select the **Create Permanent Assignment** drop-down.

   3B. Select **Reassignment**.

Current/Approved

Name SFC JOHN DAVIS
Empl ID 0000000000 3

Current/Approved	∨ Organizational Instance	
Pending/Working	Business Unit US Army Active Component	Location FT CARSON
Completed	Component Category ACMS-Force Structure Unit-Avail Pers	Job Code E89B AMMUNITION SPECIALIST
Canceled	UIC 000000	Position 02913350 Ammunition Supply Sergeant

Duty Status Present for Duty

Duty Status Attribute

∨ Permanent Assignments

A   Create Permanent Assignment [▾]

Create Permanent Assignment [▾]

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC		Position	
000000000	Arrived	Active	PCS	08/23/2022	000000			
eMILPO			Operational	10/15/2023			02913350	
						EO	Ammunition Supply Sergeant	

Active Return to Reception
Active to DFR
COT SRU
DFR to Active
OPN Prisoner 31-180 Days
Operational Civ PCF
Operational Mil PCF
Operational SRU
RA DEP AIT
RA DEP OCS
ROT Prisoner 31-180 Days
B   **Reassignment**
Rotational Civ PCF

One Soldier ★ One Record ★ One Army

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ACT Dashboard CONTINUED

4. The **Assignment Information** displays.

   4A. Input data in the **Assignment Dates** section that have an asterisk (*).

   4B. Input data in the **Standard Fields** section: UIC, Position, Job Code, Duty Title, and Duty Position Qual fields.

   4C. Under the **Movement Fields** section; Select **Movement ID** lookup tool; Select a Movement ID.

   4D. Scroll back to the top of page; Select **Submit**.

NOTE: Assignment begin date is the day after the inactive assignment date.

Assignment Header Information ④

Assignment	Permanent	Assignment ID	NEW
Employee Record	0	Assignment Seq	0
Assignment Status	Draft	User Action	0001 Reassignment
Workflow Status	Initiated		

Component Category   Training Status   PERSTEMPO Info

Assignment Dates Ⓐ

*Projected Begin Dt	10/16/2023	*Report Date	10/16/2023
Number of Days	2116	Projected End Dt	07/31/2029
*Assignment From	114644927		

Standard Fields Ⓑ

*Action	PCA	*Reason	Reassignment
*UIC	000000	Position	06275888
Location	00026784 FT CARSON	Over Strength Indicator	OVERSTRENGTH
With Duty At	No		
Estab ID	CONUS	Tour Type	NOT APPLICABLE
		Tour Indicator	
Job Code	E89B AMMUNITION SPECIALIST	Duty Title	AMMUNITION SPECIALIST
Duty Position Qual	Q QUAL		

Movement Fields Ⓒ

*Movement ID	291	Description	
		Asgmt Loss Reason	
		MPA Reason	VOL REQ
		Reenlistment Eligibility	REENL ELIG 1
		Action Type	Voluntary

Assignment Details

Name	SFC JOHN DAVIS
Empl ID	0000000000

Assignment Details	Ⓓ Submit	Save for Later
		Assignment Header Information

ACT Dashboard CONTINUED

5. The **Current/Approved Manage Assignments** landing page displays.

   5A. Select the **Other Actions** drop-down on the Arrived Assignment.

   5B. Select **Depart Member**.

   5C. Select Submit **Departure**.

ACT Dashboard CONTINUED

5D. Select **Other Actions** drop-down on Approved Assignment.

5E. Select **Arrive Member**.

5F. Select **Submit Arrival**.

5G. The **Current/Approved** landing page refreshes and reflects Member as **Arrived** on Assignment.

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
000000000 eMILPO	Departed	Active	PCS Operational	08/23/2022 10/15/2023	000000	02913350 Ammunition Supply Sergeant	00026784 FT CARSON	**D** Other Actions ⌄	View Order
000000000 Online Asg	Approved	Active	PCA Reassignment	10/16/2023 07/31/2029	000000	06275888 Standard Excess			...er

Actions ✕
- Deferment
- Curtail/Extend
- Revoke Assignment
- Location Change
- Arrive Member **E**
- Position Change
- TDY Event
- Asgn From Change
- Update Position Qualification

Arrivals/Departures

Assignment Details	[Submit Arrival] **F**
Member Elections	**Assignment Header Information**
Approvals/Eligibility	Assignment Permanent
	Employee Record 0
Comments/Attachments	Assignment Status Approved
	Workflow Status Approved
Orders	

Component Category   Training Status   PERSTEMPO Info

Assignment Arrivals

2 rows
s ⌄ View Order
s ⌄ View Order

Current/Approved

Name SFC JOHN DAVIS
Empl ID 0000000000

Current/Approved
Pending/Working
Completed
Canceled

∨ Organizational Instance

Business Unit US Army Active Component		**Location** FT CARSON	
Component Category ACMS-Force Structure Unit-Avail Pers		**Job Code** E89B AMMUNITION SPECIALIST	
UIC 000000		**Position** 06275888 Standard Excess	
		Duty Status Present for Duty	
		Duty Status Attribute	

∨ Permanent Assignments

Create Permanent Assignment

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location		
000000000 Online Asg	Arrived **G**		PCA Reassignment	10/16/2023 07/31/2029	000000	06275888 Standard Excess	00026784 FT CARSON	Other Actions ⌄	View Order

★ **U.S. ARMY**

Mass Update Resolution

1. Select **Assignment Dashboard** tile.

2. The **Assignment Dashboard** screen displays:

   2A. Select radio button for either **All UICs**, **One UIC**, **UIC and Hierarchy**, or a **Set of UICs**.

