


RACIAL ETHNIC DESIGNATION CATEGORY JOB AID

This Job Aid supports the Army Audit Agency’s findings and recommendation for Soldiers to verify their Racial Ethnic Designation Category (REDCAT). IAW HQDA EXORD 009-16 (FRAGO 5) (MOD 3) IPPS-A – Increment II (Final) COMPO 1 and 2, Soldiers will validate/update their date of birth, gender, race, ethnicity, education level, and marital status in IPPS-A.

This Job Aid assists in Self Service Racial Ethnic Designation Category (REDCAT) updates. This function is necessary to correct or simply change a Soldier’s Racial Ethnic Designation Category.

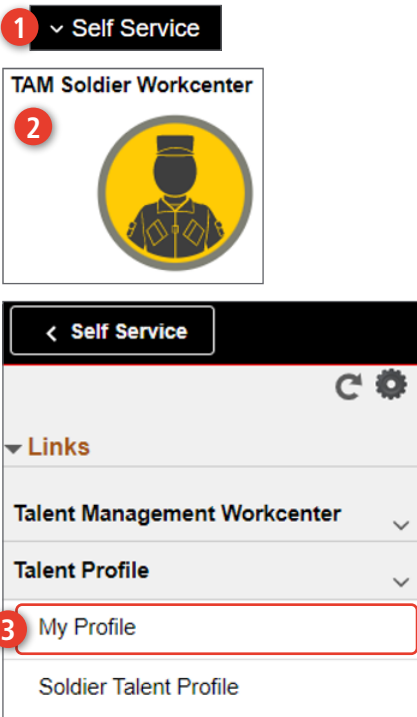
 Note: See Army Audit Agency Report A-2023-0003-FIZ, ‘Tracking and Managing Diversity in Army Recruiting Efforts,’ 26OCT22.

Login: <https://hr.ippsa.army.mil>

REDCAT Cheat Sheets

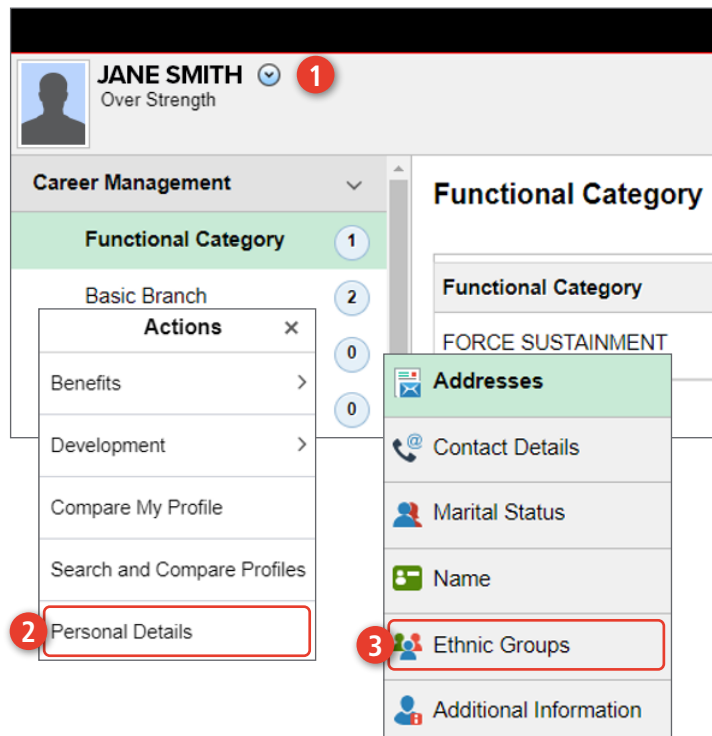
GETTING STARTED

1. Ensure the **Self Service** Role is selected.
2. Select the **TAM Soldier Workcenter** Tile.
3. Select **My Profile**.



PERSONAL DETAILS



1. Select the blue downward arrow.
2. Select **Personal Details**.
3. Select **Ethnic Groups**.




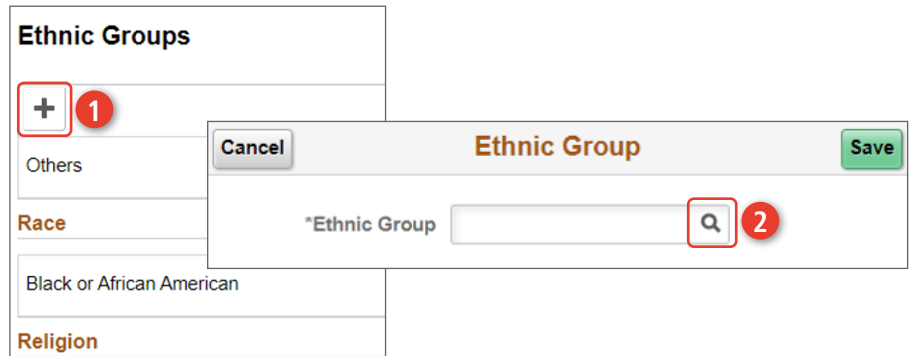
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REDCAT Cheat Sheets CONTINUED


ETHNIC GROUPS

1. To add an Ethnic Group, select the  icon.
2. Select the  icon for a listing of available ethnic groups.
3. Member may enter a known ethnic group and select **Search**, and then select an ethnic group from the **Search Results**.
4. The ethnic group chosen will appear in the Ethnic Group box.
5. **Save** your selection.

 **NOTE:** The Ethnic Groups contained within IPPS-A are governed by the Technical Environment Support System (TESS). Ethnicity Data is reported to DOD/DMDC, IAW DOD Instructions.