   2B. Enter **UIC** information.

   2C. Select **Refresh Summary**.

   2D. Screen displays **Assignment Summary**.

   2E. Select the **Numbered Link** greater than zero if applicable.

   2F. Screen displays a byname roster of **Assignment Details**.

   2G. The **Recommended Resolution Method** column provides how the HR Professional should correct the orphan or displacement. This scenario directs the HR Professional to Manage Assignments.

Assignment Dashboard ①

Assignment Dashboard ②

Assignment Summary | Assignment Details

Instructions

Below you will see the counts of the Assignment. You can click the number to see the details.

▼ **Search Parameters**

User ID 0000000000.00	**Summary Type**
*Business Unit ARACA	● Assignments ○ Separation

UIC Search Option

Ⓐ ○ All UICs   ● One UIC   ○ UIC and Hierarchy   ○ Set of UICs

UIC Selection

UIC	Department	Description
000000 Ⓑ		

▶ Department Attribute Option

| Refresh Summary | Ⓒ |

Assignment Summary Ⓓ

		<=30 Days	30-120 Days	121-180 Days	Total
28	Future Dated Inactive Dept/UIC Assignments	0	0	0	0
29	Future Dated Inactive Positions Assignments	0	0	0	0
30	Future Dated Displaced UIC Assignments	0	0	0	0
32	Existing Inactive Dept/UIC Assignments				0
33	Existing Inactive Positions Assignments				17 Ⓔ
34	Existing Displaced UIC Assignments				0

Assignment Dashboard

Assignment Summary | Assignment Details Ⓕ

Existing Inactive Dept/UIC Assignments

| Export Assignment Details |

Assignment Details

Details	Empl ID	Empl Rcd	Name	Begin Date	End Date	Assignment ID	Action	Reason	Trans	Subtrans
Details	0000000000	0	PFC THOMAS ANDERSON	04/03/2023	02/27/2026	116553109	PCS	ACC	AIT Graduate	CONUS PDS

Find | 🔳   First ◀ 1-7 of 7 ▶ Last

Location	Position Number	Position Descr	Job Code	Jobcode Descr	Bus Unit	UIC	ACT Status	POS Location	Recommended Resolution Method	Ⓖ
00120343	08503122	Standard Excess	E74D	CHEMICAL, BIOLOGICAL, RADIOLOG	ARACA	000000	Arrived On Assignment	00120343	Resolve With Mass Change: UIC Inactivation Date = 2023-07-14 and is greater than the Asgn Begin Dat	

NOTE: Reporting lines 28-30 and 32-34 allow HR Professionals to see projected and current orphans and displacements that are position and/or department based. Reference table 12-5 User Manual.

Mass Update Resolution CONTINUED

3. Select the **Mass Update** tile.
4. The **Mass Update** landing page display.
   - 4A. Select **Add a New Value**.
   - 4B. Select **Add**.
   - 4C. Select **Mass Update Type**; Select **Assignment Inactive UIC**.
   - 4D. In the **Description** field; Input desired naming convention.

Mass Update ③

Mass Update ④

Find an Existing Value

Ⓐ ⊕ Add a New 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 | ✏ |

Mass Update ID = [   ]

Mass Update Type = [   ]

Mass Update Status = [   ]

Description begins with [   ]

△ Show fewer options

☐ Case Sensitive

[Search] [Clear]

Mass Update

Add a New Value

Mass Update ID 999999999999999

[Add] Ⓑ

Mass Update

Mass Update ID 999999999999999   Mass Update Status New

Ⓒ *Mass Update Type [Assignment Inactive UIC ▾]   *Description [TEST] Ⓓ

Mass Update Resolution CONTINUED

Search Method:

4E. Select radio button for either **One UIC**, **UIC and Hierarchy**, or **Set of UICs**.

4F. Enter **UIC** information.

4G. Select **Search**.

4H. Enter **Default** information for Members.

4I. Select **Apply**.

4J. Members assigned to the UIC will appear under **Population** with defaulted information.

Mass Update

Population

Groupbox

Search Option
- ( ) One UIC   ( ) UIC and Hierarchy   ( ) Set of UICs   **E**

Search   **G**

UIC [ ]   **F**

Mass Update for Attachment -- Member Listing (Search vs. File Upload): Populate the "Search Options" as appropriate and click the "Search" button to populate the Member grid with anyone matching that criteria. Alternatively, download the file template by clicking the "Download File" button, populating the data in the file, and then populate the grid by clicking the "Upload File" and selecting the file for upload.