Ethnic Groups


 **1**

Others

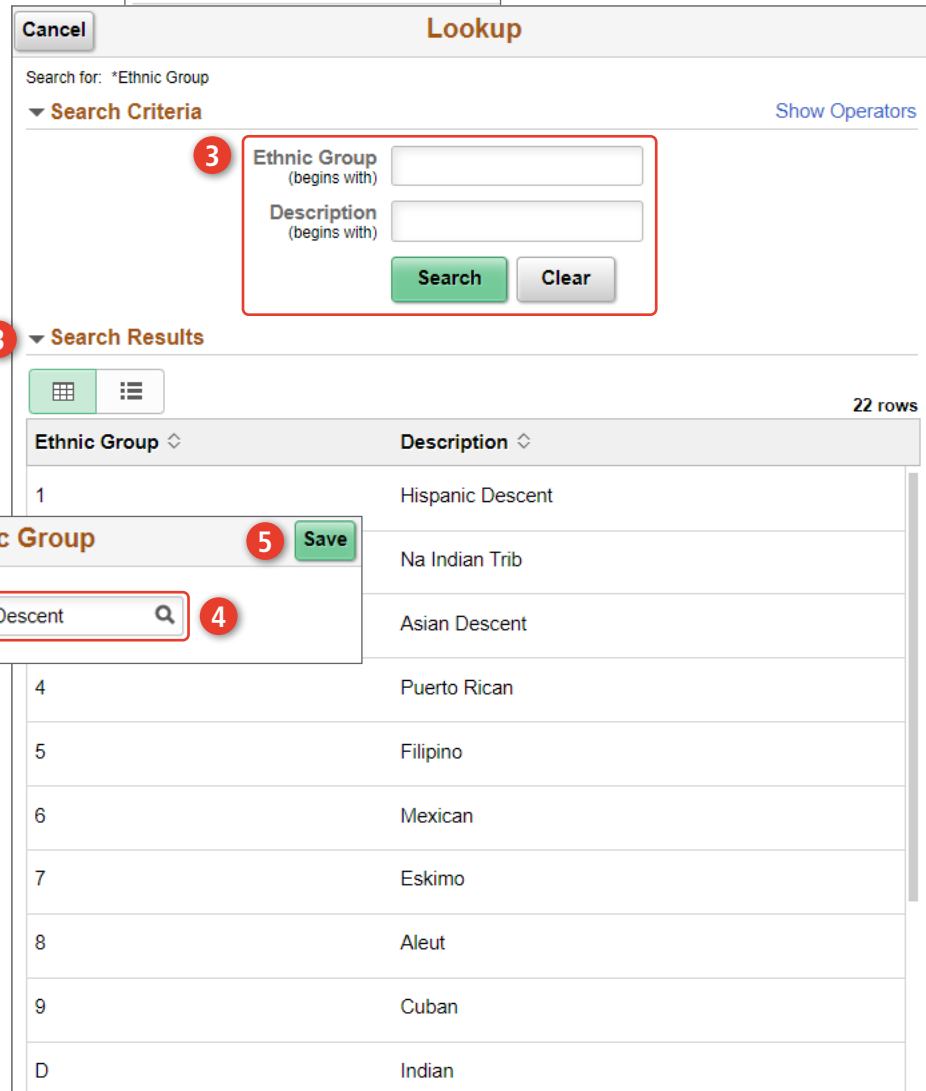
Race

Black or African American

Religion

Ethnic Group  **2**

Cancel Save



Lookup

Search for: *Ethnic Group

Search Criteria [Show Operators](#)

3

Ethnic Group (begins with)

Description (begins with)

Search Clear

3 **Search Results**

22 rows

Ethnic Group	Description
1	Hispanic Descent
	Na Indian Trib
	Asian Descent
4	Puerto Rican
5	Filipino
6	Mexican
7	Eskimo
8	Aleut
9	Cuban
D	Indian




Ethnic Group

*Ethnic Group  **4**

Cancel **5** Save

REDCAT Cheat Sheets CONTINUED

RACE

1. Select the block below the title **Race**.
2. Select the  icon for a listing of available Races.
3. Member may enter a known Race in the **Field Value** box, select **Search** and then select a Race from the Search Results.
4. The Race chosen will appear in the Race box.
5. **Save** your selection.

Ethnic Groups

+
Others

Race

1 Black or African American

Religion

Chrstn, No Denc

Voluntary Self-

The employer is subject to certain governmental these laws, the employer invites employees to vo you to any adverse treatment. The information ob and regulations, including those that require the i identify any specific individual.

Cancel Ethnic Group Save

Race 2

Cancel

Search for: Race

Search Criteria Show Operators

3

Field Value (begins with)

Long Description (begins with)

Search Clear

3 Search Results

Cancel Ethnic Group 5 Save

Race E 4

Field Value	Long Description
0	Unknown
1	Asian, Black or African American, Native Hawaiian or other Pacific Islander, White
2	Asian, Black or African American, White
3	Asian, Native Hawaiian or other Pacific Islander
4	Asian, Native Hawaiian or other Pacific Islander, White

REDCAT Cheat Sheets CONTINUED

RELIGION

1. Select the block below the title **Religion**.
2. Select the downward arrow for a listing of available religions.
3. Member may select a religion from the dropdown options.
4. The religion chosen will appear in the Religion box.
5. **Save** your selection.

Ethnic Groups

+
Others

Race

Black or African American

Religion

1 Chrstn, No Denom Pref

Voluntary Self-Identification

The employer is subject to certain governmental these laws, the employer invites employees to vo on ob the it

Cancel **Ethnic Group** Save

Religion 2

Cancel **Ethnic Group** Save

Religion 3

- 1st Chrch Of Christ,Sci
- Advent Christian Church
- Adventist Churches
- Afr Mthdst Epscpl Chrch
- Afr Mthdst Epscpl Zion Chrch
- Agnostic
- Am Bapt Chrch/Usa
- American Baptist Association
- American Baptist Churches
- American Baptist Conference

Cancel **Ethnic Group** 5 Save

Religion 4