*Note - With Mass Update Approvals on, submission is limited to user accounts ending in .01 in order to find an appropriate S1 Pool for approval.

Entry Defaults:

Date Search Option
- ( ) Current   ( ) Date Range

Additional Search Criteria
- Location [ ]   MOS [ ]   Grade [ ]

- The "Begin Date" and "End Date" are the days that the Member will be on the Assignment.
- The "Trans" field has all values related to an Attachment Assignment configured in the FAB5.
- The "Sub Trans" field has all values related to a Trans selected.
- The "UIC" field contains all active UIC's in the system.
- The "Position" field contains all active Positions related to the UIC.
- The "Duty Title" field contains the Position description and the description of all JobCodes related to the members grade. The Position Description will be defaulted if one is not selected.
- The "Position Qualification" field contains all active Position Qualifications in the system. "Q" (Qualified) will be defaulted if one is not selected.
- The "Assignment From" field contains all active Assignments for a member in the system. The members existing home assignment record will be defaulted if one is not selected.

NOTE: Once all data is entered for each Member, the Mass Update can be submitted for approval. The system will automatically process the Member's records upon final approval of the Mass Update. A notification will be provided to the initiator of the request stating that it completed successfully or with error. If there were errors, they can be resolved/reworked within the original Mass Update request or handled as individual entries outside of the Mass Update process.

Apply Default

- *Assignment ID [ ]   Duty Title [ ]
- *UIC [ ]   **H**
- *Position [ ]
- Jobcode [ ]   Movement ID [ ]

Apply   **I**

Population   **J**

Mass Update Records

Include	*Empl ID	Name	*Assignment ID	*UIC	*Position	Jobcode	Duty Title	Movement ID
☑	0000000000	PFC THOMAS ANDERSON						

[Include All]   [Exclude All]

NOTE: Before entering data under Apply Default, Members will appear under Population; HR Professional can scroll to the bottom of the Member list and elect to Include All or Exclude All Members on the list.

NOTE: HR Professionals can elect to Download File, input information, and Upload file for processing.

Mass Update Resolution CONTINUED

File Upload Method:

3. Do not enter a UIC; Scroll to the bottom of the Mass Update landing page.

   3A. Select **Download File** and save to desired location; input Default Values listed on CSV file.

   3B. Select **Upload File**.

   3C. Select **Choose File**; Select CSV file.

   3D. Select **Upload**.

   3E. Screen displays Members under **Population** with default fields filled in.

   3F. Enter description information if adding attachments.

   3G. Select **Attach**.

   3H. Select (**+**) to add additional attachments.

   3I. Select **Process Mass Update** after the search or file upload method.

A Download File **B** Upload File

File Attachment ✕

C Choose File — No file chosen

D Upload — Cancel
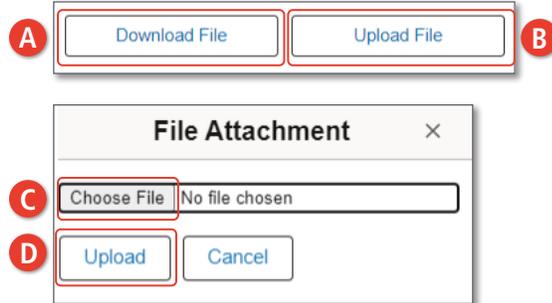
Population **E**

Mass Update Records

Include	*Empl ID	Name	*Assignment ID	*UIC	*Position	Jobcode	Duty Title	Movement ID		
☑	0000000000 🔍	PFC THOMAS ANDERSON	🔍	🔍	🔍	🔍	🔍	🔍	+	−

Attachments

*Description	Attached File	Attach	View		
F		**G** Attach	View	+	**H**

Comments

I Process Mass Update | Reprocess | Submit | Approve | Deny | Pu...

Mass Update Resolution CONTINUED

4. Screen displays notification the Mass Update Process Initiated; select **OK**.

5. Scroll to the top of the page; Select **Process Monitor**.

6. The **Process Monitor** screen displays.

    6A. Once the Run Status shows Success, the mass transaction request has processed.

Mass Update Process Initiated - Process Instance 2311173 (20500,1)

The batch process for this mass update has initiated. The status of this process can be viewed via Process Monitor using the above process instance.

[OK] **4**

Mass Update

Mass Update ID	13797	Mass Update Status	Saved
Mass Update Type	Assignment Inactive UIC	Description	TEST

5 Process Monitor

Process Monitor **6**

Process List   Server List

View Process Requests

User ID	0000000000.00 🔍	Type	▾	Last ▾	1	Days ▾	Refresh
Server	▾	Name	🔍	Instance	Range	Clear
Run Status	▾	Distribution Status	▾	☑ Save On Refresh	Report Manager	Reset

Process List

A |<   <   1-1 of 1 ▾   >   >| | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	2311173		MU_13797	Application Engine	IP_MASS	0000000000.00	10/20/2023 2:02:11PM GMT	Success	Posted	Details	▾Actions

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